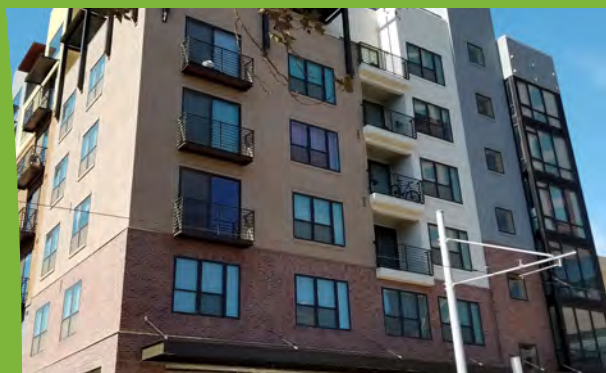




SACRAMENTO HOUSING AND  
REDEVELOPMENT AGENCY

# 2021 APPROVED BUDGET





# **SHRA 2021 Approved Budget**

**Submitted to:**

**Sacramento City Council**

**Sacramento County Board of Supervisors**

**Housing Authority of the City of Sacramento**

**Housing Authority of the County of Sacramento**

**Sacramento Housing and Redevelopment Commission**

**By  
La Shelle Dozier  
Executive Director**

# **SHRA 2021 Approved Budget**

## **ACKNOWLEDGMENT**

**Prepared by the Sacramento Housing and Redevelopment Agency  
Finance Department**

**Susana Jackson, Chief Financial Officer**

**Cathy Blackwell, Finance Manager**

**Yvonne Dang, Management Analyst**

**Angela Ferreira, Management Analyst**

**Kristy Heittman, Accountant**

**Mark Henry, Accountant**

**Tai Tran, Accountant**

**Nicole Ratekin, Finance Specialist - Payroll**

**Vanessa Perry, Accounting Technician**

**Barbara Reisinger, Accounting Technician**

**Design and layout by Leo Autote III**

# Table of Contents

---

## Section 1 - General

3	Transmittal Letter
6	Organization Charts by Department

## Section 2 - Financial Management Policies

17	Financial Management Policies
----	-------------------------------

## Section 3 - Major Revenue - Description and Revenue Estimates

27	Major Description - Description and Revenue Estimates
----	---

## Section 4 - Fund Structure

35	Fund Structure
----	----------------

## Section 5 - Budget Summaries

39	Agency Organization Functions Chart
41	Summary of FTE Positions by Department
42	Budget Appropriation Comparison Schedule
43	Appropriation Summaries by Department
47	Budget to Actual Resource Summaries by Fund - FY 2021
48	Budget to Actual Appropriation Summaries by Fund - FY 2021

## Section 6 - Administrative Support

51	Agency Clerk
53	Executive Director
55	Finance
57	Governing Boards
59	Human Resources
61	Information Technology
63	Legal
65	Procurement Services
67	Administrative Building

## **Section 7 - Housing Authority**

- 71            Public Housing
- 73            Housing Choice Voucher Program and Homeless Innovations

## **Section 8 - Development**

- 77            Development

## **Section 9 - Real Estate and Construction Services**

- 81            Real Estate and Construction Services

## **Section 10 - Community Social Services**

- 85            Community Social Services
- 86            Public Services by Category

## **Section 11 - Capital Projects Schedule**

- 89            Projects by Funding Source

## **Section 12 - Glossary**

- 95            Glossary

## **Section 13 - Appendix**

- 107           Resolution No. SHRC-2020-14
- 113           Resolution No. 2020-0254
- 122           Resolution No. 2020-0011
- 134           Resolution No. 2020-0496
- 144           Resolution No. HA-2455
- 160           Resolution No. SHDC-0041

# 1

---

General

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 1 - GENERAL

# Transmittal Letter

---

July 28, 2020

City Council, City Housing Authority,  
Board of Supervisors and County Housing Authority

Honorable Members in Session:

Today, I present to you the Sacramento Housing and Redevelopment Agency's proposed budget for 2021. This budget document provides an overview of revenues and expenses for the Agency in the coming year.

Due to the Coronavirus (COVID-19) pandemic and Public Health emergency, the Agency received an unprecedented amount of funding made available for utilization in the 2020 fiscal year. The Agency is focused on using this funding to further the Agency goal of protecting core services to the greatest extent possible with delivery of housing programs and public services. Therefore, the Agency felt it was appropriate to present a roll forward budget for 2021; which adopts the appropriations, revenues and use of fund balances as recommended and approved for the 2020 budget, with few exceptions.

The 2021 Proposed Budget recommends total expenses of \$214 million and is comprised of the Housing Assistance Payments (HAP) Budget of \$109.1 million; the Operating Budget of \$48.2 million; the Capital Projects Budget of \$48 million; the Public Services Budget of \$5.1 million; and the Debt Service and Financial Transactions Budget of \$3.6 million. The 2021 proposed budget represents a 1.4 million or 0.7% increase in net appropriations in comparison with the prior years budget. This change in annual budget appropriations is the result of increases in salaries, benefits and PERS obligations as well as any changes in FTE's that were approved throughout the year.

SHRA's funding sources are independent of the City or County's General Fund. In addition, over eighty percent of the Agency's funding originates from federal appropriations allocated to the Department of Housing and Urban Development (HUD). Given the aforementioned factors, the Agency will be utilizing the 2020 appropriations for the 2021 budget.

## 1 - GENERAL

As with previous year's budgets, the 2021 budget remains consistent and centers on conveying the Mission, Vision & Goals of the Organization by:

### 1

#### **Continuing to maximize leasing of vouchers in the HCV program**

- There are over 13,000 vouchers authorized for leasing each month and the HCV program strives to maintain a leasing level between 98-100%.
- The focus of the voucher program in 2021 will be to serve families off of our waiting lists as well as house homeless individuals and families.

### 2

#### **Continuing to pursue new funding opportunities to decrease reliance on traditional funding sources for the creation and preservation of affordable housing and by;**

- The Agency is expecting to receive approximately 81 percent of its funding from the federal government which is an overall decrease from prior year, previously 83%. This decrease is attributed to the agency's participation in the Rental Assistance Demonstration (RAD) program.
- This move will not only preserve low income housing, it will allow private investment funding to address the capital needs of the Agency properties.

## 3

**Continuing to focus on the rehabilitation and repositioning of former Public Housing properties.**

- RAD was created to address the nationwide backlog of deferred maintenance needed on public housing properties. Through RAD, public housing units are approved by HUD for disposition from the Public Housing platform and moved to a Project Based Voucher program.
- The Authority will be working through SHRA's nonprofit, Sacramento Housing Authority Repositioning Program, Inc. (SHARP) to manage and maintain the properties.
- In 2021 the agency plans to transfer 192 units through RAD and, over the next 7 to 10 years, the agency plans on converting all 2,276 units

We are optimistic that with your leadership and continued support, we will continue to bring forth award-winning affordable housing projects and invest in community revitalization activities through effective partnerships that improve Sacramento's quality of life.

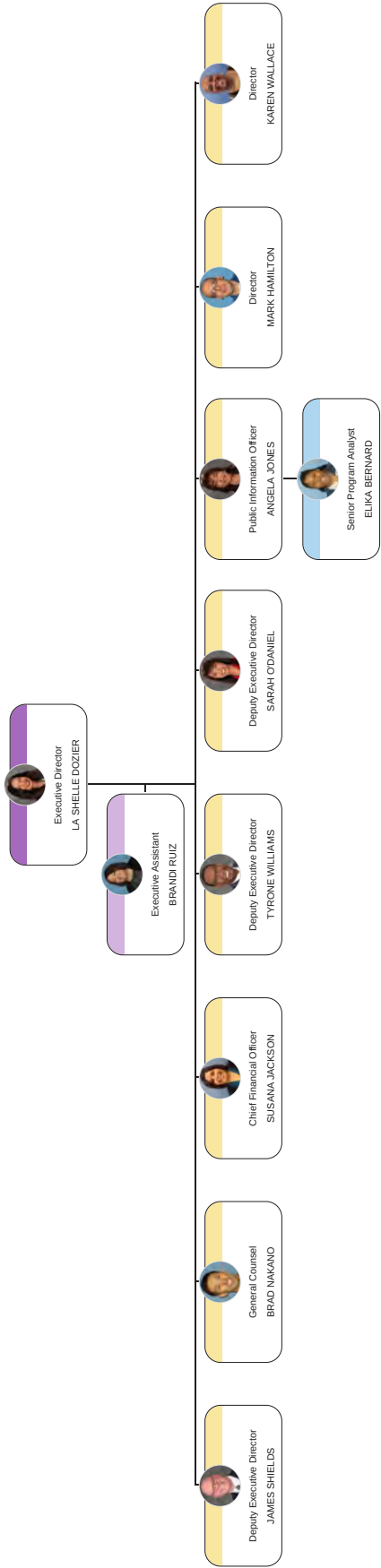
Sincerely,



La Shelle Dozier  
Executive Director

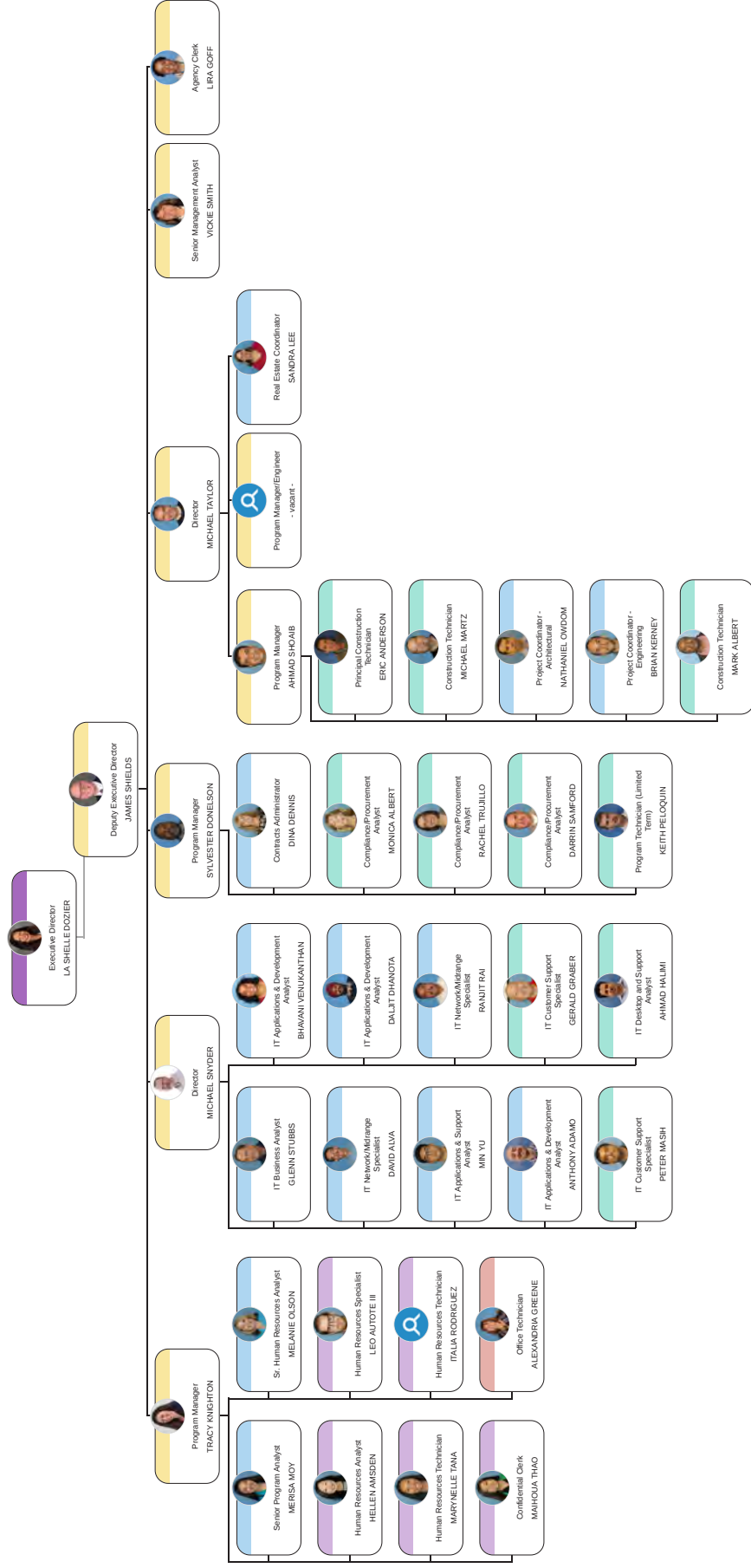


EXECUTIVE





# ADMINISTRATION

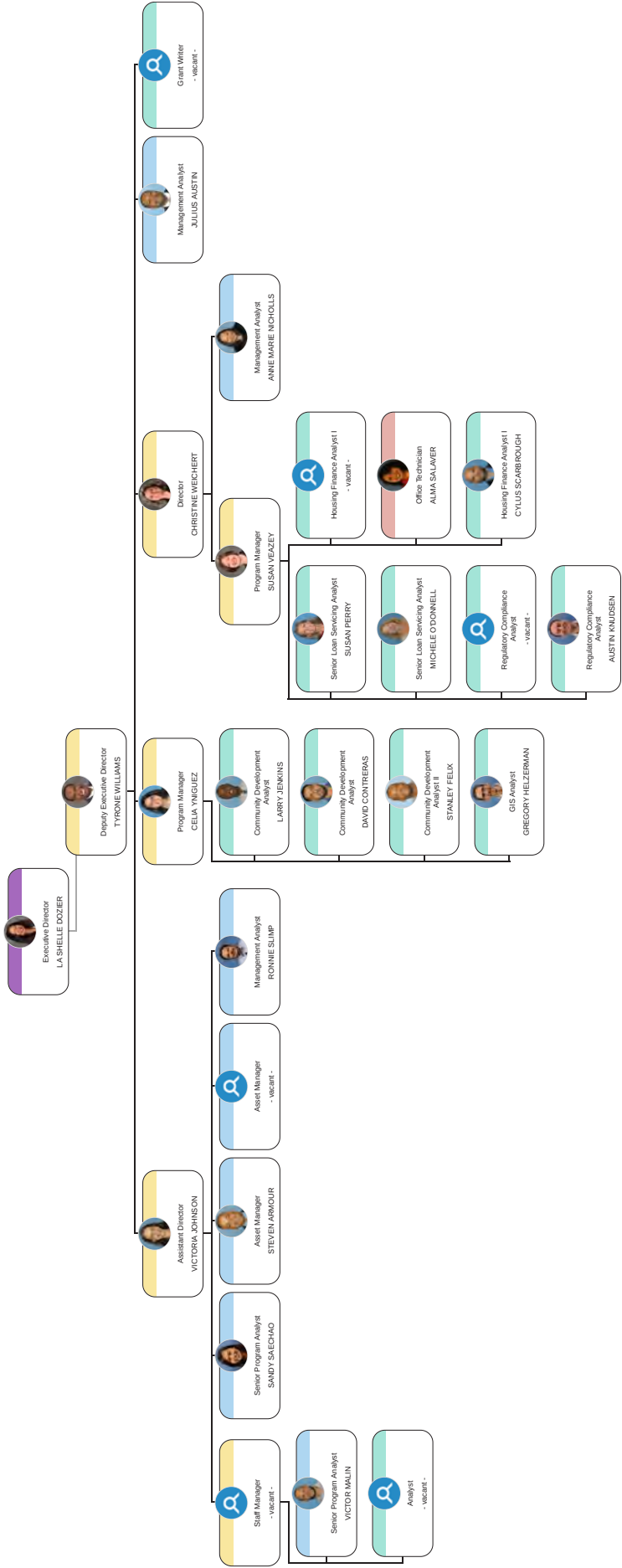


## Legend

- MANAGEMENT
- CONFIDENTIAL
- SHRA-FA
- AFSCME
- Unrepresented (Non Management)



DEVELOPMENT

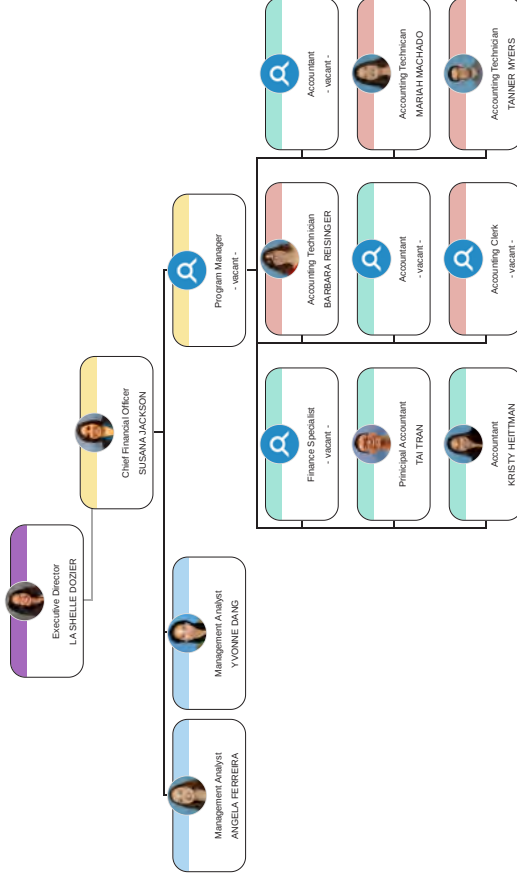


Legend

- MANAGEMENT
- CONFIDENTIAL
- SHRA-EA
- AFSCME
- Unrepresented (Non Management)



