

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: Yolo County Housing PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2010 PHA Code: CA044				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 431 Number of HCV units: 1,285				
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH      HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. <b>Note: See Attachment ca044a01 for information regarding Section 5.0 through 10.0.</b>				
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  <b>See page 3 of Attachment ca044a01.</b>				
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <b>See page 3 of Attachment ca044a01.</b>				
<b>6.0</b>	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.  <b>See pages 4 - 15 of Attachment ca044a01.</b>				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>  <b>See page 15 - 16 of Attachment ca044a01.</b>				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.  <b>See page 16 of Attachment ca044a01.</b>				
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.  <b>See page 16 of Attachment ca044a01.</b>				
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.  <b>See page 16 of Attachment ca044a01.</b>				

8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p><b>See page 16 of Attachment ca044a01.</b></p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b>See page 17 of Attachment ca044a01.</b></p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>See page 18 of Attachment ca044a01.</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p><b>See pages 21 - 24 of Attachment ca044a01.</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

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 5-Year and Annual PHA Plans. 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours 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

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### 1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### 2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### 3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### 4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

### 5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or 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.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and 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.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

# YOLO COUNTY HOUSING

## FY2010-FY2014 FIVE-YEAR AGENCY PLAN AND FY2010 ANNUAL UPDATE

### SECTION 5.0 THROUGH 10.0

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## **5.0 Five-Year Plan**

### **5.1 Mission Statement**

Working together to provide quality affordable housing and community development services for all.

### **5.2 Goals and Objectives**

- Maintain leasing rates, on-time collections and other benchmarks for on-going programs at a rate equal to or above generally accepted standards.
- Continue to improve the Public Housing Assessment System (PHAS) score.
- Continue to train staff on Asset Management to ensure compliance with all new HUD regulations.
- Achieve and maintain a 98% lease-up in the budget year (combined between tenant-based Housing Choice Voucher (HCV) and project-based vouchers).
- Close an additional three (3) homes through the HCV Home Ownership Program in the coming year.
- Achieve High Performer status on Section 8 Management Assessment (SEMAP) score.
- Implement new owner education workshops to attract potential new owners to participate in the HCV Program.
- Analyze, develop and implement effective work flows for staff.
- Implement Family Self-Sufficiency Program (FSS) to comply with the HUD requirement.
- Successfully complete the Capital Fund Financing Program application for debt service on the Administration building.
- Upgrade computer systems including servers, software, and memory capacity.



- Develop and implement customer satisfaction surveys; gather and interpret results; identify strengths and areas of needed improvement in YCH services.
- Install individual meters at apartments where there is currently no meter.
- Develop eco-friendly landscaping plan to reduce water usage.
- Install broadband access capability at all sites and offer to residents as an additional revenue source.
- Develop Facebook page to help distribute information to residents and applicants.
- Add website link to housing specialist and other Agency personnel to increase communication between staff and residents.

## **6.0 PHA Plan Update**

- (a) Identify specifically which plan elements have been revised since the PHA’s prior plan submission.**

All elements have been revised since the last submission.

- (b) Identify where the 5-Year and Annual Plan may be obtained by the public.**

The FY2010-FY2014 Five-Year Agency Plan and FY2010 Annual Update will be available for review during the 45-day Public Hearing Notice period at Yolo County Housing’s Main Office which is located at 147 West Main Street in Woodland, California.

### **1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures**

The YCH’s policies governing resident eligibility, selection, and admission including admissions preferences for both the Public Housing and Housing Choice Voucher Programs are described in this section. Unit assignment policies for public housing and wait list procedures for both programs are also described.

The Admissions and Continued Occupancy Policy (ACOP) covers the specific requirements for admission to the public housing program. These requirements for the HCV Program are stated in the Administrative Plan. The information listed below highlights some of the main factors used in determining eligibility

and admission to both programs and is not meant to be exhaustive. Both documents are on file at YCH's main office and should be referred to for specific questions.

*Public Housing – Admissions and Continued Occupancy Policy (ACOP)*

It is the Yolo County Housing's policy to admit qualified applicants only. An applicant is qualified if he or she meets the following criteria:

Heads a household where at least one member of the household is either a citizen or eligible non-citizen.

Has an Annual Income at the time of admission that does not exceed the low income limit for occupancy as established by HUD and posted separately in YCH offices.

Meets or exceeds the tenant Selection and Suitability Criteria as set forth in the ACOP.

The qualifying factors of eligibility will not be verified until the family is in a position on the waiting list to be offered a housing unit.

The applicant must qualify as a family. A family may be a single person or group of persons. Discrimination on the basis of a familial status is prohibited, and a group of persons may not be solely denied on the basis that they are not related by blood or marriage.

Applicants with a previous outstanding debt to YCH or any other PHA resulting in from a previous tenancy in a public housing or Housing Choice Voucher programs must be paid in full prior to admission.

YCH requires that a criminal background check and a credit check be performed upon admission and at all re-examinations when the tenant supplies any information to criminal activity. Any applicant and/or participant who has been convicted of any criminal activity including felony behavior in the past (3) three years will be denied admission and/or terminated.

Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to Public Housing for a three (3) year period beginning with the date of such conviction.

YCH will permanently deny admission to public housing to persons convicted of manufacturing or producing methamphetamines on the premises of the assisted housing project in violation of any Federal or State law.

YCH will deny admission to public housing to any family in which a family member is subject to a lifetime sex offender registration requirement.

A detailed interview will be conducted with all applicants. The interview will contain questions designed to evaluate the qualifications of applicants to meet the essential requirements of tenancy. All submitted information will be subject to third party verification.

It is the policy of YCH to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. Families who wish to apply for any of YCH's programs must complete a written application when application-taking is open. Applications will be made available in an accessible format upon request from a person with a disability.

Applicants may choose which site-based waiting list on which they wish to be placed.

The application process will involve two phases. The first is the "initial" application for admission (referred to as a pre-application). This first phase is to determine the family's eligibility for, and placement on, the waiting list. The second phase is the "final determination of eligibility for admission" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At this time, YCH ensures that verification of all HUD and YCH eligibility factors is current in order to determine the family's eligibility for an offer of a suitable unit.

If after a review of the pre-application the family is determined to be preliminarily eligible, they will be notified in writing that they will be placed on the waiting list. If the family is determined to be ineligible based on the information provided in the pre-application, YCH will notify the family in writing, state the reason for denial, and inform them of their right to an informal hearing.

It is the YCH's policy that each applicant be assigned an appropriate place on the waiting list for the development(s) in which the applicant wishes to reside. Applicants will be listed in sequence based upon the date and time the application is received, the size and type of unit required, the site in which they wish to reside, and the factors of preference or priority.

Housing Choice Voucher Program – Administrative Plan

YCH is responsible for ensuring that each individual and family admitted to the HCV program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by YCH to confirm eligibility and determine the level of assistance.

To be eligible for the HCV program, each applicant family must:

- Qualify as a family as defined by HUD and YCH.
- Have income at or below HUD specified income limits.
- Qualify on the basis of citizenship or the eligible immigrant status of family members.
- Provide social security number information for all family members as required.
- Consent to YCH's collection and use of family information as provided for in YCH-provide consent forms.
- YCH must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or YCH.

Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income eligible, a family must be one of the following:

- A very-low income family or
- A low-income family that has been "continuously assisted" under the 1937 Housing Act.

HUD requires YCH to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last three (3) years for drug-related criminal activity.
- YCH determines that any household member is currently engaged in the use of illegal drugs.
- YCH has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program.

If any household member is currently engaged in, or has engaged in any drug-related or violent criminal activity, within the last three years, the family will be denied admission.

HUD authorizes YCH to deny assistance based upon the family's previous behavior in assisted housing. YCH will deny assistance to an applicant family if:

- The family does not provide information that HUD or YCH determines is necessary to the administration of the program.
- The family does not provide complete and true information to YCH.
- Any public housing agency has terminated assistance under the program for any family member within the last three (3) years.
- Any family member has been evicted from federally assisted housing in the last three (3) years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any other federal housing program.
- The family owes rent or other amounts to any public housing agency in connection with the HCV, Certificate, Moderate Rehabilitation, or public housing programs, unless the family repays the full amount of the debt prior to being selected from the waiting list.
- The family has breached the terms of a repayment agreement entered into with YCH, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.
- A family member has engaged in or threatened violent or abusive behavior towards YCH personnel.

YCH is authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the HCV program. This authority assists YCH in complying with HUD requirements and in-house policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to access these records, YCH requires each applicant household to submit a consent form signed by each adult household member.

When a family wishes to receive HCV assistance, the family must submit an application that provides YCH with the information needed to determine the family's eligibility. The application process involves two phases. The first phase involves placing the family on the waiting list. This process requires the family to declare any preferences to which they may be entitled and the family's income.

In the event two or more applicants with identical preferences are eligible for placement on the waiting list, their order of placement will be determined by the date and time of the application or by the order in which the family was randomly selected in the lottery process.

The second phase is the final determination of eligibility, which takes place when the family nears the top of the waiting list.

YCH is permitted to close the waiting list if it has an adequate pool of families to use its available HCV resources. YCH will close the waiting list when the estimated waiting period for housing assistance for the most current applicants on the list reaches 12 months. Before reopening the waiting list, YCH must publish a public notice stating that it will be reopened.

YCH has established the following preferences for admission to the HCV program:

- Applicants with special provisions, which includes, tenants residing in units owned and or managed by YCH required to move due to special circumstances, and approved by the Executive Director.
- Applicants who live or work in Yolo County.
- Any citizen of the United States, who served in the military, naval, or air service of the United States who received an honorable discharge or was released from active duty under honorable conditions. This preference applies to the surviving spouses of veterans.
- HCV participants who have been terminated due to over-leasing or lack of federal funding.
- Families who have at least one adult employed and has been employed for at least six (6) months. This preference is automatically extended to elderly families and a family whose head of household or spouse is receiving income based on their permanent disability.

Each preference is given a point value of one and the points are cumulative. Applicants with the highest point total are ranked highest on the list.

Once an applicant family has been selected from the waiting list, YCH will notify the family by first class mail. The family will be sent a packet of forms to be completed and returned by a specified date.

## 2. Financial Resources

The table below lists Yolo County Housing’s anticipated financial resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Agency, as well as tenant rents and other income available to support public housing and housing choice voucher programs in Fiscal Year 2010.

<b>Funding Source</b>	<b>Amount</b>	<b>Use</b>
FY2010 PH Operating Fund	\$701,491	PH Oper.
FY2010 Capital Fund Program	\$995,735	PH Mod.
FY2009 Capital Fund Program	\$796,161	PH Mod.
FY2009 ARRA Capital Fund Program	\$1,231,694	PH Mod.
Housing Choice Voucher Program	\$8,301,025	HCV Oper.
Public Housing Dwelling Rent	\$1,782,510	PH Operations
Interest	\$1,783	PH Operations
Other Income	\$55,400	PH Operations
<b>Total</b>	<b>\$13,865,799</b>	

*Note: The Capital Fund amounts for FY2009 are the unobligated amounts as of 12/31/2009.*

## 3. Rent Determination

### Public Housing

A family’s income determines eligibility for assistance and is also used to calculate the family’s rent payment. The first step in calculating income-based rent is to determine each family’s total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called a utility reimbursement, which may be paid to the family or directly to the utility company by YCH.

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts rounded to the nearest dollar.

30% of the family’s monthly adjusted income

10% of the family’s monthly gross income

The minimum rent of \$50 that is established by YCH

The flat rent

Housing Choice Voucher

HUD regulations specify the formula for calculating the total tenant payment (TTP) for an assisted family. TTP is the highest of the following amounts, rounded to the nearest dollar:

30% of the family's monthly adjusted income

10% of the family's monthly gross income

A minimum rent of \$50 that is established by YCH

YCH has authority to suspend and exempt families from minimum rent when a financial hardship exists, as defined in section 6-III.B. The amount that a family pays for rent and utilities (the family share) will never be less than the family's TTP but may be greater than the TTP depending on the rent charged for the unit the family selects.

**4. Operation and Management**

YCH has a staff maintenance mechanics which provides general maintenance services at each site to help ensure the units are kept in good working order. If a resident needs an item repaired, they are asked to call the management office and place a work order. Once the work order is entered, a maintenance mechanic will go to the unit to repair the item. If the need for repair was not caused by the resident, then the Authority does not charge the resident. If the resident caused the repair, then they are charged according to the Maintenance Charge List on file at the office.

The Authority also has a preventative maintenance schedule in which items such as filters for the HVAC systems are changed out on a regular basis.

The Authority also has a pest control plan in which each unit is sprayed once a month to help control pest infestation.

YCH also has many policies which management uses to operate the Agency on a daily basis. These polices are listed below:

Personnel      Procurement      Pet  
Admissions and Continued Occupancy (LIPH)  
Administrative Plan (HCV)  
Grievance      Disposition      Capitalization  
Domestic Violence      Investment



## **5. Grievance Procedures**

### Public Housing

Applicants who are determined ineligible, who do not meet YCH admission standards, or where YCH does not have an appropriate size and type unit in its inventory will be given written notification promptly, including the reason for the determination. Ineligible applicants will be offered an opportunity for an informal hearing. A request for an informal hearing must be submitted to YCH within ten (10) working days from the date of the notification of their ineligibility. If an informal hearing is requested, YCH will conduct the hearing with twenty (20) working days of the request. Informal hearings will be conducted by an impartial hearing officer. The person who is designated as the hearing officer cannot be the person who made the initial determination of ineligibility or a subordinate of that person. Within ten (10) working days of the date of the hearing, the hearing officer will mail a written decision to the applicant and place a copy of the decision in the applicant's file.

### Housing Choice Voucher

When YCH makes a decision that has a negative impact on a family, the family is generally entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission based on citizenship issues, the appeal takes the form of an informal hearing.

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program.

## **6. Designated Housing for Elderly and Disabled Families**

Currently, Yolo County Housing has two (2) public housing developments which are designated for occupancy by elderly and disabled residents. The developments are Riverbend Senior Manor I and II and are located in West Sacramento. Because these developments were constructed solely for the purpose of housing elderly tenants, YCH does not have to reapply for the elderly designation.

YCH does not plan to apply for approval to designate more developments as elderly-only occupancy in FY2010.

## **7. Community Service and Self-Sufficiency**

Yolo County Housing maintains partnerships with local city, county, and non-profit agencies to provide services and education for residents of our Low Income Public Housing Program. The services vary from city to city depending on the needs of the site and the availability of services.

At the Winters site, YCH has a partnership with the University of California at Davis Cooperative Extension 4-H group that provides education in nature and ecology (this property borders Putah Creek), youth soccer skills, and after-school homework assistance during the school year. The Yolo County Health Department (YCHD) also provides a monthly literacy and nutrition program for children up to the age of five years old called the GET READY Program. In addition, the YCHD also provides occasional education in nutrition, exercise and car seat safety. The City of Davis Child Care Services provides semi-annual education on license-exempt daycare opportunities and early childhood development.

The Woodland site also hosts the same education classes by the YCHD, with the exception of the GET READY Program. The youth at the Woodland site have also been able to access services provided on-site by the City of Woodland Parks and Recreation Department. The programs have been after-school sports/recreation, a boxing club, and a summer recreation program. In addition, YCH residents have access and priority to the Yolo County Office of Education Early Head Start Program located on-site as well.

The West Sacramento site has a partnership with the City of West Sacramento Police Department called Police Interaction with Community Kids (PICK) which involves the Crime Prevention Community Services Officer working with the youth monthly on crime prevention and building relationships. This site has also hosted National Night Out Against Crime for the past seven years. The event celebrated its' 25<sup>th</sup> anniversary nationally this year and included visits from police, fire and code enforcement groups. The Riverbend Senior Manor portion of the West Sacramento development maintains a relationship with the City of Sacramento Parks and Recreation Department and is home to the City's Senior Center. Seniors from both YCH and the community at large have access to a variety of education and recreation opportunities. The center also serves a reduced rate for seniors hot meal lunch Monday through Friday.

Each of these sites also hosts the Emergency Food Assistance Program (EFAP) through the Yolo County Food Bank. Residents and community members in each community receive food through this program on a monthly basis. In addition to these more formal relationships, YCH also host occasional education or community meetings with other city, county, and non-profit agencies.

## **8. Safety and Crime Prevention**

Fortunately, the Agency does not have a major crime problem at any of its sites. Even though crime is not a major problem, YCH still works hard to ensure that when all residents feel safe in their homes. Each site manager has a good relationship with local law enforcement. Officers stop by the site offices on a periodic basis to discuss crime issues with the site managers. Local law enforcement agencies also send reports to management detailing any crimes committed on each site.

## **9. Pets**

Yolo County Housing has adopted a Pet Policy covering the ownership of pets in its' public housing developments. The policy explains the YCH's policy on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the Agency. The full Pet Policy is on file at the main office and can be reviewed during normal operating hours.

## **10. Civil Rights**

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **11. Fiscal Audit**

The Fiscal Audit for the Year ended June 30, 2008 is attached to the Agency Plan as attachment ca044i01. The Fiscal Audit for the Year ended June 30, 2009 is in the process of being completed.

## **12. Asset Management**

The Agency's management staff is continually looking for areas where cost reductions can take place without affecting the level of service to current and potential public housing residents and HCV Program participants.

Management is also reviewing the Agency's housing inventory to determine what needs to be addressed at each property to maintain long-term viability. Depending on the results of this review, the Agency may decide on various options including limited rehabilitation, complete modernization, demolition, or

disposition of properties. Before any option is undertaken, it will be presented in the Agency Plan for review by the public. At this time, there are no plans for demolition of any properties. Management is analyzing the possibility of disposing of some vacant land which has been acquired over the years.

It is the intent of the Agency to retain as much housing for the low-income residents of Yolo County as possible. Due to budget reductions, the Agency must look for alternative sources of funding to accomplish this goal.

### **13. Violence Against Women Act**

The Agency has adopted a Domestic Violence Policy consistent with the Violence Against Women Act (VAWA). The Domestic Violence Policy covers residents and applicants for both the Public Housing and the Housing Choice Voucher Program. The policy states that no person who has been a victim of domestic violence will be denied or removed from housing based solely on the domestic violence act. The full policy is available at the office and can be reviewed during normal operating hours.

While no formal partnerships have been set up between YCH and local service providers at this time, the Agency works with victims of domestic violence to contact these agencies in a time of need.

## **7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-Based Vouchers**

### **(a) Hope VI or Mixed Finance Modernization or Development**

Yolo County Housing will not be pursuing any Hope VI or Mixed Finance Modernization or Development in FY2010. YCH reserves the right to pursue the use of these programs in the future, if warranted.

### **(b) Demolition and/or Disposition**

YCH will not pursue any demolition activities of the public housing properties under its ownership in FY2010.

To help reduce operating cost, the Agency will be pursuing the disposition of vacant land which has been acquired throughout the years in FY2010.

### **(c) Conversion of Public Housing**

YCH will not convert any public housing to tenant-based assistance in FY2010.

**(d) Homeownership**

YCH does not presently have or does not plan to apply for approval for a public housing homeownership program in FY2010.

**(e) Project-Based Vouchers**

To expand the availability of affordable housing in Yolo County, YCH is planning to use project-based vouchers in the upcoming fiscal year. The current Annual Contributions Contract with HUD allows YCH to use up to 20% of its voucher program budget authority to attach funding to specific units rather than using it for tenant-based assistance. Based on current projections, YCH would use approximately 10% of the budget authority for project-based vouchers. This would equate to about fifty (50) units. While no specific locations have been determined at this time, the units are expected to be located outside of areas of poverty. The implementation of project-based vouchers is consistent with the Agency Plan because it will help to increase the quality of affordable housing and expand housing opportunities to low-income families in Yolo County.

**8.0 Capital Improvements**

**8.1 Capital Fund Annual Statement/Performance and Evaluation Report**

See attachments:

ca044b01 – FY2010 CFP Annual Statement  
ca044d01 – FY2009 CFP Performance and Evaluation Report  
ca044e01 – FY2009 ARRA Performance and Evaluation Report  
ca044f01 – FY2008 CFP Performance and Evaluation Report  
ca044g01 – FY2007 CFP Performance and Evaluation Report  
ca044h01 – FY2006 CFP Performance and Evaluation Report

**8.2 Capital Fund Program Five-Year Plan**

See attachment:

ca044c01 – FY2010-2014 CFP Five-Year Plan

### 8.3 Capital Fund Financing Program (CFFP)

Yolo County Housing has submitted a request to HUD to use the Capital Fund Financing Program. The amount of the debt repayment is included in the Capital Fund Annual Statement for FY2009 and FY2010. (see above)

### 9.0 Housing Needs

#### Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	6,239	5	5	5	3	4	4
Income >30% but <=50% of AMI	4,677	4	4	4	3	3	3
Income >50% but <80% of AMI	3,715	3	3	3	3	2	3
Elderly	1,446	3	3	3	4	2	3
Families with Disabilities	2,512	3	4	4	5	4	4
White	8,061	3	3	3	3	3	3
Black	465	3	3	3	3	3	3
Hispanic	4,219	3	3	3	3	3	3
Native American	159	3	3	3	3	3	3
Asian	2,484	3	3	3	3	3	3
Pacific Islander	94	3	3	3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## 9.1 Strategy for Addressing Housing Needs

### Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

**Strategy 2: Increase the number of affordable housing units by:**

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- Maintain housing that is designated for elderly occupants.



**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Affirmatively market to local non-profit agencies that assist families with disabilities

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

**Strategy 2: Conduct activities to affirmatively further fair housing**

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

**Reasons for Selecting Strategies**

- Funding constraints
- Staffing constraints
- Influence of the housing market on PHA programs

## 10.0 Additional Information

### (a) Progress in Meeting Goals and Objectives

**Goal:** Maintain leasing rates, on-time collections and other benchmarks for on-going programs at a rate equal to or above generally accepted standards.

**Progress:** For the 2008-09 year, West Sacramento achieved a 99.9% on-time rent collection rate, while Winters achieved 97% and Woodland 88.7%.

**Goal:** Improve communication between YCH and residents.

**Progress:** All three AMPs have been holding quarterly resident meetings on-site regarding safety issues, concerns, and events that are beneficial to all residents. Tenants are also receiving informational flyers regarding pest control treatments and events that will be held at our facilities. The Resident Initiatives Coordinator has been sending staff information regarding job fairs and work opportunities which are posted at each site to help keep residents informed.

**Goal:** Develop and implement a quarterly orientation for new tenants.

**Progress:** At the time of the move-in interview, an orientation packet is provided with copies of the signed forms and other forms like maintenance charges and after hours phone numbers. Also, a utility connection form is signed by the tenant and faxed to PG and E that same day. The lease and regulations are discussed and reviewed with all adult tenants.

**Goal:** Continue to improve the Public Housing Assessment System (PHAS) score.

**Progress:** On an on-going basis YCH continues to work to improve the PHAS score.

**Goal:** Continue to train staff on the new rule of Asset Management.

**Progress:** On a periodical basis, staff receives additional training related to Asset Management.

**Goal:** Create vacancy logs for each individual AMP to capture the vacancy and turnaround time as required in PHAS.

**Progress:** Vacancy logs have been created for each AMP and are being monitored to ensure turnaround goals are being met.

**Goal:** Achieve and maintain a 98% lease-up in the budget year (combined between tenant-based Housing Choice Voucher (HCV) and project-based vouchers).

**Progress:** During FY2008-09, the HCV lease up rate increased to fully utilize the HAP funds and reserves by issuing tenant-based and project-based vouchers.

**Goal:** Close an additional three (3) homes through the HCV Home Ownership Program in the coming year.

**Progress:** No new homeownership contracts were signed. Increasing homeownership remains a goal.

**Goal:** Achieve High Performer status on Section 8 Management Assessment (SEMAP) score.

**Progress:** The Agency improved the scores in several indicators of the Section 8 Management Assessment Plan (SEMAP) changing the status from “troubled agency” to “standard performer”.

**Goal:** Implement owner education workshops to attract potential new owners to participate in the HCV Program.

**Progress:** The Agency included free advertisement of available units for rent and information for landlords on its website to attract new landlords and to provide better service to landlords currently participating in the HCV Program. The Agency also hosted the Fair Housing Landlord Workshop, in partnership with Legal Services of Northern California and the City of Woodland to educate landlords on Fair Housing Laws.