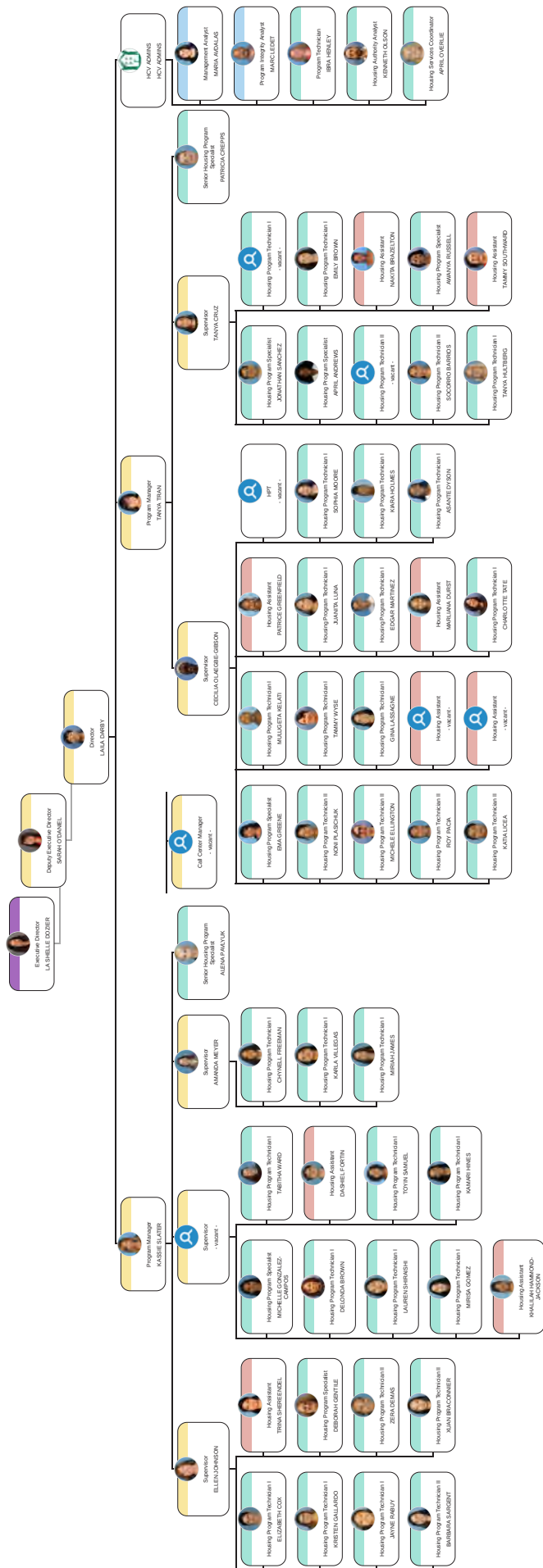
## FINANCE



### Legend

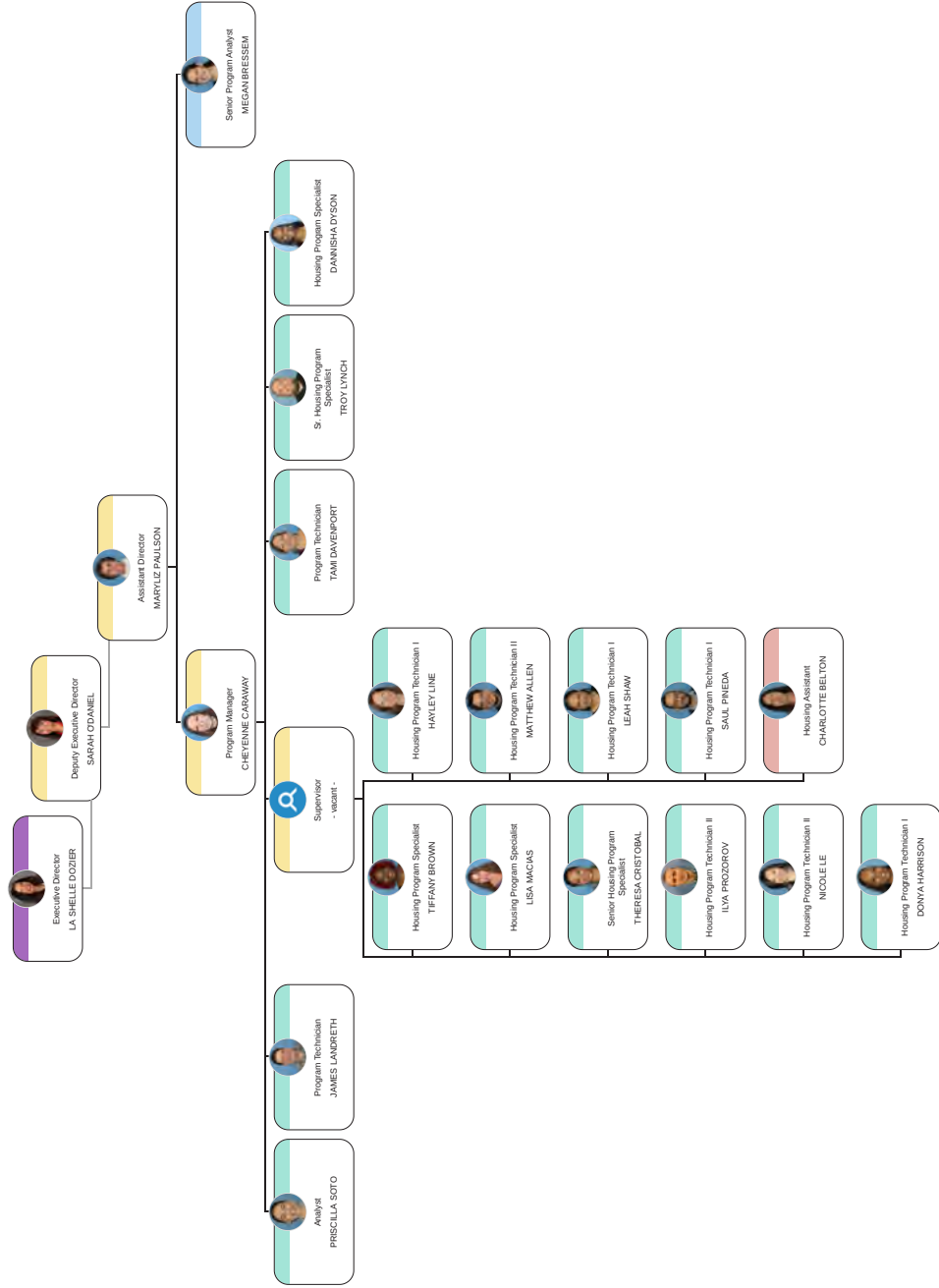
- MANAGEMENT
- CONFIDENTIAL
- SHRA-EA
- AFSCME
- Unrepresented (Non Management)

## SHRA 2021 BUDGET



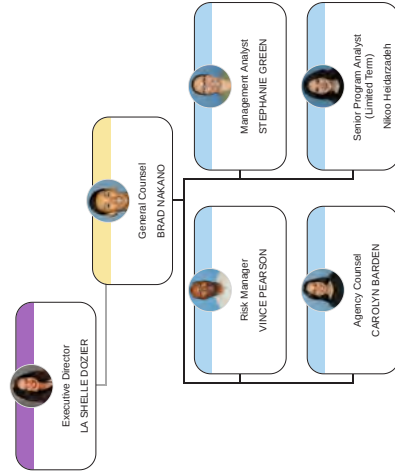


# HOMELESS INNOVATIONS



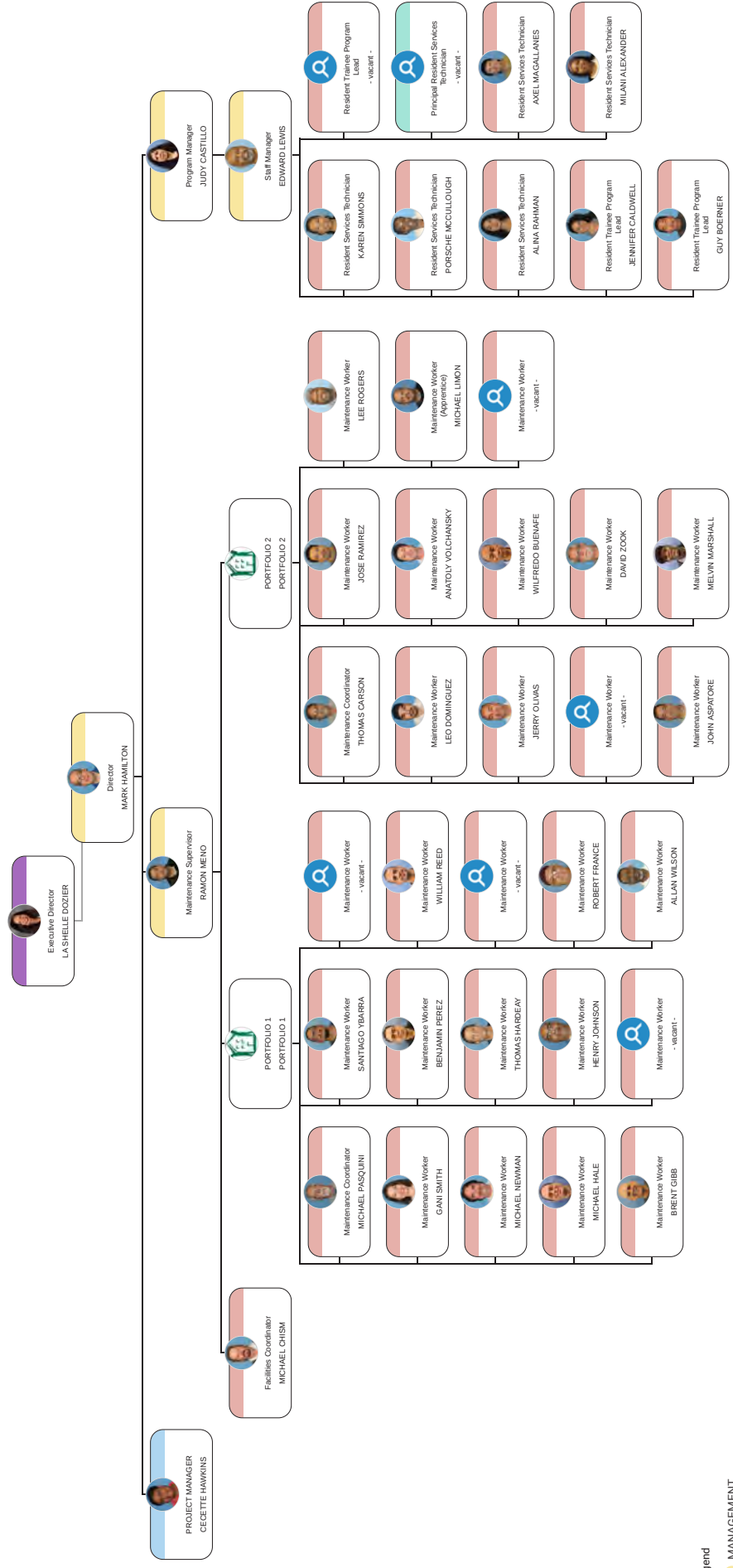
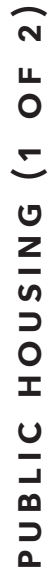


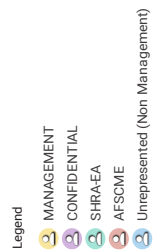
## LEGAL



Legend

- MANAGEMENT
- CONFIDENTIAL
- SHRA-FA
- AFSCME
- Unrepresented (Non Management)





# 2

---

## Financial Management Policies

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 2 - FINANCIAL MANAGEMENT POLICIES

# Financial Management Policies

---

### Revenue Policy

- Revenues will be conservatively estimated using the best information available, and the Agency will strive to maintain a stable revenue system and operating structure that protects the Agency from short term fluctuations in individual revenue sources.
- Intergovernmental assistance in the form of grants and loans will be used to finance only capital projects or programs that can be sustained over time or have a limited horizon.
- In general, one-time revenues will be used only to support capital projects or other non-recurring expenditures. One-time revenues may be used for operating programs provided that longer term financial planning is addressing any imbalances between operating revenues and expenditures.

### Debt Policy

- It is the intent of the Agency to issue debt in a manner that adheres to state and federal laws, existing bond covenants and prudent financial management.
  - Minimize debt service and issuance costs
  - Maintain the highest practical credit rating
  - Evaluate the cost effectiveness of all potential borrowings
- The Agency will not use long-term debt financing for any recurring purpose such as current operating and maintenance expenditures. While the Agency does not anticipate issuing any short-term debt instruments such as tax or bond anticipation notes, these financing instruments shall be excluded from this limitation.
- The Agency will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
  - Full and timely repayment of outstanding debt
  - Compliance with continuing disclosure requirements

### Interdepartmental Charges / Indirect Cost Recovery

The Agency currently utilizes an internal service fund for the following purposes:

- **Support Services:** to accumulate resources in the form of fees for service which are charged to operating departments for the costs of support services and for the replacement of equipment serving the entire organization.
- **Insurance:** to accumulate resources for payment of insurance premiums, deductibles, and loss reserves.
- **Capital Facilities:** to accumulate resources for the maintenance, repair and debt payments of the Agency administrative building.
- **Payroll Fund:** to accumulated resources to pay for employee payroll and benefit costs as well as the costs of future post-retirement medical benefits.

The Support Service fund is a collective group of departments which provides corporate oversight, general support, specialized services, and professional support. Several departments of SHRA benefit from these services and costs may not be readily identifiable to a particular one. The OMB OmniCircular, found in the Code of Federal Regulations at 2 CFR Part 200, is the current authoritative source regarding the allocation of indirect costs to federal programs. Appendix VII outlines the requirements concerning indirect cost allocation plans for State and Local government agencies such as housing authorities. SHRA utilizes direct salaries and wages as the distribution base for indirect costs.

The Authority has the following overhead pool that will be allocated to various funds as shown below:

Program/Project
Support Services fund which is a combination of the following departments:  Governing Boards • Executive Director • Legal • Human Resources Finance • Information Technology • Agency Clerk • Procurement Capital Projects - Admin Services
Description/Types of Expenditures
Expenses directly related to the administration and management of the Agency. These expenses are spread to all funds included in the allocation model.
Divisions Changed
40/41 Housing Admin • 46 Housing Choice Voucher 27 Community Development • 29 RE/CS Admin

The methodology that is used is as follows:

Direct Labor in each fund, divided by the Direct Labor for all funds included in the pool, equals the percentage of indirect costs to be charged to that particular fund from that cost pool. For example, if Division 27 - Community Development represents 21% of the direct labor relative to all of the funds that are to be allocated overhead, then Division 27 would be charged 20% of the indirect cost from the Supportive Services fund.

## 2 - FINANCIAL MANAGEMENT POLICIES

Department	Costs	40/41 Housing Admin 39.00%	46 Housing Admin 33.00%	27 Community Development 21.00%	29 RE/CS Admin 7.00%
10 Governing Boards	\$ 60,000	\$ 23,400	\$ 19,800	\$ 12,600	\$ 4,200
11 Executive Director	\$ 1,198,875	467,561	395,628	251,764	83,922
12 Legal Services	\$ 936,806	365,354	309,147	196,729	65,576
13 Human Resources	\$ 1,484,633	579,007	489,929	311,773	103,924
15 Finance	\$ 1,705,737	665,237	562,892	358,205	119,403
16 Info Mgmt. & Tech Services	\$ 2,641,601	1,030,224	871,729	554,736	184,912
17 Agency Clerk	\$ 424,772	165,661	140,175	89,202	29,734
30 Procurement	\$ 858,283	334,730	283,233	180,239	60,082
<b>Subtotal Claimable Costs</b>	<b>\$ 9,310,707</b>	<b>\$ 3,631,174</b>	<b>\$ 3,072,533</b>	<b>\$ 1,955,247</b>	<b>\$ 651,753</b>
Roll forward from 2017		<b>\$ 627,546</b>			
<b>Total Claimable Costs</b>	<b>\$ 9,938,253</b>	<b>\$ 4,258,720</b>	<b>\$ 3,072,533</b>	<b>\$ 1,955,247</b>	<b>\$ 651,753</b>

### Annual Audit

The Agency is required to have an independent audit performed annually by a qualified independent accounting firm.

The independent auditing firm will be selected by the Agency based on a competitive proposal process and the selection will be approved by the City Council and the County Board of Supervisors.

### Budget Policies and Procedures

The Agency is a joint powers authority formed by the City and County of Sacramento, and the annual budget is prepared on a calendar year basis. Initially, the Executive Director is required to submit a proposed budget to the Agency advisory board, the Sacramento Housing and Redevelopment Commission for their recommendation. The budget is then submitted for approval to the Sacramento City Council, sitting as the City Council, and the Housing Authority of the City of Sacramento. Simultaneously, the budget is also submitted for approval to the Sacramento County Board of Supervisors, sitting as the County Board of Supervisors and the Housing Authority of the County of Sacramento. The budget submitted is required to be a balanced budget either through the matching of ongoing revenues with proposed expenditures or through the use of existing fund balances.

### Budget Basis

The basis of the budget refers to when revenues and expenditures are recognized in the funds. Governmental funds use the modified accrual basis of accounting which recognizes revenues in the period in which they become measurable and available to finance expenditures of the current period. “Measurable” means the amount can be determined and “available” means collectible within the current period or soon enough thereafter to pay current liabilities. This is generally within sixty (60) days after the end of the fiscal year. Expenditures are recognized when the related fund liability is incurred.

Proprietary funds (enterprise and internal service funds) are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when incurred.

### Responsibility

Each department’s management team is responsible for preparing the individual departmental budget requests in accordance with the guidelines provided by the Executive Director and Director of Finance. The Finance Department provides each department with cost experience data and assists departments in addressing issues related to funding availability. The Finance Department prepares all revenue, debt service and financial transaction estimates.

### Budget Review

During the budget review process, the Executive Director, in conjunction with the Finance Department, analyzes new positions, operating and capital budget requests. The Executive Director and Director of Finance hold meetings with each department, as needed, to review their expenditure request for the proposed budget year. At the completion of these meetings, the Finance Department compiles all the financial data and the Director of Finance presents the proposed budget to the Executive Director for review.

### Budget Adoption

The Executive Director presents, via publicly noticed sessions, the budget to the governing boards. Three publicly noticed budget workshops are conducted at the Sacramento Housing and Redevelopment Commission prior to submission of the proposed budget to all governing boards for approval.

## 2 - FINANCIAL MANAGEMENT POLICIES

### Budget Implementation

A budgetary control system is maintained to ensure compliance with the budget. The Finance Department is responsible for setting up the budget for tracking purposes and is charged with ensuring fund availability during the year to cover expenditures and appropriations. Reports comparing the budget with expenditures may be generated by departments as needed for review.

### Budget Control

The Agency budget is controlled at the fund group level. Except as provided in the enclosed budget resolutions (see appendix), no expenditure will exceed the approved budget. All new items must be included in budget. Budget amendments of up to \$100,000 are permitted under Executive Director's authority if expenditures exceed original budgeted amounts. Amendments in excess of \$100,000 require approval by the appropriate governing boards. Previously approved budgets can be carried over indefinitely until expended.

### Accounting Structure and Principles

#### Accounting System

In developing and evaluating the Agency's accounting system, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition; and the reliability of financial records for preparing financial statements and maintaining accountability for assets.

The concept of reasonable assurance recognizes that the cost of a specific control feature should not exceed the benefits likely to be derived and the evaluation of costs and benefits require estimates and judgments by management.

All evaluations of the Agency's internal control will continue to occur within the above framework. The Agency's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

### Basis of Accounting

Special revenue and other governmental fund types are accounted for on a modified accrual basis. Under the modified accrual basis, revenue is recognized when susceptible to accrual (e.g., when it becomes both measurable and available).

“Measurable” means the amount can be determined and “available” means collectible within the current period or soon enough thereafter to pay current liabilities. This is generally within sixty (60) days after the end of the fiscal year. Expenditures are recognized when the related fund liability is incurred.

Proprietary funds (enterprise and internal service funds) are accounted for on an accrual basis. Under this method, revenue is recognized when earned and expenses are recognized at the time the liability is incurred.

### Fund Descriptions

The Agency's accounting records are organized and operate on a “fund” basis, which is the basic financial accounting entity in governmental accounting. The accounting system is designed to enable the use of these types of funds. Each fund is designed by fund type and classification:

- **Proprietary Funds:** Enterprise and Internal Service
- **Governmental Funds:** Special Revenue, Debt Service and Capital Projects
- **Account Groups:** Capital Assets and Long-Term Debt

### Proprietary Funds

Generally Accepted Accounting Principles (GAAP) applicable to a private commercial business is applicable to proprietary funds of a governmental entity. The accrual basis of accounting is utilized. The measurement focus is based upon a determination of net income, financial position and cash flows. Accordingly, basic financial statements are required, such as the balance sheet, the statement of revenues, expenses and changes in retained earnings (deficit), and the statement of cash flows.

**Enterprise Fund:** accounts for operations that are financed and operated in a manner similar to private enterprises, where the intent is that the cost of providing goods or services is recovered primarily through user charges.

**Internal Service Fund:** accounts for activities involved in rendering services to departments within the Agency. Costs of materials and services used are accumulated in these funds and are charged to the user departments as such goods are delivered or services rendered.

## 2 - FINANCIAL MANAGEMENT POLICIES

### Governmental Funds

Governmental Funds are used to account for the Agency's expendable financial resources and related current liabilities, except for those accounted for in proprietary funds. The basic financial statements necessary to fairly present financial position and operating results for governmental funds are the balance sheet and the statement of revenues, expenditures and changes in fund balance. Governmental funds are maintained using the modified accrual basis of accounting.

**Special Revenue Fund:** accounts for the proceeds of specific revenue sources that are restricted by law or administrative action for specified purposes.

**Debt Service Fund:** accounts for accumulation of resources for, and payment of, interest and principal on long-term debt.

**Capital Project Fund:** accounts for financial resources used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

### Account Groups

Account Groups are used to establish accounting control and accountability for the Agency's capital assets and long-term debt.

**Capital Assets Account Group:** accounts for long-term assets of the Agency, except for those accounted for in proprietary fund types.

**Long-Term Debt Account Group:** accounts for long-term debt of the Agency, except for debt accounted for in proprietary fund types.