**Goal:** Complete analysis of the Agency’s carbon footprint and begin mitigation planning.

**Progress:** Analysis has been completed and YCH has become the first housing agency in the Country to be added to the Climate Registry.

**Goal:** Successfully complete the Capital Fund Financing Program application for debt service on the Administration building.

**Progress:** HUD is in the final stages of reviewing documentation submitted and staff continues to work with HUD on finalizing approval.

In addition to the above progress, the organization has been completely restructured into two departments, Housing Services and Administration. A salary study was also completed and new step levels were adopted for each position.

A Business Continuity Plan has been developed and employees have received extensive disaster preparedness training to help ensure the Agency can continue operations in the event of a disaster.

**(b) Significant Amendment and Substantial Deviation/Modification**

**Substantial Deviation from the 5-year Plan:**

A “Substantial Deviation” from the 5-Year Plan is an overall change in the direction of the Authority pertaining to the Authority’s Goals and Objectives. This includes changing the Authority’s Goals and Objectives.

**Significant Amendment or Modification to the Annual Plan:**

A “Significant Amendment or Modification” to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items in excess of 10% of total Capital Fund Program budget(items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

**(c) Memorandum of Agreement**

Yolo County Housing is in the final stages of completing all items included in the Memorandum of Agreement (MOA) with HUD. The two items remaining to be addressed are the completion of Uniform Physical Condition Standards (UPCS) inspections and approval of the use of the Capital Fund Financing Program (CFFP).

YCH will be contracting with a firm that conducts UPCS inspections and setting up a date and time to get those inspections completed.

YCH has submitted a plan for the CFFP to HUD and is waiting to hear back on approval.

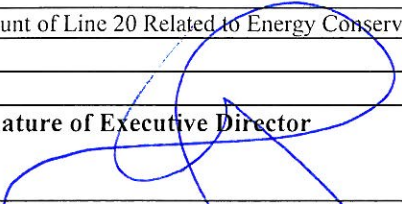
**(d) Resident Advisory Board Comments**

Other than general comments supporting the contents of the FY2010 Agency Plan, there were no specific comments from the Resident Advisory Board.

**(e) Challenged Elements**

No elements of the FY2010 Agency Plan were challenged.

<b>Part I: Summary</b>					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450110 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2010  FFY of Grant Approval: 2010
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$199,150.00			
3	1408 Management Improvements	\$128,614.00			
4	1410 Administration (may not exceed 10% of line 21)	\$100,384.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$30,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$140,000.00			
10	1460 Dwelling Structures	\$214,087.00			
11	1465.1 Dwelling Equipment - Nonexpendable	\$38,500.00			
12	1470 Nondwelling Structures	\$5,000.00			
13	1475 Nondwelling Equipment	\$40,000.00			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA	\$100,000.00			
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$995,735.00			
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				

<b>Part I: Summary</b>					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450110 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2010  FFY of Grant Approval: 2010
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
25	Amount of Line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
		4/13/2010			
		(Resubmitted 6/8/10)			

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450110 CFFP (Yes/No): Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Operations</b>							
PHA-Wide	Operations	1406	LS	\$199,150.00				
	<b>Subtotal 1406</b>			<b>\$199,150.00</b>				
	<b>Management Improvements</b>							
PHA-Wide	Resident Services Coordinator	1408	1	\$67,570.00				
PHA-Wide	Resident Services Coordinator Assistant	1408	1	\$22,544.00				
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$10,000.00				
PHA-Wide	Resident Training	1408	LS	\$10,000.00				
PHA-Wide	Develop 5-Year Agency Plan/Update Policies	1408	LS	\$5,000.00				
PHA-Wide	Update Utility Allowances	1408	LS	\$3,500.00				
PHA-Wide	Update Computer software and training(which includes PHAS, staff training, and microfiche files)	1408	LS	\$10,000.00				
	<b>Subtotal 1408</b>			<b>\$128,614.00</b>				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450110 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Administration</u></b>							
PHA-Wide	Facilities Manager (60% + 31% fringe benefits)	1410	LS	\$61,390.00				
PHA-Wide	Executive Director (12% + 20% fringe benefits)	1410	LS	\$20,404.00				
PHA-Wide	Finance Manager (12% + 20% fringe benefits)	1410	LS	\$12,212.00				
PHA-Wide	Senior Accountant (5% + 21% fringe benefits)	1410	LS	\$3,574.00				
PHA-Wide	Accounting Technician (5% + 21% fringe benefits)	1410	LS	\$2,804.00				
	<b>Subtotal 1410</b>			<b>\$100,384.00</b>				
	<b><u>Fees and Costs</u></b>							
PHA-Wide	A&E Design Fee	1430	LS	\$25,000.00				
PHA-Wide	Capital Fund Program Update Fee	1430	LS	\$5,000.00				
	<b>Subtotal 1430</b>			<b>\$30,000.00</b>				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Yolo County Housing</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450110 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2010</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Site Improvements</b>							
PHA-Wide	Site improvements to meet ADA compliance	1450	LS	\$40,000.00				
AMP 2 (CA044-02)	Resurface roads within development	1450	LS	\$50,000.00				
AMP 2 (CA044-08)	Resurface roads within development	1450	LS	\$50,000.00				
	<b>Subtotal 1430</b>			<b>\$140,000.00</b>				
	<b>Dwelling Structures</b>							
PHA-Wide	Replace water heaters	1460	30	\$10,000.00				
PHA-Wide	Unit improvements to meet ADA compliance	1460	LS	\$54,087.00				
AMP 3 (CA044-17)	Paint building exteriors	1460	6 bldgs.	\$30,000.00				
AMP 3 (CA044-17)	Install new HVAC systems	1460	24 units	\$120,000.00				
	<b>Subtotal 1460</b>			<b>\$214,087.00</b>				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Yolo County Housing</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450110 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2010</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Dwelling Equipment</u></b>							
PHA-Wide	Replace stoves	1465.1	50	\$16,000.00				
PHA-Wide	Replace refrigerators	1465.1	50	\$22,500.00				
	<b>Subtotal 1465.1</b>			<b>\$38,500.00</b>				
	<b><u>Non-Dwelling Structures</u></b>							
PHA-Wide	Improvements related to ADA compliance	1470	LS	\$5,000.00				
	<b>Subtotal 1470</b>			<b>\$5,000.00</b>				
	<b><u>Non-Dwelling Equipment</u></b>							
PHA-Wide	Computer and equipment upgrades	1475	LS	\$5,000.00				
PHA-Wide	Purchase maintenance tools	1475	1	\$5,000.00				
PHA-Wide	Purchase maintenance truck w/ tool box	1475	1	\$30,000.00				
	<b>Subtotal 1475</b>			<b>\$40,000.00</b>				
	<b><u>Collateralization or Debt Service</u></b>							
PHA-Wide	Debt Service for CFFP	1501	LS	\$100,000.00				
	<b>Subtotal 1501</b>			<b>\$100,000.00</b>				
	<b>Total CFP</b>			<b>\$995,753.00</b>				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Yolo County Housing				Federal FFY of Grant: 2010	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

<b>Part I: Summary</b>						
PHA Name/Number: Yolo County Housing/CA044		Locality (Woodland/Davis Co., California)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal	Annual Statement	\$437,587.00	\$437,587.00	\$437,587.00	\$367,587.00
C.	Management Improvements		\$128,614.00	\$128,614.00	\$128,614.00	\$128,614.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$70,000.00
E.	Administration		\$100,384.00	\$100,384.00	\$100,384.00	\$100,384.00
F.	Other		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
G.	Operations		\$199,150.00	\$199,150.00	\$199,150.00	\$199,150.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
K.	Total CFP Funds		\$995,735.00	\$995,735.00	\$995,735.00	\$995,735.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$995,735.00	\$995,735.00	\$995,735.00	\$995,735.00

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

<b>Part I: Summary (Continuation)</b>						
PHA Name/Number: Yolo County Housing/CA044		Locality (Woodland/Yolo Co., California)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
	PHA-Wide	Annual Statement	\$558,148.00	\$558,148.00	\$558,148.00	\$678,148.00
	CA044001 Yolano Homes		\$200,000.00	\$0.00	\$0.00	\$206,087.00
	CA044002 El Rio Villa I		\$150,000.00	\$0.00	\$0.00	\$52,500.00
	CA044004 Vista Montecito		\$87,587.00	\$0.00	\$0.00	\$24,000.00
	CA044005 Ridge Cut Homes		\$0.00	\$50,000.00	\$0.00	\$0.00
	CA044006 Yolito		\$0.00	\$50,000.00	\$0.00	\$0.00
	CA044007 Donnelly Circle		\$0.00	\$337,587.00	\$0.00	\$0.00
	CA044008 El Rio Villa II		\$0.00	\$0.00	\$130,000.00	\$0.00
	CA044015 Riverbend Sr. Manor I		\$0.00	\$0.00	\$0.00	\$0.00
	CA044017 Riverbend Sr. Manor II		\$0.00	\$0.00	\$0.00	\$0.00
	CA044018 El Rio Villa III		\$0.00	\$0.00	\$250,000.00	\$0.00
	CA044025 El Rio Villa IV		\$0.00	\$0.00	\$57,587.00	\$35,000.00
	CA044028 Las Casitas		\$0.00	\$0.00	\$0.00	\$0.00

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011			Work Statement for Year 3 FFY 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<b><u>Operations/PHA-Wide</u></b>			<b><u>Operations/PHA-Wide</u></b>		
	Operations	LS	\$199,150.00	Operations	LS	\$199,150.00
	<b>Subtotal 1406</b>		<b>\$199,150.00</b>	<b>Subtotal 1406</b>		<b>\$199,150.00</b>
See						
Annual Statement	<b><u>Management Improvements/PHA-Wide</u></b>			<b><u>Management Improvements/PHA-Wide</u></b>		
	Resident Initiatives Coordinator	1	\$67,570.00	Resident Initiatives Coordinator	1	\$67,570.00
	Resident Initiatives Assistant	1	\$22,544.00	Resident Initiatives Assistant	1	\$22,544.00
	PHA Staff/Commissioner Training	LS	\$10,000.00	PHA Staff/Commissioner Training	LS	\$10,000.00
	Resident Training	LS	\$10,000.00	Resident Training	LS	\$10,000.00
	Five Year Agency Plan Development	LS	\$5,000.00	Five Year Agency Plan Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$3,500.00	Update Utility Allowances	LS	\$3,500.00
	Update Computer Software and Training	LS	\$10,000.00	Update Computer Software and Training	LS	\$10,000.00
	<b>Subtotal 1408</b>		<b>\$128,614.00</b>	<b>Subtotal 1408</b>		<b>\$128,614.00</b>
	<b><u>Administration/PHA-Wide</u></b>			<b><u>Administration/PHA-Wide</u></b>		
	Facilities Manager (60% + 31% Fringe Ben.)	1	\$61,390.00	Facilities Manager (60% + 31% Fringe Ben.)	1	\$61,390.00
	Executive Director (12% + 20% Fringe Ben.)	1	\$20,404.00	Executive Director (12% + 20% Fringe Ben.)	1	\$20,404.00
	Finance Director (12% + 20% Fringe Ben.)	1	\$12,212.00	Finance Director (12% + 20% Fringe Ben.)	1	\$12,212.00
	Senior Accountant (5% + 21% Fringe Ben.)	1	\$3,574.00	Senior Accountant (5% + 21% Fringe Ben.)	1	\$3,574.00
	Accounting Tech. (5% +21% Fringe Ben.)	1	\$2,804.00	Accounting Tech. (5% +21% Fringe Ben.)	1	\$2,804.00
	<b>Subtotal 1410</b>		<b>\$100,384.00</b>	<b>Subtotal 1410</b>		<b>\$100,384.00</b>
	<b><u>Fees and Costs/PHA-Wide</u></b>			<b><u>Fees and Costs/PHA-Wide</u></b>		
	A and E Fees	LS	\$25,000.00	A and E Fees	LS	\$25,000.00
	Capital Fund Program Update Fee	LS	\$5,000.00	Capital Fund Program Update Fee	LS	\$5,000.00
	<b>Subtotal 1430</b>		<b>\$30,000.00</b>	<b>Subtotal 1430</b>		<b>\$30,000.00</b>
	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>

Table with columns: Work Statement for Year 1 FFY 2010, Work Statement for Year 2 FFY 2011, Work Statement for Year 3 FFY 2012. Rows include 'Dwelling Structures' and 'Collateralization of Debt Service/PHA-Wide' with various descriptions, quantities, and costs.



<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2010	Work Statement for Year 4 FFY 2013			Work Statement for Year 5 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<b><u>Operations/PHA-Wide</u></b>			<b><u>Operations/PHA-Wide</u></b>		
	Operations	LS	\$199,150.00	Operations	LS	\$199,150.00
	<b>Subtotal 1406</b>		<b>\$199,150.00</b>	<b>Subtotal 1406</b>		<b>\$199,150.00</b>
See						
Annual Statement	<b><u>Management Improvements/PHA-Wide</u></b>			<b><u>Management Improvements/PHA-Wide</u></b>		
	Resident Initiatives Coordinator	1	\$67,570.00	Resident Initiatives Coordinator	1	\$67,570.00
	Resident Initiatives Assistant	1	\$22,544.00	Resident Initiatives Assistant	1	\$22,544.00
	PHA Staff/Commissioner Training	LS	\$10,000.00	PHA Staff/Commissioner Training	LS	\$10,000.00
	Resident Training	LS	\$10,000.00	Resident Training	LS	\$10,000.00
	Five Year Agency Plan Development	LS	\$5,000.00	Five Year Agency Plan Development	LS	\$5,000.00
	Update Utility Allowances	LS	\$3,500.00	Update Utility Allowances	LS	\$3,500.00
	Update Computer Software and Training	LS	\$10,000.00	Update Computer Software and Training	LS	\$10,000.00
	<b>Subtotal 1408</b>		<b>\$128,614.00</b>	<b>Subtotal 1408</b>		<b>\$128,614.00</b>
	<b><u>Administration/PHA-Wide</u></b>			<b><u>Administration/PHA-Wide</u></b>		
	Facilities Manager (60% + 31% Fringe Ben.)	1	\$61,390.00	Facilities Manager (60% + 31% Fringe Ben.)	1	\$61,390.00
	Executive Director (12% + 20% Fringe Ben.)	1	\$20,404.00	Executive Director (12% + 20% Fringe Ben.)	1	\$20,404.00
	Finance Director (12% + 20% Fringe Ben.)	1	\$12,212.00	Finance Director (12% + 20% Fringe Ben.)	1	\$12,212.00
	Senior Accountant (5% + 21% Fringe Ben.)	1	\$3,574.00	Senior Accountant (5% + 21% Fringe Ben.)	1	\$3,574.00
	Accounting Tech. (5% +21% Fringe Ben.)	1	\$2,804.00	Accounting Tech. (5% +21% Fringe Ben.)	1	\$2,804.00
	<b>Subtotal 1410</b>		<b>\$100,384.00</b>	<b>Subtotal 1410</b>		<b>\$100,384.00</b>
	<b><u>Fees and Costs/PHA-Wide</u></b>			<b><u>Fees and Costs/PHA-Wide</u></b>		
	A and E Fees	LS	\$25,000.00	A and E Fees	LS	\$25,000.00
	Capital Fund Program Update Fee	LS	\$5,000.00	Capital Fund Program Update Fee	LS	\$5,000.00
	<b>Subtotal 1430</b>		<b>\$35,000.00</b>	<b>Subtotal 1430</b>		<b>\$35,000.00</b>
	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2010	Work Statement for Year 4 FFY 2013			Work Statement for Year 5 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual Statement	<b><u>Dwelling Structures</u></b>			<b><u>Dwelling Structures</u></b>		
	Replace HVAC system with energy efficient system at CA044-08 (AMP 2)	26 each	\$130,000.00	Replace HVAC system with energy efficient system at CA044-25 (AMP 2) (Phase 2)	7 each	\$35,000.00
	Replace HVAC system with energy efficient system at CA044-18 (AMP 2)	50 each	\$250,000.00	Paint building exteriors at CA044-02 (AMP 2)	5 bldgs.	\$52,500.00
	Replace HVAC system with energy efficient system at CA044-25 (AMP 2) (Phase 1)	11 each	\$57,587.00	Paint building exteriors at CA044-04 (AMP 2)	8 bldgs.	\$24,000.00
	<b>Subtotal 1460</b>		<b>\$437,587.00</b>	Complete bathroom modernization at CA044-1 (AMP 1) (Phase 1)	20 apts.	\$103,087.00
				Complete kitchen modernization at CA044-1 (AMP 1) (Phase 1)	20 apts.	\$103,000.00
	<b><u>Collateralization of Debt Service/PHA-Wide</u></b>			<b>Subtotal 1460</b>		<b>\$317,587.00</b>
	Repayment of CFFP	LS	\$100,000.00			
	<b>Subtotal 1501</b>		<b>\$100,000.00</b>	<b><u>Dwelling Equipment/PHA-Wide</u></b>		
				Replace stoves	50 ea	\$20,000.00
				Replace refrigerators	50 ea	\$25,000.00
				<b>Subtotal 1465.1</b>		<b>\$45,000.00</b>
				<b><u>Non-Dwelling Equipment/PHA-Wide</u></b>		
				Computer equipment upgrades	LS	\$15,000.00
				Purchase maintenance tools	LS	\$10,000.00
				Purchase ¾ ton maint. truck with tool box	1 each	\$30,000.00
				Purchase dump trailer for maintenance	1 each	\$15,000.00
				<b>Subtotal 1475</b>		<b>\$70,000.00</b>
				<b><u>Collateralization of Debt Service/PHA-Wide</u></b>		
				Repayment of CFFP	LS	\$100,000.00
				<b>Subtotal 1501</b>		<b>\$100,000.00</b>
	<b>Subtotal of Estimated Cost</b>		<b>\$995,735.00</b>	<b>Subtotal of Estimated Cost</b>		<b>\$995,735.00</b>

<b>Part I: Summary</b>					
<b>PHA Name:</b> Yolo County Housing		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450109 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2009  <b>FFY of Grant Approval:</b> 2009
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$195,018.00		\$0.00	\$0.00
3	1408 Management Improvements	\$128,614.00		\$0.00	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$99,573.00		\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$30,000.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$0.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$342,530.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$35,000.00		\$0.00	\$0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$40,000.00		\$0.00	\$0.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA	\$100,000.00		\$0.00	\$0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	\$25,000.00		\$0.00	\$0.00
20	Amount of Annual Grant: (sum of line 2- 19)	\$995,753.00		\$0.00	\$0.00
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				

<b>Part I: Summary</b>					
<b>PHA Name:</b> Yolo County Housing		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450109 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2009  <b>FFY of Grant Approval:</b> 2009
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
25	Amount of Line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date</b> 6/10/2010		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450109 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Operations</u></b>							
PHA-Wide	Operations	1406	LS	\$195,018.00		\$0.00	\$0.00	
	<b>Subtotal 1406</b>			<b>\$195,018.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Management Improvements</u></b>							
PHA-Wide	Resident Services Coordinator	1408	1	\$67,570.00		\$0.00	\$0.00	
PHA-Wide	Resident Services Coordinator Assistant	1408	1	\$22,544.00		\$0.00	\$0.00	
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$10,000.00		\$0.00	\$0.00	
PHA-Wide	Resident Training	1408	LS	\$10,000.00		\$0.00	\$0.00	
PHA-Wide	Develop 5-Year Agency Plan/Update Policies	1408	LS	\$5,000.00		\$0.00	\$0.00	
PHA-Wide	Update Utility Allowances	1408	LS	\$3,500.00		\$0.00	\$0.00	
PHA-Wide	Update Computer software and training(which includes PHAS, staff training, and microfiche files)	1408	LS	\$10,000.00		\$0.00	\$0.00	
	<b>Subtotal 1408</b>			<b>\$128,614.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450109 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Administration</b>							
PHA-Wide	Facilities Manager (60% + 31% fringe benefits)	1410	LS	\$61,227.00		\$0.00	\$0.00	
PHA-Wide	Executive Director (12% + 20% fringe benefits)	1410	LS	\$20,242.00		\$0.00	\$0.00	
PHA-Wide	Finance Manager (12% + 20% fringe benefits)	1410	LS	\$12,050.00		\$0.00	\$0.00	
PHA-Wide	Senior Accountant (5% + 21% fringe benefits)	1410	LS	\$3,412.00		\$0.00	\$0.00	
PHA-Wide	Accounting Technician (5% + 21% fringe benefits)	1410	LS	\$2,642.00		\$0.00	\$0.00	
	<b>Subtotal 1410</b>			<b>\$99,573.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Fees and Costs</b>							
PHA-Wide	A&E Design Fee	1430	LS	\$25,000.00		\$0.00	\$0.00	
PHA-Wide	Capital Fund Program Update Fee	1430	LS	\$5,000.00		\$0.00	\$0.00	
	<b>Subtotal 1430</b>			<b>\$30,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450109 CFFP (Yes/No): Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Site Improvements</b>							
AMP 1 (CA044-01)	Install security lighting at rear of development	1450	LS	\$0.00		\$0.00	\$0.00	
AMP 2 (CA044-02)	Sewer lift system upgrades	1450	LS	\$0.00		\$0.00	\$0.00	
AMP 2 (CA044-08)	Sewer lift system upgrades	1450	LS	\$0.00		\$0.00	\$0.00	
AMP 2 (CA044-18)	Sewer lift system upgrades	1450	LS	\$0.00		\$0.00	\$0.00	
AMP 2 (CA044-25)	Sewer lift system upgrades	1450	LS	\$0.00		\$0.00	\$0.00	
	<b>Subtotal 1430</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Dwelling Structures</b>							
PHA-Wide	Replace water heaters	1460	30	\$10,000.00		\$0.00	\$0.00	
AMP 3 (CA044-15)	Remove and replace roofing	1460	LS	\$182,530.00		\$0.00	\$0.00	
AMP 3 (CA044-15)	Install new HVAC systems	1460	48	\$150,000.00		\$0.00	\$0.00	
	<b>Subtotal 1460</b>			<b>\$342,530.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450109 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Dwelling Equipment</u></b>							
PHA-Wide	Replace stoves	1465.1	50	\$15,000.00		\$0.00	\$0.00	
PHA-Wide	Replace refrigerators	1465.1	50	\$20,000.00		\$0.00	\$0.00	
	<b>Subtotal 1465.1</b>			<b>\$35,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Non-Dwelling Equipment</u></b>							
PHA-Wide	Computer and equipment upgrades	1475	LS	\$5,000.00		\$0.00	\$0.00	
PHA-Wide	Purchase maintenance tools	1475	1	\$5,000.00		\$0.00	\$0.00	
PHA-Wide	Purchase maintenance truck w/ tool box	1475	1	\$30,000.00		\$0.00	\$0.00	
	<b>Subtotal 1475</b>			<b>\$40,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Collateralization or Debt Service</u></b>							
PHA-Wide	Debt Service	1501	LS	\$100,000.00		\$0.00	\$0.00	
	<b>Subtotal 1501</b>			<b>\$100,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Contingency</u></b>							
PHA-Wide	Contingency for cost overruns	1502	LS	\$25,000.00		\$0.00	\$0.00	
	<b>Subtotal 1502</b>			<b>\$25,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total CFP</b>			<b>\$995,735.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

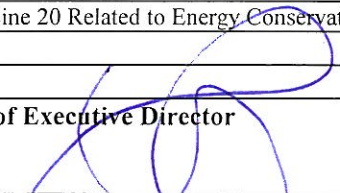
<sup>2</sup> To be completed for the Performance and Evaluation Report



<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
<b>PHA Name:</b> Yolo County Housing					<b>Federal FFY of Grant:</b> 2009
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

<b>Part I: Summary</b>					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30S04450109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009  FFY of Grant Approval: 2009
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	\$35,328.00		\$35,328.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$70,000.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$1,161,694.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$1,267,022.00		\$35,328.00	\$0.00
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				

<b>Part I: Summary</b>						
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30S04450109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009  FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
25	Amount of Line 20 Related to Energy Conservation Measures					
Signature of Executive Director		Date		Signature of Public Housing Director		
		06/10/10				