# 3

---

## Major Revenue - Description and Revenue Estimates

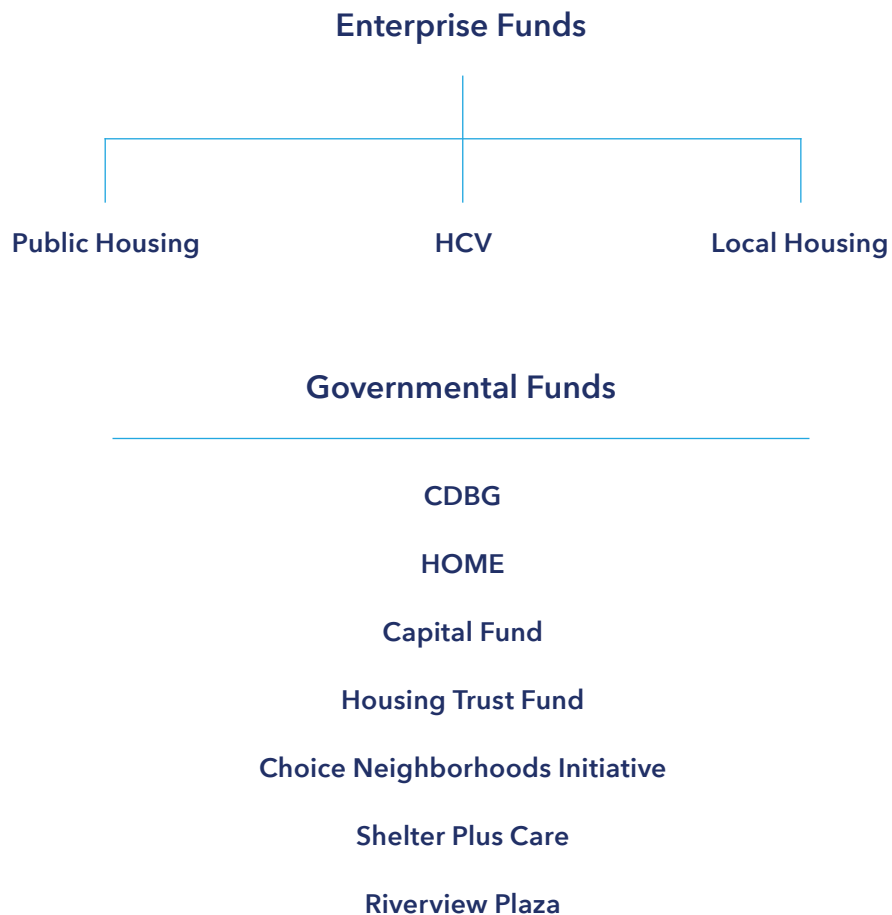
**THIS PAGE INTENTIONALLY  
LEFT BLANK**

### 3 - MAJOR REVENUE

## Major Revenue - Description and Revenue Estimates

---

### Major Revenues



### Enterprise Funds

#### Public Housing Operating Subsidy

The Public Housing Operating Subsidy consists of ongoing funding provided by HUD to pay the costs of the public housing program not covered by tenant rents and is appropriated annually through the federal budget process. Turmoil and unpredictability surrounding the federal budget annual appropriations process over the past years have resulted in operating subsidies as high as 103% of funding eligibility in 2010 and as low as 82% in 2013.

2020 revenues are projected to remain similar to the 2019 subsidy, which was prorated by HUD at 97%. The proration of funding requires the public housing program to cut operating costs wherever possible and utilize its meager operating reserves.

#### Local Housing Projects

The Housing Authority owns and manages 271 affordable local housing project units comprised of tax credits, and local funds. The non-profit arm, Sacramento Housing Authority Repositioning Program Inc. (SHARP), owns and manages three project based voucher high-rise buildings consisting of 231 elderly only units.

Revenue estimates for 2020 show an increase from 2019 numbers. This is primarily due to the Rental Assistance Demonstration (RAD) program; there will be an additional 124 units under the Local Housing Projects.

#### Housing Choice Voucher Program (HCV)

The Housing Choice Voucher (formerly Section 8 Housing Assistance) program is funded by HUD through Annual Contribution Contracts (ACC). The Agency administers this program on behalf of the Housing Authority of the County of Sacramento. The HCV program permits the applicant to obtain housing in the private rental market using housing vouchers. The program participants pay a portion (an adjusted 30% of gross family income) of the lease rate to the owner and the remaining rental amount is paid by the Housing Authority. Participants can utilize their voucher anywhere in the City or County of Sacramento.

Revenue estimates for 2020 are based on anticipated funding from HUD in the form of Housing Assistance Payments (HAP) and Administrative Fees (AF). Revenue is tied to the Leasing of Vouchers. Currently, the Housing Authority has 13,202 vouchers authorized for leasing each month. Despite the Agency being entitled to maximum funding for the program, HUD intentionally provides less funding than required to cover HAP costs in an effort to recapture accumulated HAP reserves from public housing authorities across the country. In 2019, HUD prorated our HAP eligibility at 99.5% and the Agency anticipates a similar funding level for 2020 based upon the current proposals moving through Congress.

## HCV Administrative Fee

Funding eligibility is based upon the number of units leased within the Housing Authority's authorized voucher allocation. Once eligibility is determined, HUD uses a formula to determine administrative fees for the Agency. For 2019, the Agency received \$94.43 per unit for the first 7,200 unit months leased and \$88.13 per unit on all remaining unit months leased. HUD then applies a proration to the formula to reduce fees paid so that the administrative fees paid to the housing authorities match the appropriations provided by Congress. In 2018, the proration was 80% of administrative funding eligibility. This proration was decreased slightly to 79.5% of administrative funding eligibility in 2019. The Agency expects the revenue estimates in 2020 to remain the same.

## Governmental Funds

### Community Development Block Grant (CDBG)

This is a federal entitlement program provided to communities annually for the benefit of low-income persons through housing improvement, public improvements, economic development, public service, and elimination of blight conditions. Areas of Sacramento which are low-income and experience physical blight have been selected for targeted CDBG assistance in the areas of capital improvements, housing preservation and renovation, and economic development and commercial revitalization activities. These funds must be used to augment but not replace local funds and responsibilities.

CDBG 2020 revenues are anticipated to show a slight decrease from 2019 due to federal appropriations.

### Home Investment Partnership Program (HOME)

The Agency administers the HOME program on behalf of the City and County of Sacramento as well as the City of Citrus Heights through a consortium agreement. This program provides for the preservation and expansion of affordable housing to very-low and low-income persons. Housing developers and sponsors (both for-profit and non-profit) apply to SHRA for funding. HOME funds assist families in purchasing their first home, renovate deteriorating housing developments, and assist in special housing programs.

Revenue estimates are determined in several ways. The annual HUD HOME budget is allocated to states and participating jurisdictions as formula grants. The Agency receives HOME entitlement for both the City of Sacramento and the County of Sacramento. In the past, appropriations declined by 47%. In 2018, the program saw appropriations increase by 49% from Congress, with 2019 levels remaining fairly consistent. The Agency expects 2020 funding levels to decrease slightly.

### Capital Fund Program (CFP)

The Capital Fund Program (CFP) is a HUD program that provides funding specifically intended for the development, financing, modernization, and management of improvements for properties owned under the HUD public housing program. Funds are allocated annually via a formula. The Agency receives funding for the public housing properties owned by the City and County Housing Authorities. HUD funding for the capital improvements and modernization of Public Housing properties has decreased to as little as 21% of actual cost in the past, however, 2018 funding saw an increase of 50%, with 2019 also experiencing a slight increase.

2020 revenues are anticipated to decrease. Capital Fund Program funding is determined by the number of public housing units held by an Agency. In 2020, the Agency will transfer 124 units to the Rental Assistance Demonstration (RAD) program, which will reduce the number of public housing units and convert them to Local Housing Projects with private investment.

### Housing Trust Funds (HTF)

The Agency administers Housing Trust Funds on behalf of the City and County of Sacramento. The City and County of Sacramento adopted ordinances in 1989 and 1990 respectively, for the purposes of generating fees for the development of affordable housing near employment centers. Fees collected from non-residential developments are deposited into the Housing Trust Fund and are used to fund affordable housing projects that are intended to serve the low income workforce employed by the commercial businesses in the surrounding area.

Even though there has been an increase an overall increase in funding since 2013, 2020 is estimated to continue the decline that has been occurring since 2016.

### Choice Neighborhoods Implementation Grant

In 2015, the Agency and the City of Sacramento received a \$30 million Choice Neighborhoods Implementation Grant (CNI) to redevelop the distressed Twin Rivers public housing community and revitalize the Sacramento River District-Railyards neighborhood. Sacramento was one of five recipients. The proposal included the one-for-one replacement of the existing 218 units, additional workforce and market rate units in a mixed income housing development, and a public park off-site. The new development will be named Mirasol Village.

During 2016 and 2017, predevelopment planning and coordination activities began in earnest in preparation for breaking ground. Additional pre-development activities included preparing entitlement application and environmental clearance documents for both the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

In 2019, the Agency completed resident relocation and full demolition of the former Twin Rivers project. The Agency received multiple funding sources for Mirasol Village, which included funding for new infrastructure and construction of the development.

Revenues will fluctuate annually since they are drawn based upon actual construction related expenditures. It is expected that 2020 will see an increase in construction costs compared to the previous three years.

#### **Shelter Plus Care Program**

This program is a rental assistance program that provides housing assistance to homeless disabled individuals and families. These families are also linked to supportive services with case management from local service providers to keep the families stabilized in housing. The McKinney Vento Homeless Assistance Act established the legislative authority to fund the homeless programs nationwide. The Agency applies for the funding through a local competitive process to receive the funds from HUD. The Agency currently administers three Shelter Plus Care programs, one is a tenant based program where families find a rental unit anywhere in Sacramento County, one is based at the Shasta Hotel, and the remaining is at Boulevard Court, a rehabilitated motel which was converted into one and two bedroom units.

The Agency anticipates the 2020 revenues for the Shelter Plus Care Program to be consistent with the prior two years.

#### **Riverview Plaza**

Riverview Plaza is a mixed-use development located at 600 I Street in downtown Sacramento. Office and retail tenants occupy approximately 24,800 square feet on the first two floors. Vacant office space occupies approximately 16,000 square feet, with the balance occupied by a day-care center, hair salon, and vacant retail space. The residential portion of the building (floors 3-16) consists of 123 affordable one-bedroom senior apartments, a two-bedroom manager's apartment, and common areas including a large commercial kitchen, dining area, and swimming pool.

The development was constructed in 1988 and placed in service as a nine percent Low Income Housing Tax Credit (LIHTC) project in 1989. The residential owner, Riverview Plaza Associates, a California Limited Partnership, is now comprised of the Housing Authority of the City of Sacramento (with a 99% interest), and a non-profit general partner, Sacramento Housing Development Corporation (with a 1% interest), for which the Sacramento County Board of Supervisors serves as the Board of Directors.

Revenues are generated from both commercial and residential rental leases and 2020 is projected to earn revenues consistent with 2018 and 2019.

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

# 4

---

## Fund Structure

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 4 - FUND STRUCTURE

# Fund Structure - FY 2021



## 4 - FUND STRUCTURE



### Governmental Funds

### Proprietary Funds

#### City Special Revenue Funds

- Affordable Housing
- Begin
- Begin State Prop 46
- CalHome
- Community Development Block Grant (CDBG)
- CDBG - NSP 1
- CDBG - NSP 3
- CDBG - Program Income
- CDBG - Revolving Loan Fund (RLF) 1st Time Homebuyer
- CDBG - RLF (Commercial)
- CDBG - RLF (Multi-Family)
- CDBG - RLF (Single Family)
- CDBG - Section 108 - Del Paso Nuevo
- CDBG - Section 108 - Globe Mills
- Comprehensive Alcohol Treatment Center (CATC)
- Emergency Solutions Grant (ESG)
- Globe Mills Economic Development Initiative Grant (EDI)
- HOME
- HOME - American Dream DownPayment Initiative
- HOME - RLF
- Housing Opportunities for Persons with AIDS (HOPWA)
- Housing Trust
- Housing Successor Agency Project Fund (HSA)
- Inclusionary Housing
- Jobs Plus Grant
- Local Tax
- Miscellaneous Development Grants
- Miscellaneous Grants
- Mixed Income Housing Ordinance (MIHO)
- Non-Housing Project Delivery
- ROSS PH FSS Grant
- ROSS PH Service Coordinator
- Shasta Trust
- State/Local Housing Grants
- Supplemental Administration Fees

#### City Capital Project Funds

- Capital Fund Program
- Commerce Circle
- Public Housing
- Homeownership
- Purchase & Resale Equity (PRE)
- Section 32
- Section 32 (PRE)

#### County Capital Project Funds

- Capital Fund Program
- Public Housing
- Homeownership
- Purchase & Resale Equity (PRE)
- Section 32
- Section 32 (PRE)

#### City Debt Services Funds

- City CDBG Debt Fund
- City Riverview Plaza Debt (Component Unit)

#### County Special Revenue Funds

- Affordable Housing
- Affordable Housing Ordinance (AHO)
- Monitoring
- CalHome
- Community Development Block Grant (CDBG)
- CDBG - NSP 1
- CDBG - NSP 3
- CDBG - Program Income
- CDBG - Revolving Loan Fund (RLF) 1st Time Homebuyer
- CDBG - RLF (Commercial)
- CDBG - RLF (Multi-Family)
- CDBG - RLF (Single Family)
- Choice Neighborhood Initiative Grant (CNI)
- County Economic Development Activities
- Emergency Solutions Grant (ESG)
- HOME
- HOME - American Dream DownPayment Initiative
- HOME - RLF
- Housing Successor Agency Project Fund (HSA)
- Housing Trust
- Inclusionary Housing
- Local Tax
- Mental Health Services
- Miscellaneous Development Grants
- Miscellaneous Grants
- Non-Housing Project Delivery
- Performance, Partnerships Pilot Program (P3) Grant
- ROSS PH FSS Grant
- Shelter Plus Care
- State/Local Housing Grants
- Supplemental Administration Fees
- 12th Street Triangle

#### Combined Special Revenue Funds

- Foundation Uniting Needs and Dollars (Fund Inc.)
- General Housing Reserve
- Local Housing Revenue
- Riverview Plaza Reserve
- State & Local Housing Trust

#### Internal Service Funds

- Headquarters
- Insurance
- Payroll
- Prorate
- Support Services

#### City Enterprise Funds

- Asset Repositioning - Sierra Vista
- Asset Repositioning - Sutterview
- Asset Repositioning - Washington Plaza
- Auburn/Garfield Property Management
- Central Office Cost Center (COCC)
- Economic Opportunity Fund (Section 3)
- Larchmont Wildflower
- Locally Funded Projects
- Mod Rehab
- Norcade Circle
- Phoenix Park
- Public Housing - Asset Management Projects (AMP) 1- 5 & 7
- RAD Phase 1
- Riverview Plaza Commercial
- San Carlos Shelter Plus Care
- San Jose/Broadway
- Scattered Sites
- Section 18
- Villa De Novo

#### County Enterprise Funds

- Central Office Cost Center (COCC)
- Housing Choice Voucher (HCV)
- Mortgage Revenue Bond Program (MRB)
- Norcade Circle
- Public Housing - Asset Management Projects (AMP) 1 - 5

# 5

---

## Budget Summaries

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

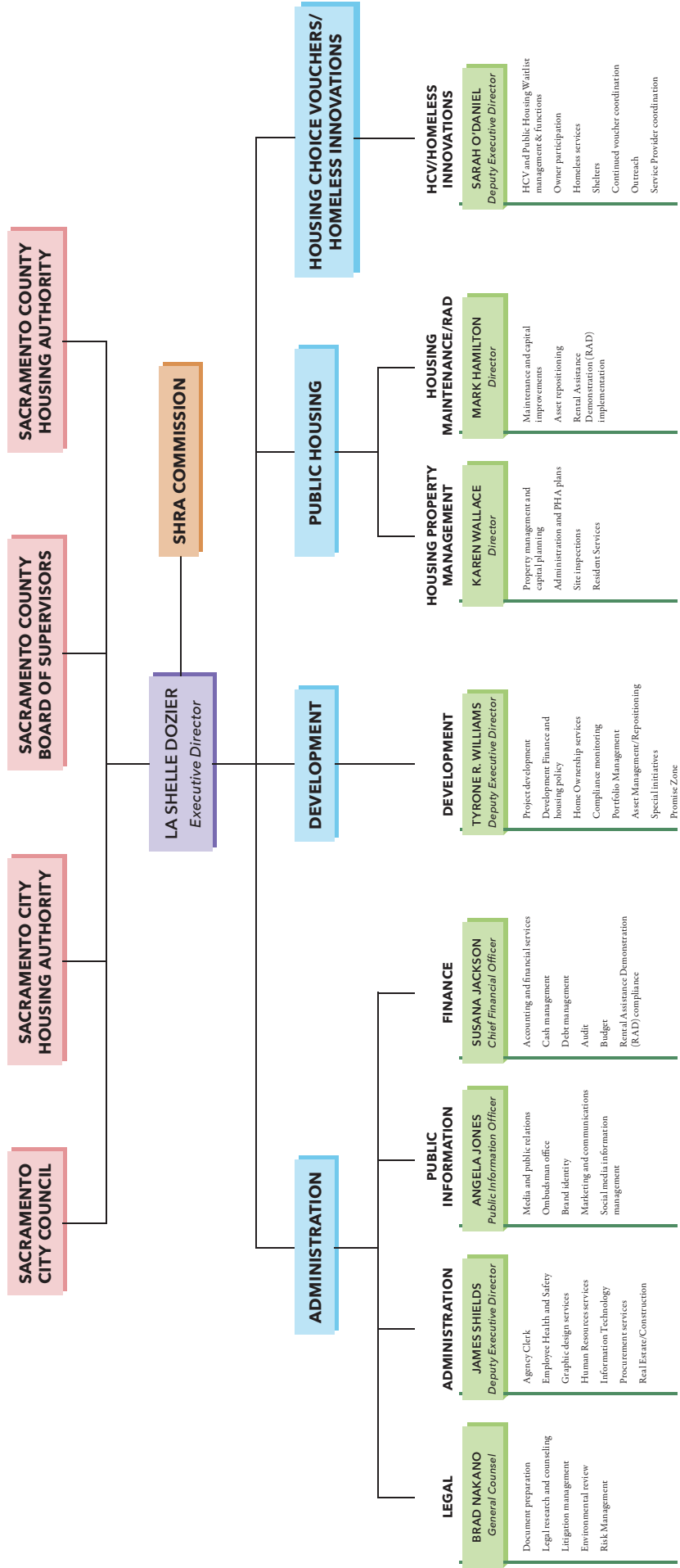
## 5 - BUDGET SUMMARIES

# Department/Division Organizational Chart



### SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY ORGANIZATION CHART

Updated March 2021



**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 5 - BUDGET SUMMARIES

# Summary of Full-Time Equivalent Positions (FTE) by Department - FY 2021

Department	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	Increase (Decrease)
Executive Director	4.00	4.00	4.00	4.00	5.00	1.00
Legal	4.50	4.50	4.50	4.50	4.50	0.00
Human Resources	7.00	6.20	5.95	6.45	6.45	0.00
Finance	13.00	12.00	12.00	15.00	15.00	0.00
IMTS	10.00	10.00	10.10	10.10	10.10	0.00
Agency Clerk	1.50	2.50	2.60	2.60	2.60	0.00
Procurement	4.00	4.00	5.05	6.05	6.05	0.00
Subtotal Administrative Support	44.00	43.20	44.20	48.70	49.70	1.00
Public Housing	87.90	88.00	87.00	91.00	91.00	0.00
Public Housing Intake	3.35	3.35	3.60	3.70	3.80	0.10
Subtotal Public Housing	91.25	91.35	90.60	94.70	94.80	0.10
Housing Choice Vouchers	58.10	61.00	59.90	58.90	59.65	0.75
Housing Choice Vouchers Intake	7.65	9.65	10.50	8.40	8.40	0.00
Homeless Innovations	0.00	0.00	0.00	0.00	5.15	5.15
Subtotal Housing Choice Vouchers	65.75	70.65	70.40	67.30	73.20	5.90
Development	23.00	21.00	22.00	26.00	25.00	-1.00
Subtotal Housing and Community Development	23.00	21.00	22.00	26.00	25.00	-1.00
Real Estate and Construction Services	6.00	6.30	9.30	9.30	9.30	0.00
Subtotal Real Estate and Construction Services	6.00	6.30	9.30	9.30	9.30	0.00
Total	230.00	232.50	236.50	246.00	252.00	6.00

# Budget Appropriation Comparison Schedule

	2019 Approved Budget	2020 Approved Budget	2021 Approved Budget	Variance 2020 to 2021	
				Amount	%
<u>Operations:</u>					
Salaries and Benefits	\$ 27,271,544	\$ 28,733,234	\$ 30,054,686	1,321,452	4.6%
Services & Supplies	17,783,164	17,402,961	17,402,961	-	0.0%
HAPs Payments	100,344,675	109,079,844	109,079,844	-	0.0%
Debt Service	2,591,231	2,877,433	2,877,433	-	0.0%
Financial Transactions	326,376	753,463	753,463	-	0.0%
Public Services	5,119,260	5,086,302	5,086,302	-	0.0%
Total Operations	<u>\$ 153,436,250</u>	<u>\$ 163,933,237</u>	<u>\$ 165,254,689</u>	<u>\$ 1,321,452</u>	0.8%
<u>Projects:</u>					
Housing Development and Preservation	\$ 14,393,849	\$ 40,249,819	\$ 40,249,819	-	0.0%
Housing Authority Capital Projects	18,503,066	2,734,261	2,734,261	-	0.0%
Infrastructure and Public Improvements	6,414,245	5,043,822	5,043,822	-	0.0%
Total Projects	<u>\$ 39,311,160</u>	<u>\$ 48,027,902</u>	<u>\$ 48,027,902</u>	<u>\$ -</u>	0.0%
Total Budget	<u>\$ 192,747,410</u>	<u>\$ 211,961,139</u>	<u>\$ 213,282,591</u>	<u>\$ 1,321,452</u>	0.7%

# Appropriation Summaries by Department

## Governing Boards

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Services and Supplies	\$ 75,000	\$ 60,000	\$ 60,000
Interdepartmental Charges			
Subtotal	75,000	60,000	60,000
Interdepartmental Charges-Eliminations	(25,065)	(60,000)	(60,000)
Required Funding	\$ 49,935	\$ -	\$ -

## Executive Director

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Salaries and Benefits	\$ 714,977	\$ 663,556	\$ 861,664
Services and Supplies	885,920	735,319	735,319
Interdepartmental Charges			
Subtotal	1,600,897	1,398,875	1,596,983
Interdepartmental Charges-Eliminations	(978,782)	(1,198,875)	(1,198,875)
Required Funding	\$ 622,115	\$ 200,000	\$ 398,108

## Legal

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Salaries and Benefits	\$ 842,867	\$ 667,340	\$ 908,041
Services and Supplies	299,378	269,469	269,469
Interdepartmental Charges	-	-	-
Subtotal	1,142,245	936,809	1,177,510
Interdepartmental Charges-Eliminations	(858,363)	(936,809)	(936,809)
Required Funding	\$ 283,882	\$ -	\$ 240,701

## Human Resources

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Salaries and Benefits	\$ 790,206	\$ 893,381	\$ 851,775
Services and Supplies	958,316	686,888	686,888
Interdepartmental Charges	-	-	-
Subtotal	1,748,522	1,580,269	1,538,663
Interdepartmental Charges-Eliminations	(1,537,134)	(1,484,633)	(1,484,633)
Required Funding	\$ 211,388	\$ 95,636	\$ 54,030

## Administration - Headquarters

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Benefits			\$ 926,580
Services and Supplies	\$ 559,812	\$ 717,271	717,271
Debt Service	1,044,669	1,044,669	1,044,669
Subtotal	1,604,481	1,761,940	2,688,520
Interdepartmental Charges-Eliminations	(1,078,936)	(1,077,734)	(1,077,734)
Interdepartmental Charges-Eliminations	(383,866)	(383,866)	(383,866)
Required Funding	\$ 141,679	\$ 300,340	\$ 1,226,920

## 5 - BUDGET SUMMARIES

### Finance

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Salaries and Benefits	\$ 1,388,914	\$ 1,536,079	\$ 1,628,371
Services and Supplies	172,975	\$ 169,658	\$ 169,658
Interdepartmental Charges	-	-	-
Subtotal	1,561,889	1,705,737	1,798,029
Interdepartmental Charges-Eliminations	(1,512,992)	(1,705,737)	(1,705,737)
Required Funding	\$ 48,897	\$ -	\$ 92,292

### Information Technology

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Salaries and Benefits	1,464,302	\$ 1,609,369	\$ 1,726,593
Services and Supplies	1,013,471	1,032,232	1,032,232
Interdepartmental Charges	-	-	-
Subtotal	2,477,773	2,641,601	2,758,825
Interdepartmental Charges-Eliminations	(1,885,287)	(2,641,601)	(2,641,601)
Required Funding	\$ 592,486	\$ -	\$ 117,224

### Procurement

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Salaries and Benefits	\$ 585,001	\$ 704,112	\$ 907,112
Services and Supplies	174,585	\$ 154,187	\$ 154,187
Interdepartmental Charges	-	-	-
Subtotal	759,586	858,299	1,061,299
Interdepartmental Charges-Eliminations	(514,048)	(858,299)	(858,299)
Required Funding	\$ 245,538	\$ -	\$ 203,000

### Agency Clerk

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Salaries and Benefits	\$ 313,016	\$ 316,681	\$ 342,903
Services and Supplies	171,790	108,091	108,091
Interdepartmental Charges	-	-	-
Subtotal	484,806	424,772	450,994
Interdepartmental Charges-Eliminations	(394,965)	(424,772)	(424,772)
Required Funding	\$ 89,841	\$ -	\$ 26,222

## 5 - BUDGET SUMMARIES

### Public Housing Authority

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Public Housing Authority			
Salaries and Benefits	8,297,896	9,172,485	8,414,968
Services and Supplies	11,882,020	11,764,851	11,764,851
Interdepartmental Charges	8,744,090	11,090,503	11,090,503
Subtotal	28,924,006	32,027,839	31,270,322
Interdepartmental Charges-Eliminations	(6,172,221)	(6,314,668)	(6,314,668)
Subtotal Public Housing Authority	22,751,785	25,713,171	24,955,654
Intake Services			
Salaries and Benefits	385,855	393,221	378,409
Services and Supplies	114,375	113,481	113,481
Interdepartmental Charges (1)	-	-	-
Subtotal	500,230	506,702	491,890
Interdepartmental Charges-Eliminations	(500,230)	(506,702)	(506,702)
Subtotal Intake	-	-	-
Grand Total	\$ 22,751,785	\$ 25,713,171	\$ 24,955,654

### Housing Choice Vouchers (HCV) and Homeless Innovations

Type of Expense	Budget 2019	Budget 2020	Budget 2021
HCV and Homeless Innovations			
Salaries and Benefits	\$ 5,765,663	\$ 5,778,127	\$ 7,216,934
Services and Supplies	2,062,581	1,592,814	1,592,814
Debt Service	-	-	-
Interdepartmental Charges	2,753,021	2,878,559	2,878,559
Subtotal Public Housing Choice Vouchers	10,581,265	10,249,500	11,688,307
Interdepartmental Charges-Eliminations	-	-	-
Subtotal HCV and Homeless Innovations	10,581,265	10,249,500	11,688,307
Intake Services			
Salaries and Benefits	921,973	789,462	1,007,625
Services and Supplies	319,917	319,321	319,321
Interdepartmental Charges	-	-	-
Subtotal Intake	1,241,890	1,108,783	1,326,946
Interdepartmental Charges-Eliminations*	-	-	-
Subtotal Intake	1,241,890	1,108,783	1,326,946
Grand Total	\$ 11,823,155	\$ 11,358,283	\$ 13,015,253

## 5 - BUDGET SUMMARIES

### Development Finance

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Salaries and Benefits	\$ 3,012,577	\$ 4,094,214	\$ 3,538,047
Services and Supplies	714,162	468,941	468,941
Interdepartmental Charges	1,543,619	2,890,908	2,890,908
Subtotal	5,270,358	7,454,063	7,454,063
Interdepartmental Charges-Eliminations			
Total	<u>\$ 5,270,358</u>	<u>\$ 7,454,063</u>	<u>\$ 7,454,063</u>

### Real Estate and Construction

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Salaries and Benefits	\$ 1,246,898	\$ 1,218,900	\$ 1,345,664
Services and Supplies	190,146	262,488	262,488
Interdepartmental Charges	617,447	804,107	804,107
Subtotal	2,054,491	2,285,495	2,285,495
Interdepartmental Charges-Eliminations			
Total	<u>\$ 2,054,491</u>	<u>\$ 2,285,495</u>	<u>\$ 2,285,495</u>

### Community Social Services

Type of Expense	Budget 2019	Budget 2020	Budget 2021
Public Services	<u>\$ 5,119,260</u>	<u>\$ 5,086,302</u>	<u>\$ 5,086,302</u>
Total	<u>\$ 5,119,260</u>	<u>\$ 5,086,302</u>	<u>\$ 5,086,302</u>

# Budget to Actual Resource Summaries by Fund - FY 2021

Description	2019 Budget	2019 Actuals	2020 Budget	2020 Estimated	2021 Budget
<b>Housing</b>					
City Public Housing	\$ 21,051,325	\$ 23,378,320	\$ 21,204,964	\$ 24,405,228	\$ 21,204,964
City Local Housing	4,758,474	6,871,418	5,706,505	7,379,849	5,706,505
City Misc Housing	9,112,294	9,650,815	15,318,978	10,642,511	15,318,978
City Component Units	814,765	947,760	945,244	935,500	945,244
County Public Housing	9,988,635	11,666,402	9,352,367	12,181,436	9,352,367
County Local Housing	100,270	99,596	99,300	351,637	99,300
County Misc Housing	12,611,088	18,148,233	15,276,096	18,716,776	15,276,096
County Housing Choice Vouchers	109,708,930	118,400,506	119,844,479	133,177,862	119,844,479
County Shelter Plus Care	4,609,700	4,405,785	4,815,956	5,476,636	4,815,956
Sub total Enterprise	172,755,481	193,568,835	192,563,889	213,267,435	192,563,889
<b>Other Governmental</b>					
City CDBG	4,774,979	4,801,438	6,228,627	12,669,733	6,228,627
City CDBG - RLF	657,153	1,164,527	789,655	1,140,176	789,655
City CDBG-NSP 3	130,194	236,369	231,587	10,309	231,587
City HOME	2,650,549	2,442,993	2,442,993	2,606,921	2,442,993
City HOME- RLF	1,176,364	2,779,885	748,244	1,637,718	748,244
City Misc Grants	17,009,458	5,149,177	7,103,109	40,052,032	7,103,109
City Housing Trust	920,549	2,753,832	6,186,129	6,668,435	6,186,129
City Affordable Housing	1,190,984	2,195,744	2,458,717	4,711,104	2,458,717
City Housing Successor Agency	1,901,918	5,038,114	2,704,696	6,273,727	2,704,696
City HOPWA	1,418,306	1,330,405	2,150,521	2,536,982	2,150,521
City ESG	399,920	412,742	408,235	12,081,455	408,235
City CalHOME	726,375	1,471,674	975,570	352,674	975,570
County Choice Neighborhoods Initiative	336,321	4,636,050	319,626	319,626	319,626
County CDBG	6,191,875	5,767,322	6,979,299	13,445,141	6,979,299
County CDBG - RLF	1,083,213	1,970,186	918,886	2,532,225	918,886
County CDBG-NSP 3	56,792	421,239	428,292	428,292	428,292
County HOME	3,180,255	2,992,126	2,992,126	3,283,169	2,992,126
County HOME - RLF	953,706	11,405,254	10,163,039	5,977,666	10,163,039
County Misc Grants	1,060,337	955,124	1,207,629	7,408,012	1,207,629
County Housing Trust	119,945	297,162	279,094	632,981	279,094
County Affordable Housing	2,681,491	4,721,865	3,906,598	9,738,547	3,906,598
County Housing Successor Agency	438,524	1,066,642	735,263	475,870	735,263
County ESG	461,638	484,844	484,611	14,132,913	484,611
County CalHOME	487,680	1,474,206	893,855	264,524	893,855
City Capital Fund	4,066,179	5,252,376	4,894,985	3,978,426	4,894,985
City Public Housing Homeownership	2,455	70,862	58,194	66,347	58,194
City Purchase and Resale Entity (PRE)	174,390	2,773,998	284,114	2,062,301	284,114
City Commerce Circle	1,361,716	66,820	73,328	39,187	73,328
County Capital Fund	2,088,334	2,651,266	2,452,667	2,243,997	2,452,667
County Public Housing Homeownership	2,303	279,858	216,010	476,562	216,010
County Purchase and Resale Entity (PRE)	224,448	717,574	272,241	782,617	272,241
Sub total Other Governmental	57,928,351	77,781,673	69,987,940	159,029,669	69,987,940
<b>Internal Services</b>					
Sub total Internal Services	14,466,186	17,921,786	16,876,092	18,399,152	16,876,092
<b>Gross Total (1)</b>	<b>\$ 245,150,018</b>	<b>\$ 289,272,294</b>	<b>\$ 279,427,921</b>	<b>\$ 390,696,256</b>	<b>\$ 279,427,921</b>
Less Interdepartmental Charges	(15,853,888)	(16,078,487)	(17,837,376)	(15,934,493)	(17,837,376)
<b>Net Total (2)</b>	<b>\$ 229,296,130</b>	<b>\$ 273,193,807</b>	<b>\$ 261,590,545</b>	<b>\$ 374,761,763</b>	<b>\$ 261,590,545</b>

Note 1: Resources available in any given fund include the estimated revenue to be received in that fund for the current year plus the beginning balance of that fund, transfers to and from other funds, interdepartmental charges and the use of capital project defundings.

Note 2: Net total reflects resources net of interdepartmental charges.

# Budget to Actual Appropriation Summaries by Fund - FY 2021

Description	2019 Budget	2019 Actuals	2020 Budget	2020 Estimated	2021 Budget
<b>Housing</b>					
City Public Housing	\$ 11,102,082	\$ 15,772,489	\$ 10,095,056	\$ 11,393,566	10,424,028
City Local Housing	2,587,958	3,577,383	2,370,350	2,551,226	2,505,043
City Misc Housing	6,423,675	6,573,903	11,043,468	7,597,351	10,596,893
City Component Units	731,795	1,307,694	711,912	795,569	628,869
County Public Housing	5,847,979	9,886,950	4,898,679	6,990,050	4,787,218
County Local Housing	100,270	128,577	99,300	99,300	99,300
County Misc Housing	6,490,450	6,223,857	7,280,448	6,771,952	7,644,991
County Housing Choice Vouchers	107,765,227	114,342,665	115,629,458	128,311,516	117,274,829
County Shelter Plus Care	4,609,700	4,405,785	4,814,981	5,476,636	4,826,580
Sub total Enterprise	145,659,136	162,219,304	156,943,652	169,987,166	158,787,751

## Other Governmental

City CDBG	4,772,175	4,798,625	6,228,627	8,868,452	6,280,747
City CDBG-NSP 1	-	-	-	-	-
City CDBG-NSP 3	-	12,362	214	-	214
City HOME	2,650,549	2,442,993	2,442,993	2,606,921	2,453,007
City HOME- RLF	1,148,876	249,871	748,244	1,279,263	886,286
City Misc Grants	17,007,990	6,061,864	5,871,101	38,371,157	5,419,230
City Housing Trust	920,549	903,313	6,186,129	6,252,186	6,194,733
City Affordable Housing	1,190,984	163,373	2,458,717	2,488,319	2,461,103
City Housing Successor Agency	1,901,918	3,463,030	2,704,696	2,654,794	2,697,622
City HOPWA	1,418,306	1,330,405	2,150,521	2,365,565	2,150,543
City ESG	399,920	412,742	408,235	11,795,598	470,304
City CalHOME	2,436	531,192	1,240	13,512	1,240
County Choice Neighborhoods Initiative	336,321	5,281,701	319,626	319,626	397,403
County CDBG	6,191,875	5,767,322	6,972,864	7,649,885	6,980,466
County CDBG-NSP 1	-	-	-	-	-
County CDBG NSP 3	-	19,418	23	12	23
County HOME	3,180,255	2,992,126	2,992,126	3,283,169	2,992,854
County HOME - RLF	933,505	366,844	10,080,594	5,856,125	9,851,882
County Misc Grants	458,626	1,396,214	216,528	634,440	216,528
County Housing Trust	119,945	722,402	279,094	299,323	275,287
County Affordable Housing	2,681,491	294,425	3,906,598	9,723,632	3,914,583
County Housing Successor Agency	438,524	443,375	735,263	735,452	732,755
County ESG	461,638	484,844	484,611	13,768,934	543,780
County CalHOME	2,131	88,627	2,300	10,646	2,300
City Capital Fund	2,074,354	2,908,784	2,058,948	2,387,057	2,091,529
City Section 32	-	-	-	-	-
City Purchase and Resale Entity (PRE)	174,390	1,310,262	284,114	1,856,602	308,001
City Commerce Circle	2,048	147,464	1,046	850	1,046
County Capital Fund	1,142,622	2,680,429	1,271,956	1,540,079	1,303,285
County Section 32	-	-	-	-	-
Transfers In	-	-	-	-	-
Sub total Other Governmental	50,334,567	47,553,208	59,110,399	125,118,768	58,940,437

## Internal Services

Headquarters-801 12th Street		1,188,947		1,762,449	
Sub total Internal Services	12,607,598	12,621,379	13,744,464	14,024,469	13,391,779

<b>Gross Total (1)</b>	<b>\$ 208,601,301</b>	<b>\$ 222,393,890</b>	<b>\$ 229,798,515</b>	<b>\$ 309,130,403</b>	<b>\$ 231,119,967</b>
Less Interdepartmental Charges	(15,853,888)	(16,078,487)	(17,837,376)	(15,934,493)	(17,837,376)
<b>Net Total (2)</b>	<b>\$ 192,747,413</b>	<b>\$ 206,315,403</b>	<b>\$ 211,961,139</b>	<b>\$ 293,195,910</b>	<b>\$ 213,282,591</b>

Note 1: Appropriations reflected in any given fund include interdepartmental charges.  
 Note 2: Net total reflects appropriations net of interdepartmental charges.

# 6

---

## Administrative Support

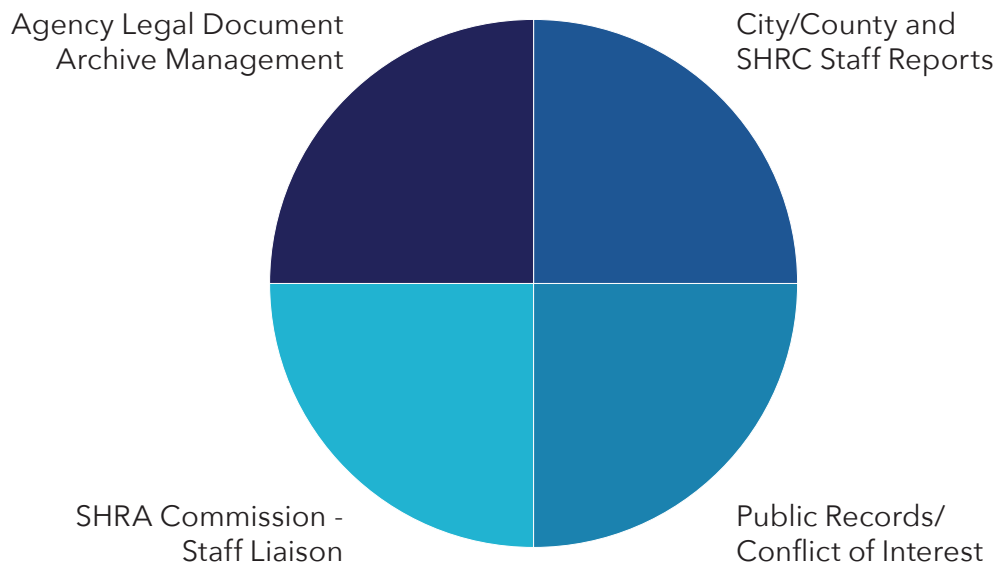
**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 6 - ADMINISTRATIVE SUPPORT

# Agency Clerk

---

### Operating Budget - FY 2021



### Department Summary

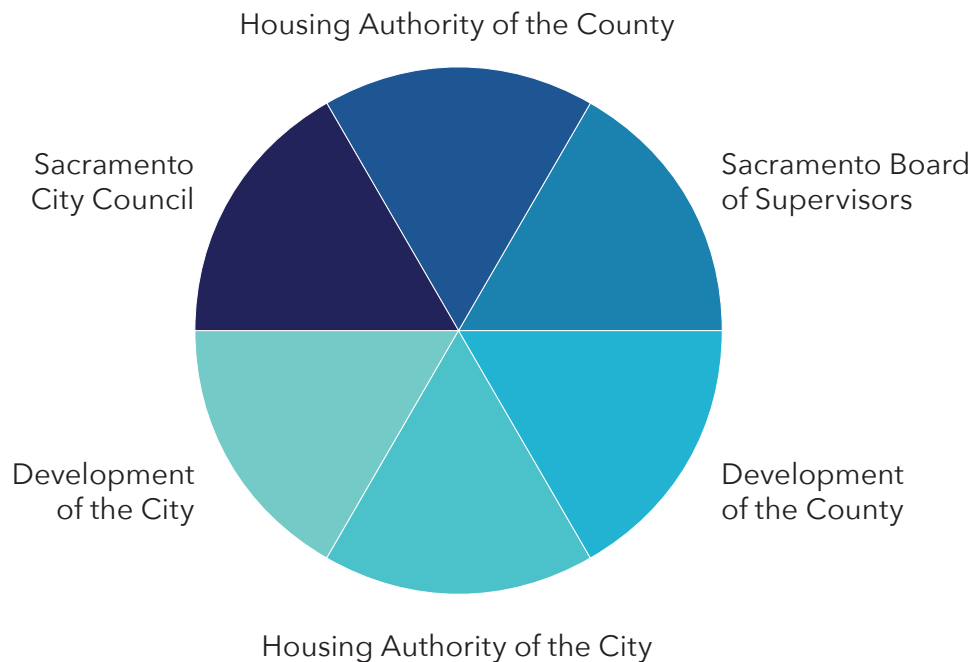
The **Agency Clerk's Department** works across the organization to ensure that all Agency projects, programs, policy and budget items receive all necessary governing board approvals through the staff report process, that all legal requirements related to public noticing and posting of items are completed in a timely manner, and that the public is able to effectively interface with the Agency by efficiently managing the public records request process and by posting the Agency's bi-monthly agenda packet and other relevant information on the Agency web site.