<sup>1</sup> To be completed for the Performance and Evaluation Report

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30S04450109 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Administration</b>							
PHA-Wide	Facilities Manager (25% + 31% fringe benefits)	1410	LS	\$25,579.00		\$25,579.00	\$0.00	
PHA-Wide	Executive Director (3% + 20% fringe benefits)	1410	LS	\$5,101.00		\$5,101.00	\$0.00	
PHA-Wide	Finance Manager (3% + 20% fringe benefits)	1410	LS	\$3,053.00		\$3,053.00	\$0.00	
PHA-Wide	Senior Accountant (3% + 21% fringe benefits)	1410	LS	\$894.00		\$894.00	\$0.00	
PHA-Wide	Accounting Technician (3% + 21% fringe benefits)	1410	LS	\$701.00		\$701.00	\$0.00	
	<b>Subtotal 1410</b>			<b>\$35,328.00</b>		<b>\$35,328.00</b>	<b>\$0.00</b>	
	<b>Fees and Costs</b>							
PHA-Wide	A&E Design Fee	1430	LS	\$70,000.00		\$0.00	\$0.00	
	<b>Subtotal 1430</b>			<b>\$70,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30S04450109 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Dwelling Structures</u></b>							
AMP 1 (CA044-01)	Install energy efficient windows	1460	60 units	\$163,226.00		\$0.00	\$0.00	
AMP 1 (CA044-01)	Replace HVAC system with energy efficient system (Phase I)	1460	20 units	\$186,224.00		\$0.00	\$0.00	
AMP 1 (CA044-05)	Install energy efficient windows	1460	10 units	\$43,224.00		\$0.00	\$0.00	
AMP 1 (CA044-07)	Install energy efficient windows	1460	72 units	\$183,224.00		\$0.00	\$0.00	
AMP 2 (CA044-02)	Install energy efficient windows	1460	30 units	\$93,226.00		\$0.00	\$0.00	
AMP 2 (CA044-04)	Install energy efficient windows	1460	16 units	\$58,224.00		\$0.00	\$0.00	
AMP 2 (CA044-18)	Install energy efficient windows	1460	50 units	\$158,224.00		\$0.00	\$0.00	
AMP 2 (CA044-25)	Install energy efficient windows	1460	18 units	\$63,224.00		\$0.00	\$0.00	
	<b>Continued on Next Page</b>							

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450109 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Dwelling Structures (cont.)</b>							
AMP 3 (CA044-06)	Install energy efficient windows	1460	10 units	\$45,966.00		\$0.00	\$0.00	
AMP 3 (CA044-15)	Install energy efficient windows	1460	39 units	\$105,966.00		\$0.00	\$0.00	
AMP 3 (CA044-17)	Install energy efficient windows	1460	24 units	\$60,966.00		\$0.00	\$0.00	
	<b>Subtotal 1460</b>			<b>\$1,161,694.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total ARRA</b>			<b>\$1,267,022.00</b>		<b>\$35,328.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

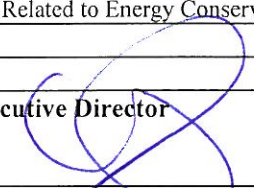
<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
<b>PHA Name:</b> Yolo County Housing					<b>Federal FFY of Grant:</b> 2009
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

<b>Part I: Summary</b>					
<b>PHA Name:</b> Yolo County Housing		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450108 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2008  <b>FFY of Grant Approval:</b> 2008
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$100,964.00	\$100,964.00	\$100,964.00	\$100,964.00
3	1408 Management Improvements	\$151,614.00	\$151,614.00	\$151,614.00	\$7,467.98
4	1410 Administration (may not exceed 10% of line 21)	\$97,015.00	\$97,015.00	\$97,015.00	\$71,785.69
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$30,000.00	\$30,000.00	\$30,000.00	\$12,192.75
8	1440 Site Acquisition				
9	1450 Site Improvement	\$71,000.00	\$171,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$112,871.00	\$84,620.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$38,500.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$249,000.00	\$209,000.00	\$712.00	\$712.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA	\$150,000.00	\$156,751.00	\$0.00	\$0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$1,000,964.00	\$1,000,964.00	\$380,305.00	\$193,122.42
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				



<b>Part I: Summary</b>					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450108 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2008  FFY of Grant Approval: 2008
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
25	Amount of Line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
		06/10/10			

<sup>1</sup> To be completed for the Performance and Evaluation Report

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>3</sup> PHAs with undr 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450108 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Operations</b>							
PHA-Wide	Operations	1406	LS	\$100,964.00	\$100,964.00	\$100,964.00	\$100,964.00	
	<b>Subtotal 1406</b>			<b>\$100,964.00</b>	<b>\$100,964.00</b>	<b>\$100,964.00</b>	<b>\$100,964.00</b>	
	<b>Management Improvements</b>							
PHA-Wide	Resident Services Coordinator	1408	1	\$67,570.00	\$67,570.00	\$67,570.00		
PHA-Wide	Resident Services Coordinator Assistant	1408	1	\$22,544.00	\$22,544.00	\$22,544.00		
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$10,000.00	\$10,000.00	\$10,000.00		
PHA-Wide	Resident Training	1408	LS	\$9,000.00	\$9,000.00	\$9,000.00		
PHA-Wide	Develop 5-Year Agency Plan/Update Policies	1408	LS	\$5,000.00	\$5,000.00	\$5,000.00		
PHA-Wide	Energy Audit	1408	LS	\$7,500.00	\$7,500.00	\$7,500.00		
PHA-Wide	Physical Needs/504/Lift Station Assessment	1408	LS	\$15,000.00	\$15,000.00	\$15,000.00		
PHA-Wide	Update Utility Allowances	1408	LS	\$5,000.00	\$5,000.00	\$5,000.00		
PHA-Wide	Update Computer software and training(which includes PHAS, staff training, and microfiche files)	1408	LS	\$10,000.00	\$10,000.00	\$10,000.00		
	<b>Subtotal 1408</b>			<b>\$151,614.00</b>	<b>\$151,614.00</b>	<b>\$151,614.00</b>	<b>\$7,467.98</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Yolo County Housing</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450108 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Administration</b>							
PHA-Wide	Facilities Manager	1410	LS	\$66,457.00	\$66,457.00	\$66,457.00		
PHA-Wide	Executive Director	1410	LS	\$11,955.00	\$11,955.00	\$11,955.00		
PHA-Wide	Finance Manager	1410	LS	\$10,925.00	\$10,925.00	\$10,925.00		
PHA-Wide	Accounting Technician	1410	LS	\$3,839.00	\$3,839.00	\$3,839.00		
PHA-Wide	Accounting Clerk II	1410	LS	\$3,839.00	\$3,839.00	\$3,839.00		
	<b>Subtotal 1410</b>			<b>\$97,015.00</b>	<b>\$97,015.00</b>	<b>\$97,015.00</b>	<b>\$71,785.69</b>	
	<b>Fees and Costs</b>							
PHA-Wide	A&E Design Fee	1430	LS	\$25,000.00	\$25,000.00	\$25,000.00	\$9,212.75	
PHA-Wide	Capital Fund Program Update Fee	1430	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$2,980.00	
	<b>Subtotal 1430</b>			<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$12,192.75</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Yolo County Housing</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450108 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Site Improvements</b>							
El Rio Villa I, II, III and IV	Lift station upgrades and sewer jetting at Winters	1450	LS	\$36,000.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Trim trees overhanging units	1450	LS	\$35,000.00	\$35,000.00	\$0.00	\$0.00	
CA044-15	Install new drainage system	1450	LS	\$0.00	\$36,000.00	\$0.00	\$0.00	
CA044-07	Install new playground	1450	LS	\$0.00	\$100,000.00	\$0.00	\$0.00	
	<b>Subtotal 1430</b>			<b>\$71,000.00</b>	<b>\$171,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Dwelling Structures</b>							
PHA-Wide	Replace water heaters	1460	30	\$10,000.00	\$9,460.00	\$0.00	\$0.00	
CA044-2	Abate-Remove-Replace roofs, repair wood damage, install continuous ridge vents, and install insulation in attic (Phase 2)	1460	1 bldgs.	\$102,871.00	\$15,000.00	\$0.00	\$0.00	
CA044-15	Paint building exteriors	1460	5 bldgs.	\$0.00	\$50,000.00	\$0.00	\$0.00	Fungibility 2013 CFP
CA044-17	Replace meter enclosures	1460	5 each	\$0.00	\$10,000.00	\$0.00	\$0.00	Fungibility 2013 CFP
	<b>Subtotal 1460</b>			<b>\$112,871.00</b>	<b>\$84,620.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Yolo County Housing</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450108 CFFP (Yes/No): Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Dwelling Equipment</u></b>							
PHA-Wide	Replace stoves	1465.1	50	\$16,000.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Replace refrigerators	1465.1	50	\$22,500.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1465.1</b>			<b>\$38,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Non-Dwelling Equipment</u></b>							
PHA-Wide	Computer and equipment upgrades	1475	LS	\$5,000.00	\$10,000.00	\$0.00	\$0.00	
PHA-Wide	Purchase sewer jetting equipment	1475	LS	\$45,000.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Purchase maintenance tools	1475	1	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
PHA-Wide	Purchase maintenance truck w/ tool box	1475	1	\$30,000.00	\$30,000.00	\$0.00	\$0.00	
PHA-Wide	Purchase and install backup generator	1475	1	\$80,000.00	\$80,000.00	\$712.00	\$712.00	
PHA-Wide	Repaint water storage tank	1475	LS	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
PHA-Wide	Purchase and install backup generator	1475	1	\$80,000.00	\$80,000.00	\$0.00	\$0.00	
PHA-Wide	Repaint water storage tank	1475	LS	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
	<b>Subtotal 1475</b>			<b>\$249,000.00</b>	<b>\$209,000.00</b>	<b>\$712.00</b>	<b>\$712.00</b>	
	<b><u>Collateralization or Debt Service</u></b>							
PHA-Wide	Debt Service	1501	LS	\$150,000.00	\$156,751.00	\$0.00	\$0.00	
	<b>Subtotal 9000</b>			<b>\$150,000.00</b>	<b>\$156,751.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total CFP</b>			<b>\$1,000,964.00</b>	<b>\$1,000,964.00</b>	<b>\$380,305.00</b>	<b>\$193,122.42</b>	

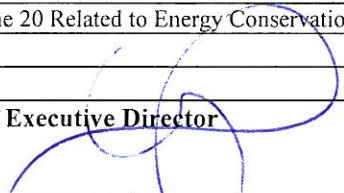
<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Yolo County Housing					Federal FFY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450107 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2007  FFY of Grant Approval: 2007
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$97,015.00	\$97,015.00	\$97,015.00	\$97,015.00
3	1408 Management Improvements	\$158,614.00	\$158,614.00	\$158,614.00	\$158,614.00
4	1410 Administration (may not exceed 10% of line 21)	\$97,015.00	\$97,015.00	\$97,015.00	\$97,015.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$35,000.00	\$35,000.00	\$35,000.00	\$34,593.72
8	1440 Site Acquisition				
9	1450 Site Improvement	\$105,000.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$183,670.00	\$288,670.00	\$288,670.00	\$256,500.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$38,500.00	\$38,500.00	\$38,500.00	\$8,028.03
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$45,000.00	\$52,000.00	\$52,000.00	\$41,976.31
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$205,019.00	\$205,019.00	\$205,019.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$57,559.00	\$50,559.00	\$50,559.00	\$0.00
20	Amount of Annual Grant: (sum of line 2- 19)	\$1,022,392.00	\$1,022,392.00	\$1,022,392.00	\$695,774.10
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				

<b>Part I: Summary</b>					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450107 Replacement Housing Factor Grant No: Date of CFFP: _____:		FFY of Grant: 2007  FFY of Grant Approval: 2007	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
25	Amount of Line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
		06/10/10			

<sup>1</sup> To be completed for the Performance and Evaluation Report

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>3</sup> PHAs with undr 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.



<b>Part II: Supporting Pages</b>								
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA30P04450107 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Operations</u></b>							
PHA-Wide	Operations	1406	LS	\$97,015.00	\$97,015.00	\$97,015.00	\$97,015.00	
	<b>Subtotal 1406</b>			<b>\$97,015.00</b>	<b>\$97,015.00</b>	<b>\$97,015.00</b>	<b>\$97,015.00</b>	
	<b><u>Management Improvements</u></b>							
PHA-Wide	Resident Services Coordinator	1408	1	\$67,570.00	\$67,570.00	\$67,570.00	\$67,570.00	
PHA-Wide	Resident Services Coordinator Assistant	1408	1	\$22,544.00	\$22,544.00	\$22,544.00	\$22,544.00	
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	
PHA-Wide	Resident Training	1408	LS	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	
PHA-Wide	Develop 5-Year Agency Plan/Update Policies	1408	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
PHA-Wide	Energy Audit	1408	LS	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	
PHA-Wide	Physical Needs/504/Lift Station Assessment	1408	LS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
PHA-Wide	Update Utility Allowances	1408	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
PHA-Wide	Resident Initiatives/Entrepreneurship Program	1408	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
	<b>(Continued on next page)</b>							

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450107 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-Wide	Update Computer software and training(which includes PHAS, staff training, and microfiche files)	1408	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
	<b>Subtotal 1408</b>			<b>\$158,614.00</b>	<b>\$158,614.00</b>	<b>\$158,614.00</b>	<b>\$158,614.00</b>	
	<b><u>Administration</u></b>							
PHA-Wide	Facilities Manager	1410	LS	\$66,457.00	\$66,457.00	\$66,457.00	\$66,457.00	
PHA-Wide	Executive Director	1410	LS	\$11,955.00	\$11,955.00	\$11,955.00	\$11,955.00	
PHA-Wide	Finance Manager	1410	LS	\$10,925.00	\$10,925.00	\$10,925.00	\$10,925.00	
PHA-Wide	Accounting Technician	1410	LS	\$3,839.00	\$3,839.00	\$3,839.00	\$3,839.00	
PHA-Wide	Accounting Clerk II	1410	LS	\$3,839.00	\$3,839.00	\$3,839.00	\$3,839.00	
	<b>Subtotal 1410</b>			<b>\$97,015.00</b>	<b>\$97,015.00</b>	<b>\$97,015.00</b>	<b>\$97,015.00</b>	
	<b><u>Fees and Costs</u></b>							
PHA-Wide	A&E Design Fee	1430	LS	\$30,000.00	\$30,000.00	\$30,000.00	\$30,193.72	
PHA-Wide	Capital Fund Program Update Fee	1430	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$4,400.00	
	<b>Subtotal 1430</b>			<b>\$35,000.00</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>	<b>\$34,593.72</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450107 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Site Improvements</b>							
El Rio Villa I, II, III and IV	Lift station upgrades and sewer jetting at Winters	1450	LS	\$35,000.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Trim trees overhanging units	1450	LS	\$70,000.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1430</b>			<b>\$105,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Dwelling Structures</b>							
PHA-Wide	Replace water heaters	1460	30	\$8,670.00	\$5,000.00	\$5,000.00	\$2,032.04	
CA044-2	Abate-Remove-Replace roofs, repair wood damage, install continuous ridge vents, and install insulation in attic	1460	14 bldgs.	\$160,000.00	\$268,670.00	\$268,670.00	\$256,500.00	
CA044-15	Replace 20gal. domestic water holding tank	1460	1	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	
CA044-15	Replace 300k BTU domestic water boiler	1460	1	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	
	<b>Subtotal 1460</b>			<b>\$183,670.00</b>	<b>\$288,670.00</b>	<b>\$288,670.00</b>	<b>\$258,532.04</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450107 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Dwelling Equipment</u></b>							
PHA-Wide	Replace stoves	1465.1	50	\$16,000.00	\$16,000.00	\$16,000.00	\$3,493.83	
PHA-Wide	Replace refrigerators	1465.1	50	\$22,500.00	\$22,500.00	\$22,500.00	\$4,534.20	
	<b>Subtotal 1465.1</b>			<b>\$38,500.00</b>	<b>\$38,500.00</b>	<b>\$38,500.00</b>	<b>\$8,028.03</b>	
	<b><u>Non-Dwelling Equipment</u></b>							
PHA-Wide	Computer and equipment upgrades	1475	LS	\$5,000.00	\$17,000.00	\$17,000.00	\$5,043.04	
PHA-Wide	Purchase maintenance tools	1475	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$4,695.13	
PHA-Wide	Purchase maintenance truck w/ tool box	1475	1	\$35,000.00	\$30,000.00	\$30,000.00	\$32,235.14	
	<b>Subtotal 1475</b>			<b>\$45,000.00</b>	<b>\$52,000.00</b>	<b>\$52,000.00</b>	<b>\$41,976.31</b>	
	<b><u>Collateralization or Debt Service</u></b>							
PHA-Wide	Debt Service	1501	LS	\$205,019.00	\$205,019.00	\$205,019.00	\$0.00	
	<b>Subtotal 9000</b>			<b>\$205,019.00</b>	<b>\$205,019.00</b>	<b>\$205,019.00</b>	<b>\$0.00</b>	
	<b><u>Contingency</u></b>							
PHA-Wide	Contingency for Cost Overruns	1502	LS	\$57,559.00	\$50,559.00	\$50,559.00	\$0.00	
	<b>Subtotal 1502</b>			<b>\$57,559.00</b>	<b>\$50,559.00</b>	<b>\$50,559.00</b>	<b>\$0.00</b>	
	<b>Total CFP</b>			<b>\$1,022,392.00</b>	<b>\$1,022,392.00</b>	<b>\$1,022,392.00</b>	<b>\$695,774.10</b>	


<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
<b>PHA Name: Yolo County Housing</b>			<b>Federal FFY of Grant: 2007</b>		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

<b>Part I: Summary</b>					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450106 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2006  FFY of Grant Approval: 2006
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$199,763.00	\$199,763.00	\$199,763.00	\$199,763.00
3	1408 Management Improvements	\$199,763.00	\$199,763.00	\$199,763.00	\$199,763.00
4	1410 Administration (may not exceed 10% of line 21)	\$98,254.00	\$98,254.00	\$98,254.00	\$98,254.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$44,279.00	\$28,013.88	\$28,013.88	\$28,013.88
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable	\$42,000.00	\$59,304.82	\$59,304.82	\$41,304.77
12	1470 Nondwelling Structures	\$173,165.00	\$173,164.68	\$173,164.68	\$173,164.68
13	1475 Nondwelling Equipment	\$52,500.00	\$51,460.62	\$51,460.62	\$51,460.62
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$189,092.00	\$189,092.00	\$189,092.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$998,816.00	\$998,816.00	\$998,816.00	\$791,723.95
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				

<b>Part I: Summary</b>					
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450106 Replacement Housing Factor Grant No: Date of CFFP: _____:		FFY of Grant: 2006  FFY of Grant Approval: 2006	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
25	Amount of Line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
		20/10/10			

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with undr 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: Yolo County Housing		Grant Type and Number Capital Fund Program Grant No: CA30P04450106 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Operations</b>							
PHA-Wide	Operations	1406	LS	\$199,763.00	\$199,763.00	\$199,763.00	\$199,763.00	
	<b>Subtotal 1406</b>			<b>\$199,763.00</b>	<b>\$199,763.00</b>	<b>\$199,763.00</b>	<b>\$199,763.00</b>	
	<b>Management Improvements</b>							
PHA-Wide	Resident Services Coordinator	1408	1	\$91,713.00	\$91,713.00	\$91,713.00	\$91,713.00	
PHA-Wide	Resident Services Coordinator Assistant	1408	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
PHA-Wide	PHA Staff/Commissioner Training	1408	LS	\$0.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Resident Training	1408	LS	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	
PHA-Wide	Develop 5-Year Agency Plan/Update Policies	1408	LS	\$4,600.00	\$4,600.00	\$4,600.00	\$4,600.00	
PHA-Wide	Update Utility Allowances	1408	LS	\$3,450.00	\$3,450.00	\$3,450.00	\$3,450.00	
PHA-Wide	Resident Initiatives/Entrepreneurship Program	1408	LS	\$0.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Update Computer software and training(which includes PHAS, staff training, and microfiche files)	1408	LS	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	
	<b>Subtotal 1408</b>			<b>\$199,763.00</b>	<b>\$199,763.00</b>	<b>\$199,763.00</b>	<b>\$199,763.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450106 CFFP (Yes/No): Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Administration</u></b>							
PHA-Wide	Facilities Manager	1410	LS	\$76,932.00	\$76,932.00	\$76,932.00	\$76,932.00	
PHA-Wide	Executive Director	1410	LS	\$5,300.00	\$5,300.00	\$5,300.00	\$5,300.00	
PHA-Wide	Deputy Executive Director	1410	LS	\$2,960.00	\$2,960.00	\$2,960.00	\$2,960.00	
PHA-Wide	General Services Manager	1410	LS	\$3,230.00	\$3,230.00	\$3,230.00	\$3,230.00	
PHA-Wide	Accounting Technician	1410	LS	\$4,894.00	\$4,894.00	\$4,894.00	\$4,894.00	
PHA-Wide	Accounting Clerk II	1410	LS	\$4,938.00	\$4,938.00	\$4,938.00	\$4,938.00	
	<b>Subtotal 1410</b>			<b>\$98,254.00</b>	<b>\$98,254.00</b>	<b>\$98,254.00</b>	<b>\$98,254.00</b>	
	<b><u>Fees and Costs</u></b>							
PHA-Wide	A&E Design Fee	1430	LS	\$12,929.00	\$1,064.10	\$1,064.10	\$1,064.10	
PHA-Wide	Capital Fund Program Update Fee	1430	LS	\$6,350.00	\$19,315.00	\$19,315.00	\$19,315.00	
PHA-Wide	Master Planning Fees	1430	LS	\$25,000.00	\$7,634.78	\$7,634.78	\$7,634.78	
	<b>Subtotal 1430</b>			<b>\$44,279.00</b>	<b>\$28,013.88</b>	<b>\$28,013.88</b>	<b>\$28,013.88</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Yolo County Housing			<b>Grant Type and Number</b> Capital Fund Program Grant No: CA30P04450106 CFFP (Yes/No): Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Dwelling Equipment</u></b>							
PHA-Wide	Replace stoves	1465.1	50	\$11,000.00	\$14,000.00	\$14,000.00	\$7,171.86	
PHA-Wide	Replace refrigerators	1465.1	50	\$11,000.00	\$13,785.94	\$13,785.94	\$2,614.03	
PHA-Wide	Replace existing smoke detectors (Phase 1)	1465.1	900	\$20,000.00	\$24,756.11	\$24,756.11	\$24,756.11	
PHA-Wide	Replace water heaters	1465.1	17	\$0.00	\$6,762.77	\$6,762.77	\$6,762.77	
	<b>Subtotal 1465.1</b>			<b>\$42,000.00</b>	<b>\$59,304.82</b>	<b>\$59,304.82</b>	<b>\$41,304.77</b>	
	<b><u>Non-Dwelling Structures</u></b>							
PHA-Wide	Renovations to Maintenance Warehouse at 147 West Main Street	1470	LS	\$173,165.00	\$173,164.68	\$173,164.68	\$173,164.68	
	<b>Subtotal 1470</b>			<b>\$173,165.00</b>	<b>\$173,164.68</b>	<b>\$173,164.68</b>	<b>\$173,164.68</b>	
	<b><u>Non-Dwelling Equipment</u></b>							
PHA-Wide	Computer and radio upgrades	1475	LS	\$16,229.00	\$18,687.50	\$18,687.50	\$18,687.50	
PHA-Wide	Purchase maintenance tools	1475	LS	\$5,000.00	\$970.38	\$970.38	\$970.38	
PHA-Wide	Purchase maintenance truck with utility bed	1475	1	\$31,271.00	\$31,802.74	\$31,802.74	\$31,802.74	
	<b>Subtotal 1475</b>			<b>\$52,500.00</b>	<b>\$51,460.62</b>	<b>\$51,460.62</b>	<b>\$51,460.62</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>								
PHA Name: Yolo County Housing			Grant Type and Number Capital Fund Program Grant No: CA30P04450106 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<u>Debt Reserves</u>							
PHA-Wide	Debt Reserves	9000	LS	\$189,092.00	\$189,092.00	\$189,092.00	\$0.00	
	Subtotal 9000			\$189,092.00	\$189,092.00	\$189,092.00	\$0.00	
	Total CFP			\$998,916.00	\$998,916.00	\$998,916.00	\$791,723.95	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>2</sup> To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Yolo County Housing				Federal FFY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**YOLO COUNTY HOUSING  
BASIC FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2008  
(Including Auditors' Report Thereon)**

**YOLO COUNTY HOUSING  
BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

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**INDEPENDENT AUDITORS' REPORT**

To the Board of Commissioners  
Yolo County Housing  
Woodland, California

We have audited the accompanying financial statements of the business-type activities and the major fund of Yolo County Housing (YCH), formally known as the Housing Authority of the County of Yolo, California, as of and for the year ended June 30, 2008, which collectively comprise YCH's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Yolo County Housing's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the major fund of Yolo County Housing, as of June 30, 2008, and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated March 25, 2009, on our consideration of Yolo County Housing's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis on pages 3 through 13, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Yolo County Housing's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects in relation to the basic financial statements taken as a whole.