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 6 - ADMINISTRATIVE SUPPORT

# Executive Director

### Operating Budget - FY 2021



### Department Summary

The **Executive Director** provides direction and guidance to the organization in effectively implementing the Agency's mission and core goals relating to development, affordable housing initiatives, and catalytic economic and neighborhood revitalization. The Executive Director is responsible for developing and maintaining strong supportive relationships with elected officials at all levels of government. It is the Executive Director's responsibility to maintain fiscal integrity, to develop strategic partnerships with housing advocates, private and non-profit organizations, business and community groups and residents, and to exercise visionary and innovative leadership to ensure that the Agency maintains a leading and proactive position in responding to external environmental factors that impact the future of the organization and its ability to successfully address Sacramento's housing and development needs.

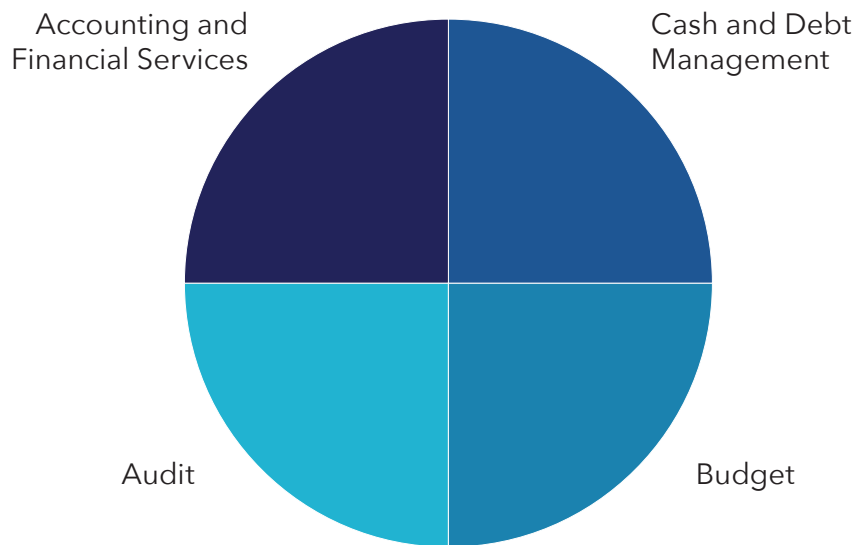
**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 6 - ADMINISTRATIVE SUPPORT

# Finance

---

### Operating Budget - FY 2021



### Department Summary

The **Finance Department** provides full service accounting and financial services in support of the Agency's Community Development and housing programs. The primary responsibilities of the department include: payroll, accounts payable, fixed assets, debt management, cash management, financial reporting and general ledger accounting. Significant technical activities include the preparation of the Comprehensive Annual Financial Report (CAFR) and the Agency's annual budget.

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 6 - ADMINISTRATIVE SUPPORT

# Governing Boards

---

### Department Summary

Sacramento Housing and Redevelopment Agency (Agency) is a joint powers authority controlled by both **City and County governing boards**. The **elected governing boards** consist of the Sacramento City Council, which also acts as the Housing Authority of the City of Sacramento and the Sacramento County Board of Supervisors, which acts as the Housing Authority of the County of Sacramento and the Sacramento Housing Development Corporation. The Sacramento Housing and Redevelopment Commission, whose members are appointed by the Board of Supervisors and the City Council, also governs the Agency and advises on various matters to the City and County governing boards.

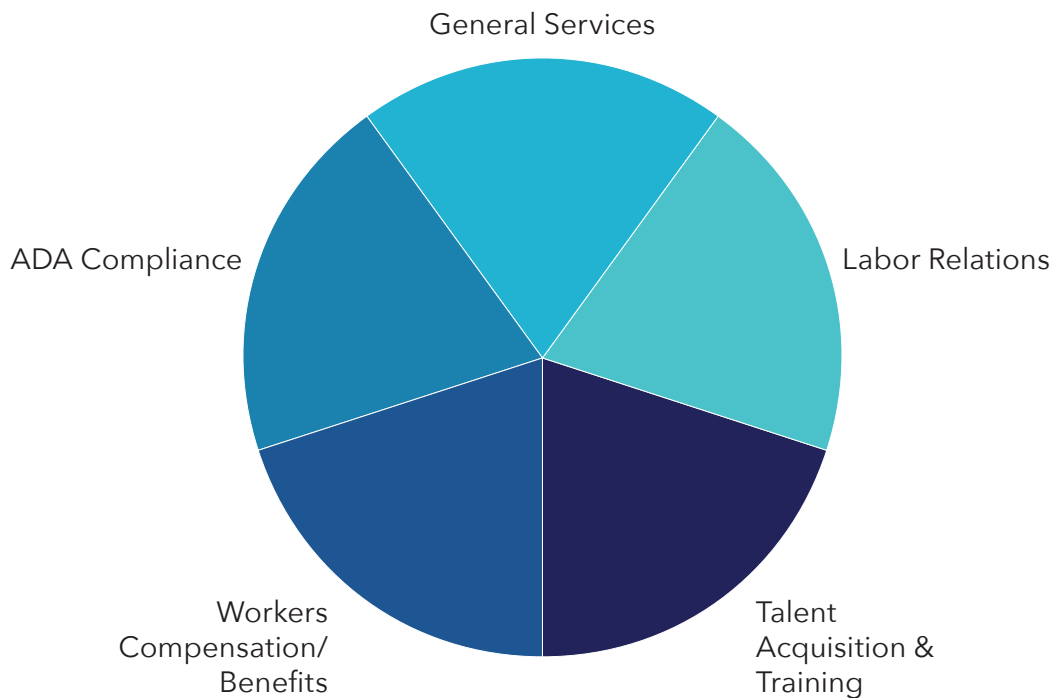
**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 6 - ADMINISTRATIVE SUPPORT

# Human Resources

---

### Operating Budget - FY 2021



### Department Summary

The **Human Resources Department** is responsible for personnel administration for the Agency including developing, implementing and maintaining a system of personnel administration which includes labor negotiations, recruitment, selection and training of employees; the personnel/payroll system database; employment assistance to management, employees and applicants; and position classification and salary plans, and agency-wide mail, photocopy, and messenger services.

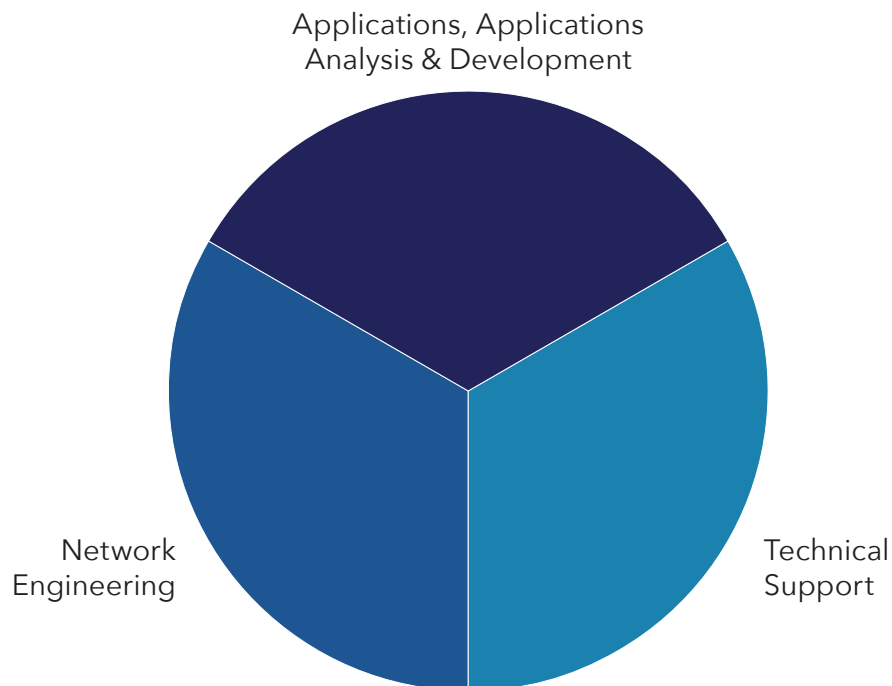
**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 6 - ADMINISTRATIVE SUPPORT

# Information Technology

---

### Operating Budget - FY 2021



### Department Summary

The **Information Technology (IT) Department** provides centralized support for the Agency's information systems and hardware, enterprise financial, property management and personal computer applications, voice and data communication networks.

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 6 - ADMINISTRATIVE SUPPORT

# Legal

---

### Operating Budget - FY 2021



### Department Summary

The **Legal Department** is responsible for risk management activities and administers all internal and external Agency legal services; ensuring that the legal interests of the Agency are protected and that its activities comply with applicable federal, state and local laws and regulations.

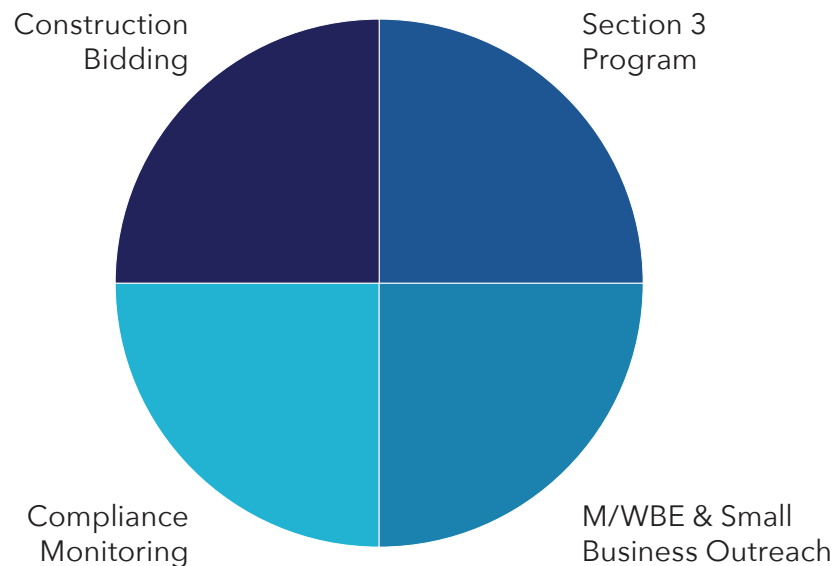
**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 6 - ADMINISTRATIVE SUPPORT

# Procurement Services

---

### Operating Budget - FY 2021



### Department Summary

The members of this division work to ensure that all agency activities will be compliant with federal, state, and local requirements for:

- Eligible use of funds
- Appropriate disbursement of project funds
- Hiring (non-staff) and contracting practices
- Procurement practices

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 6 - ADMINISTRATIVE SUPPORT

# SHRA Administrative Building

---

### Summary

Sacramento Housing and Redevelopment Agency maintains its **administrative headquarters** at 801 12th Street in Sacramento. The building was purchased in 2008 in order to centralize Agency staff that was previously located in three separate locations. The extensive rehabilitation of the six story building garnered a LEED Silver Certification as a "green" building.

Appropriations reflect the costs of the debt service and annual operations of the building. All costs are charged out to the departments utilizing the building or are expenditures of capital reserves for scheduled system replacements/repairs.

**THIS PAGE INTENTIONALLY  
LEFT BLANK**



7

---

Housing Authority

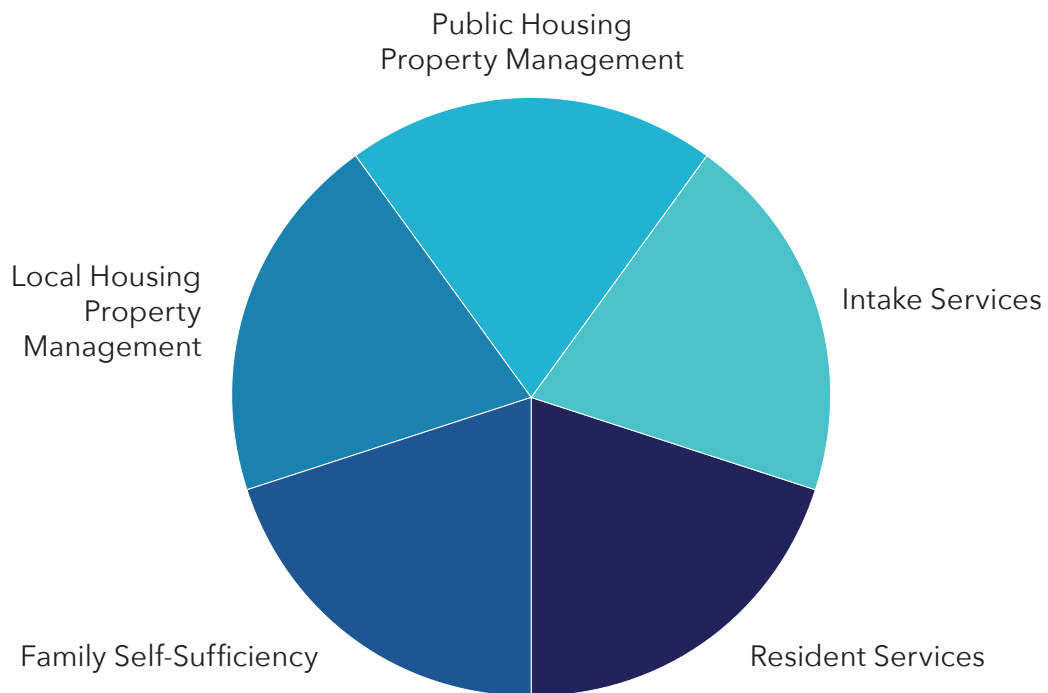
**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 7 - HOUSING AUTHORITY

# Public Housing

---

### Operating Budget - FY 2021



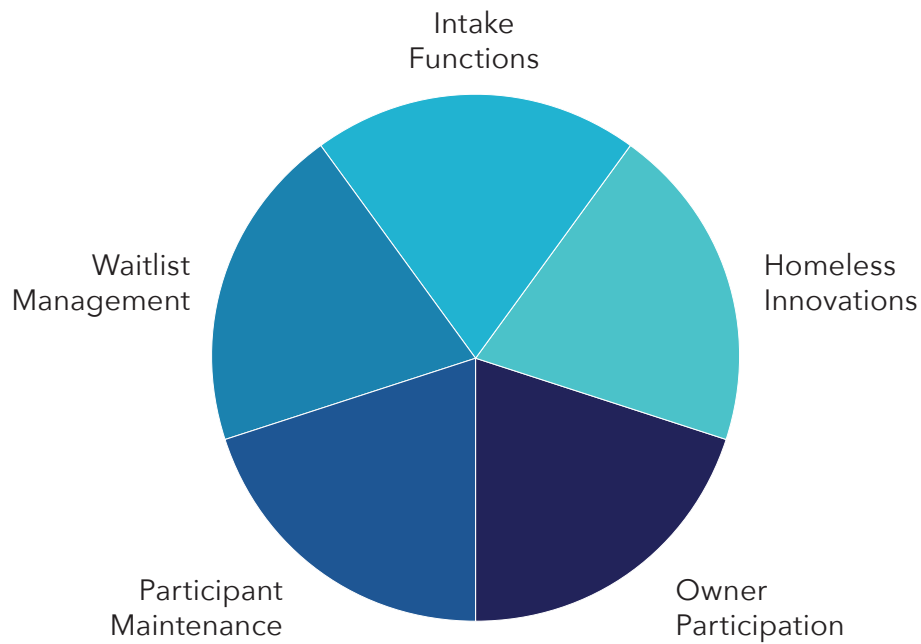
### Department Summary

The **Housing Authority** provides affordable housing for over 600 extremely low-, very low- and low-income persons, including children, seniors, and disabled individuals. The Public Housing Program provides over 2,000 apartments, duplexes, and some single family homes to qualified low income families. This housing is owned, managed, and maintained by the Housing Authority, making it one of the largest landlords in Sacramento County. The Housing Authority also owns and manages close to 300 affordable units comprised of tax credits, and local funds. The non-profit arm, Sacramento Housing Authority Repositioning Program Inc. (SHARP), also owns and manages 3 project based voucher high-rise elderly only units. SHARP also owns and manage 124 scattered site Rental Assistance Demonstration (RAD) apartments and 215 apartments converted through the Section 18 program.

## 7 - HOUSING AUTHORITY

# Housing Choice Voucher Program and Homeless Innovations

### Operating Budget - FY 2021



### Department Summary

The **Housing Choice Voucher (HCV)** staff provides rental assistance to low-income/homeless participants in Sacramento County. The Agency oversees over 13,000 rental vouchers/certificates for the Housing Choice Voucher (HCV) and Shelter Plus Care (SPC) programs. The Agency seeks to maintain utilization at 98-100% of the vouchers available. Within the HCV voucher allocation, staff serve homeless veterans through the Veterans Affairs Supportive Housing (VASH) program, provide project-based vouchers for homeless or rent burdened participants, provide tenant based vouchers (where participants find units anywhere in Sacramento County), serve non-elderly disabled families, utilize family unification program (FUP) vouchers and much more. In addition, through the SPC program chronically homeless disabled participants received rental assistance.

In addition to administering the rental assistance programs, the **Homeless Innovations** staff oversees the administration of emergency shelters. The Emergency Bridge Housing (EBH) at the Grove houses up to 48 Transitional Age Youth (TAY) while the Meadowview Navigation Center will house up to 100 adult women. Guests at both shelters will receive 3 meals a day, have access to robust case management tailored to their individual needs and will be re-housed in stable permanent housing. While the X Street Navigation Center is currently on hold, it is anticipated to house 100 adults who will receive extensive case management services and be re-housed in the community.

# 8

---

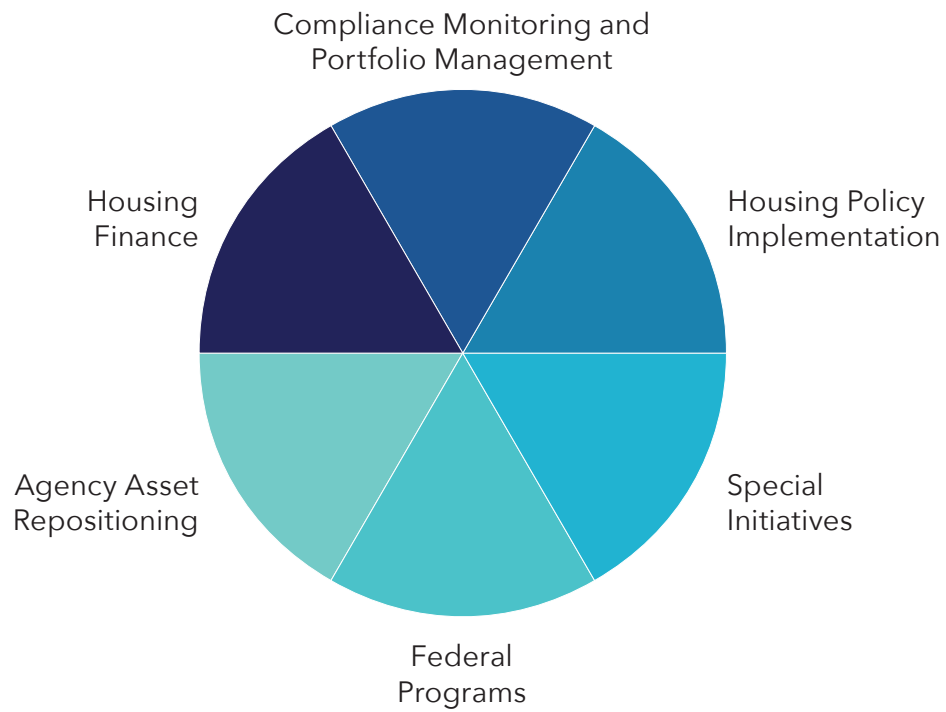
## Development

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 8 - DEVELOPMENT

# Development

### Operating Budget - FY 2021



### Department Summary

The **Development Department** is comprised of four divisions, **Federal Programs, Development Finance** (Compliance/Portfolio Management, Housing Finance & Policy Implementation), **Asset Repositioning** and **Special Initiatives**. The Development Department is responsible for identifying real estate development opportunities that will increase the number of high quality affordable housing units and the preservation/rehabilitation of the agency's existing housing stock. It also is responsible for coordinating funding from Federal programs, reviewing and funding mixed financing for development projects and new initiatives including the Promise Zone projects.

The **Federal Programs Division** works with various stakeholders to bring about positive change through investments in targeted neighborhoods. The primary responsibility of the division is to effectively manage U.S. Department of Housing and Urban Development grants on behalf of to the City and County of Sacramento including Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA).

The **Development Finance Division** invests public funds in construction and rehabilitation projects that expand and preserve the supply of affordable housing and home ownership opportunities. In addition, the department oversees the implementation of affordable housing ordinances for both the City and unincorporated County of Sacramento. The department ensures that investments maintain their value over time by monitoring the Agency's loan portfolio for fiscal performance and for regulatory compliance. Staff conducts annual on-site inspections of housing projects for quality standards.

The **Asset Repositioning Division** working with the Housing Authority has developed an asset repositioning strategy for long term operation, capital investment, rehabilitation, modernization, disposition, and other needs for its inventory. These projects were funded and built in past decades, when housing and neighborhood conditions were far different from those today. Although they were built with expiring affordability restrictions, it was assumed that these developments would remain affordable housing resources for many future generations. Many of these projects are aging and have critical capital needs. The risk to the portfolio is significant without a comprehensive, sustained effort by the housing authority and its partners that is designed to ensure the preservation, viability and affordability of these housing units.

# 9

---

## Real Estate and Construction Services

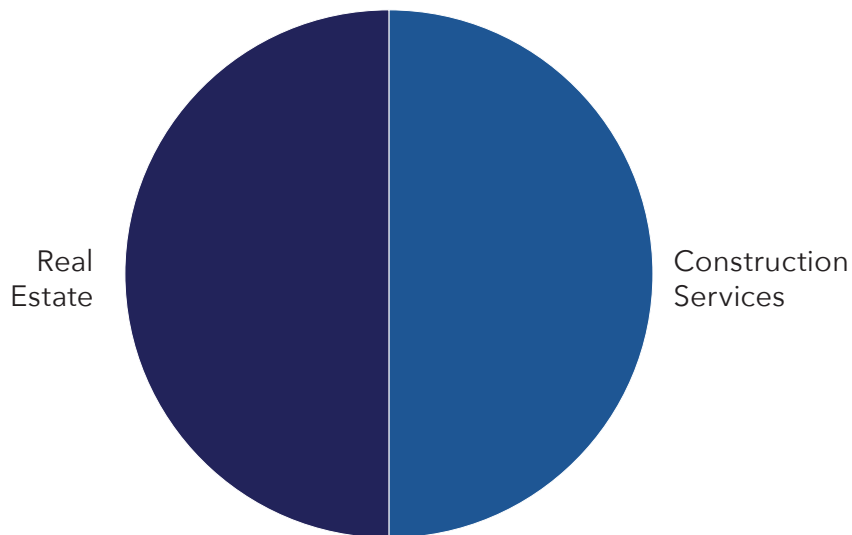
**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 9 - REAL ESTATE & CONSTRUCTION SVCS

# Real Estate and Construction Services

---

### Operating Budget - FY 2021



### Department Summary

The **Real Estate and Construction Services Department** (RECS) is comprised of two distinct divisions. The Real Estate division is primarily responsible for the buying and selling of property on behalf of the Agency. Construction Services manages the design and construction of a variety of projects on behalf of the Agency.

**THIS PAGE INTENTIONALLY  
LEFT BLANK**



# 10

---

Community Social  
Services

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 10 - COMMUNITY SOCIAL SERVICES

# Community Social Services

---

### Department Summary

Since the beginning of 1994, the **Community/Social Services** programs have been managed by the County of Sacramento Department of Human Assistance (DHA). Beginning in 2012 several functions administered by DHA transitioned to the newly formed non-profit Sacramento Steps Forward (SSF). Additionally, beginning in 2012 and continuing in 2013 and beyond, SHRA began assuming specific programs previously administered by DHA.

SSF will coordinate various funding sources including Agency funds to support the Continuum of Care (CoC) programs including: Rapid Rehousing, transitional housing, and permanent supportive housing programs.

SHRA assumed administration of the Shelter Plus Care, Housing Opportunities for Persons With AIDS (HOPWA) and Emergency Shelter Grants (ESG) programs from DHA.

Other non-profits (Asian Community Center) administer Senior Nutrition programs.

Starting in July 1, 2015, the administration of the Comprehensive Alcohol Treatment Center, also known as the "Detox Program", transferred from DHA to SHRA.

## 10 - COMMUNITY SOCIAL SERVICES

### Public Services by Category - FY 2021

	City	County	Total	Source
<b>Administration</b>				
HOPWA Administration	\$ 39,912		\$ 39,912	HOPWA-City
<b>Community Services</b>				
Natomas Youth Services	175,000	-	175,000	MFSAF - City
Valley-Hi Boys and Girls Club	100,000		100,000	MFSAF - City
<b>Subtotal Community Services</b>	<b>275,000</b>	<b>-</b>	<b>275,000</b>	
<b>Rental Assistance</b>				
HOPWA Short-term Rent Mortgage Utilities (STRMU)	224,826		224,826	HOPWA-City
HOPWA Tenant Based (TBRA)	73,000		73,000	HOPWA-City
Homeless Prevention & Rapid Re-Housing	152,715		152,715	ESG-City
Solano County Homeless Prevention & Rapid Re-Housing		213,416	213,416	ESG-State
Homeless Prevention & Rapid Re-Housing		179,393	179,393	ESG- County
Boulevard Court	238,000		238,000	Housing Successor-City
Mutual Housing at the Highlands		296,000	296,000	Housing Successor-County
<b>Subtotal Rental Assistance</b>	<b>688,541</b>	<b>688,809</b>	<b>1,377,350</b>	
<b>Senior Nutrition</b>				
Senior Nutrition Program	535,000		535,000	CDBG - City
Senior Nutrition Program		428,000	428,000	CDBG - County
Senior Nutrition Program		50,000	50,000	PILOT - County
Senior Nutrition Program	87,000		87,000	MFSAF - City
<b>Subtotal Senior Nutrition</b>	<b>622,000</b>	<b>478,000</b>	<b>1,100,000</b>	
<b>Homeless</b>				
Shelter / COC	63,000		63,000	CDBG - City
Shelter / COC		363,000	363,000	CDBG - County
Shelter / COC		598,155	598,155	MFSAF - County
Shelter / COC	229,072		229,072	ESG-City
Shelter / COC		273,523	273,523	ESG-County
Shelter / COC	175,195		175,195	PILOT - City
Shelter / COC		31,095	31,095	PILOT - County
<b>Subtotal Homeless</b>	<b>467,267</b>	<b>1,265,773</b>	<b>1,733,040</b>	
<b>Supportive Services</b>				
HOPWA Supportive Services	561,000	-	561,000	HOPWA-City
<b>Totals</b>	<b>\$ 2,653,720</b>	<b>\$ 2,432,582</b>	<b>\$ 5,086,302</b>	

# 11

---

## Capital Projects Schedule

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 11 - CAPITAL PROJECTS SCHEDULE

# Capital Projects Schedule

### Projects by Funding Source - FY 2021

Fund Description	Project Type	Modernization	Appropriation
Conventional Housing - Capital Fund Program - City	Housing Authority Capital Projects	Modernization	\$ 1,331,942
		Subtotal	\$ 1,331,942
Conventional Housing - Capital Fund Program - County	Housing Authority Capital Projects	Modernization	\$ 700,036
		Subtotal	\$ 700,036
HSA-Project fund City	Housing Development and Preservation	Project Delivery	\$ 898,012
HSA-Project fund City	Housing Development and Preservation	Property Holding Costs and Disposition Plan	898,012
		Subtotal	\$ 1,796,024
HSA-Project fund County	Housing Development and Preservation	Project Delivery	\$ 204,172
HSA-Project fund County	Housing Development and Preservation	Property Holding Costs and Disposition Plan	202,172
		Subtotal	\$ 406,344
Housing Trust Fund - City	Housing Development and Preservation	Housing Development Assistance	\$ 5,985,194
		Subtotal	\$ 5,985,194
Housing Trust Fund - County	Housing Development and Preservation	Housing Development Assistance	\$ 250,186
		Subtotal	\$ 250,186
City Inclusionary Housing	Housing Development and Preservation	Housing Development Assistance	\$ 66,310
		Subtotal	\$ 66,310
Affordable Housing Program - Affordability	Housing Development and Preservation	Housing Development Assistance	\$ 3,579,468
		Subtotal	\$ 3,579,468

## Projects by Funding Source - FY 2021

Fund Description	Project Type	Description	Appropriation
City Low Income Housing (MIHO)	Housing Development and Preservation	Housing Development Assistance	\$ 2,346,229
		Subtotal	\$ 2,346,229
County AHO Monitoring	Housing Development and Preservation	Housing Development Assistance	\$ 74,440
		Subtotal	\$ 74,440
Supplemental Admin Fees - City	Housing Development and Preservation	Housing Development Assistance	\$ 1,596,581
		Subtotal	\$ 1,596,581
Supplemental Admin Fees - County	Housing Development and Preservation	Housing Development Assistance	\$ 727,710
		Subtotal	\$ 727,710
Community Development Block Grant - City	Housing Development and Preservation	Housing Program Implementation and Delivery	\$ 241,544
Community Development Block Grant - City	Housing Development and Preservation	Emergency Repair Program/Accessibility Grant Program (ERP)	150,000
Community Development Block Grant - City	Housing Development and Preservation	Fair Housing Activities	135,000
Community Development Block Grant - City	Housing Development and Preservation	Minor Repair & ADA for Seniors & Low Income Homeowners Program	50,000
		Subtotal	\$ 576,544
Community Development Block Grant - City	Infrastructure and Public Improvements	Affordable Housing Rehabilitation	\$ 1,036,225
Community Development Block Grant - City	Infrastructure and Public Improvements	Capital Reserve	482,171
Community Development Block Grant - City	Infrastructure and Public Improvements	Meadowview Park Improvements	430,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Meadowview Streetscape Phase 1 & 2	250,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Sim Center Traffic Signal/Wayfinding	200,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Broadway Complete Street	150,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Small Public Facility Notice of Funding Availability (NOFA)	150,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Del Paso Boulevard Road	100,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Robla Community Park	100,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Consolidated Planning (Promise Zone, CDBG, Public Improvement)	91,362
Community Development Block Grant - City	Infrastructure and Public Improvements	Susan B Anthony Park Improvements	75,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Nielsen Park	70,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Del Paso Boulevard	60,000
Community Development Block Grant - City	Infrastructure and Public Improvements	River District Basketball Court	45,000
Community Development Block Grant - City	Infrastructure and Public Improvements	Consolidated Planning	25,305
Community Development Block Grant - City	Infrastructure and Public Improvements	Capital Improvement Project Scoping and Environmental	25,000
		Subtotal	\$ 3,290,063

## Projects by Funding Source - FY 2021

Fund Description	Project Type	Description	Appropriation
Community Development Block Grant - County	Housing Development and Preservation	Affordable Housing Rehabilitation	\$ 1,100,000
Community Development Block Grant - County	Housing Development and Preservation	Countywide ADA Curb Ramp Project	900,000
Community Development Block Grant - County	Housing Development and Preservation	Housing Program Implementation and Delivery	266,544
Community Development Block Grant - County	Housing Development and Preservation	Emergency Repair Program/Accessibility Grant Program (ERP)	150,000
Community Development Block Grant - County	Housing Development and Preservation	Fair Housing Activities	90,000
Community Development Block Grant - County	Housing Development and Preservation	Minor Repair & ADA for Seniors & Low Income Homeowners Program	50,000
		Subtotal	\$ 2,556,544
Community Development Block Grant - County	Infrastructure and Public Improvements	Florin Area LED Street Light Project Phase 3	\$ 675,000
Community Development Block Grant - County	Infrastructure and Public Improvements	Watt Avenue Complete Street Improvement Phase I	400,000
Community Development Block Grant - County	Infrastructure and Public Improvements	Arden Way Complete Streets Phase I	400,000
Community Development Block Grant - County	Infrastructure and Public Improvements	Folsom Seniors Helping Seniors Handyman Program	165,000
Community Development Block Grant - County	Infrastructure and Public Improvements	Small Public Facility Notice of Funding Availability (NOFA)	150,000
Community Development Block Grant - County	Infrastructure and Public Improvements	Consolidated Planning	220,930
Community Development Block Grant - County	Infrastructure and Public Improvements	Galt Capital Infrastructure Improvement	100,000
Community Development Block Grant - County	Infrastructure and Public Improvements	Empowerment Park Improvements	60,690
Community Development Block Grant - County	Infrastructure and Public Improvements	Capital Reserve	220,112
Community Development Block Grant - County	Infrastructure and Public Improvements	Empowerment Park Improvements	39,310
Community Development Block Grant - County	Infrastructure and Public Improvements	Capital Improvement Project Scoping and Environmental	25,000
		Subtotal	\$ 2,456,042
HOME Investment Partnership - Entitlement City	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	\$ 1,107,062
HOME Investment Partnership - Entitlement City	Housing Development and Preservation	Multi-family Housing New Construction	1,101,157
		Subtotal	\$ 2,208,219
HOME Revolving Loans - City	Housing Development and Preservation	Multi-family Housing New Construction	\$ 716,906
		Subtotal	\$ 716,906
HOME Revolving Loans - County	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	\$ 4,716,770
HOME Revolving Loans - County	Housing Development and Preservation	Multi-family Housing New Construction	4,716,770
		Subtotal	\$ 9,433,540

## Projects by Funding Source - FY 2021

Fund Description	Project Type	Description	Appropriation
HOME - County	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	\$ 1,353,473
HOME - County	Housing Development and Preservation	Multi-family Housing New Construction	1,357,957
		Subtotal	\$ 2,711,430
HOPWA	Housing Development and Preservation	Housing Development Assistance	\$ 157,809
HOPWA	Housing Development and Preservation	Housing Development Assistance	662,540
HOPWA	Housing Development and Preservation	Housing Development Assistance	397,801
		Subtotal	\$ 1,218,150
TCC-SIMPL	Transformative Climate Community	Sacramento Inter-Modal Place-Based Living	\$ 4,000,000
		Subtotal	\$ 4,000,000
		TOTAL	\$ 48,027,902

# 12

---

## Glossary

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## 12 - GLOSSARY

# Glossary

---

## A

**ADMINISTRATIVE ORGANIZATIONS** - Agency Clerk, Executive Director's Office, Finance, Governing Boards, Human Resources, Information Technology, Legal, and Procurement Services.

**AFSCME** - American Federation of State, County and Municipal Employees. The union representing clerical, maintenance, and food service employees at the Agency in labor issues.

**AGENCY** - The Sacramento Housing and Redevelopment Agency.

**AGENCY OVERHEAD** - Costs of the administrative organizations that are distributed to the operating organizations.

**APPROPRIATION** - An authorization by the Governing Bodies to make expenditures and to incur obligations for specific purposes. NOTE: An appropriation usually is time limited and must be expended before that deadline. Under normal conditions, an operating appropriation would have a one year life and a capital appropriation would be for the life of the project.

**ASSETS** - Resources owned or held by the Agency which have monetary value. Certain kinds of assets are monetary, such as cash and receivables (money owed to the Agency), and others are non-monetary physical things, such as inventories, land, buildings, and equipment.

**AVAILABLE FUND BALANCE** - The amount of fund balance available to finance the budget after deducting encumbrances and reserves.

## B

**BEGINNING FUND BALANCE** - Resources available in a fund from the prior year after payment of the prior year's expenses. Not necessarily cash on hand.

### B

**BLIGHTED AREAS** - Areas and/or structures of a community which constitute either physical, social, or economic liabilities requiring redevelopment in the interest of the health, safety, and general welfare of the people of the community.

**BUDGET** - A detailed purpose-specific annual financial plan consisting of proposed expenditures and the proposed means to finance those expenditures.

**BUDGET AMENDMENT** - An augmentation or diminution of the approved budget as a result of a change in appropriations and/or revenues.

**BUDGET DOCUMENT** - Written instrument used by the budget-making authority to present the budget.

**BUDGET TRANSFER** - An increase in budgeted expenditures for one specific activity with a matching decrease in budgeted expenditures for another specific activity. There is no net change in appropriations.

### C

**CAPITAL IMPROVEMENT** - A permanent addition to an asset, including the purchase of land, and the design, construction, or purchase of buildings or facilities, or major renovations of same.

**CAPITAL IMPROVEMENT PROGRAM** - An ongoing plan of single and multiple-year capital expenditures which is updated annually.

**CARRYOVER** - Appropriated funds which remain unspent at the end of a fiscal year which are allowed to be retained by the department to which they were appropriated so that they may be expended in the next fiscal year for the purpose designated.

**CBO** - See Community Based Organizations.

**CDBG** - See Community Development Block Grant.

**COMMISSION** - The Sacramento Housing and Redevelopment Commission. An eleven member citizen advisory group to the Governing Boards.

## C

**COMMUNITY BASED ORGANIZATIONS** - Neighborhood, community, and religious groups (generally non-profit) that provide community/social service programs to low-income and homeless individuals.

**COMMUNITY DEVELOPMENT BLOCK GRANT** - a Federal entitlement program administered by the U.S. Housing and Urban Development Department. Funds may be used for public improvements, affordable housing, and to a limited extent for public services that benefit low and moderate income households and neighborhoods.

**CONTINGENCIES** - A budgetary provision representing that portion of the financing requirement set aside to meet unforeseen expenditure requirements.

**COST** - The estimated expenditure for a particular resource.

**CURRENT REQUIREMENTS** - Expenditures for operations and capital improvements. Expenditures for operations include Employee Services, Services and Supplies, Other Charges, and Expenditure Transfers and Reimbursements.

**CURRENT RESOURCES** - Resources which can be used to meet current obligations and expenditures including revenues and transfers in from other funds.

## D

**DEBT SERVICE** - Payment of interest and principal on an obligation resulting from the issuance of bonds, notes, and leases and the fiscal agent fees associated with those payments.

**DEFICIT** - An excess of expenditures over resources.

**DEPARTMENT** - The basic unit of service responsibility, encompassing a broad mandate of related activities.

**DEPRECIATION** - The portion of the original cost of a tangible fixed asset allocated to a particular fiscal or accounting period.

**DIVISION** - A sub-unit of a department which encompasses a substantial portion of the duties assigned to a department. For example, Maintenance is a division of the Housing Department. See also Organization.

### E

**EMPLOYEE SERVICES** - The personnel costs of an Agency program which include wages/salaries and the costs of direct and indirect benefits, such as health insurance, social security costs, retirement contributions, workers' compensation, unemployment insurance, etc.

**ENCUMBRANCE** - An obligation in the form of a purchase order, contract, or other commitment which is chargeable to an appropriation and for which a part of the appropriation is reserved. In some cases, encumbrances are carried over into succeeding fiscal years.

**ENDING FUND BALANCE** - Resources available in a fund at the end of the current year after payment of the current year's expenses. Not necessarily cash on hand.

**ENTERPRISE FUND** - Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

**EQUIPMENT** - Tangible property intended for use longer than one year, excluding land or buildings and improvements thereon. Examples include vehicles, office or shop equipment, and appliances with a unit cost of over \$5,000. NOTE: A lesser value may apply for some appliances purchased for Housing Authority uses.