March 25, 2009



**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

As management of the Housing Authority of the County of Yolo (YCH), we offer readers of YCH's financial statements this narrative overview and analysis of the financial activities of YCH for the year ended June 30, 2008. Since the MD&A is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with YCH's financial statements beginning on page 14.

This discussion and analysis is intended to serve as an introduction to the basic financial statements for YCH. The MD&A is designed to:

- (a) Assist the reader in focusing on significant financial issues.
- (b) Provide an overview of YCH's financial activity.
- (c) Identify changes in YCH's financial position (its ability to address the next and subsequent years' challenges).
- (d) Identify individual fund issues or concerns.

**YCH-wide Financial Statements**

YCH-wide financial statements are designed to provide readers with a broad overview of YCH's finances in a manner similar to a private sector business. All business-type activities are consolidated to a total for the agency taken as a whole.

YCH-wide financial statements include a *Statement of Net Assets* (similar to a balance sheet), a *Statement of Activities* (similar to an income statement), and a *Statement of Cash Flows*.

**Fund Financial Statements**

A fund is a group of related accounts that are used to maintain control over resources that have been segregated to specific activities or objectives. YCH, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus is on Major Funds, rather than fund types.

YCH employs, exclusively, Enterprise Funds which utilize the full accrual basis of accounting. The Enterprise method of accounting is similar to accounting utilized by the private sector.

Certain funds administered by YCH are programs provided by the U.S. Department of Housing and Urban Development (HUD). Others are segregated to enhance accountability and control. Government Accounting Standards require individual Enterprise Funds to be reported as major funds if total assets, liabilities, revenue or expenses of the fund exceed 10% of the corresponding element total of YCH-wide financial statements.

**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

**(Continued)**

**Proprietary funds include:**

**Low Rent Public Housing**

Under the Low Rent Public Housing (LRPH) program, YCH rents units that it owns to low or very low income households. The LRPH Program is operated under an Annual Contributions Contract (ACC) with HUD. Public Housing Agencies are limited by law in the amount of rent collected to no more than thirty percent (30%) of a family's adjusted income, or the resident may choose what is known as "flat rent". The latter is a set rental amount comparable to local market rents. The rental amount does not increase or decrease over a three-year period; no matter the resident's actual income. Flat rents are designed to encourage residents to maximize their earnings in the hope that they may eventually purchase their own homes.

HUD, through the ACC, provides an operating subsidy to cover the gap between rents collected and annual operating expenses.

The ACC provides a Capital Fund Program designed to enable YCH to make capital improvements to its properties and otherwise provide long term assets for the benefit of tenants and the administration. At this time, a portion of the Capital Improvement fund is held in abeyance pending review by HUD of the financing of the new YCH's Administration building at 147 W. Main Street, Woodland, Ca.

The budget for the Low Rent Public Housing Program is adopted on the basis of accounting practices prescribed by the U.S. Department of Housing and Urban Development which differ in some respects from generally accepted accounting principles.

**Housing Choice Voucher Program**

Under the Housing Choice Voucher Program (formerly known as Section 8 tenant-based assistance), YCH administers contracts with independent landlords that own the rental property. YCH subsidizes the families' rents through a Housing Assistance Payment (HAP) payable to the landlord. The program is administered under an ACC with HUD that provides annual funding to enable YCH to structure a lease that generally sets the participant's rent as thirty percent (30%) of household income and pays YCH a fixed monthly administrative fee for each unit under lease on the first of every month.

Vouchers can also be applied toward the purchase of a home by tenants. At this time, one YCH Housing Choice Voucher participant has purchased a residence. Approximately six to eight additional participants are moving toward the completion of the home purchase process. YCH will use HUD's HAP funds to subsidize the participant's home loan for fifteen years unless the participant is disabled or elderly in which case there is no time limit on the use of HAP funds to subsidize the loan.

**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

**(Continued)**

**New Hope Community Development Corporation (Component Unit)**

New Hope CDC is a 501(c)(3) non-profit corporation created to develop affordable housing and community based economic development ventures. Its primary business activities during the year ended June 30, 2008 were the operation of Cottonwood Meadows senior apartments.

**Office of Migrant Services, Migrant Farm Labor Program (Other State/Local)**

YCH manages Migrant Centers in Davis, Madison and Dixon, California. Pursuant to contracts with the State of California Business, Transportation & Housing Agency, YCH remits rents collected from tenants to the State Office of Migrant Services, which in turn reimburses YCH for its costs of operating the Migrant Centers. The Dixon Migrant Center is managed by YCH on behalf of the Dixon Housing Authority of Solano County.

**Other Funds**

Business Activities - used to administer various non-government subsidized programs.

Davis Solar Rural Rental Assistance - USDA/Rural Rental Assistance

Public Housing Capital Fund Program - HUD

**Financial Statements**

YCH's financial statements include a Statement of Net Assets which is similar to a balance sheet. The Statement of Net Assets reports all financial and capital resources available. The statement is presented in a format in which assets minus liabilities equals "Net Assets", formerly known as equity. Assets and liabilities are presented in order of liquidity, and are classified as "current" (convertible to cash within one year), and "non-current".

The focus of the Statement of Net Assets (the Unrestricted Net Assets) represents the net available (non-capital) assets, net of liabilities, for the entire YCH or for individual funds. Net assets are reported in three broad categories:

Net Assets invested in Capital Assets, Net of Related Debt. This component of Net Assets consists of all Capital Assets, reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted Net Assets consists of assets which have constraints placed on them by creditors (such as debt covenants), grantors, contributors, laws, or regulations.

Unrestricted Net Assets consists of Net Assets that do not meet the definition of "Net Assets Invested in Capital Assets, Net of Related Debt", or "Restricted Net Assets".

**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

(Continued)

The assets of YCH exceed its liabilities as of June 30, 2008 by \$12,752,020.

	<u>2008</u>	<u>2007</u>	<u>Net Change</u>	<u>% Change</u>
<b><u>ASSETS</u></b>				
Current Assets	\$ 2,403,232	\$ 847,617	\$ 1,555,615	184%
Restricted Assets	2,569,445	1,910,757	658,688	34%
Capital Assets, Net	17,775,305	20,723,764	(2,948,459)	-14%
Non-Current Assets	<u>45,280</u>	<u>-</u>	<u>45,280</u>	-
<b>TOTAL ASSETS</b>	<b><u>\$ 22,793,262</u></b>	<b><u>\$ 23,482,138</u></b>	<b><u>\$ (688,876)</u></b>	<b>-3%</b>
<b><u>LIABILITIES</u></b>				
Current Liabilities	\$ 2,848,618	\$ 1,675,817	\$ 1,172,801	70%
Payable form Restricted Cash	346,634	295,488	51,146	17%
Non-Current Liabilities	<u>6,845,990</u>	<u>8,710,550</u>	<u>(1,864,560)</u>	-21%
<b>TOTAL LIABILITIES</b>	<b><u>\$ 10,041,242</u></b>	<b><u>\$ 10,681,855</u></b>	<b><u>\$ (640,613)</u></b>	<b>-6%</b>
<b><u>NET ASSETS</u></b>				
Investing in Capital Assets, net of Related Debt	\$ 12,764,675	\$ 14,143,923	\$ (1,379,248)	-10%
Restricted	2,290,989	1,738,981	552,008	32%
Unrestricted	<u>(2,303,644)</u>	<u>(3,082,621)</u>	<u>778,977</u>	25%
<b>TOTAL NET ASSETS</b>	<b><u>\$ 12,752,020</u></b>	<b><u>\$ 12,800,283</u></b>	<b><u>\$ (48,263)</u></b>	<b>0%</b>

During the fiscal year ended June 30, 2008, YCH's assets decreased \$688,000 (3%). Cash increased due to excess of HAP Housing Choice Voucher subsidy over vouchers paid by more than \$350,000, the Yolo County Alcohol, Drug, & Mental Health \$700,000 grant was received in full and \$291,000 proceeds from the sale of New Hope's Kentucky property. Capital Assets decreased due to depreciation of \$1,061,000 and the sale of the Kentucky property which had a cost basis of \$1,600,000

YCH's total liabilities decreased by \$640,000 (6%) in the year ended June 30, 2008. The increase in Current liabilities of \$1.2 million is due to the receipt of the ADMH grant funds (\$700,000) and increase in rents payable to the Office of Migrant Services (\$550,000). The long term obligations decrease of \$1.9 million resulting from the normal retirement of a portion of the long term debt and payoff of the note payable for the Kentucky Property of \$1.3 million.

**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

(Continued)

**Statement of Revenues, Expenses, and Changes in Fund Net Assets**

The Statement of Revenue, Expenses and Changes in Fund Net Assets (similar to an Income Statement) includes Operating Revenues, such as rental income, Operating Expenses such as administrative, utilities, maintenance, and depreciation, and non-Operating Revenue and Expenses such as grant revenue, investment income and interest expense.

The focus of the Statement of Revenues, Expenses and Changes in Fund Net Assets is the "Change in Net Assets", which is similar to Net Income or Net Loss.

	<u>2008</u>	<u>2007</u>	<u>Net Change</u>	<u>% Change</u>
<b><u>OPERATING REVENUE</u></b>				
Tenant	\$ 2,291,689	\$ 2,418,981	\$ (127,292)	-5%
HUD PHA Grants	9,588,849	8,579,076	1,009,773	12%
HUD Operating and Capital Grants	349,642	590,614	(240,972)	-41%
Other government grants	2,918,236	1,997,862	920,374	46%
Interfund fees	1,041,785	-	1,041,785	-
Other	93,890	366,127	(272,237)	-74%
<b>Total Operating Revenue</b>	<u>16,284,091</u>	<u>13,952,660</u>	<u>2,331,431</u>	17%
<b><u>OPERATING EXPENSES</u></b>				
Administration	3,211,433	3,284,845	(73,412)	-2%
Tenant Services	99,699	108,569	(8,870)	-8%
Utilities	710,153	800,857	(90,704)	-11%
Ordinary maintenance and operations	1,071,269	1,201,654	(130,385)	-11%
Extra ordinary maintenance	1,227,765	363,513	864,252	238%
General Expenses	564,309	1,064,283	(499,974)	-47%
Housing Assistance Payments	7,852,625	7,348,864	503,761	7%
Depreciation Expense	1,061,372	1,159,762	(98,390)	-8%
<b>Total Operating Expenses</b>	<u>15,798,625</u>	<u>15,332,347</u>	<u>466,278</u>	3%
<b><u>NON-OPERATING REVENUE (EXPENSES)</u></b>				
Investment Income - Restricted Cash	49,382	58,388	(9,066)	-16%
Interest Income	9,038	20,564	(11,526)	-56%
Interest Expense	(435,749)	(532,167)	96,418	18%
Amortization of loan costs	(23,887)	-	(23,887)	-
<b>Net Non-Operating Revenue</b>	<u>(401,216)</u>	<u>(453,215)</u>	<u>51,999</u>	11%
Gain (Loss) before Equity Transfers	84,250	(1,832,902)	1,917,152	-
Prior Period Adjustments	(138,800)	218,462	(357,262)	-
Gain (Loss) on Disposition of Fixed Assets	6,287	(635,900)	642,187	-
Beginning Net Assets	<u>12,800,283</u>	<u>15,050,623</u>	<u>(2,250,340)</u>	-15%
<b>ENDING NET ASSETS</b>	<u>\$ 12,752,020</u>	<u>\$ 12,800,283</u>	<u>\$ (48,263)</u>	-

**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

**(Continued)**

Operating revenue increased 17%. Tenant revenue rent collections decreased by \$125,000 due to the loss of rental income from the sale of the Kentucky property. PHA Grant revenue includes increases of \$300,000 in LRPB operating subsidy and \$900,000 in HCV Voucher funding, a reduction of HCV Admin funding of \$125,000 and a reclassification of HUD Capital Funds to Operations in compliance with the HUD transition to AMP guidelines. HUD Capital Fund decreased due to the HUD guidelines referenced above. Capital Funds are also still under pending resolution of issues involving the purchase and remodeling of YCH Administration Building. The Other Government Grant revenue increase primarily resulted from the County of Yolo ADMH grant of \$700,000. Interfund Fees resulted from a change in HUD Asset Management guidelines to account for Management, Bookkeeping, and Asset Management fees. In previous audits this income had been offset by charges to programs rather than separately identified. There is a \$700,000 increase in Administrative Expenses and a \$200,000 decrease in Other Income associated with this reporting change.

Operating expenses during the year ended June 30, 2008 increased by over \$400,000 (3%) overall.

The decrease in Administrative Costs is due a combination of several factors:

- C The change in HUD reporting requirements referenced above (\$750,000).
- C \$600,000 savings in salaries and benefits that resulted from staffing changes and employee concessions relating to hours worked and furloughs. Management is very grateful to the employee union representatives and negotiators for their help and understanding of YCH difficulties.
- C Property taxes decreased by \$20,000 due to the sale of the Kentucky property.
- C Other administrative expenses included computer, telephone, postage, office machines, office supplies, etc, declined due to cost saving measures taken in general.

The tenant service cost decrease resulted from the reduced staff hours during 2007-2008.

The decrease in Ordinary Maintenance also is primarily the result of employee concessions which resulted in salary and benefit savings of \$175,000

Extra Ordinary Maintenance increased by \$850,000. The extra ordinary maintenance was rehabilitation of the Dixon Migrant Center.

General Expenses decreased by \$500,000. Clean up of items that were recorded in 2007 and not repeated in 2008 included:

- C Stale accounts receivable in COCC (\$34,000)
- C Payback of excess program funds in New Hope CDC (\$31,000)
- C Reclassification of Unrestricted Net Assets to a liability account (\$440,000).

HAP expenses increase primarily due to the average rent subsidy increasing by 11% from \$490/month to \$545/month.

Depreciation decreased due to the sale of Kentucky property.

The decrease in Net interest income of \$20,000 is due to falling interest rates in 2007-2008. Interest expense decreased due to the sale of the Kentucky property and the retirement of associated debt.

Prior period adjustments included adjustments to correct the accounts payable 2005 opening balance entered in the accounting system that were identified to be unsupported (+\$106,000), write off of net book

**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

**(Continued)**

value YCH identified that could not be associated with any known capital assets (-\$196,000) and reversal of a prior period adjustment made in 2007 (-\$49,000).

The change in Gain/Loss on sale of assets is due to the write down of the Kentucky property in 2007.

**Statement of Cash Flows**

The statement of cash flows discloses net cash provided by or used for operating activities, non capital financing activities and from capital and related financing activities.

	<u>2008</u>	<u>2007</u>	<u>Net Change</u>	<u>% Change</u>
<b>Cash flows from operating activities:</b>				
Tenant Receipts	\$ 2,275,437	\$ 2,311,529	\$ (36,092)	-2%
Other receipts	134,861	329,742	(194,881)	-59%
Migrant receipts collected in excess of disbursements to HCD	415,299	72,798	342,501	470%
Payroll and benefit expenditures	(2,171,642)	(3,004,185)	832,543	-28%
Administration expenditures	(894,373)	(1,474,996)	580,623	-39%
Tenant services expenditures	(8,633)	(36,407)	27,774	-76%
Utilities expenditures	(710,153)	(800,857)	90,704	-11%
Maintenance expenditures	(1,784,857)	(858,726)	(926,131)	107%
General expenditures	(420,490)	(309,236)	(111,254)	36%
Housing assistance pmt expenditures	(7,800,774)	(7,307,450)	(493,324)	7%
Net cash used by operating activities	<u>(10,965,325)</u>	<u>(11,077,788)</u>	<u>112,463</u>	-1%
<b>Cash flows from noncapital financing activities:</b>				
Operating grants received	12,619,197	11,696,969	922,228	8%
Funds returned to granting agency	-	(14,451)	14,451	-
Prior Period Adjustment	-	320,802	(320,802)	-
Net cash provided by noncapital financing activities	<u>12,619,197</u>	<u>12,003,320</u>	<u>615,877</u>	5%
<b>Cash flows from capital financing activities:</b>				
Proceeds from the sale of capital assets	1,614,318	-	1,614,318	-
Grants to acquire capital assets	700,000	32,819	667,181	-
Acquisition of capital assets	(10,241)	(381,112)	370,871	-97%
Principal paid on debt	(1,547,800)	(266,362)	(1,281,438)	481%
Interest paid on debt	(457,160)	(505,189)	48,029	-10%
Net cash provided (used) by capital financing activities	<u>299,116</u>	<u>(1,119,844)</u>	<u>1,418,961</u>	-127%
<b>Cash flows from investing activities:</b>				
Interest receipts	9,038	8,482	556	7%
Interest on restricted cash	49,382	58,388	(9,006)	-15%
Net cash provided by investing activities	<u>58,420</u>	<u>66,870</u>	<u>(8,450)</u>	-13%
<b>Net decrease to cash</b>	2,011,409	(127,442)	2,138,851	
<b>Cash at beginning of year</b>	<u>2,194,779</u>	<u>2,322,221</u>	<u>(127,442)</u>	
<b>Cash at end of year</b>	<u>\$ 4,206,188</u>	<u>\$ 2,194,779</u>	<u>\$ 2,011,409</u>	
<b>Cash and investments</b>	\$ 1,658,988	\$ 284,022	1,374,966	
<b>Restricted cash</b>	<u>2,547,200</u>	<u>1,910,757</u>	<u>636,443</u>	
<b>Total cash at the end of year</b>	<u>\$ 4,206,188</u>	<u>\$ 2,194,779</u>	<u>\$ 2,011,409</u>	

**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

(Continued)

**Comparison of Actual to Budget for the Year Ended June 30, 2008**

	<u>Actual</u>	<u>Budget</u>	<u>Net Change</u>	<u>% Change</u>
<b><u>OPERATING REVENUE</u></b>				
Tenant	\$ 2,291,689	\$ 2,260,940	\$ 30,749	1%
Interfund fees	1,041,785	1,150,268	(108,483)	-9%
HUD PHA Grants	9,588,849	9,127,887	460,962	5%
HUD Operating and Capital Grants	349,642	377,506	(27,864)	-7%
Other Government Grants	2,918,236	1,741,657	1,176,579	68%
Other Income	<u>93,890</u>	<u>50,300</u>	<u>43,590</u>	87%
<b>Total Operating Revenue</b>	<u>16,284,091</u>	<u>14,708,558</u>	<u>1,575,533</u>	11%
<b><u>OPERATING EXPENSES</u></b>				
Administration	3,211,433	3,660,672	(449,239)	-12%
Tenant Services	99,699	108,312	(8,613)	-8%
Utilities	710,153	877,162	(167,009)	-19%
Ordinary Maintenance and Operations	1,071,269	948,584	122,685	13%
Extra Ordinary Maintenance	1,227,765	-	1,227,765	-
General Expenses	564,309	663,891	(99,582)	-15%
Housing Assistance Payments	7,852,625	7,616,817	235,808	3%
Depreciation Expense	<u>1,061,372</u>	<u>-</u>	<u>1,061,372</u>	-
<b>Total Operating Expenses</b>	<u>15,798,625</u>	<u>13,875,438</u>	<u>1,923,187</u>	14%
<b>Operating Income (Loss)</b>	485,466	833,120	(347,654)	-42%
<b><u>NON-OPERATING REVENUE (EXPENSES)</u></b>				
Interest income - Restricted	49,382	16,000	33,382	209%
Interest income - Unrestricted	9,038	9,600	(562)	-6%
Gain on sale of equipment	6,287	-	6,287	-
Interest Expense	(435,749)	(566,733)	130,984	-23%
Amortization of Loan Costs	<u>(23,887)</u>	<u>-</u>	<u>(23,887)</u>	-
<b>NET INCOME (LOSS)</b>	<u>\$ 90,537</u>	<u>\$ 291,987</u>	<u>\$ (201,450)</u>	

Significant Variances from original budget include:

- C HUD LRPH Funding was \$120,000 less than budget.
- C HUD HCV Voucher Funding was \$600,000 higher than budget.
- C HCV Admin Fees earned were \$15,000 less than budget.
- C HCV Operating and Capital Grants.

HUD Funding levels are not known until well into the year. NAHRO makes estimates of funding levels available and HUD requires reports that calculate funding levels but until the Federal Budget is passed and the final allocation percentage is determined, agencies make an educated guess.



**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

**(Continued)**

- C Capital Improvement Grant a the Dixon Migrant Center that had not been budgeted.
- C Interfund fees budget included higher than actual HCV participation and Inter Program Maintenance changes.
- C Other income budget did not include TANA project fees (\$2,700), ADMH Fees (\$3,300), Bond Fees from 03-04 through 06-07 (\$13,200) and YMCA Rent for the Winters and Woodland AMPs (\$25,000).
- C Savings in the Administration, Tenant Services, and Maintenance lines resulted from the reduced labor costs associated with the work week reduction, furlough hours and staff reductions implemented for the last ten months of the fiscal year.
- C Extremely high estimates for all utilities in the 2007-2008 budget combined with concerted efforts to conserve at all site resulted in the savings on the utilities line.
- C Omission of the Dixon Migrant Capital Grant from the budget caused this difference between actual and budget.
- C The General Expenses budget included interest on the Kentucky property (\$30,000) and a subsidy to New Hope (\$83,000) that were not incurred.
- C The budget that was presented was a Cash Budget and did not include depreciation.
- C Despite galling interest rates throughout the year, interest income exceeded an extremely conservative budget amount.
- C Interest expense is lower than budget due to the sale of the Kentucky property.

**YCH presents a summary of Fixed Assets for your information**

	<u>Balance</u>	<u>Prior Period</u>				<u>Balance</u>
	<u>6/30/2007</u>	<u>Adjustment</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfer</u>	<u>6/30/2008</u>
Capital Assets:						
Land	\$ 4,626,298	\$ -	\$ -	\$ (705,000)	\$ -	\$ 3,921,298
Construction in progress	217,822	(32,732)	10,241	-	173,165	368,496
Building and Improvements	32,272,181	(1,127,190)	-	(995,001)	(173,165)	29,976,825
Furniture, equipment and vehicles	<u>1,093,171</u>	<u>-</u>	<u>-</u>	<u>(334,499)</u>	<u>-</u>	<u>758,672</u>
Total capital assets	<u>38,209,472</u>	<u>(1,159,922)</u>	<u>10,241</u>	<u>(2,034,500)</u>	<u>-</u>	<u>35,025,291</u>
Less Accumulated Depreciation	<u>(17,485,708)</u>	<u>963,626</u>	<u>(1,061,372)</u>	<u>333,468</u>	<u>-</u>	<u>(17,249,986)</u>
Total Capital Assets, Net	<u>\$ 20,723,764</u>	<u>\$ (196,296)</u>	<u>\$ (1,051,131)</u>	<u>\$ (1,701,032)</u>	<u>\$ -</u>	<u>\$ 17,775,305</u>

The deletions are the result of the sale of the Kentucky property and the write off of costs that could not be associated with any of the assets that were included in the fixed asset balances.

**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

(Continued)

**YCH presents a summary of Long Term Debt for your information**

	<u>Balance</u> <u>6/30/2007</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>6/30/2008</u>
<b>Low Rent Public Housing</b>				
Office Building, Mortgage 1	\$ 2,174,835	-	\$ (46,139)	\$ 2,128,696
Office Building, Mortgage 2	180,000	-	-	180,000
Office Building, Mortgage 3	320,000	-	(160,000)	160,000
<b>Total Low Rent Public Housing</b>	<u>2,674,835</u>	<u>-</u>	<u>(206,139)</u>	<u>2,468,696</u>
<b>Cottonwood</b>				
HCD Note	368,800	-	-	368,800
Cottonwood Note	1,842,509	-	(39,264)	1,803,245
<b>Total Cottonwood</b>	<u>2,211,309</u>	<u>-</u>	<u>(39,264)</u>	<u>2,172,045</u>
<b>Commercial Building</b>				
Kentucky loan	1,299,182	-	1,299,182	-
<b>Esparto Development</b>				
Esparto Project - CDHC	331,269	-	-	331,269
Esparto Project - CDBG	32,209	-	2,322	29,887
<b>Total Esparto Development</b>	<u>363,478</u>	<u>-</u>	<u>2,322</u>	<u>361,156</u>
Davis Solar Rural Rental Assistance				
USDA Note	4,058	-	893	3,165
<b>Total Long Term Debt</b>	<u>\$ 6,552,862</u>	<u>\$ -</u>	<u>\$ 1,547,800</u>	<u>\$ 5,005,062</u>

- C Office building mortgage #1 and Cottonwood mortgage principle balances were reduced through normal monthly payments of the mortgage obligations.
- C Office building mortgage #3 principle decrease came from the 2<sup>nd</sup> of three schedules payments on this obligation. The terms of this mortgage have now been renegotiated to pay the final \$160,000 over four years (\$50,000 January 2011, 2012, 2013 and \$10,000 January 2014)
- C The Kentucky loan was retired with the sale of the property in November 2007.

**Significant environmental economic factors affecting YCH include:**

Federal funding from the Department of Housing and Urban Development (HUD)  
 Funding from the State Office of Migrant Services (OMS)  
 Local labor supply and demand which affect salary and wage rates  
 Local inflation, recession and employment trends, which can affect resident income and therefore the amount of rental income  
 Local rental market and economy, which has a direct effect on the ability to find viable privately-owned rental properties that are available to our Housing Choice Voucher program

**YOLO COUNTY HOUSING  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2008**

**(Continued)**

Inflationary pressure on utility rates, supplies and other costs are another concern.

**Contacting YCH**

This financial report is designed to provide a general overview of YCH's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Lisa A. Baker, Executive Director, Yolo County Housing, 147 W. Main Street, Woodland, California 95695.

**YOLO COUNTY HOUSING  
STATEMENT OF NET ASSETS  
JUNE 30, 2008**

	Primary Government Business-type Activities
<u>ASSETS</u>	
Current assets	
Cash and investments (Note 2)	\$ 1,636,743
Due from other agencies	567,943
Tenant accounts receivable	40,137
Allowance for doubtful accounts	(15,000)
Inventory (net of allowance for obsolete inventory of \$9,141) (Note 1.I.)	82,270
Prepaid expenses	91,139
Total current assets	2,403,232
Restricted assets:	
Restricted cash (Note 2 and 3)	2,569,445
Fixed assets (Note 5):	
Land	3,921,298
Buildings	29,976,825
Furniture and equipment	758,672
Construction in progress	368,496
Accumulated depreciation	(17,249,986)
Total fixed assets	17,775,305
Loan costs - net of amortization (Note 6)	45,280
Total assets	\$ 22,793,262

**YOLO COUNTY HOUSING  
STATEMENT OF NET ASSETS  
JUNE 30, 2008**

(Continued)

	Primary Government Business-type Activities
<b><u>LIABILITIES</u></b>	
Current liabilities:	
Accounts payable	\$ 177,744
Due to other agencies (Note 7)	1,337,223
Accrued interest (Note 6)	5,568
Unearned revenue (Note 8)	740,240
Current portion of compensated absences (Note 1.J.)	30,826
Current portion of long-term debt (Note 6)	183,932
Other current liabilities	373,085
Total current liabilities	2,848,618
Payable from restricted assets:	
Tenant security deposits	183,590
Family self sufficiency escrows	163,044
Total payable from restricted assets	346,634
Other noncurrent liabilities:	
Long-term portion of compensated absences (Note 1.J.)	92,480
Long-term debt (Note 6)	4,821,130
Other noncurrent liabilities (Note 9)	1,932,380
Total noncurrent liabilities	6,845,990
Total liabilities	10,041,242
<b><u>NET ASSETS</u> (Note 10)</b>	
Investment in capital assets, net of related debt	12,764,675
Restricted net assets	2,290,989
Unrestricted net assets	(2,303,644)
Total net assets	12,752,020
Total liabilities and net assets	\$ 22,793,262

**The accompanying notes are an integral part of this statement**

**YOLO COUNTY HOUSING  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2008**

<u>Function/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenue (Expenses) Changes in Net Assets</u>
	<u>Charges for Services</u>	<u>Operating Grants</u>	<u>Capital Grants/ Contributions</u>	<u>Primary Gov't Business-type Activities</u>	
<b>Business-type activities:</b>					
Federal:					
Housing Choice Voucher	\$ 8,386,348	\$ 48,951	\$ 9,139,111	\$ -	\$ 801,714
Public Housing	2,498,777	1,984,360	449,738	-	(64,679)
Public Housing Capital Fund	7,582	-	183,406	166,236	342,060
USDA	32,145	32,058	-	-	(87)
State:					
Migrant	2,604,796	7,144	2,902,353	-	304,701
RHCP (New Hope CDC)	295,133	306,559	12,553	-	23,979
Other:					
Central Office Cost Center	1,318,696	26,159	3,330	-	(1,289,207)
Esparto Development	1,819	-	-	-	(1,819)
Kentucky Commercial Property (NHCDC)	71,180	29,730	-	-	(41,450)
Total primary government	<u>\$ 15,216,476</u>	<u>\$ 2,434,961</u>	<u>\$ 12,690,491</u>	<u>\$ 166,236</u>	<u>75,212</u>
General revenues (expenses)					
Unrestricted interest					9,038
Gain on disposition of fixed assets					6,287
Total general revenues					15,325
Change in net assets					90,537
Net assets - beginning of the year, as originally stated					12,800,283
Prior period adjustment (Note 11)					(138,800)
Net assets - beginning of the year, as restated					12,661,483
Net assets - end of the year					<u>\$ 12,752,020</u>

**The accompanying notes are an integral part of this statement**

**YOLO COUNTY HOUSING  
STATEMENT OF NET ASSETS - PROPRIETARY FUNDS  
JUNE 30, 2008**

<b><u>ASSETS</u></b>	<b><u>Housing</u></b>
Current assets	
Cash and investments (Note 2)	\$ 1,636,743
Due from other funds (Note 4)	1,751,929
Due from other agencies	567,943
Tenant accounts receivable	40,137
Allowance for doubtful accounts	(15,000)
Inventory (net of allowance for obsolete inventory of \$9,141) (Note 1.I)	82,270
Prepaid expenses	<u>91,139</u>
Total current assets	<u>4,155,161</u>
Restricted assets:	
Restricted cash (Note 2 and 3)	<u>2,569,445</u>
Fixed assets (Note 5):	
Land	3,921,298
Buildings	29,976,825
Furniture and equipment	758,672
Construction in progress	368,496
Accumulated depreciation	<u>(17,249,986)</u>
Total fixed assets	<u>17,775,305</u>
Loan costs - net of amortization (Note 6)	<u>45,280</u>
Total assets	<u><u>\$ 24,545,191</u></u>

**YOLO COUNTY HOUSING  
STATEMENT OF NET ASSETS - PROPRIETARY FUNDS  
JUNE 30, 2008**

(Continued)

	<b>Housing</b>
<b><u>LIABILITIES</u></b>	
Current liabilities:	
Accounts payable	\$ 177,744
Due to other funds (Note 4)	1,751,929
Due to other agencies (Note 7)	1,337,223
Accrued interest (Note 6)	5,568
Unearned revenue (Note 8)	740,240
Current portion of compensated absences (Note 1.J.)	30,826
Current portion of long-term debt (Note 6)	183,932
Other current liabilities	373,085
Total current liabilities	4,600,547
Payable from restricted assets:	
Tenant security deposits	183,590
Family self sufficiency escrows	163,044
Total payable from restricted assets	346,634
Other noncurrent liabilities:	
Long-term portion of compensated absences (Note 1.J.)	92,480
Long-term debt (Note 6)	4,821,130
Other noncurrent liabilities (Note 9)	1,932,380
Total noncurrent liabilities	6,845,990
Total liabilities	11,793,171
<b><u>NET ASSETS</u></b> (Note 10)	
Investment in capital assets, net of related debt	12,764,675
Restricted net assets	2,290,989
Unrestricted net assets	(2,303,644)
Total net assets	12,752,020
Total liabilities and net assets	\$ 24,545,191

**The accompanying notes are an integral part of this statement**



**YOLO COUNTY HOUSING  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2008**

	<b>Housing</b>
<b>Operating revenue:</b>	
Rents and other tenant revenue	\$ 2,291,689
Interfund fees	1,041,785
Other	93,890
Total operating revenue	3,427,364
<b>Operating expenses:</b>	
Administration	3,211,433
Tenant services	99,699
Utilities	710,153
Maintenance	1,071,269
General	564,309
Housing assistance payments	7,852,625
Depreciation (Note 5)	1,061,372
Total operating expenses	14,570,860
Operating income (loss)	(11,143,496)
<b>Nonoperating revenue (expenses):</b>	
Grants	12,690,491
Unrestricted interest	9,038
Restricted interest	49,382
Gain on disposition of fixed assets	6,287
Debt service - interest (Note 6)	(435,749)
Extraordinary maintenance	(1,227,765)
Amortization on loan costs	(23,887)
Net income (loss) before contributions and transfers	(75,699)
Capital contributions	166,236
Net income (loss)	90,537
Net assets - beginning of year, as originally stated	12,800,283
Prior period adjustments (Note 11)	(138,800)
Net assets - beginning of year, as restated	12,661,483
Net assets - end of year	\$ 12,752,020

**The accompanying notes are an integral part of this statement.**

**YOLO COUNTY HOUSING  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2008**

	<b>Housing</b>
<b>Cash flows from operating activities:</b>	
Tenant receipts	\$ 2,275,437
Other receipts	134,861
Migrant receipts collected in excess of disbursements to HCD	415,299
Payroll and benefit expenditures	(2,171,642)
Administration expenditures	(894,373)
Tenant services expenditures	(8,633)
Utilities expenditures	(710,153)
Maintenance expenditures	(1,784,857)
General expenditures	(420,490)
Housing assistance payment expenditures	(7,800,774)
Net cash provided used operating activities	(10,965,325)
<b>Cash flows from noncapital financing activities:</b>	
Operating grants received	12,619,197
Net cash provided by noncapital financing activities	12,619,197
<b>Cash flows from capital financing activities:</b>	
Proceeds from the sale of capital assets	1,614,318
Grants received to acquire capital assets	700,000
Principal paid on debt	(1,547,800)
Interest paid on debt	(457,160)
Acquisition of capital assets	(10,241)
Net cash provided used capital financing activities	299,116
<b>Cash flows from investing activities:</b>	
Interest receipts	9,038
Interest on restricted cash	49,382
Net cash provided by investing activities	58,420
Net increase to cash	2,011,409
Cash at beginning of year	2,194,779
Cash at end of year	\$ 4,206,188
Cash and investments	\$ 1,636,743
Restricted cash	2,569,445
Total cash at year end	\$ 4,206,188

**YOLO COUNTY HOUSING  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2008**

(Continued)

	<b>Housing</b>
Reconciliation of operating loss to net cash used by operating activities:	
Operating loss	\$ (11,143,496)
Adjustments to reconcile operating loss to Net cash used by operating activities:	
Depreciation expense	1,061,372
Extraordinary maintenance	(1,227,765)
Prior period adjustments	(37,379)
(Increase) Decrease in:	
Due from other agencies	(166)
Tenants accounts receivable	19,359
Other receivable	464
Prepaid expenses	(66,435)
Inventory	(2)
Increase (Decrease) in:	
Accounts payable	(293,318)
Due to other agencies	642,969
Tenant security deposits	(872)
Unearned revenues	-
Compensated absences	27,926
FSS escrow	52,018
Other noncurrent liabilities	-
Net cash used by operating activities	\$ (10,965,325)

**Noncash transactions:**

- Capital assets of \$6,272,202 were transferred from Public Housing and Business Enterprise Funds to Central Office, Housing Choice Vouchers, and Capital Fund. The majority of this transfer was to establish the Central Office Cost Center. A small portion of the transfer was done to correct capital costs in the Capital Fund Enterprise Fund.
- Liabilities in the amount of \$4,648,538 were transferred from the Public Housing Enterprise Fund into the Central Office Cost Center. These liabilities are associated with the capital assets that were transferred as noted previously.

**The accompanying notes are an integral part of this statement.**

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of Yolo County Housing have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**A. Organization**

Yolo County Housing (YCH), formally known as the Housing Authority of the County of Yolo, was established pursuant to the State Health and Safety Code in 1950 by the Yolo County Board of Supervisors. YCH is a public entity organized under the laws of the State of California's Health and Safety Code to provide housing assistance to low and moderate income families at rents they can afford. Eligibility is determined by family composition and income in areas served by YCH. To accomplish this purpose, YCH has entered into Annual Contributions Contracts with the U.S. Department of Housing and Urban Development (HUD) to operate assisted housing programs.

On June 20, 2006, the County's Board of Supervisors exercised its authority under Health and Safety Code section 34290, due to the resignation of the independent housing commission, and declared itself to be the commissioners of YCH for a temporary period. The County's Board of Supervisors has indicated that the Board is acting as the Commissioners of YCH for only a temporary time period. In accordance with Government Accounting Standards Board Statement No 14, footnote 3, YCH is considered to have retained its independent status and is not considered to be a component unit of the County. The current governing board of YCH consists of the five members of the County Board of Supervisors plus two tenant Commissioners appointed by the Commission.

**B. Financial Reporting Entity**

YCH's financial statements include the accounts of all YCH's operations. The criteria for including organizations as component units within YCH's reporting entity, as set forth in Section 2100 of GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, include whether:

- \* The organization is legally separate (can sue and be sued in their own name)
- \* YCH holds the corporate powers of the organization
- \* YCH appoints a voting majority of the organization's board
- \* YCH is able to impose its will on the organization
- \* The organization has the potential to impose a financial benefit/burden on YCH
- \* There is financial dependency by the organization on YCH

Based on the aforementioned criteria, YCH has a blended component unit. The accompanying financial statements present YCH and its component unit, an entity for

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 1 (continued)**

which YCH is considered to be financially accountable. The blended component unit, although a legally separate entity, is, in substance, part of YCH's operations. The component unit is known as the New Hope Community Development Corporation (NHCDC). NHCDC owns and operates a State RHCP project.

YCH has entered into an agreement with the Housing Authority of the City of Dixon to administer their only program - a Migrant Center funded by the California Department of Housing and Community Development. This program owns no real property and carries no long-term debt. YCH used its staff and other resources to operate this program during the current fiscal year. The operations of this program are considered by management to be, in substance, part of YCH's and as such are reported as part of this Agency-wide financial statement.

**C. Basis of Presentation**

**Government-Wide Financial Statements:**

The Statement of Net Assets and Statement of Activities display information about YCH as a whole. They include all funds of YCH and a column for discretely presented component units. YCH has no fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other non-exchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. YCH's activities are strictly business-type.

**Fund Financial Statements:**

Fund financial statements of YCH are organized into funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for within a separate set of self balancing accounts that comprise its assets, liabilities, net assets, revenues, and expenses/expenditures as appropriate. Government resources are allocated to, and accounted for, in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. YCH considers all of its funds to be proprietary. An emphasis is placed on major funds. A fund is considered major if it is the primary operating fund of YCH or if total assets, liabilities, revenue, or expenses/expenditures of the individual fund are at least 10 percent of YCH-wide total. Beginning July 1, 2006, YCH considers all the activity of YCH to be housing related and therefore, considers all the financial activity of YCH to be one major fund, titled *Housing*. As such, YCH has no non-major funds.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 1 (continued)**

**PROPRIETARY FUND TYPES**

**Enterprise Funds** - Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Enterprise funds are also used when the governing body has decided that periodic determination of revenue earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

**D. Measurement Focus and Basis of Accounting**

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The Proprietary Fund Types are accounted for on an economic resources measurement focus using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recorded at the time liabilities are incurred. Under this basis of accounting and measurement focus, YCH applies (a) all GASB pronouncements and (b) FASB Statements and Interpretations, APB opinions, and Accounting Research Bulletins issued on or before November 30, 1989, except those that conflict with a GASB pronouncement.

When YCH incurs an expense for which both restricted and unrestricted resources may be used, it is YCH's policy to use restricted resources first and then unrestricted resources as needed.

**E. Interfund Transactions**

**Interfund assets/liabilities:**

Short-term amounts due between funds are classified as "Due from/to other funds". For the purpose of the Agency-Wide Statement of Net Assets, due from/to other funds, totaling \$1,751,929, have been eliminated. See also Note 4.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

(Continued)

**Note 1 (continued)**

**Interfund revenue/expenses:**

For the purpose of the Agency-wide Statement of Activities, the following interfund revenue and expenses have been eliminated. All interfund revenue was credited to the Central Office Cost Center. Expenses were debited to the following funds:

Public Housing:		
Management fees	\$	266,523
Bookkeeping fees		39,573
Asset management fees		49,432
Maintenance fees		81,143
Housing Choice Voucher:		
Management fees		184,752
Bookkeeping fees		115,470
Office rent		60,000
Maintenance fees		94
USDA:		
Maintenance fees		4,911
Central Office Cost Center		
Maintenance fees		1,750
Migrant (all three funds, including rehabilitation):		
Management fees		201,031
Maintenance fees		153
NHDC - Cottonwood - RHCP		
Management fees		31,320
Maintenance fees		<u>5,633</u>
Total interfund revenue/expense	\$	<u>1,041,785</u>

**Interfund transfers:**

Interfund transfers were made to close out programs and grants, to fund the Public Housing Program operations, and to establish the Central Office Cost Center. An operating transfer of \$158,654 was made from the Capital Fund Program to the Public Housing Fund. To facilitate the establishment of the Central Office Cost Center (COCC), operating and equity transfers were recorded. Office buildings and the liabilities associated with these assets were transferred from the Public Housing and Business Enterprise Funds to the COCC. Interfund transfers of \$9,935,120 have been eliminated from the Agency-Wide Statement of Activities.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 1 (continued)**

**F. Cash and Investments**

For the purpose of the cash flows, YCH considers all of their cash and investments, including restricted cash, to be cash and cash equivalents. YCH considers all of their investments to be highly liquid and, therefore, cash equivalents.

**G. Capital Assets**

Capital assets are valued at historical cost. Contributed fixed assets are recorded at fair market value at the time received. Interest expense incurred during the development period is capitalized.

Capital assets acquired for Proprietary Funds are capitalized in the respective funds to which they apply. Depreciation of exhaustible fixed assets used by Proprietary Funds is charged as an expense against operations, and accumulated depreciation is reported on the Proprietary Funds' Statement of Net Assets. Depreciation has been provided over the estimated useful lives using the straight-line method of depreciation. Buildings are being depreciated over a useful life of forty years, modernization and site improvements over fifteen years, and dwelling and other equipment over three to seven years, depending on the type of equipment.

**H. Accounts Receivable**

Receivables are principally amounts due from HUD, the State of California, and tenants. Allowance for doubtful accounts has been provided based on the likelihood of the recovery.

**I. Inventory**

Inventory is valued at the lower of cost or market on an average cost basis. Inventory consists of expendable maintenance supplies held for consumption. The consumption method is used to account for inventories. Under the consumption method, inventories are recorded as assets when purchased and expenditures as used. The value of the maintenance supplies inventory as of June 30, 2008, is \$82,270, net of an allowance for obsolete inventory of \$9,141.

**J. Compensated Absences**

It is YCH's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since the government does not have a policy to pay any amounts when employees separate from service with YCH. All vacation pay is accrued when incurred and allocated to the appropriate proprietary fund. Total liability for YCH is \$123,306 based on year-end hourly rates. Of this amount \$30,826 is considered by YCH to be a current liability.



**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 1 (continued)**

**K. Net Assets**

Net assets represents the differences between assets and liabilities. Net Assets consist of investment in capital assets, net of related debt; restricted net assets; and unrestricted net assets. Net assets invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of borrowing used for acquisition, construction, or improvement of those assets (excluding interfund borrowing and including accrued interest). Net assets are reported as restricted when there are limitations imposed on their use through constitutional provisions or enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

**L. Operating Revenue and Expenses**

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses result from providing goods and services related to the fund's ongoing operations. The principal operating revenue of YCH's enterprise funds is dwelling rental income. Operating expenses are necessary costs that have been incurred in order to provide the good or service that is the primary activity of the fund. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**M. Income Taxes**

YCH is exempt from federal and state income taxes. YCH is also exempt from property taxes but normally and historically made payments in lieu of taxes on owned housing. See also Note 7.

**N. Budgets and Budgetary Accounting**

The Board of Commissioners adopts an operating budget no later than July 1. This budget is revised by the Board of Commissioners during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption.

**O. Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

(Continued)

**Note 1 (continued)**

**P. Encumbrances**

Encumbrance accounting is not employed by YCH.

**Q. Grant Restrictions**

YCH has received loans and grants from the U.S. Department of Housing and Urban Development, The U.S. Department of Agriculture, and the California Department of Housing and Community Development to build and improve housing projects. These grants require that only individuals and families that meet various income, age and employment standards be housed or aided.

**R. Operating Leases**

YCH has leased several administrative office machines, the majority of which are copiers. The machines are usually leased for 5 years. The leasing costs during the current fiscal year were:

Housing Choice Vouchers	\$ 11,474
Public Housing	11,319
Central Office Cost Center	2,290
NHCDC - Cottonwood Meadows	<u>278</u>
Total leasing costs	<u>\$ 25,361</u>

**S. Related Party Transactions**

YCH received legal services from the County of Yolo, Office of the County Counsel free of charge during the fiscal year ended June 30, 2008. Beginning July 1, 2008, the County began charging YCH for these services at a rate of \$10,000 per quarter.

**Note 2 - CASH AND INVESTMENT**

Cash and investments as of June 30, 2008 are classified in the accompanying financial statement as follows:

Statement of net assets:	
Cash and investments	\$ 1,636,743
Restricted cash	<u>2,569,445</u>
Total Cash & Investments	<u>\$ 4,206,188</u>

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

(Continued)

**Note 2 (continued)**

Demand deposits	\$	3,693,210
California LAIF		512,843
Cash on hand		<u>135</u>
Total Cash & Investments	\$	<u>4,206,188</u>

**Investments Authorized by YCH's Investment Policy**

Investments authorized by YCH are empowered by the HUD Notice 99-48 and its own investment policy to invest HUD funds in the following:

- United States Treasury Bills, Notes and Bonds;
- Obligations issued by Agencies or Instrumentalities of the U.S. Government;
- State or Municipal Depository Funds, such as the Local Agency Investment Fund (LAIF) or pooled cash investment funds managed by County treasurers;
- Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100% collateralized by federal securities;
- Insured Money Market Deposit Accounts;
- Insured SUPER NOW accounts, provided that deposits in excess of the insured amount must be 100% collateralized by federal securities;
- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations, limited to no more than 30% of surplus funds;
- Repurchase/Reverse Repurchase Agreements of any securities authorized by this section; securities purchased under purchase agreements shall be no less than 102% of market value;
- Sweep Accounts that are 100% collateralized by federal securities;
- Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (Money Market Mutual Funds); Funds must carry the highest rating of at least two national rating agencies and are limited to not more than 20% of surplus funds;
- Funds held under the terms of a Trust Indenture or other contract or agreement including the HUD/PHA Annual Contributions Contract, may be invested according to the provisions of those indentures or contracts; and
- Any other investment security authorized under the provisions of HUD Notice PIH 97-41.

YCH is empowered by the California Government Code (CGC) Sections 5922 and 53601 et seq to invest non-HUD funds in the following:

- Bonds issued by the local entity with a maximum maturity of five years;
- United States Treasury Bills, Notes and Bonds;
- Registered state warrants or treasury notes or bonds issued by the State of California;

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 2 (continued)**

- Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurer, other local agencies or Joint Powers Agencies;
- Obligations issued by Agencies or Instrumentalities of the U.S. Government;
- Bankers Acceptances with a term not to exceed 270 days, limited to 40% of surplus funds; no more than 30% of surplus funds can be invested in Bankers Acceptances of any single commercial bank;
- Prime Commercial Paper with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service or Standard & Poor's Corp., limited to 15% of surplus funds; provided that if the average total maturity of all commercial papers does not exceed 31 days up to 30% of surplus funds can be invested in commercial papers.
- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations, limited to not more than 30% of surplus funds;
- Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section, securities purchased under these agreements shall be no less than 102% of market value. Securities purchased under reverse repurchase agreements shall be for temporary and unanticipated cash flow needs only.
- Medium term notes (not to exceed two years) of U.S. corporations rated "AAA" or better by Moody's or Standard & Poor's limited to not more than 30% of surplus funds;
- Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (Money Market Mutual Funds), limited to not more than 15% of surplus funds;
- Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements;
- Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations;
- Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment least-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years, securities in this category must be rated AA or better by a national rating service and are limited to not more than 30% of surplus funds;
- Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

**Disclosure Related to Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in the market rates. Since essentially all of YCH's funds are in demand deposits, YCH has no exposure to interest rate risk.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 2 (continued)**

**Disclosures related to Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. LAIF is not rated by a nationally recognized statistical rating organization.

**Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and YCH's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires California banks and savings and loan associations to secure YCH's deposits not covered by federal deposit insurance by pledging mortgages or government securities as collateral. The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure YCH deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. Such collateral must be held in the pledging bank's trust department in a separate depository in an account for YCH.

The custodial risk for investments is the risk that, in the event of the failure of the counterparty (broker-dealer, etc) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and YCH's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF)

YCH has executed "General Depository Agreement" with the First Northern Bank. It states that "any portion of PHA funds not insured by a Federal insurance organization shall be fully (100%) and continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD."

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 2 (continued)**

YCH's exposure to custodial credit risk is as follows:

Demand deposits with banks, fully insured by FDIC	\$ 250,000
Demand deposits with banks, covered by depository agreements	3,443,210
California Local Agency Investment Fund	<u>512,843</u>
Total demand deposits	<u>\$ 4,206,053</u>

**Investments in State Investment Pool**

The Authority is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The LAIF is a special fund of the California State Treasury through which local governments may pool investments. Each government agency may invest up to \$30,000,000 in each account in the fund. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty-four hours without loss of interest or principal. The full faith and credit of the State of California secure investments in LAIF.

At June 30, 2008, an account was maintained in the name of the Yolo County Housing Authority for \$512,843. The total cost value of investment in LAIF was \$512,843. The total fair value of investments in LAIF was \$512,817. The fair value total includes an unrealized loss on investments of \$26. The unrealized loss was based on a fair value adjustment factor of 0.999950219 that was calculated by the State of California Treasurer's Office.

LAIF is a part of the State of California Pooled Money Investment Account (PMIA). At June 30, 2008, the fair value of the State of California Pooled Money Investment Account (PMIA), including accrued interest, was \$70,154,701,610. The PMIA portfolio had securities in the form of structured notes totaling \$6,113,006,000 and asset-backed securities totaling \$4,188,272,000. The PMIA has policies, goals and objectives for the portfolio to make certain that the goals of safety, liquidity, and yield are not jeopardized. These policies are formulated by investment staff and reviewed by both the PMIA and LAIF Advisory Boards on an annual basis.

During 2002, California Government code was added to the LAIF's enabling legislation stating that "the right of a city, county...special district...to withdraw its deposited money from the LAIF upon demand may not be altered, impaired, or denied in any way by any state official or state agency based upon the State's failure to adopt a State Budget by July 1 of each new fiscal year." In addition, it has been determined that the State of California cannot declare bankruptcy under Federal regulations. This allows other government code stating that "money placed with the state treasurer for deposit in the LAIF shall not be subject to ...transfer or loan...or impound or seizure by any state official or state agency" to stand.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 3 - RESTRICTED CASH**

Restricted cash consists of funds that are held in escrow, replacement reserves required by the lender, and funds being held by YCH on behalf of its clients. The balances are as follows:

HUD funds restricted in use for HAP payments	\$ 1,248,218
Replacement reserves:	
Madison Migrant Center	398,001
Davis Migrant Center	200,197
Cottonwood (RHCP)	142,594
Rural Rental USDA Davis	52,256
Tenant security deposits	184,034
Family Self Sufficiency Program participant's escrow funds	163,044
Migrant Centers (all 3) operations	<u>181,101</u>
Total restricted cash	<u>\$ 2,569,445</u>

The amounts held for the replacement of the USDA and the California Department of Housing and Community Development (RHCP and Migrant) Programs cannot be disbursed without the approval of the USDA Rural Economic and Community Development or the California Department of Housing and Community Development. These amounts are offset by restricted net assets. The RHCP replacement reserves are not fully funded and will therefore vary from the amount of restricted net assets. See also Note 10.

The amounts held for the operations of the Migrant programs can be disbursed only on expenditures that have been pre-approved by the California Department of Housing and Community Development, Office of Migrant Services. These amounts are offset by restricted net assets; however, they are not fully funded due to outstanding receivables from the State of California. See also Note 10.

The amounts held by YCH on behalf of Family Self Sufficiency Program participants and tenants are reported as payable from restricted assets. These liabilities have been fully funded as of June 30, 2008.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 4 - INTERFUND BALANCES**

YCH utilizes a few cash accounts to make payments to vendors and for payroll. Costs are accrued to appropriate funds, which necessitates the use of interfund accounts. Costs are reimbursed on a periodic basis. The interfund receivable/payable balance of \$1,751,929 was eliminated in Agency-Wide Statement of Net Assets.

The interfund receivable balances are as follows:

Public Housing		\$	829,903
Housing Choice Vouchers			899,428
Business Activities			8,284
Davis Migrant Housing Center (HCD)	\$		119,715
Madison Migrant Housing Center (HCD)		(423,984)	
Dixon Migrant Housing Center (HCD)		386,798	
Migrant Housing Rehabilitation (HCD)		(6,077)	
Esparto (Joe Serna Grant)		<u>(62,138)</u>	
Total State and Local programs			<u>14,314</u>
Total interfund receivable			<u>\$ 1,751,929</u>

The interfund payables are as follows:

Central Office Cost Center		\$	1,375,309
Capital Fund Program			195,960
Rental Rural Davis Housing (USDA)			23,636
NHCDC - Kentucky Commercial Building	1,004,167		
NHCDC - Cottonwood RHCP		<u>(847,143)</u>	
Total blended component unit NHCDC			<u>157,024</u>
Total interfund payables			<u>\$ 1,751,929</u>

These interfund payables/receivables have been recorded as current assets and liabilities on YCH's Statement of Net Assets-Proprietary funds. A number of YCH's program general ledgers have significant liabilities, but few liquid assets. This may make the repayment of these interfund liabilities on a timely basis problematic.



**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 5 - CAPITAL ASSETS**

Capital asset activity for the year ending June 30, 2008.

	June 30, 2007	Prior Period Adjustment	Additions	Deletions	Transfers	June 30, 2008
<b>Capital assets, not being depreciated:</b>						
Land	\$ 4,626,298	\$ -		\$ (705,000)	\$ -	\$ 3,921,298
Construction In Progress	42,391	-	10,241	-	315,864	368,496
Total	<u>4,668,689</u>	<u>-</u>	<u>10,241</u>	<u>(705,000)</u>	<u>315,864</u>	<u>4,289,794</u>
<b>Capital assets depreciated:</b>						
Buildings and improvements	32,272,181	-	-	(2,122,191)	(173,165)	29,976,825
Equipment	1,093,171	-	-	(334,499)	-	758,672
Construction In Progress	175,431	(32,732)	-	-	(142,699)	-
Total capital assets being depreciated	<u>33,540,783</u>	<u>(32,732)</u>	<u>-</u>	<u>(2,456,690)</u>	<u>(315,864)</u>	<u>30,735,497</u>
Grand total capital assets	<u>38,209,472</u>	<u>(32,732)</u>	<u>10,241</u>	<u>(3,161,690)</u>	<u>-</u>	<u>35,025,291</u>
<b>Accumulated depreciation:</b>						
Total accumulated depn	<u>(17,485,708)</u>	<u>29,163</u>	<u>(1,061,372)</u>	<u>1,267,931</u>	<u>-</u>	<u>(17,249,986)</u>
Total capital assets depn, net	<u>16,055,075</u>	<u>(3,569)</u>	<u>(1,061,372)</u>	<u>(1,188,759)</u>	<u>-</u>	<u>13,485,511</u>
<b>Total capital assets, net</b>	<u>\$ 20,723,764</u>	<u>\$ (3,569)</u>	<u>\$ (1,051,131)</u>	<u>\$ (1,893,759)</u>	<u>\$ -</u>	<u>\$ 17,775,305</u>

**The changes by project are as follows:**

	June 30, 2007	Prior Period Adjustment	Additions	Deletions	Transfers	June 30, 2008
<b>TOTAL CAPITAL ASSETS:</b>						
Public Housing	\$ 33,680,721	\$ -	\$ -	\$ (1,311,010)	\$ (5,897,327)	\$ 26,472,384
Capital Fund Grant	42,391	-	10,241	-	173,165	225,797
Housing Choice Voucher	28,800	-	-	-	7,794	36,594
Rural Rental	340,939	-	-	-	-	340,939
Esparto	352,651	(32,732)	-	-	-	319,919
Business Activity	374,875	-	-	-	(374,875)	-
Central Office Cost Center	-	-	-	(150,680)	6,091,243	5,940,563
Cottonwood (RHCP)	1,689,095	-	-	-	-	1,689,095
Kentucky Commercial	1,700,000	-	-	(1,700,000)	-	-
Total capital assets	<u>38,209,472</u>	<u>(32,732)</u>	<u>10,241</u>	<u>(3,161,690)</u>	<u>-</u>	<u>35,025,291</u>
<b>DEPRECIATION:</b>						
Public Housing	(16,653,513)	-	(761,050)	1,117,251	1,171,729	(15,125,583)
Capital Fund Grant	-	-	-	-	-	-
Housing Choice Voucher	(28,800)	-	(653)	-	(7,141)	(36,594)
Business Activity	(314,875)	-	-	-	314,875	-
Central Office Cost Center	-	-	(246,836)	150,680	(1,479,463)	(1,575,619)
Cottonwood (RHCP)	(249,308)	-	(45,329)	-	-	(294,637)
Esparto	(29,162)	29,162	-	-	-	-
Rural Rental	(210,050)	-	(7,503)	-	-	(217,553)
Total depreciation	<u>(17,485,708)</u>	<u>29,162</u>	<u>(1,061,371)</u>	<u>1,267,931</u>	<u>-</u>	<u>(17,249,986)</u>
Net	<u>\$ 20,723,764</u>	<u>\$ (3,570)</u>	<u>\$ (1,051,130)</u>	<u>\$ (1,893,759)</u>	<u>\$ -</u>	<u>\$ 17,775,305</u>

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

(Continued)

**Note 6 - LONG TERM DEBT**

The following is a schedule of the changes in long-term debt for the current fiscal year:

	Balance 6/30/07	Loans Issued	Payments	Balance 6/30/08	Short-term Portion	Long-term Portion
Office Mortgage 1	\$ 2,174,835	\$ -	\$ (46,139)	\$ 2,128,696	\$ 48,819	\$ 2,079,877
Office Mortgage 2	180,000	-	-	180,000	90,000	90,000
Office Mortgage 3	320,000	-	(160,000)	160,000	-	160,000
Esparto FWHsg	331,269	-	-	331,269	-	331,269
Esparto CDBG	32,209	-	(2,322)	29,887	2,393	27,494
USDA Davis Note	4,058	-	(893)	3,165	896	2,269
NHDCDC:						
Cottonwood RHCP	368,800	-	-	368,800	-	368,800
Cottonwood Mortg	1,842,509	-	(39,264)	1,803,245	41,824	1,761,421
Kentucky Mortgage	1,299,182	-	(1,299,182)	-	-	-
Totals	<u>\$ 6,552,862</u>	<u>\$ -</u>	<u>\$(1,547,800)</u>	<u>\$ 5,005,062</u>	<u>\$183,932</u>	<u>\$ 4,821,130</u>

Following is a schedule of debt payment requirements to maturity for the mortgages and loans noted above except for the two deferred loans (RHCP and FWHsg):

Year ending	Office Mortgages		Government Loans		NHDCDC Mortgages		Total
	Principal	Interest	Principal	Interest	Principal	Interest	
2009	\$ 138,820	\$ 130,261	\$ 3,289	\$ 904	\$ 41,824	\$ 100,589	\$ 415,687
2010	141,652	123,683	3,377	816	44,243	98,170	411,941
2011	104,648	118,120	3,461	732	46,803	95,610	369,374
2012	107,819	113,200	3,048	647	49,510	92,903	367,127
2013	111,173	108,096	2,697	566	52,375	90,038	364,945
2014-2018	373,401	476,293	14,763	1,552	310,985	401,082	1,578,076
2019-2023	481,774	357,715	2,417	36	411,968	300,099	1,554,009
2024-2028	638,707	200,783	-	-	545,742	166,325	1,551,557
2029-2031	370,702	26,202	-	-	299,795	20,099	716,798
	<u>\$ 2,468,696</u>	<u>\$1,654,353</u>	<u>\$ 33,052</u>	<u>\$ 5,253</u>	<u>\$ 1,803,245</u>	<u>\$ 1,364,915</u>	<u>\$ 7,329,514</u>

On November 23, 2005, YCH obtained three loans as follows:

- C Office Mortgage 1 - \$2,240,000 borrowed at an initial rate of 5.560% per annum from the First Northern Bank. This note is collateralized by YCH's main office building at 147 Main Street, Woodland, California. The loan matures on December 15, 2030 and requires monthly payments of \$13,991.
- C Office Mortgage 2 - \$180,000 borrowed at a variable interest rate of 1.25% below the First Northern Bank Base Commercial Loan Rate, from the First Northern Bank. The note is collateralized by YCH's facility at 1212 L Street, Davis, California. The note requires monthly interest only payments. The interest rates for the year ranged from 4% to 7%. Loan principal payments of \$90,000 are due on January 15, 2009 and 2010.
- C Office Mortgage 3 - \$480,000 borrowed at a variable rate of 1.25% below the First Northern Bank Base Commercial Loan Rate, from the First Northern Bank. This note is collateralized by YCH's main office building at 147 Main Street in Woodland. The note requires monthly interest only payments. The interest rates for the year ranged from 4% to 7%. Loan principal payments of \$160,000 were due and paid on January 15, 2007 and 2008. The remaining \$160,000 owed has

**YOLO COUNTY HOUSING  
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**(Continued)**

**Note 6 (continued)**

been restructured with annual payments of \$50,000 due January 2011, 2012, and 2013. The final \$10,000 is due January 2014. Interest only payments continue to be due monthly on the balance owed.

- C Loan costs of \$44,303 were paid to obtain these three loans. The entire amount is being amortized over 20 years. The unamortized amount of \$22,323 is reported as noncurrent assets.

On October 2, 2003, YCH received a Joe Serna Jr. Farmworker Housing Grant from the State of California. The grant, totaling \$600,000, was issued by the State to assist in the acquisition and development of real property located in Esparto, California. Between March 2004 and October 2005, YCH requisitioned and received \$331,269 of this grant. The property was purchased and the building permits pulled. No further activity has occurred. YCH has reported this grant as a long-term liability. This presentation is the most conservative, until the project is complete and the State is satisfied with the manner in which their funds were spent. No interest has been paid or accrued in relation to this grant.

On May 25, 2004, the County of Yolo, Planning and Public Works Department loaned YCH \$38,250. The loan was made from the County's Community Development Block Grant (CDBG) to aid in the funding of the development located in Esparto, California. The loan earns interest at a rate of 3% per annum and requires quarterly payments of \$816.

The USDA note accrues interest at a rate of 1% per annum and requires monthly payments of \$77.50. YCH made payments totaling \$930 during the fiscal year ended June 30, 2008.

YCH administers three Migrant Housing Centers on behalf of the State of California, Department of Housing and Community Development (HCD). These Migrant Centers typically sit on land owned by the County, but the buildings are owned by the State. On an annual basis, YCH receives operating and rehabilitation grants to operate and maintain these centers. Two of the centers have been extensively remodeled using grants and loans from the U.S. Department of Agriculture (USDA). These loans are obligations of the State. However, the annual operating grant contains a value for the servicing of this debt. This amount is requisitioned from HCD, paid to USDA and posted as interest expense in YCH's books of accounts. Neither the capital assets nor the long-term debt is reported in YCH's financial statements.

On October 23, 2001, the New Hope Community Development Corporation (NHCDC), a California non-profit public benefit corporation, purchased property known as the Cottonwood Meadows Apartments (47 units). These apartments were originally built with funding from the California Department of Housing and Community Development (HCD) under the Rental Housing Construction Program (RHCP). To acquire this property, YCH was required to assume the RHCP regulatory agreement and a \$368,800 note with HCD. Among other things, the regulatory agreement restricts the occupancy of 14 of the apartments to tenants

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2008**

**(Continued)**

**Note 6 (continued)**

with certain specified income levels and requires the establishment and maintenance of replacement and operating reserves, including annual deposits into each. The HCD note is deferred until 2017 at which time the principal balance of \$368,800 is due.

On December 22, 2005, NHCDC refinanced the property known as Cottonwood Meadows Apartments. NHCDC borrowed \$1,900,000 from First Northern Bank and paid off the \$1.2 million loan with Yolo Community Bank. This loan is amortized over 25 years, requires monthly payments of \$11,868 and earns interest at a rate of 5.56% per annum. Loan fees of \$29,437 were paid to acquire this loan. These fees are being amortized over the life of the loan. The unamortized amount of \$22,957 is reported as noncurrent assets.

On November 30, 2004, NHCDC borrowed \$1,350,000 to purchase commercial property located in Woodland, California. This loan required monthly payments of \$9,861 and earned interest at a rate of 7.25% per annum. On November 30, 2007, this property was sold and the loan paid off.

During the fiscal year ended June 30, 1999, HUD directed YCH to remove all HUD-guaranteed debt from their books of accounts. This debt included \$6,847,600 of HUD permanent notes and \$6,590,186 of interest accrued on these notes, \$103,720 of outstanding Federal Financing Bank notes, and \$205,000 of outstanding New Housing Bonds. These HUD-guaranteed notes and bonds have not been forgiven by HUD. The Public Housing Program's Annual Contributions Contract (ACC) states that all debt service requirements related to these notes will be HUD's responsibility. Therefore, it is management's opinion that YCH is not liable for this debt unless the federal government fails to honor the ACC. Accordingly, these amounts have been removed from YCH's books of accounts.

Interest activity for the loans are as follows:

	<u>Expensed</u>	<u>Paid</u>	<u>Payable Current</u>
Mortgage 1	\$ 113,348	\$ 121,759	\$ -
Mortgage 2	9,812	10,675	-
Mortgage 3	14,280	15,814	-
USDA Davis Note	37	37	-
Esparto CDBG	940	940	-
Migrant - Davis Housing Center	59,779	59,779	-
Migrant - Madison Housing Center	88,136	88,136	-
NHCDC - Cottonwood Mortgage	101,689	103,149	5,568
NHCDC - Kentucky Mortgage	47,728	47,728	-
Totals	<u>\$ 435,749</u>	<u>\$ 448,017</u>	<u>\$ 5,568</u>

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
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**(Continued)**

**Note 7 - DUE TO OTHER AGENCIES**

Due to other agencies consist of the following:

County of Yolo - PILOT	\$ 714,453
State of California - Migrant rent collection:	
Davis Center	99,821
Madison Center	271,490
Dixon Center	246,380
State of California - HCD	<u>5,079</u>
Total due to other agencies	<u>\$ 1,337,223</u>

In connection with the Public Housing Program, YCH is obligated to make annual payments in lieu of property taxes (PILOT) to the County of Yolo based on the lesser of the assessable value of owned housing, times the current tax rate; or 10% of the dwelling rents collected, net of utilities expense.

During the year ended June 30, 2008, \$147,805 was expensed for payment in lieu of taxes, bringing the total owed for PILOT to \$714,453. At the January 16, 2007, meeting of the Yolo County Board of Supervisors, the Supervisors agreed to allow YCH to defer payment of this obligation until at least July 1, 2008. Since this date, YCH has not made any PILOT payments to the County. YCH is currently in negotiations with the County to discuss how best to dispose of this obligation. YCH anticipates that \$256,435 of the liability will be forgiven, while \$229,009 of the liability will be deferred until July 1, 2009. However, since YCH has no formal agreement with the County deferring this liability, the entire amount is reported as current as of June 30, 2008, as part of "Due to Other Governments."

The State of California, Department of Housing and Community Development (HCD), provides YCH with grants to operate each of the three migrant centers. In general, all rents and other charges collected from the tenants of these centers are payable to HCD. The above represents collections retained, but not yet forwarded to HCD as of June 30, 2008 for each center.

The Cottonwood Meadows Apartments, owned by the New Hope Community Development Corporation (NHCD) and administered under a regulatory agreement with the California Department of Housing and Community Development (HCD), owes HCD \$5,079 in excess program payments. Excess program payments are generated by the project when project revenues exceed the lesser of approved or actual project expenses for assisted units. These excess program payments were generated by the project during the fiscal year June 30, 2008.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
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**(Continued)**

**Note 8 - UNEARNED REVENUE**

Unearned revenue consist of the following:

Capital grant from the Yolo County Department of Alcohol, Drug, and Mental Health	\$ 700,000
Grant from the Sierra Health Foundation	10,000
Current portion of office space lease	<u>30,240</u>
Total unearned rent	<u>\$ 740,240</u>

In June 2008, YCH entered into an agreement with the Yolo County Department of Alcohol, Drug and Mental Health to assist with the acquisition and rehabilitation of one to two facilities for full service mental health clients. The County advanced \$700,000 for this project which is expected to be completed by the end of the next fiscal year.

YCH received a \$10,000 grant from the Sierra Health Foundation for the purpose of providing low-cost onsite recreation and to aid in the foundation of a soccer league. These activities were expected to be complete within a few months of fiscal year end.

In August 2006, YCH executed a lease with a chiropractic practice (the tenant). Under the terms of this 10 year lease, YCH has agreed to rent approximately 2,800 square feet of YCH's office building located at 147 West Main Street in Woodland. The stated rent in the lease is \$2,520 per month. YCH has agreed to credit the tenant for \$220,300 of tenant improvements in the form of free rent. YCH's acceptance of these tenant improvements resulted in a \$220,300 increase in book value of the building in the Public Housing Program and a \$220,300 credit to unearned revenue. As of June 30, 2008, \$197,620 of unearned revenues still exists, including \$30,240 of unearned revenue classified as a current liability.

**Note 9 - OTHER NONCURRENT LIABILITIES**

Other noncurrent liabilities consist of:

Unearned rent - lease (Note 8)	\$ 167,380
Funds due HUD-Capital Fund Program	<u>1,765,000</u>
Total Noncurrent Liabilities	<u>\$ 1,932,380</u>

During the year ended June 30, 2006, YCH recorded a \$1,765,000 liability to HUD. The \$1,765,000 was YCH's best estimate of the amount of ineligible costs funded by HUD as part of YCH's Capital Fund Program (CFA # 14.872). Currently, HUD is withholding certain additional Capital Fund Program revenues that would normally accrue to YCH. YCH's current management is actively working with HUD to resolve this matter.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
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**(Continued)**

**Note 10 - NET ASSETS**

**A. Investment in Capital Assets, Net of Related Debt**

Investment in capital assets, net of related debt consists of the following:

Fixed assets, net of depreciation (Note 5)	\$ 17,775,305
Long term debt (Note 6)	(4,821,130)
Current portion of long term debt (Note 6)	(183,932)
Accrued interest on long term debt (Note 6)	(5,568)
Investment in capital assets, net of related debt	<u>\$ 12,764,675</u>

**B. Restricted Net Assets**

Net assets are reported as restricted when constraints placed on the net asset use are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation. YCH has reported the following as restricted net assets:

Excess HAP funding - Housing Choice Voucher	\$ 1,248,218
Madison Migrant Center Replacement Reserve	398,001
Davis Migrant Center Replacement Reserve	200,197
Cottonwood RHCP Replacement Reserves	159,044
Migrant program operating reserve	233,273
USDA Davis Replacement Reserve	52,256
	<u>\$ 2,290,989</u>

**C. Deficit Net Assets**

Several of YCH's programs have either deficit net assets or deficit unrestricted net assets. A schedule of all YCH's programs' net assets is as follows:

	Capital assets, Net of debt	Restricted Net assets	Unrestricted Net Assets	Total Net Assets
Public Housing	\$11,346,801	\$ -	\$ 621,777	\$ 11,968,578
Housing Choice Vouchers	-	1,248,218	293,064	1,541,282
Capital Fund	225,797	-	-	225,797
USDA - Davis Solar	120,221	52,257	<b>(6,633)</b>	165,845
Business	-	-	8,284	8,284
Central Office Cost Center	1,896,247	-	<b>(2,611,141)</b>	<b>(714,894)</b>
Migrant -Madison Housing Center	-	432,443	<b>(443,446)</b>	<b>(11,003)</b>
Davis Housing Center	-	275,157	-	275,157
Dixon Housing Center	-	123,870	-	123,870
Esparto Development	<b>(41,236)</b>	-	<b>(62,139)</b>	<b>(103,375)</b>
NHCCDC - RHCP - Cottonwood	<b>(783,155)</b>	159,044	900,757	276,646
Kentucky Commercial Bldg	-	-	<b>(1,004,167)</b>	<b>(1,004,167)</b>
Totals	<u>\$12,764,675</u>	<u>\$2,290,989</u>	<u>\$ (2,303,644)</u>	<u>\$ 12,752,020</u>

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
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**(Continued)**

**Note 11 - PRIOR PERIOD ADJUSTMENTS**

During the current fiscal year, YCH conducted a review of their capital assets in an attempt to attach costs associated with all identified land, structures and equipment. YCH identified \$196,296 of costs that could not be associated with any known capital assets. These costs were written off as of July 1, 2007.