**EXPENDITURE** - The actual spending of funds authorized by an appropriation.

### F

**FEE FOR SERVICE** - HUD has mandated that public housing authorities implement an administrative fee for centralized services provided to internal customers. The fees imposed are to reflect the true cost of providing the services, but should not exceed the level at which those services could be obtained from the private sector.

**FINANCIAL TRANSACTIONS** - Costs of operations that are beyond the control of an operating organization. Examples include (1) fees charged by the City Treasurer for investing Agency funds, and (2) loan processing fees.

**FISCAL YEAR** - A twelve-month period for which a budget is prepared. For the Agency, the fiscal year is January 1 to December 31.

## F

**FIXED ASSET** - An asset of long-term character such as land, buildings and improvements, property and equipment, and construction in progress.

**FTE** - See Full-Time Equivalent.

**FULL-TIME EQUIVALENT** - The decimal equivalent of a part-time position converted to a full-time basis, e.g., one person working half-time would count as 0.5 FTE.

**FUND** - A separate, independent fiscal and accounting entity with its own assets, liabilities, and fund balance.

**FUND BALANCE** - The total dollars remaining after current expenditures for operations and capital improvements are subtracted from the sum of the beginning fund balance and current resources.

## G

**GOVERNING BOARDS** - The Sacramento Housing and Redevelopment Commission, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Sacramento City Council, and the Sacramento County Board of Supervisors.

**GOVERNMENTAL FUNDS** - Funds used to account for tax-supported activities.

**GRANT** - A contribution from one governmental unit to another, usually made for a specific purpose and time period.

## H

**HAP** - See Housing Assistance Payment.

**HSA** - Housing Successor Agency as determined by Assembly Bill number 26X1.

**HOUSING ASSISTANCE PAYMENT** - Rental housing subsidies paid to landlords under various Agency programs.

# H

**HPRP** - See Homelessness Prevention and Rapid Re-Housing Program.

**HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM** - Begun in 2009 by HUD, funding may be used to help families maintain current housing or to find new housing. The types of assistance provided includes: assistance to find and apply for housing; paying deposits; payment of past due utilities or rent; limited assistance with future rents; and connection to employment and other community services.

**HUD** - The United States Department of Housing and Urban Development.

**HUD 5h PROGRAM** - Section 5(h) helps low-income families purchase homes through an arrangement that benefits both the buyer and the public housing agency (PHA) that sells the unit. It gives the buyer access to an affordable homeownership opportunity and to the many tangible and intangible advantages it brings.

# I

**INDIRECT COSTS** - Those elements of cost necessary in the performance of a service which cannot be exactly or easily allocated to the unit of service. Usually, they relate to those expenditures which are not an integral part of the service such as utilities, supplies, management, supervision, etc. Another term for Overhead.

**INTERDEPARTMENTAL CHARGES** - Charges for services one department provides another department. Net appropriations reflect the elimination of interdepartmental charges to prevent double counting the same dollar which is budgeted in two places.

**INTERNAL SERVICE FUNDS** - Proprietary fund type that may be used to account for any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

## J

**JOINT POWERS AUTHORITY** - An entity permitted under the laws of some states within the USA, whereby two or more public authorities (e.g. local governments or utility or transport districts) can operate collectively.

## L

**LIABILITIES** - Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

**LOANS & GRANTS** - Rehabilitation loans and grants to eligible property owners and commercial and industrial loans and grants for our Economic Development program.

## M

**MFSAF** - Multifamily Supplemental Assessment Fee.

**MODIFIED ACCRUAL BASIS** - An adaptation of the accrual basis of accounting for governmental fund types. Revenues are not recognized until they are measurable and available, and expenditures are recognized in the period in which governments liquidate the related liability rather than when that liability is first incurred.

## N

**NON-DEPARTMENTAL** - Program costs that do not relate to any one department, but represent costs of a general, Agency-wide nature, e.g., insurance, some debt service, etc.

**NSP** - See Neighborhood Stabilization Program.

**NEIGHBORHOOD STABILIZATION PROGRAM** - HUD's Neighborhood Stabilization Program provides emergency assistance grants to state and local governments to acquire and rehabilitate, resell, or redevelop foreclosed or abandoned properties that might otherwise become sources of abandonment and blight within their communities in order to stabilize neighborhoods and stem the decline of property values for neighboring homes.

### O

**OBJECT CODE** - A classification of expenditure or revenue. Expenditure examples include Rental of Real Property (object code 5040) and Out-of-Town Travel (object code 5305). Revenue examples include Rental Income (object code 3500) and Investment Interest (object code 3600).

**OBLIGATION** - An amount which a governmental unit may be required legally to meet out of its resources. They include not only actual liabilities, but also encumbrances.

**OPERATING BUDGET** - That portion of the budget which consists of annual appropriations of funds for ongoing program costs, including employee services, services and supplies, capital expenditures, debt service, and other charges.

**OPERATING ORGANIZATIONS** - The Community Development Department, Development Finance, Policy and Planning, and the Housing Authority Department.

**ORGANIZATION** - The lowest entity in the budget hierarchy including all accounts for which a legal appropriation is approved by the Governing Bodies. Another term for division.

**OVERHEAD** - See Indirect Costs

### P

**PRIME** - A major category of appropriation. Examples are Employee Services and Services and Supplies.

**PROJECT** - An individual unit of cost accumulation within the accounting system. Examples include a specific capital improvement project or a type of work within an organization, e.g., payroll duties within the Finance Division.

**PROPRIETARY FUNDS** - Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

## P

**PUBLIC HOUSING** - Housing owned and managed by municipal agencies which is under contract with the United States Department of Housing and Urban Development (HUD). The contract imposes rent limitations, tenant income limitations, and maintenance requirements in return for subsidy funding from HUD.

## R

**RESERVE** - An amount in a fund set aside to be used to meet cash requirements, emergency expenditures, or future defined requirements. A reserve is not an appropriation, and there is no limitation on the amount of reserves that can be established.

**RESOURCES** - Total amounts available for appropriation during the fiscal year, including revenues, fund transfers, and available fund balances.

**REVENUE** - Money received to finance ongoing Agency services.

**RLF** - Revolving Loan Fund.

## S

**SHRA-EA** - Sacramento Housing and Redevelopment Agency Employees Association. The employee association representing administrative and technical Agency employees in labor issues.

**SERVICES AND SUPPLIES** - Contractual services, expendable commodities, financial charges, office supplies, and equipment items costing under \$5,000.

**STAKEHOLDER** - a party which has an active interest either as a provider or a recipient.

# T

**TARGET AREA** - The area which is designated in the Community Development Block Grant plans for redevelopment and revitalization.

**TEMPORARY EMPLOYEE** - An Agency position where the employee works less than 1,000 hours during a fiscal year. Expenditures for these positions are classified as Employee Services in the Budget. NOTE: These positions are not counted as Agency employees when calculating FTE.

**TEMPORARY SERVICES EMPLOYEE** - An employee of a temporary service company that is contracted by the Agency to perform a specific job for a short time period. Expenditures for these positions are classified as Services and Supplies in the Budget. A temporary services employee is not an Agency employee.

# 13

---

## Appendix

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

## RESOLUTION NO. SHRC-2020-14

ADOPTED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION UNDER THE AUTHORITY DELEGATED TO THE COMMISSION PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE, SECTION 33202 BY RESOLUTION NO. RA 81-083 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. RA-83 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981, AND PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 34292 BY RESOLUTION NO. HA 81-098 ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. HA-1497 ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981.

ON DATE OF

**July 15, 2020**

### **APPROVAL OF 2021 BUDGET FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS, DELEGATIONS AND IMPLEMENTING AUTHORIZATIONS INCLUDING AUTHORITY FOR HUD SUBMISSIONS, GRANTS AND FUND TRANSFERS**

**WHEREAS**, the Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts to manage and administer federal housing and community development programs on behalf of the City and County and to provide a competitive advantage to the City and County when seeking federal and other housing and community development funding opportunities. The consolidation of multiple departments from different jurisdictions achieves close coordination of housing and community development programs and provides budget savings for operation and overhead. The Agency Executive Director reports directly to the City and the County governing boards. The Agency is recognized statewide and nationally as a model public agency that achieves multi-jurisdictional cooperation and effectively leverages local, state and federal housing and community development funds;

**WHEREAS**, the Agency receives annual funding from a combination of federal, state and local sources. The sources of Agency revenues require an operating budget adopted prior to the start of each new fiscal year;

**WHEREAS**, Agency's fiscal year is the calendar year from January 1<sup>st</sup> through December 31;

**WHEREAS**, pursuant to Health and Safety Code Section 34176 the City and County of Sacramento designated the Housing Authorities of the City and County of Sacramento, managed and staffed by the Agency, as the designated local authorities to retain the housing-assets and housing-functions previously performed by the respective Redevelopment Agencies.

### **NOW, THEREFORE, BE IT RESOLVED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION:**

Section 1. The proposed actions are administrative and fiscal activities and do not make any commitments to, or give approvals for, specific projects or activities, and therefore, the proposed actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b), and are exempt under the National Environmental Policy Act (NEPA) per 24 CFR 58.34(a)(2) and (3). Environmental Review for specific projects will be completed prior to any discretionary action(s) being carried out with regard to such projects.

Section 2. The 2021 Operating Budget totaling \$165,254,689 and the 2021 Project Budget totaling \$48,027,902, all as further described in the 2020 Proposed Agency Budget (hereinafter “2021 Agency Budget” or “Budget”), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of Agency for the 2021 fiscal year. The 2021 Agency Budget incorporates the budgets of the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, and the Sacramento Housing Development Corporation, and adoption of those budgets is contingent upon the approval of each of these respective entities.

Section 3. A total of 252 Agency full time equivalent positions (FTE) are approved subject to classification review by the Executive Director of the Sacramento Housing and Redevelopment Agency.

Section 4. The budgeted amount for any item in the Budget may be amended by majority vote of the governing body of each entity actually undertaking and funding the activity. Such an amendment to the Budget so enacted shall be deemed to have been approved by all of the entities that originally adopted the Budget without further action of the remaining entities.

Section 5. The Executive Director, or designee, is authorized to amend the Budget as necessary and to transfer funds among operating budgets or project budgets to facilitate legal directives of the United States Department of Housing and Urban Development (HUD), the California State Department of Finance and/or the State Controller’s Office and the actions taken by the Successor Agencies of the former Redevelopment Agencies approved by the Successor Agency oversight Boards.

Section 6. The Executive Director, or designee, is authorized to submit the 2021 Annual Housing Operating Budget and all supporting documents to the United States Department of Housing and Urban Development (HUD), including all required amendments for utilities and other miscellaneous adjustments. Furthermore, the Executive Director, or designee, is authorized to amend the Budget to reflect actual HUD approved expenditures and revenues for HUD funded programs and projects.

Section 7. The proposed expenditures under the 2021 Housing Operating Budget are necessary in the efficient and economical operation of Agency housing to serve low-income families.

Section 8. The housing financial plan set forth in the 2021 Housing Operating Budget is reasonable in that:

- a. It indicates a source of funding adequate to cover all proposed expenditures.
- b. It does not provide for the use of federal funding in excess of amounts payable under the provisions of the pertinent regulations.
- c. It proposes rental charges and expenditures that are consistent with provisions of law and the Annual Contributions Contract.
- d. It implements the fee for service provisions and support service costs based on the HUD requirement for public housing authorities to implement Asset Management that includes fee for service. The fee for service provision is predicated on the concept that fee revenues will cover the cost of the services provided.

Section 9. The Executive Director, or designee, is authorized to submit applications to HUD for the Capital Fund Plan and Program. If such grants are awarded, the Executive Director, or designee, is authorized to accept the grant or grants, execute all related documents, execute contracts to implement the Capital Fund Program subject to HUD approval of the annual statements, and amend the Budget accordingly. The Executive Director, or designee, is directed to comply with all policies, procedures, and requirements prescribed by HUD as a condition of such grants. The Executive Director, or designee, is authorized to submit the Comprehensive Plan or annual statement to HUD, after receiving public comments and resident review.

Section 10. On an annual basis, HUD requires the Agency to conduct a physical inventory, analyze receivables for collectability and accordingly, reconcile and adjust related financial records. The Executive Director, or designee, is authorized to amend the Budget and financial records as needed for such adjustments.

Section 11. The Executive Director, or designee, is authorized to purchase all lines of applicable insurance for its properties and operations through local independent agents, direct carriers, or risk retention pools, provided that the insurance requirements, coverage and terms are commercially reasonable and provided that the cost does not exceed the amounts in the approved Budget. Agency is also authorized to obtain flood insurance through the federal flood insurance program for Agency properties and this coverage may be secured through a local independent agent.

Section 12. Subject to availability under the Budget of any required funds, The Executive Director, or designee, is authorized to approve conversion of HUD funded conventional public housing dwelling units to non-dwelling use or disposition as long as the use or disposition is approved by HUD and consistent with adopted Agency/Housing Authority policy and governing board approvals. The Executive Director, or her designee, is authorized to amend the Budget as necessary and to transfer funds among operating budgets or project budgets to facilitate the approved HUD approved conversion.

Section 13. The Executive Director, or designee, is authorized and directed to approve, submit, and implement the Public Housing Agency (PHA) Annual Plan, PHA Five-Year Plan, and the attachments and/or amendments to such Plans to comply with the Quality Housing and Responsibility Act of 1998.

Section 14. The Executive Director, or designee, is authorized to submit to HUD the One Year Action Plan for Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Shelter Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA). The Agency is delegated authority to administer federal funds appropriated by HUD and is the designated recipient of funds outlined in the One Year action Plan. If such grants are awarded, the Executive Director, or designee, is authorized to accept the grant or grants, execute all related documents and amend the Budget accordingly. The Executive Director is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants. The Executive Director, or designee, is authorized to amend the Capital Reserve Project in the event that the actual entitlement exceeds, or is less than, that estimated in the Budget.

Section 15. The Executive Director, or designee, is authorized to administer funds or delegate authority to other appropriate entities approved by the governing boards, to administer ESG and HOPWA programs and expend funds and to execute contracts with the appropriate entities to carry out the activities contained in the Action Plan utilizing ESG and HOPWA funds,

strictly in accordance with the terms of the Action Plan and funding source requirements.

Section 16. The Executive Director, or designee, is authorized to enter into necessary grants and agreements with HUD, the State Housing and Community Development Department (HCD), and other governmental or private entities for homeless programs for which the Agency is the designated recipient of grant funds or contracting agency. Agency is authorized to accept such grants, execute contracts to implement homeless activities funded in the Budget and amend the Budget accordingly (provided that the activities are fully funded by the grant or are within the Agency Budget). The Executive Director, or designee, is authorized to execute contracts for homeless activities funded in the Agency Budget as outlined in the Agency public services schedule.

Section 17. The Executive Director, or designee, is authorized to submit grant applications on behalf of any of the Agency constituent members for any and all housing and community development activities within the jurisdiction of Agency. If such grants are awarded, Agency is authorized to accept the grant or grants execute contracts to implement grant activities with the appropriate entities (provided that the activities are fully funded by the grant or within the Budget), execute all related documents and amend the Budget. Budget expenditure and amendments for such grants are permitted for positions, services and supplies, equipment and projects. The Executive Director is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants. Such grants may include but are not limited to the following:

- Homeless Prevention and Rapid Re-housing Program (HPRP)
- Neighborhood Stabilization Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- Federal Emergency management Agency
- Social Innovation Fund

Section 18. The proposed expenditure of tax increment housing funds for activities serving the homeless, including providing subsidies to, or for the benefit of, extremely low income households through either site specific rental assistance or tenant based rental assistance, as set out in the budget, will not cause or exacerbate racial, ethnic or economic segregation and will be beneficial to all Redevelopment Project Areas as set forth in City Redevelopment Agency Resolution 2004-062 and County Redevelopment Agency Resolution RA-0757, by facilitating the production of affordable housing and providing housing for a homeless population which remains in or frequents the Redevelopment Project Areas and is perceived as a blighting influence by business owners, property owners, workers and residents, and as a result impedes redevelopment of the Project Areas.

Section 19. The expenditure of tax increment housing funds from the Project Areas to provide subsidies to, or for the benefit of, extremely low income households through either site specific rental assistance or tenant based rental assistance, increasing, improving, and preserving the community's supply of low and moderate-income housing available at an affordable housing cost to persons and families that are extremely low, very low, low or moderate income households for proposed projects, will be of benefit to all the community.

Section 20. The proposed planning and administrative expenses paid for from the low and moderate income housing fund are necessary for the production, improvement and/or preservation of low and moderate income housing during the 2021 Agency Budget year.

Section 21. The Executive Director, or designee, is authorized to amend the Budget to make transfers of fund balances to accommodate reserve requirements. The Executive Director, or designee, may allocate and transfer any available fund balances to accounts held for future projects or reduce budget shortfalls in any other fund balances, provided monies so used are not otherwise restricted by law or regulations related to the funding source. Further, Agency is authorized to expend available balances from the payroll fund for the cost of liabilities such as post-retirement medical benefits, sick leave, and vacation accruals.

Section 22. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

Section 23. The Executive Director, or designee, is authorized to amend the Budget to appropriate for expenditure all revenues received in revolving funds.

Section 24. The Executive Director, or designee, is authorized to increase or decrease operating Budget appropriations up to \$100,000. Operating Budget appropriation increases and decreases in excess of \$100,000 must be approved by the appropriate governing board.

Section 25. The Executive Director, or designee, is authorized to transfer appropriations up to \$100,000 per transaction in Operating Budget and contingency reserves.

Section 26. The Executive Director, or designee, is authorized to transfer project appropriations among fund groups.

Section 27. The Executive Director, or designee, is authorized to amend the Budget to reflect all required debt service payments, pass through payments loan repayments, and other existing obligations based on actual higher tax increment revenues.

Section 28. The Executive Director, or designee, is authorized to transfer funding of approved capital projects within the respective project area funds in compliance with approvals, bond covenants, tax laws and applicable redevelopment laws and regulations or changes to the aforementioned.

Section 29. The Executive Director, or designee, is authorized to amend the budget to receive insurance proceeds and award contracts to expend insurance proceeds so long as such proceeds are used exclusively towards, the repairing, rehabilitating, replacing or otherwise compensating for the insured loss.

Section 30. The Executive Director, or designee, is authorized to execute and implement internal loans between Agency managed funds as reflected in the Budget and as consistent with bond covenants, tax laws and applicable redevelopment laws and regulations; and to modify the terms of loans and reconcile available revenues as needed to assure receipt of anticipated revenues.

Section 31. The Executive Director, or designee, is authorized to exercise default remedies and take other actions to protect Agency assets under contracts, loans, disposition and development agreements, owner participation agreements and other Agency agreements and to appropriate the associated revenues in the Budget. Agency is authorized to enter into "loan work outs," to the extent reasonably necessary to protect Agency assets, and in entering such "work outs," Agency is authorized to renegotiate and rewrite the terms of the loan as if the loan were made according to current loan program underwriting criteria (including forgiveness of principal

as necessary to reflect underwriting the loan at current fair market value of the subject property). Further, The Executive Director, or designee, is authorized to renegotiate existing Agency debt obligations and execute new security instruments provided the terms of the new debt do not increase the principal outstanding and either result in a cost savings or provide the Agency with more favorable loan terms.

Section 32. All project appropriations in existence as of December 31, 2020 will be carried over and continued in 2021.


Section 33. All multi-year operating grant budgets in existence as of December 31, 2020 shall be continued in 2021.

Section 34. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2020 may remain in effect in 2021. The Executive Director, or designee, is authorized to increase the Budget for valid encumbrances as of December 31, 2020, but only to the extent that the applicable division's 2020 operating budget appropriations exceeded 2020 expenditures.


Section 35. The Executive Director, or designee, is authorized to incorporate the changes as listed on Exhibit A as part of the 2021 Budget.

Section 36. The Executive Director, or designee, is authorized to delegate the authorities as set out in this resolution.

Section 37. This resolution shall take effect immediately.