During the current fiscal year, YCH conducted a review of the Migrant rental receipts for the 2007 season. The review concluded that additional amounts (\$121,253) were owed to HCD and the liability increased. For the Davis and Dixon Centers this adjustment did not affect net assets. For the Madison Center, net assets were effected by \$49,614 and a prior period adjustment was posted for the increased amount owed to HCD.

The New Hope Community Development Corporation's RHCP project held receivables as of July 1, 2007, in the amount of \$12,081 that YCH determined to be stale. These receivables were removed and posted as a prior period adjustment.

Recently, YCH researched the difference between the general ledger and the subsidiary ledger in the accounts payable vendors account. It was determined that an adjustment of \$106,956 was needed to bring the two into agreement as of July 1, 2007. No specific issue could be identified to explain the difference. It is assumed by management that the difference occurred during the initial set-up of the general ledger in 2005. Since the difference could not be identified to a specific issue or fund, an allocation was made to all active funds (omitting grant funds such as Capital Fund and Migrant Rehabilitation). The allocation was based on expenses that were run through payables during the current fiscal year. Using this rationale, the majority of the costs were credited to Public Housing (41%), Migrant Operations (30%), and Central Office Cost Center (16%).

Payment in Lieu of Taxes (PILOT) had been calculated and accrued on the USDA property for the past several years. YCH has determined that the USDA project is not subject to PILOT and has removed \$12,235 costs accrued prior to July 1, 2007, from liabilities.

These five events caused YCH to recognize prior period adjustments totaling \$138,800, as of July 1, 2007. The first three events listed above decreased net assets, while the last two increased net assets.



**YOLO COUNTY HOUSING  
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**(Continued)**

**Note 12 - DEFINED BENEFIT PENSION PLAN**

**A. Plan Description**

YCH contributes to the California Public Employees Retirement System (PERS), an agent multi-employer public employee defined benefit pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by State statutes within the Public Employees' Retirement Law. PERS issues a separate comprehensive annual financial report. Copies of the PERS' annual financial report may be obtained from their executive office - 400 P Street - Sacramento, CA 95814.

**B. Funding Policy**

Participants are required to contribute 7.0% of their annual covered salary. YCH makes 50% of the contribution required of the employees on their behalf and for their account. YCH is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the PERS Board of Administration. The required employer contribution rate for the fiscal year ended June 30, 2008 was 8.464% of annual covered payroll. The current contribution rate is 8.917%, while the contribution rate for the fiscal year ending June 30, 2010, is expected to increase to 9.157%. The contribution requirements of plan members and YCH are established and may be amended by PERS.

**C. Annual Pension Cost**

For the fiscal year ended June 30, 2008, YCH's annual pension cost of \$107,785 for PERS was equal to YCH's required contributions. YCH made payments to PERS totaling \$193,377. These payments consisted of \$32,469 contributions made by employees and \$160,908 contributions made by YCH on behalf of its employees. The required contribution for the fiscal year ended June 30, 2008, was determined as part of the June 30, 2005, actuarial valuation using the entry age normal actuarial cost method with the contributions determined as a percent of pay. The actuarial assumptions included (a) 7.75% investment rate of return (net of administrative expenses), (b) projected annual salary increases that vary by duration of service, and (c) 3.25% per year cost-of-living adjustments. Both (a) and (b) include an inflation component of 3.0%. The actuarial value of PERS assets was determined using techniques that smooth the effects of short-term volatility in the market value of investments over a fifteen year period (smoothed market value). PERS unfunded actuarial accrued liability (or excess assets) is being amortized as a level percentage of projected payroll on a closed basis.

**YOLO COUNTY HOUSING  
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(Continued)

**Note 12 (continued)**

D. Three-Year Trend Information for PERS

<u>Fiscal Year Ended</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
6/30/05	\$ 45,892	100%	\$ 0
6/30/06	118,155	100%	0
6/30/07	135,599	100%	0

E. Required Supplementary Information

YCH is a participant in the PERS 2% at 55 Risk Pool. PERS makes certain annual valuations for the Risk Pool as a whole rather than valuations for YCH specifically. The required supplementary information for YCH's Risk Pool in thousands is as follows:

<u>Valuation Date</u>	<u>Entry Age Normal Accrued Liability</u>	<u>Actuarial Value of Assets</u>	<u>Unfunded Liability/ (Excess) Assets)</u>	<u>Funded Status</u>	<u>Annual Covered Payroll</u>	<u>URAL As a % of Payroll</u>
6/30/05	\$2,891,460	\$2,588,713	\$ 302,747	89.5%	\$ 755,046	40.1%
6/30/06	2,754,396	2,492,226	262,170	90.5%	699,897	37.5%
6/30/07	2,611,747	2,391,434	220,312	91.6%	665,523	33.1%

F. YCH's Side Fund With PERS

YCH is a participant in the PERS 2% at 55 Risk Pool. At the time YCH joined the Risk Pool, a Side Fund was created to account for the difference between the funded status of the Risk Pool and the funded status of YCH's plan. As of June 30, 2007, YCH's Side Fund had a negative balance of \$329,003, which will cause YCH's required employer's contribution rate to be increased by the amortization of the Side Fund. PERS intends to amortize the negative balance in the Side Fund over the next 28 years.

**Note 13 - RETIREE'S BENEFITS**

YCH offers its retired employees health insurance through CALPERS. To be eligible for this benefit, the former employee must be fifty years of age and have five years of credited service. YCH expended \$45,823 on health insurance for ten retired employees during the fiscal year ended June 30, 2008.

Also, YCH offers health insurance coverage for its commissioners who have been on the Board of Commissioners for at least five years. The benefit is extended to retired commissioners as well as current commissioners who are at least fifty-five years of age. Sixty percent of the health insurance paid by YCH is reimbursed by each covered commissioner. YCH expended \$4,504 on commissioners health insurance premiums during the fiscal year ended June 30, 2008.

**YOLO COUNTY HOUSING  
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**(Continued)**

**Note 14 - DEFERRED COMPENSATION PLAN**

YCH offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan is administered by the ICMA Retirement Corporation. The plan, available to all regular employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are held in trust for the exclusive benefits of participants and their beneficiaries.

A total of \$248,614 is being held by the ICMA Retirement Corporation on behalf of YCH's employees. These funds are not recorded as assets of YCH since they are held in trust for the exclusive benefit of participants and their beneficiaries and are not subject to claims of YCH's general creditors.

**Note 15 - CONTINGENT LIABILITIES**

A. Grants

YCH has received funds from various federal, state and local grant programs. It is possible that at some future date it may be determined that YCH was not in compliance with applicable grant requirements. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although YCH does not expect such disallowed amounts, if any, to materially affect the financial statements.

B. Prior Year Single Audit Report

In a letter dated May 15, 2007, the HUD Regional Office in San Francisco informed YCH that YCH's Single Audit for the year ended June 30, 2006, will remain "open" until further notice. The letter from HUD stated that, "We also have concerns regarding the quality of the audit and will bring these concerns to the attention of the Quality Audit Assurance Division in Headquarters for review." Further, the letter stated that YCH's Single Audit for the year ending June 30, 2005, also remained "open." Although the ultimate resolution of this matter is not determinable at this time, YCH does not expect this matter to have a material affect on the financial statements.

C. Litigation

YCH is a defendant in a matter of litigation with two former employees. The two former employees complaint alleged retaliation, wrongful termination, whistle blower retaliation, and First Amendment retaliation. Three of the four causes of action have been dismissed by the Federal Court. The remaining allegation is the First Amendment

**YOLO COUNTY HOUSING  
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**(Continued)**

**Note 15 (continued)**

retaliation claim. Although, the outcome of this litigation cannot be determined at this time it is the opinion of YCH's management that the ultimate resolution of this matter will not have a material affect on the financial statements.

**D. Grant Close-Out Reporting**

Each year, YCH receives a Capital Fund Grant from HUD. Once all the grant funds have been expended and received, YCH is required to submit an *Actual Modernization Cost Certificate*. The cost certificates for the grants received during the federal fiscal year 2002 through 2005 were filed with HUD in December 2008. The costs certificates for 2003 and 2004 were acknowledged by HUD in January 2009. HUD requires an audit of these cost certificates before these grant years can be officially closed. YCH has not yet been able to locate the accounting records for this time period to satisfy an audit of these grants. YCH continues to research this matter. The outcome of this issue is uncertain at this time.

**Note 16 - RISK MANAGEMENT**

Workers Compensation Insurance: YCH participates in a joint venture under a Joint Powers Agreement (JPA) with the California Housing Workers' Compensation Authority (CHWCA). CHWCA was formed to provide workers' compensation insurance coverage for member housing authorities. At December 31, 2007, there were thirty-one members. The relationship between YCH and CHWCA is such that CHWCA is not a component unit of YCH for financial reporting purposes.

Condensed CHWCA audited financial information for the year ended December 31, 2006 and 2007 are as follows:

	<u>December 31, 2007</u>	<u>December 31, 2006</u>
Total assets	\$ 20,827,232	\$ 21,069,317
Total liabilities	<u>(11,838,302)</u>	<u>(11,427,502)</u>
Net assets	<u>\$ 8,988,930</u>	<u>\$ 9,641,815</u>
Total revenues	\$ 5,886,727	\$ 6,571,113
Total expenses	<u>(6,539,612)</u>	<u>(2,325,756)</u>
Net change in net assets	<u>\$ (652,885)</u>	<u>\$ 4,245,357</u>

CHWCA had no long-term debt outstanding at December 31, 2007. YCH's share of year end assets, liabilities, or retained earnings has not been calculated. YCH's annual premium is based on covered payroll. Premium paid for the fiscal year ended June 30, 2008, was

**YOLO COUNTY HOUSING  
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**(Continued)**

**Note 16 (continued)**

\$99,166. The premium for the calendar year 2009 is scheduled to decrease 41% over what was charged in the prior calendar year. CHWCA issues a separate comprehensive annual financial report. Copies of this report may be obtained by contacting Bickmore Risk Services, 6371 Auburn Boulevard, Suite B, Citrus Heights, California, 95621.

Property and Liability Insurance: YCH participates in a joint venture under a Joint Powers Agreement (JPA) with the California Housing Authority Risk Management Agency (CHARMA). CHARMA was formed to provide property and liability coverage to its members. At May 31, 2007, there were six members other than YCH. YCH's property insurance deductible varies by location, however in no case is it more than \$25,000 per occurrence. YCH's liability insurance has a \$50,000 deductible per occurrence. YCH's automobile insurance has no deductible for comprehensive damage and collision damage. YCH paid premiums to CHARMA of approximately \$284,000 during the policy period June 1, 2007 through May 31, 2008. The relationship between CHARMA and YCH is such that CHARMA is not a component unit of YCH for financial reporting purposes.

CHARMA's governing board controls the operations of the JPA, including selection of management and approval of operating budgets independent of any influence by member authorities beyond their representation on the board. Each member pays a premium commensurate with the level of coverage requested, and shares surpluses and deficits proportionately to its participation in CHARMA. At the annual CHARMA Board of Directors meeting, held in March 2009, the Directors discussed the dissolution of CHARMA effective May 31, 2010. CHARMA will cease to provide its members with insurance as of May 31, 2009.

Condensed CHARMA audited financial information for the year ended May 31, 2007 and 2008, are as follows:

	<u>May 31, 2008</u>	<u>May 31, 2007</u>
Total assets	\$ 6,818,736	\$ 5,982,160
Total liabilities	<u>(1,041,290)</u>	<u>(862,486)</u>
Retained earnings	<u>\$ 5,777,446</u>	<u>\$ 5,119,674</u>
Total revenues	\$ 3,340,975	\$ 3,504,525
Total expenses	<u>(2,683,203)</u>	<u>(2,559,432)</u>
Net increase in retained earnings	<u>\$ 657,772</u>	<u>\$ 945,093</u>

CHARMA has no long term debt outstanding at May 31, 2008. YCH's share of year-end assets, liabilities, or retained earnings has not been calculated.

**YOLO COUNTY HOUSING  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
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**(Continued)**

**Note 17 - ADVERSE FINANCIAL CONDITION**

The following are indications of adverse financial conditions of YCH:

- C Over the past three fiscal years YCH's Net Assets have dropped a total of \$4,530,064 (26%). Specifically, Net Assets dropped \$2 million during the fiscal year ended June 30, 2006, \$2.5 million during 2007, and another \$48,000 during the current fiscal year.
- C YCH's Unrestricted Net Assets were in deficit by \$2,303,644 and \$3,082,621, as of June 30, 2008 and 2007, respectively. This is an improvement of \$778,978.
- C As reported to the YCH Board of Commissioners on March 5, 2009, management of YCH anticipates that the excess housing assistance payment (HAP) reserve will be exhausted by July 2009. As of June 30, 2008, YCH had an excess HAP reserve balance of \$1,248,218, see also Note 10 to the basic financial statements. During the fiscal year ended June 30, 2009, YCH has incurred more in HAP costs than the current funding levels from HUD. The effect being the depletion of the excess HAP reserves.
- C In June 2007, HUD issued a report on YCH's Public Housing Assessment Systems indicators for the fiscal year ended June 30, 2006. HUD's report stated that YCH "is now considered financially troubled" and that due to cash liquidity issues YCH "is not considered financially viable." A copy of HUD's report, which was issued on June 29, 2007, can be obtained at the Yolo County Housing administrative offices. On March 6, 2009, YCH was notified by HUD that the corrective actions taken by YCH to address the deficiencies identified in the report had been reviewed and approved. Although HUD will continue to monitor YCH, the review is considered closed. Due to changes in the financial reporting to HUD through REAC, the PHAS score for the current fiscal year is not yet available.
- C YCH's blended component unit known as New Hope Community Development Corporation (NHCDC) closed escrow on the Kentucky Commercial Building sale on November 30, 2007. This sale netted cash in the amount of \$291,026. NHCDC also owns the RHCP project known as Cottonwood Meadows. Together, these two projects owe YCH \$157,024. The Cottonwood Meadows RHCP project has limited unrestricted cash. Therefore, it is unlikely that YCH will be repaid the \$157,024, on a timely basis.

## **SUPPLEMENTAL INFORMATION**

**YOLO COUNTY HOUSING  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2008**

<u>Federal Grantor</u>	<u>CFA Number</u>	<u>Expenditures</u>
<b>Department of Housing and Urban Development (HUD):</b>		
Direct Programs:		
Public and Indian Housing	14.850	449,738 *
Housing Choice Voucher Program	14.871	8,746,012 *
Public Housing - Capital Fund Program	14.872	<u>349,642</u> *
Total federal expenditures (HUD)		<u>\$ 9,545,392</u>

\* Major federal program.

**Notes to the schedule of expenditures of federal awards:**

1. The above schedule of expenditures of federal awards includes the federal grant activity of Yolo County Housing, and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.
2. The Public and Indian Housing Program expenditures reported above consist only of the operating subsidy amount received from HUD for the fiscal year ended June 30, 2008.
3. The expenditures reported above for the Housing Choice Voucher Program represent HUD funding to the extent that the funding has been expended by YCH. For the current fiscal year, the expenditures of federal awards agrees with the program's expenditures, less depreciation. The program's expenditures are less than the awards received from HUD. All excess HAP funds are shown as restricted net assets.
4. Expenditures for the Public Housing Capital Fund Program reported above agree with actual revenues and expenditures, including expenditures made for capital assets, for the fiscal year.
5. YCH also administers a USDA, Rural Economic and Community Development project. YCH received no rental subsidy for this project during the fiscal year ended June 30, 2008. Therefore no expenditures of federal awards are reported above.

**The accompanying Independent Auditors' Report and notes are an integral part of this statement.**



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## **INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners  
Yolo County Housing  
Woodland, California

We have audited the financial statements of the business-type activities and the major fund of Yolo County Housing (formally known as the Housing Authority of the County of Yolo, California), as of and for the year ended June 30, 2008, which collectively comprise Yolo County Housing's basic financial statements and have issued our report thereon dated March 25, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Yolo County Housing's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Yolo County Housing's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Yolo County Housing's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects Yolo County Housing's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of Yolo County Housing's financial statements that is more than inconsequential will not be prevented or detected by Yolo County Housing's internal control. We consider the deficiencies described in the accompanying schedule of findings and questioned costs to be significant deficiencies in internal control over financial reporting. The items are numbered II-2008-1 and II-2008-2.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by Yolo County Housing's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, of the significant deficiencies described above, we consider both items to be material weaknesses.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Yolo County Housing's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as items II-2008-1 and II-2008-2.

Yolo County Housing's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit these responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the organization, and the U.S. Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than these specified parties.

March 25, 2009

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## **INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Commissioners  
Yolo County Housing  
Woodland, California

### Compliance

We have audited the compliance of Yolo County Housing (formally known as the Housing Authority of the County of Yolo, California), with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2008. Yolo County Housing's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Yolo County Housing's management. Our responsibility is to express an opinion on Yolo County Housing's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Yolo County Housing's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Yolo County Housing's compliance with those requirements.

In our opinion, Yolo County Housing, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2008. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as items III-2008-A and III-2008-B.

### Internal Control Over Compliance

The management of Yolo County Housing is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Yolo County Housing's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Yolo County Housing's internal control over compliance.

Our consideration of the internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in Yolo County Housing's internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies and others that we considered to be material weaknesses.

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the deficiencies in the internal control over compliance described in the accompanying schedule of findings and questioned costs as items III-2008-A and III-2008-B to be significant deficiencies.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control. Of the significant deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs, we consider item III-2008-A to be a material weakness.

Yolo County Housing's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit Yolo County Housing's responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the organization, and the U.S. Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than these specified parties.

March 25, 2009

**YOLO COUNTY HOUSING  
STATUS OF PRIOR AUDIT FINDINGS  
JUNE 30, 2008**

The previous audit report for the year ended June 30, 2007, contained the following audit findings. A brief description of the prior year audit findings and their resolution are as follows:

**Section II - Financial Statement Findings:**

**II-2007-1 Financial Status of YCH - Troubled (Agency-Wide)**

As of the date of the prior audit report, HUD considered YCH to be financially troubled. As of the date of our current audit report, YCH remains financially troubled due to the fact that:

- YCH continues to carry a deficit unrestricted net assets account balance.
- YCH continues to carry a \$1.7 million liability on the books to offset capital fund monies that were thought to be spent in violation of HUD requirements.
- YCH continues to hold Migrant rental income funds due back to the State of California.
  
- YCH continues to accrue unpaid PILOT owed to the County of Yolo.

However, YCH has made strides to improve this status as follows:

- HUD performed an on-site confirmatory review of YCH's Section Eight Management Assessment Program for the year ended June 30, 2008. Based on this review, HUD improved YCH's rating from "troubled" to "low-standard".
- HUD performed a consolidated review April 24-26, 2007. The review covered both the Public Housing and Housing Choice Voucher Programs. This review resulted in the preparation of a Memorandum of Agreement (MOA) between HUD and YCH. This agreement required actions by YCH and monitoring by HUD. As of March 6, 2009, HUD "has reviewed and approved the corrective actions taken by YCHA to address the deficiencies identified in the review report." HUD has closed the review, but will continue to monitor YCH.
- YCH continues to carry a significant deficit in unrestricted net assets. However, this deficit improved \$778,978 from a deficit of \$3,082,621 as of June 30, 2007, to \$2,303,643 as of June 30, 2008.
- PERS payments were made on a more timely basis during the current fiscal year.
- Subsequent to June 30, 2008, YCH paid a significant portion of the Migrant rental funds back to the State of California
- As of the date of this report, YCH is in negotiations with the County of Yolo over the extinguishment (partial payment, partial forgiveness) of its PILOT obligations.

**YOLO COUNTY HOUSING  
STATUS OF PRIOR AUDIT FINDINGS  
JUNE 30, 2008  
(Continued)**

**II-2007-2 Migrant Housing Programs Accounting (State Grants)**

For the past several years, the internal controls over the Migrant Housing Programs have not ensured that these programs have been accounted for in accordance with grant requirements. There appear to be several account balances that require research and possible adjustment. Since these issues were inherited by the current staff, any decisions made should be communicated with, and agreed to by, the State of California, Office of Migrant Services staff. YCH has opened a line of communication with the Office of Migrant Services with regards to these issues. However, no resolution has been made at this time.

**II-2007-3 Segregation of Duties - Cash Receipts Handling (CFA #14.850)**

During our prior audit we noted significant deficiencies in internal controls over the maintenance of tenant ledgers due to the lack of segregation of duties. This condition continues to exist. See finding II-2008-2.

**Section III - Federal Award Findings:**

**III-2007-1 Administration of Family Self Sufficiency Escrow Accounts (CFA #14.871)**

During our prior audit we noted that YCH had been administering this program significantly out of compliance with HUD regulations for many years. This condition was mitigated by the fact that no escrow balances were paid to participants during the prior fiscal year. During our current audit, we noted that this finding continues to exist. See Finding III-2008-A.

**III-2007-2 Public Housing Operating Subsidy (CFA #14.850)**

In June 2007, HUD's Recovery and Protection Corps completed a Public Housing Assessment System report which stated, "We reviewed YCHA subsidy payments for the past few years and noted that its 2004-2006 operating subsidy had decreased considerably. Upon further examination, it was determined that the entire subsidy had not been properly applied for and that, with further application, YCHA may be able to recoup some of these lost funds." YCH believes that "any operating subsidy missed would be immaterial and unrecoverable." This issue has not been pursued further.

**YOLO COUNTY HOUSING  
STATUS OF PRIOR AUDIT FINDINGS  
JUNE 30, 2008  
(Continued)**

**III-2007-3 Public Housing Tenant File Review (CFA #14.850)**

During our prior audit, we reviewed a sample of Public Housing tenant files and determined that rent was not accurately posted to the tenant ledger in 16% of the population and rent was not accurately calculated in 6% of the population. Our current audit revealed similar results. See Finding III-2008-B.

**III-2007-4 Public Housing Capital Fund Reporting (CFA #14.872)**

During our prior audit, YCH was unable to provide us with copies of the required reports for the Capital Fund Program. Specifically, *Actual Modernization Cost Certificates* for the 2002-2006 grants could not be located. In a report issued by HUD, it was verified that these reports had not been received for the 2002-2006 grants.

During our current review, the *Actual Modernization Cost Certificate* for the 2002 through 2005 grant years were prepared and submitted to HUD. Neither the 2006 nor 2007 grant years have been completed as of June 30, 2008; therefore, an *Actual Modernization Cost Certificate* is not yet required.

**III-2007-5 Section 8 Management Assessment Program (SEMAP) (CFA #14.871)**

During our prior audit, we noted that considerable raw data had been collected and used to determine compliance with HUD regulations and to complete the SEMAP certification. However, this information did not contain narratives to explain the method for selecting the quality control sample for several indicators. The working papers lacked explanation of the sample selection procedures, explanation of audit procedures, and documentation summarizing the conclusions made.

On October 26, 2007, HUD gave YCH a SEMAP rating of "Troubled". By regulation, this "Troubled" rating can not be changed until HUD performs an on-site confirmatory review. HUD performed this review on the June 30, 2008 SEMAP submission and notified YCH, by electronic mail dated January 28, 2009, that they had earned a score of 62% or a rating of "Low-Standard".

**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

**Section I - Summary of Auditors' Results**

**Financial Statements**

Type of auditors' report issued:	unqualified
Is a "going concern" explanatory paragraph included in the audit report?	no
Internal control over financial reporting:	
Significant deficiencies identified?	yes
Significant deficiencies identified also considered to be material weaknesses?	yes
Noncompliance material to financial statements noted?	no

**Federal Awards**

Dollar threshold used to distinguish between Type A and Type B programs	\$ 300,000
Auditee qualified as low-risk auditee?	no
Identification of major programs:	
Public Housing Program	14.850
Housing Choice Voucher Program	14.871
Public Housing - Capital Fund Program	14.872
Type of auditors' report issued on compliance for major programs:	unqualified
Internal control over major programs:	
Significant deficiencies identified?	yes
Significant deficiencies identified also considered to be material weaknesses?	yes
Any known questioned costs?	yes
Were prior audit findings related to direct funding shown in the Summary of Prior Audit Findings?	yes



**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**Section II - Financial Statement Findings**

**II-2008- 1 General Ledger Maintenance**

**Criteria** - The general ledger is the collection of accounts and funds that represent the financial activity of Yolo County Housing (YCH). The general ledger represents YCH's financial picture at any given point in time. Several accounts, such as *Tenant Accounts Receivable*, are made up of smaller balances and are supported by subsidiary ledgers. Financial statements are required to be produced from time to time and shared with various readers. These readers include the Board of Commissioners, the U.S. Department of Housing and Urban Development, the State of California, the County of Yolo, and the public.

**Condition** - YCH has recently undertaken the reorganization of its Finance Department. In doing so, the Department has experienced personnel changes and other pressures from a variety of sources that have taken its focus off of the accurate maintenance of a general ledger. Of major concern during the current fiscal year was cash flow. This issue was resolved, in part, by instituting a reduced work week; thereby adding to the pressures of the Finance Department.

Our review of YCH's general ledger has revealed the following:

- C Several permanent general ledger accounts did not agree to, or reconcile with, supporting documentation. The supporting documentation included third party verification, subsidiary ledgers, or client prepared documentation. Errors were noted in the following accounts:
  - C Cash
  - C Tenant accounts receivable
  - C Tenant security deposits
  - C Accounts payable vendors
  - C Due to HCD (Migrant Operations)
  - C Payment in Lieu of Taxes
  - C Grant revenue and expenses (Capital Fund and Migrant Rehabilitation)
- C Several posting were made directly to fund balance/net assets. These postings make the creation of accurate financial statements difficult.
- C Not all of the temporary accounts were closed into permanent accounts at the end of the fiscal year.
- C Interfund revenue and expenses, and transfers-in and transfers-out, were not in agreement. Some of ths interfund activity was commingled with non-interfund activity.

**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**II-2008-1 (continued)**

- C The New Hope Community Development Corporation's (NHCDC), Rental Housing Construction Program was not accounted for in accordance with State requirements.
  - C Excess program payments were not calculated and accrued as of June 30, 2008.
  - C Replacement reserves were not accurately accrued.
  - C The required replacement reserves for the year were not funded.
  
- C The Capital Fund Program is not being accounted for in accordance with the requirements of the grant. YCH staff retain records of amounts requisitioned on these federal grants outside the general ledger software. The general ledger for these grants does not include all expenses requisitioned and includes expenses disallowed by HUD. The general ledger for these grants cannot be relied upon to prepare financial statements that accurately reflect the activity of these grants.

**Questioned Costs** - None, adjustments were made for all material differences. Interfund revenue and expense was researched and brought into balance.

**Cause** - Adequate controls have not been established to ensure the accurate maintenance of the general ledger.

**Effect** - Accurate financial statements can not be consistently produced by the general ledger for every fund maintained by YCH and/or for YCH as a whole. A material weakness in internal controls exists.

**Recommendation** - We recommend that YCH develop controls to ensure the accurate maintenance of the general ledger with the final goal being the accurate production of financial statements on a periodic basis. Analysis should be done periodically to determine the accuracy of each general ledger account. YCH may wish to consider additional training for their accounting staff to increase their knowledge of the specialized accounting aspects of the many Federal and State programs administered.

**YCH's Response** - YCH concurs with the audit finding and appreciates the guidance and direction that Harn & Dolan has provided.

New staff has now been in place in excess of one year and is making significant headway in maintaining a current and accurate general ledger. The reduced work week has been eliminated. The disparate regulations of the many funding sources are becoming clearer as staff experience increases. Procedures have been or are being developed to strengthen internal controls not only in the Finance Department but also in the Public Housing, HCV and Migrant Departments. Training opportunities to better meet compliance requirements are being evaluated and staff attendance will be scheduled.

**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**II-2008-2 Segregation of Duties - Cash Receipts Handling (All Programs)**

**Criteria** - YCH maintains housing offices in Winters, Woodland, and West Sacramento. Each office is staffed with a Housing Specialist/Property Manager. During the migrant season, YCH maintains housing offices in the Dixon, Davis, and Madison Migrant Housing Centers. Each Migrant offices is staffed with Program Assistant or Seasonal Office Assistant. The Housing Specialist/Program Manager or Program Assistant/Seasonal Office Assistant accepts rents from the tenants of the housing units. This same staff member also posts the rents to the tenant ledgers, monitors the collection of the security deposits, prepares the bank deposits, and has the ability to post non-cash credits to the tenant ledgers. This appear to be a long standing practice.

**Condition** - During our audit we noted the following with regards to YCH's controls over cash receipts and the maintenance of tenant ledgers:

- C Rent collected is not being deposited on a daily basis. Although YCH does have a policy covering "Rent Collection", it does not address the frequency of deposits. USDA rental receipts are deposited monthly and routinely held for up to 20 days prior to deposit. Public Housing rental receipts are deposited more frequently. However, we noted that these receipts are routinely held for one week prior to deposit.
- C Security deposit are not being collected routinely at lease-up. YCH's admin policies state that security deposits will be collected "at the time of admission". It also allows for installment payments in instances of financial hardship, "with the remainder paid within 90 days". However, we noted instances in which security deposits were not being collected at admission, nor were they collected within several months of admission. In two instances, the security deposit had not been collected two years after admission.
- C Rent is not being charged to all tenants in possession of a unit, on a consistent basis. We noted two instances in which recently admitted tenants were not charged rent for two months each.
- C Support for deposits, non-cash credits, and other tenant ledger adjustments are not always maintained in a well organized manner. Support for Migrant deposits is not retained by the Finance Department.
- C The posting of non-cash credits to the tenant accounts could, until just recently, have been posted by any member of the Rental Housing Department staff. The current procedure requires that all requests to adjust tenant accounts be approved by the Public Housing Supervisor and posted by the Finance Department only. Many of the adjustment slips that we reviewed did not have this approval.
- C Requests to write-off stale tenant accounts receivable are initiated by the Public Housing Supervisor. On a quarterly basis, YCH requests the Board's approval to write

**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**II-2008-2 (continued)**

off an approximate amount of tenants accounts receivable. No one other than the Public Housing Supervisor reviews or approves the specific accounts to be written off or the rationale and need for the write offs.

- C The Migrant Program does not refund tenant security deposits using checks. These centers are open for approximately 6 months each year. It is YCH's policy to ask tenants to delay their last month's rental payment until move-out. On the last day of occupancy, YCH performs a walk through of the unit, calculates rent and maintenance fees owed, nets these with the security deposit collected, and asks the tenant to pay the final netted amount. These transactions are handled primarily by the Program Assistant or Seasonal Office Assistant.

**Questioned Costs - None**

**Cause** - YCH has not established effective internal controls over the collection of tenant rents, including the segregation of duties, to ensure that tenant ledgers are being maintained accurately and in an unbiased manner. Controls have not been designed and implemented that allow management or employees, in the normal course of performing their assigned duties, to prevent or detect misstatements or noncompliance on a timely basis.

**Effect** - A material weakness in internal control weakness exists in YCH's system of collecting tenant rents, security deposits, and the maintenance of tenant ledgers.

**Recommendation** - We recommend that YCH establish effective controls over the collection of cash receipts and the maintenance of tenant ledgers and segregate duties to the extent practical under the circumstances.

**YCH's Response -**

- C YCH did not address the frequency of deposits in the Rent Collection policy. While rents are not being deposited daily, the deposits were maintained in a locked space. USDA rentals have only seven units thus, deposits were held in order to collect all of the unit's payments prior to depositing. The payments are always held in a secure, locked space. The Rent Collection Policy will be revised to include instructions regarding frequency of deposits.
- C Recently, YCH has changed the policy for Security Deposit collection and is working on updating the Admissions and Continued Occupancy Policy (ACOP) with new procedures. YCH has established that all Security Deposits must be collected at time of admission and has instituted a policy that a payment agreement can be established

**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**II-2008-2 (continued)**

for the first month's rent. This will ensure the Security Deposits are collected at move in and will enable YCH to evict based on non-payment of rent. In the past, YCH neither was able to evict based on non-payment of Security Deposit nor could include this amount in 14 Day Notices for non-payment of rent. All AMP managers have been advised to send collection letters to residents still owing balances on Security Deposits.

- C Although the data base did not reflect rent charged, rent was collected in both of these instances. The problem is due to a linking failure between the software modules Occupancy Rent Calculation (ORC) and Accounts Receivable (AR). The AMP managers and Accounting staff are aware of this problem and noticed that new admissions were not linking from ORC to Accounts Receivable. YCH has worked with our software company, Tenmast, to fix this programming glitch and avoid any future errors. Accounting has been given Adjustment slips to correct tenants account receivables.
- C YCH is continuously working on maintaining all support documents in a well organized manner. The Public Housing Supervisor has requested that all AMP managers follow the same guidelines and procedures in all aspects of maintaining support documentation.
- C Not all adjustment slips require approval (i.e., reverse work orders, adjustment to rent calculation due to interims). Adjustment slips that require Public Housing Supervisor's approval are for move out charges, refunds and retro rents. YCH will develop internal written procedures for adjustments outlining process and approval requirements.
- C Requests for write-offs of stale tenant accounts receivables are initiated by each AMP manager. The AMP manager is required to submit written proof of attempts to collect debts from the tenants. The Public Housing Supervisor reviews the documentation of attempts and then forwards to Finance for inclusion in the Board Agenda.
- C YCH will continue to strive to provide excellent tenant service while maintaining internal policies and guidelines updated and followed.

**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**Section III - Federal Award Findings**

**III-2008-A Administration of Family Self Sufficiency Escrow Accounts (CFA #14.871)**

**Criteria** - YCH has been awarded Housing Choice Vouchers by HUD that must be used exclusively for participants in the Family Self Sufficiency (FSS) Program. Generally, FSS participants are entitled to deposits and interest on escrow accounts if the participant's earned income increases after they enter the FSS program. HUD's rules for administering FSS escrow accounts are promulgated in 24 CFR 984. HUD's rules require FSS participants to complete certain program goals within five years, although a two year extension is allowed under certain circumstances. HUD mandates one of the family's goals to be that no cash aid be received by the family within twelve months of graduation from the program.

**Condition** - YCH has been administering this program significantly out of compliance with HUD regulations for many years. Prior to July 1, 2006, significant and material violations of HUD, FSS program directives occurred and significant errors existed in the balances being carried forwarded in the FSS escrow accounts. Further, these erroneous escrow account balances were reported to FSS program participants. YCH's staff and two different consultants have expended hundreds of hours studying, analyzing, and attempting to correct deficiencies in FSS program participants' files. As of June 30, 2008, the liability of \$163,044 recorded on the books of accounts for the Housing Choice Voucher Program did not agree to the total in the subsidiary ledger detailing the participants' escrow balances. The difference was not significant. The subsidiary ledger contained 16 participants with balances as of June 30, 2008. We reviewed four participant's balances, making up 58% of the total liability. Subsequent to fiscal year end, all four participants were found to have completed their goals of the FSS program by YCH and were paid the balances in their escrow accounts. Our review noted the following:

- C All four participants were paid an escrow that was incorrect and overstated.
- C Only one of the four participants appears to have met their stated goals in a timely fashion.
- C FSS contract extensions were granted after the expiration of the original contracts, without written requests from the participants, and without the specification of good cause for granting the extension. These practices are in violation of HUD regulations found in 24 CFR 984.303(d).
- C Deposits were made into three of the four participant's escrow accounts after the original contract expired and into two of the four participant's escrow accounts after the seven year term, which includes the invalid extension.
- C Escrow deposits were calculated incorrectly. No internal audit appears to have been conducted to test the accuracy of the escrow prior to payment.

**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**III-2008-A (continued)**

- C Check requests for the payments of these escrows were approved by no one other than the FSS Coordinator. The check amounts ranged from \$5,075 to \$41,923.

**Questioned Costs** - We tested payments of \$102,303 made subsequent to June 30, 2008. Three participants were paid a total of \$68,600, all of which are questioned costs. These payments were made to participants who either did not complete their goals or completed their goals after their contracts expired. In each instance, escrows were accumulated and paid after the contract had expired. The fourth participant was paid \$33,103. Due to escrow calculation errors, \$6,226 of the amount paid are questioned costs. This brings the total to \$74,826 of questioned costs paid to participants after fiscal year end. Liability for these questioned costs as of June 30, 2008 was \$70,525, or 43% of the total liability.

**Cause** - Due professional care was not exercised in the administration of the FSS program.

**Effect** - YCH has been administering this program significantly out of compliance with HUD regulations for many years.

**Recommendation** - We recommend that YCH conduct a comprehensive review of its FSS program and take the steps necessary to bring the program into compliance with HUD's regulations.

**YCH's Response** - As the auditors have stated, prior to 2007, YCH did not have FSS staff administering this program for several years and former staff were not properly trained. Because of this, there are numerous program and account issues and some extensions may have been granted that were not in compliance with HUD regulations. In addition, in some cases, escrow continued to accrue to accounts past the contract end dates. Compounding this, in 2005, there was a system conversion to a new software system, which further exacerbated these differences. A comprehensive program assessment was unable to make a final determination as to completely accurate escrow account balances.

YCH first began working to correct these issues in 2007 and continued its work in 2008 and 2009 through a technical assistance consultant provided as a result of the Corrective Action Plan (CAP) for the Voucher program. With the addition of YCH staff that began in 2008, YCH is moving towards normalizing and improving this program. Staff has received FSS certification training and the Agency expects to have its FSS Plan revision approved in April 2009.

**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**III-2008-A (continued)**

It has been determined that former staff established final goals on the Contracts of Participation (COP) audited that were either changed (not in accordance with HUD regulations) or had stated multiple or unreasonable goals for the individuals based on circumstances and time period. Without any supportive services from YCH, the graduates continued working toward their goals. The FSS participants were not at fault and were not penalized by being dropped from the program due to these errors which would have caused forfeiture of their escrow balances.

In case of the audited clients, staff met with each participant, to review the Plan and goals. As a result it was determined by YCH and its consultant that participants had attempted to uphold their COP despite YCH failure to perform. They had met some or all of their goals stated in their COP and individualized training and service plan (ITSP). Each graduate signed a certification describing their original goal, progress made toward them, and stated that they had not received welfare assistance as defined in 24 CFR §§984.103 (Welfare assistance, for the FSS program, means income assistance from Federal or state welfare programs, and includes only cash maintenance payments designed to meet a family's ongoing basic needs) prior to expiration of their original contracts.

Based on these actions, those participants who appeared to meet these goals were graduated from the program, while those who had not worked toward meeting goals, or did not meet the criteria at 24 CFR §§ 984.103 terminated from the FSS program as ineligible and their escrow accounts were forfeited.

Once the FSS Plan revision is approved, dedicated and fully trained staff will move forward with normalizing and implementing the revised FSS program.



**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**III-2008-B Public Housing Tenant File Review (CFA #14.850)**

**Criteria** - The primary activity of the Public Housing Program is the rental of owned housing to low income persons, families, and seniors. On an annual basis, or more often if necessary, YCH is required to calculate tenant rent based on a review of the family's income and composition. Therefore, the rents charged to each tenant change periodically based on each family's individual circumstances. YCH is also required to annually inspect each unit to ensure decent and safe living conditions for its tenants.

**Condition** - During our review of several tenant files, we noted that rent appeared to have been calculated incorrectly in a few instances. These errors understated rent. The files did not contain a clear narrative which explained how income was derived. For one of the samples reviewed, income appears to have been understated habitually. We reviewed the five most recent recertifications in this file, which spanned more than two years. The family's income, and therefore rent, appeared to be understated in each instance.

We also noted during our testing that YCH cannot effectively document that units are being inspected on an annual basis.

**Questioned Costs** - None

**Cause** - Adequate controls have not been established to ensure that rent is accurately calculated. The tenant files lack adequate documentation to support decisions and calculations made regarding the income, rent, and the recertification process. Adequate controls have not been established to ensure that unit inspections are performed, and the results documented, on an annual basis.

**Effect** - The result of our testing was that rent was not calculated accurately in 33% of the samples tested. All errors resulted in the loss of revenue. Unit inspections were not performed in 80% of the samples tested. However, these statistics may have been more favorable if decisions, calculations, and the results of unit inspections had been more effectively documented.

**Recommendation** - We recommend that YCH continue to improve controls to ensure that rent is calculated accurately. YCH should consider establishing quality assurance procedures to ensure that tenant files contain adequate documentation for all decisions and calculations made regarding tenant rent and the recertification procedures. Care should be taken to ensure that proper documentation is contained in each tenant file. Further unit inspections should be performed on an annual basis and documentation retained to prove compliance with HUD regulations.

**YOLO COUNTY HOUSING  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2008**

(Continued)

**III-2008-B (continued)**

**YCH's Response -**

Rent calculation - All AMP managers are certified in Occupancy and Rent Calculation. YCH will continue to train staff regarding rent calculation. The Public Housing Supervisor has provided staff a checklist of mandatory documents that must be obtained and retained at each annual/interim certifications. The Public Housing Supervisor will continue to audit random files for Quality Control.

Unit Annual Inspections - Inspections have been performed for all units annually, unfortunately, the actual inspection form was misfiled and we were unable to provide to auditor proof on inspection for some of the files. AMP managers have been instructed to perform inspections on a quarterly basis in order to avoid the need to perform high number of inspections at year end to meet HUD requirements. The Public Housing Supervisor will continue to audit random files for Quality Control

# Disclosure of Lobbying Activities

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse side for Instructions and Public Reporting burden statement)

<b>1. Type of Federal Action</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only</b> year (yyyy) _____ quarter _____ date of last report (mm/dd/yyyy) _____
<b>4. Name and Address of Reporting Entity</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee    Tier _____, if known:  Yolo County Housing 147 W. Main Street Woodland, CA 95695  Congressional District, if known _____	<b>5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime</b>  n/a  Congressional District, if known _____	
<b>6. Federal Department/Agency</b>  United States Department of Housing and Urban Development	<b>7. Federal Program Name/Description</b>  Public Housing Capital Fund Program  CFDA Number, if applicable _____	
<b>8. Federal Action Number, if known</b>  n/a	<b>9. Award Amount, if known</b> \$ _____ n/a	
<b>10a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI)  n/a	<b>b. Individuals Performing Services</b> (including address if different from No. 10a.) (last name, first name, MI)  n/a	
(attach continuation sheet(s) if necessary)		
<b>11. Amount of Payment</b> (check all that apply) \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<b>13. Type of Payment</b> (check all that apply) <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other (specify) _____	
<b>12. Form of Payment</b> (check all that apply) <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11</b>  (attach continuation sheet(s) if necessary)		
<b>15. Continuation sheets attached</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>16. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	Signature _____ Print Name <u>Lisa A. Baker</u> Title <u>Executive Director</u> Telephone No. <u>530-669-2219</u> Date (mm/dd/yyyy) <u>04/15/2010</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form-LLL (7/97)

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Yolo County Housing

Program/Activity Receiving Federal Grant Funding

Public Housing Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

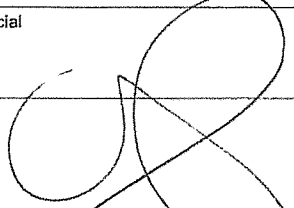
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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  Lisa A. Baker	Title  Executive Director
Signature 	Date (mm/dd/yyyy)  04/12/2010

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Yolo County Housing

Program/Activity Receiving Federal Grant Funding

Public Housing Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

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

Lisa A. Baker

Title

Executive Director

Signature

Date

X

04/13/2010

Yolo County Housing  
Yolo County, California

Meeting Date: April 8, 2010

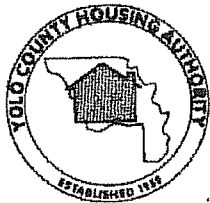
To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 4.01  
Five Year Plan

Minute Order No. 10-19: Took the following actions:

- A. Held a public hearing
- B. Adopted the Five-year Agency Plan and fiscal year 2010 Annual Plan
- C. Approved and authorized the Chair to sign **Resolution No. 10-06**, the required Department of Housing and Urban Development resolution and authorized submission to HUD.

MOTION: Thomson. SECOND: Toney. AYES: Rexroad, Chamberlain, McGowan, Thomson, Garnes, Toney. ABSENT: Provenza.



## ***Yolo County Housing***

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

### BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Games  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Helen M. Thomson  
Bernita Toney

DATE: April 8, 2010  
TO: YCH Board of Commissioners  
FROM: Lisa A. Baker, Executive Director  
SUBJECT: **Public Hearing Regarding Adoption of Five Year Plan and FY 2010 Annual Plan Update and Approval of Resolution and Approval of Submission to the Department of Housing and Urban Development**

### RECOMMENDED ACTIONS

1. Hold public hearing to solicit public comment regarding the proposed Annual Plan; and
2. After public testimony, comments and any changes, adopt the Five year Agency Plan and FY 2010 Annual Plan, approve the required HUD Resolution and authorize submission to HUD.

### BACKGROUND/DISCUSSION

As part of its requirements to HUD, Yolo County Housing is required to have an adopted Five Year Agency Plan regarding its Housing Choice Voucher and Public Housing Programs. Annually, the Agency must review its 5-Year Plan and adopt an Annual Plan regarding how it will handle its Admissions, Occupancy, Residency, Capital Fund Plan and Strategic Plans for housing.

As part of the Plan process, the Agency created a draft plan and circulated it for a 45-day comment period. The draft Plan was also presented to the Residency Advisory Board (RAB). A Public Notice was published and the comment period began on February 12, 2010 and ended on March 30, 2010. To date, the YCH has received no public comments.

The RAB held one (1) meeting to review the Plan on March 25, 2010. Members received presentations from each department, including Finance, Administration, Facilities, Public Housing and Housing Assistance (Vouchers). Members were most interested in uses of Capital Funds and in overall budgeting. There were no modifications to the Plan suggested by members. Members were very interested in the proposed window replacement project to be funded by American Recovery and Reinvestment Act (ARRA) funds.

YCH Board of Commissioners  
Five Year and Annual Plan  
April 8, 2010  
Page 2

**FISCAL IMPACT**

Submission and approval of the Plan is the basis for receipt of federal funds from HUD.

**REASONS FOR RECOMMENDATION**

The YCH Annual and Five Year Plan is updated each year. The Proposed YCH Five Year Plan extends from 2010 through 2014. Staff recommends the adoption of the Five Year Plan and 2010 Annual Plan and the Plan's submittal to the Department of Housing and Urban Development.

**Attachment:** Resolution  
Draft Annual Plan



**PHA Certifications of Compliance  
with PHA Plans and Regulated  
Regulations**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*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  X  5-Year and/ or  X  Annual PHA Plan for the PHA fiscal year beginning  7/1/2010 , 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 certifies that there has been no change, significant, or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (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.
5. 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.
6. The PHA 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.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address 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 maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - 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 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 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).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. 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.
11. 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.

12. 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.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
14. The PHA will provide the responsible entity of 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.
15. 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.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. 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.
18. 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.).
19. 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.
20. 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.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principle office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Yolo County Housing

CA 044

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2014

Annual PHA Plan for Fiscal Year 2010

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  <i>Matt Rexroad</i>	Title  Board Chairman
Signature  X <i>Matt Rexroad</i>	Date  4/8/10