  
CHAIR

ATTEST:

  
CLERK

## **RESOLUTION NO. 2020-0254**

Adopted by the Sacramento City Council

August 11, 2020

### **Approval of 2021 Budget for Sacramento Housing and Redevelopment Agency; Related Findings, Approvals, Delegations and Implementing Authorizations Including Authority for United States Department of Housing and Urban Development (HUD) Submissions, Grants and Fund Transfers**

#### **BACKGROUND**

- A. The Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts and to manage and administer federal housing and community development programs on behalf of the City and County of Sacramento. This structure provides a competitive advantage to the City and County when seeking federal and other housing and community development funding opportunities. The consolidation of multiple departments from different jurisdictions achieves close coordination of housing and community development programs and provides budget savings for operation and overhead. The Agency Executive Director reports directly to the City and the County governing boards. The Agency is recognized statewide and nationally as a model public agency that achieves multi-jurisdictional cooperation and effectively leverages local, state and federal housing and community development funds.
- B. The Agency receives annual funding from a combination of federal, state and local sources. The sources of Agency revenue require that an operating budget be adopted prior to the start of each new fiscal year. The Agency's fiscal year is the calendar year from January 1st through December 31st.
- C. Pursuant to Health and Safety Code Section 34176, City Resolution No. 2012-018, and Housing Authority Resolution No. 2012-001, the City of Sacramento designated the Housing Authority of the City of Sacramento (Authority), managed and staffed by the Agency, as the designated local authority to retain the housing assets and housing functions previously performed by its Redevelopment Agency, and the Housing Authority consented to serve in that role.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

- Section 1. The proposed actions are administrative and fiscal activities and do not make any commitments to, or give approvals for, specific projects or activities which have the potential to result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b), and are exempt under the National Environmental Policy Act (NEPA) per 24 CFR 58.34(a)(2) and (3). Environmental Review for specific projects will be completed prior to any discretionary action(s) being carried out with regard to such projects.
- Section 2. The 2021 Operating Budget totaling \$165,254,689 and the 2021 Project Budget totaling \$48,027,902, all as further described in the 2021 Proposed Agency Budget (hereinafter “2021 Agency Budget” or “Budget”), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of the Agency for the 2021 fiscal year. The 2021 Agency Budget incorporates the budgets of the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, and the Sacramento Housing Development Corporation, and adoption of those budgets is contingent upon the approval of each of these respective entities.
- Section 3. A total of 252 Agency full time equivalent positions (FTE) are approved subject to classification review by the Executive Director of the Sacramento Housing and Redevelopment Agency.
- Section 4. The budgeted amount for any item in the Budget may be amended by majority vote of the governing body of each entity undertaking and funding the activity. Such an amendment to the Budget so enacted shall be deemed to have been approved by all of the entities that originally adopted the Budget without further action of the remaining entities.
- Section 5. The Agency is authorized to amend the Budget as necessary and to transfer funds among operating budgets or project budgets to facilitate legal directives of the California State Department of Finance and/or the State Controller’s Office and the actions taken by the City of Sacramento acting as Successor Agency to the former Redevelopment Agency as approved by the Successor Agency’s Oversight Board regarding housing successor matters.

- Section 6. The Agency is authorized to submit the 2021 Annual Housing Operating Budget and all supporting documents to the United States Department of Housing and Urban Development (HUD), including all required amendments for utilities and other miscellaneous adjustments. Furthermore, the Agency is authorized to amend the Budget to reflect actual HUD approved expenditures and revenues for HUD funded programs and projects.
- Section 7. The proposed expenditures under the 2021 Housing Operating Budget are necessary for the efficient and economical operation of Agency housing to serve low-income families.
- Section 8. The housing financial plan set forth in the 2021 Housing Operating Budget is reasonable in that:
- a. It indicates a source of funding adequate to cover all proposed expenditures.
  - b. It does not provide for the use of federal funding in excess of amounts payable under the provisions of the pertinent regulations.
  - c. It proposes rental charges and expenditures that are consistent with provisions of law and the Annual Contributions Contract.
  - d. It includes asset management project budgets prepared on an individual basis as shown in the schedule of public housing AMP and Central office 2021 budget.
- Section 9. The Housing Authority of the City of Sacramento (Authority), staffed by the Agency, is authorized to submit applications to HUD for the Capital Fund Plan and Program funding. If such grants are awarded, the Agency is authorized to accept the grant or grants, execute all related documents, execute contracts to implement the Capital Fund Program subject to HUD approval of the annual statements and amend the budget accordingly. The Agency is directed to comply with all policies, procedures, and requirements prescribed by HUD as a condition of such grants. The Agency is authorized to submit the Comprehensive Plan or annual statement to HUD, after receiving public comments and resident review and approval of the Sacramento Housing and Redevelopment Agency Commission.
- Section 10. On an annual basis, HUD requires the Authority, staffed by the Agency, to conduct a financial audit, analyze receivables for collectability, and, accordingly, reconcile and adjust related financial records. The Agency is authorized to amend the Budget and financial records as needed for such adjustments.

- Section 11. The Agency is authorized to purchase all lines of applicable insurance for its properties and operations through local independent agents, direct carriers, or risk retention pools, provided that the insurance requirements, coverage and terms are commercially reasonable and provided that the cost does not exceed the amounts in the approved Budget. The Agency is also authorized to obtain flood insurance through the federal flood insurance program for Agency properties and this coverage may be secured through a local independent agent.
- Section 12. Subject to availability under the Budget of any required funds, the Agency is authorized to approve conversion of HUD funded conventional public housing dwelling units to non-dwelling use or disposition as long as the use or disposition is approved by HUD and consistent with adopted Agency/Housing Authority policy and governing board approvals. The Agency is authorized to amend the Budget as necessary and to transfer funds among operating budgets or project budgets to facilitate the approved HUD approved conversion.
- Section 13. The Agency is authorized and directed to approve, submit and implement the Public Housing Agency (PHA) Annual Plan and PHA Five-Year Plan and the attachments and/or amendments to such Plans to comply with the Quality Housing and Responsibility Act of 1998, as approved by the Sacramento Housing and Redevelopment Commission.
- Section 14. The Agency is delegated authority to administer and accept specific federal entitlement grant funds, execute all related documents, and amend the Budget in the event that the actual federal entitlement grant funds exceeds or is less than the amount estimated in the Budget. The Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants.
- Section 15. The Agency is authorized to administer ESG and HOPWA funds, or delegate authority to other appropriate entities approved by the governing boards to administer ESG and HOPWA programs, and is also authorized to expend funds and execute contracts with the appropriate entities to carry out the ESG and HOPWA funded activities contained in the approved Action Plan, strictly in accordance with the terms of the approved Action Plan and funding source requirements.
- Section 16. The Agency is authorized to enter into necessary grants and agreements with HUD, the State Housing and Community Development Department (HCD), and other governmental or private entities for homeless programs for which the Agency is the designated recipient of grant funds or contracting agency. The Agency is authorized to accept such grants, execute contracts to implement homeless activities as outlined in the Agency public services schedule and funded in the Budget, and amend the Budget accordingly, provided that the activities are fully funded by the grant or are within the Agency Budget.

Section 17. The Agency is authorized to submit grant applications on behalf the City of Sacramento for any and all housing and community development activities within the jurisdiction of Agency. If such grants are awarded and approved by the governing board, Agency is authorized to accept the grant or grants, execute contracts the Agency deems necessary to implement grant activities with the appropriate entities (provided that the activities are fully funded by the grant or within the Budget), execute all related documents and amend the Budget. Budget expenditure and amendments for such grants are permitted for positions, services and supplies, equipment and projects. Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants. Such grants may include but are not limited to the following:

- Homeless Prevention and Rapid Re-housing Program (HPRP)
- Neighborhood Stabilization Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- California State Water Resources Control Board – Underground Storage Cleanup
- Federal Emergency Management Agency
- CAL REUSE Cleanup Grant and Loan Program
- Social Innovation Funds

Section 18. The Agency is authorized to amend the Budget to make transfers of fund balances to accommodate reserve requirements. The Agency may allocate and transfer any available fund balances to accounts held for future projects or reduce budget shortfalls in any other fund balances, provided monies so used are not otherwise restricted by law or regulations related to the funding source. Further, the Agency is authorized to expend available balances from the payroll fund for the cost of liabilities such as post-retirement medical benefits, sick leave, and vacation accruals.

Section 19. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

Section 20. The Agency is authorized to amend the Budget to appropriate for expenditure all revenues received in revolving funds.

Section 21. The Agency is authorized to increase or decrease operating Budget appropriations up to \$100,000. Operating Budget appropriation increases and decreases in excess of \$100,000 must be approved by the appropriate governing board.

- Section 22. The Agency is authorized to transfer appropriations up to \$100,000 per transaction in Operating Budget and contingency reserves.
- Section 23. The Agency is authorized to increase or decrease project budget appropriations by not more than \$100,000 for each project or activity. Project budget appropriation increases and decreases in excess of \$100,000 must be approved by the appropriate governing board.
- Section 24. The Agency is authorized to transfer project appropriations among fund groups.
- Section 25. The Agency is authorized to amend the Budget to reflect all required debt service payments pass through payments loan repayments, and other existing obligations based on actual higher or lower revenues.
- Section 26. The Agency is authorized to amend the Operating Budget or Capital Project Budget or transfer funding of approved capital projects or operating budgets within the respective project area funds in compliance with approvals, bond covenants, tax laws and applicable redevelopment laws and regulations or changes to the aforementioned.
- Section 27. The Agency is authorized to execute and implement internal loans between Agency managed funds as reflected in the Budget and as consistent with bond covenants, tax laws and applicable redevelopment laws and regulations; and to modify the terms of loans and reconcile available revenues as needed to assure receipt of anticipated revenues.
- Section 28. The Agency is authorized to exercise default remedies and take other actions Agency deems necessary to protect Agency assets under contracts, loans, disposition and development agreements, owner participation agreements and other Agency agreements and to appropriate the associated revenues in the Budget. The Agency is authorized to enter into "loan work outs," to the extent reasonably necessary to protect Agency assets, and in entering such "work outs," the Agency is authorized to renegotiate and rewrite the terms of the loan as if the loan were made according to current loan program underwriting criteria (including forgiveness of principal as necessary to reflect underwriting the loan at current fair market value of the subject property). Further, the Agency is authorized to renegotiate existing Agency debt obligations and execute new security instruments provided the terms of the new debt do not increase the principal outstanding and either result in a cost savings or provide the Agency with more favorable loan terms.

- Section 29. The Executive Director, or designee, is authorized to amend the budget to receive insurance proceeds and award contracts to expend insurance proceeds so long as such proceeds are used exclusively towards, the repairing, rehabilitating, replacing or otherwise compensating for the insured loss.
- Section 30. All project appropriations in existence as of December 31, 2020 will be carried over and continued in 2021.
- Section 31. All multi-year operating grant budgets in existence as of December 31, 2020 shall be continued in 2021.
- Section 32. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2020 may remain in effect in 2021. The Agency is authorized to increase the Budget for valid encumbrances as of December 31, 2020, but only to the extent that the applicable division's 2020 operating budget appropriations exceeded 2020 expenditures.
- Section 33. The Agency is authorized to incorporate the changes listed on Exhibit A as part of the 2021 Budget.
- Section 34. If any entity requires a separate resolution to confirm any action approved within this resolution, the Sacramento Housing and Redevelopment Commission is delegated the authority to approve and deliver such resolution.
- Section 35. The Agency is authorized to delegate the authorities as set out in this resolution to Agency's Executive Director.
- Section 36. This resolution shall take effect immediately.

**Table of Contents:**

Exhibit A - Summary of Sacramento Housing and Redevelopment Agency Proposed 2021 Budget

Adopted by the City of Sacramento City Council on August 11, 2020, by the following vote:

Ayes: Members Ashby, Carr, Guerra, Hansen, Harris, Jennings, Schenirer, Warren and Mayor Steinberg

Noes: None

Abstain: None

Absent: None

Attest: **Mindy Cuppy** Digitally signed by Mindy Cuppy  
Date: 2020.08.17 16:06:28  
-07'00'

---

Mindy Cuppy, City Clerk

*The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the Sacramento City Council.*

**EXHIBIT A**

**SUMMARY OF SACRAMENTO HOUSING  
AND REDEVELOPMENT AGENCY PROPOSED 2021 BUDGET**

Approved 2021 Total Operating Budget	\$ 165,254,689
Approved 2021 New Projects	\$ 48,027,902
<b>TOTAL AGENCY BUDGET</b>	<b>\$ 213,282,591</b>

## **RESOLUTION NO. 2020-0011**

Adopted by the Housing Authority of the City of Sacramento

August 11, 2020

### **Approval of 2021 Budget for Sacramento Housing and Redevelopment Agency; Related Findings, Approvals, Delegations, and Implementing Authorities; Including Authorities for HUD Submissions, Grants and Fund Transfers**

#### **BACKGROUND**

- A. The Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts and to manage and administer federal housing and community development programs on behalf of the City and County of Sacramento. This structure provides a competitive advantage to the City and County when seeking federal and other housing and community development funding opportunities. The consolidation of multiple departments from different jurisdictions achieves close coordination of housing and community development programs and provides budget savings for operation and overhead. The Agency Executive Director reports directly to the City and the County governing boards. The Agency is recognized statewide and nationally as a model public agency that achieves multi-jurisdictional cooperation and effectively leverages local, state and federal housing and community development funds.
- B. The Agency receives annual funding from a combination of federal, state and local sources. The sources of Agency revenue require that an operating budget be adopted prior to the start of each new fiscal year. The Agency's fiscal year is the calendar year from January 1<sup>st</sup> through December 31<sup>st</sup>.
- C. Pursuant to Health and Safety Code Section 34176 and City Resolution No. 2012-018 and Housing Authority Resolution 2012-001, the City of Sacramento designated the Housing Authority of the City of Sacramento (HACS), managed and staffed by the Agency, as the local authority to retain the housing-assets and housing-functions previously performed by its Redevelopment Agency and the Housing Authority consented to serve in that role.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO RESOLVES AS FOLLOWS:**

Section 1. The above recitals are found to be true and correct and are hereby adopted.

- Section 2. The proposed actions are administrative and fiscal activities and do not make any commitments to, or give approvals for, specific projects or activities which have the potential to result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b), and are exempt under the National Environmental Policy Act (NEPA) pursuant to 24 CFR 58.34(a)(2) and (3). Environmental Review for specific projects will be completed prior to any discretionary or choice limiting action(s) being carried out with regard to such projects.
- Section 3. The 2021 Operating Budget totaling \$165,254,689 and the 2021 Project Budget totaling \$48,027,902, all as further described in the 2021 Proposed Agency Budget (hereinafter “2021 Agency Budget” or “Budget”), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of Agency for the 2021 fiscal year. The 2021 Agency Budget incorporates the budgets of the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Sacramento Housing Development Corporation, and the adoption of those budgets is contingent upon the approval of each of these respective entities.
- Section 4. A total of 252 Agency full time equivalent positions (FTE) are approved subject to classification review by the Executive Director of the Sacramento Housing and Redevelopment Agency.
- Section 5. The Executive Director, or designee, is authorized to amend the Budget as necessary and to transfer funds among operating budgets or project budgets to facilitate legal directives of the California State Department of Finance and/or the State Controller’s Office and the actions taken by the City of Sacramento acting as Successor Agency to the former Redevelopment Agency as approved by the Successor Agency’s Oversight Board regarding housing successor matters.
- Section 6. The budgeted amount for any item in the Budget may be amended by majority vote of the governing body of each entity actually undertaking and funding the activity. Such an amendment to the Budget so enacted shall be deemed to have been approved by all of the entities that originally adopted the Budget without further action of the remaining entities.

- Section 7. The Executive Director, or designee, is authorized to submit the 2021 Annual Housing Operating Budget and all supporting documents to the United States Department of Housing and Urban Development (HUD), including all required amendments for utilities and other miscellaneous adjustments. Furthermore, the Executive Director, or designee, is authorized to amend the Budget to reflect actual HUD approved expenditures and revenues for HUD funded programs and projects. See Exhibit B-1 for a summary of the public housing operating budget.
- Section 8. The proposed expenditures under the 2021 Housing Operating Budget are necessary for the efficient and economical operation of Agency housing to serve low-income families.
- Section 9. The housing financial plan set forth in the 2021 Housing Operating Budget is reasonable in that:
- a. It indicates a source of funding adequate to cover all proposed expenditures.
  - b. It does not provide for the use of federal funding in excess of amounts payable under the provisions of the pertinent regulations.
  - c. It proposes rental charges and expenditures that are consistent with provisions of law and the Annual Contributions Contract
  - d. It includes asset management project budgets prepared on an individual basis as shown in the Schedule of Public Housing AMP and Central Office 2021 Budget attached as Exhibit B-1.
- Section 10. Form HUD-52574 (04/2013), attached as Exhibit B-2 for signature by the Chair of the Board of the Housing Authority, provides necessary certifications for submission of the Operating Budgets described in Section 7d.
- Section 11. Based on the HUD requirement for public housing authorities to implement asset management functions that includes fee for service, the proposed Budget implements the fee for service provisions and support service costs. The fee for service provision is predicated on the concept that fee revenues will cover the cost of the services provided. Such services include, but are not limited to property management services. Subject to applicable laws, regulations and policies governing Agency procurement, the Agency is authorized to competitively procure and execute contracts for such fee for services.
- Section 12. The Executive Director, or designee, is authorized to submit applications to HUD for the Capital Fund Plan and Program funding. If such grants are awarded, the Executive Director, or designee, is authorized to accept the grant or grants, execute all related documents and to execute contracts to implement the Capital Fund Program subject to HUD approval of the annual statements and amend the

budget accordingly. The Executive Director, or designee, is directed to comply with all policies, procedures, and requirements prescribed by HUD as a condition of such grants. The Executive Director, or designee, is authorized to submit the Comprehensive Plan or annual statement to HUD, after receiving public comments and resident review.

- Section 13. On an annual basis the Agency, on behalf of HACS, conducts a financial audit, analyzes receivables for collectability and, accordingly, reconciles and adjusts related financial records. The Executive Director, or designee, is authorized to amend the Budget and financial records as needed for such adjustments.
- Section 14. The Executive Director, or designee, is authorized to purchase all lines of applicable insurance for its properties and operations through local independent agents, direct carriers, or risk retention pools, provided that the insurance requirements, coverage and terms are commercially reasonable and provided that the cost does not exceed the amounts in the approved Budget. The Agency, on behalf of HACS, is also authorized to obtain flood insurance through the federal flood insurance program for HACS properties and this coverage may be secured through a local independent agent.
- Section 15. Subject to availability under the Budget of any required funds, the Executive Director, or designee, is authorized to approve conversion of HUD funded conventional public housing dwelling units to non-dwelling use or disposition as long as the use or disposition is approved by HUD and consistent with adopted HACS policy and governing board approvals. The Executive Director, or designee, is authorized to amend the Budget as necessary and to transfer funds among operating budgets or project budgets to facilitate the HUD approved conversion.
- Section 16. The Executive Director, or designee, is authorized and directed to approve, submit and implement the Public Housing Agency (PHA) Annual Plan and the PHA Five-Year Plan, and the attachments and/or amendments to such Plans to comply with the Quality Housing and Responsibility Act of 1998.
- Section 17. The Executive Director, or designee, is authorized to submit to HUD the One Year Action Plan for Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Shelter Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA). Agency, is delegated authority to administer federal funds appropriated by HUD and is the designated recipient of funds outlined in the One Year Action Plan. If such grants are awarded, the Executive Director, or designee, is authorized to accept the grant or grants, execute all related documents deemed necessary, and amend the Budget accordingly. The Agency is directed to comply with all policies, procedures, and

requirements prescribed as a condition of such grants. Agency is authorized to amend the Capital Reserve Project budget in the event that the actual entitlement exceeds, or is less than, that estimated in the Budget.

Section 18. The Executive Director, or designee, is authorized to administer funds or delegate authority to other appropriate entities approved by the governing boards to administer ESG and HOPWA programs, and is also authorized to expend funds and execute contracts with the appropriate entities to carry out the ESG and HOPWA funded activities contained in the approved Action Plan, strictly in accordance with the terms of the Action Plan and funding source requirements.

Section 19. The Executive Director, or designee, is authorized to enter into necessary grants and agreements with HUD, the State Housing and Community Development Department (HCD), and other governmental or private entities for homeless programs for which HACS/Agency is the designated recipient of grant funds or contracting agency. The Executive Director, or designee, is authorized to accept such grants, execute contracts to implement homeless activities funded in the Budget, and amend the Budget accordingly (provided that the activities are fully funded by the grant or are within the Agency Budget). The Executive Director, or designee, is authorized to execute contracts for homeless activities funded in the Agency Budget as outlined in the Agency public services schedule.

Section 20. HACS finds and declares that the proposed expenditure of tax increment housing funds, as set forth in approved recognized obligation payment schedules, for activities serving the homeless, including providing subsidies to, or for the benefit of, extremely low income households through either site specific rental assistance or tenant based rental assistance, as allocated/outlined in the budget, will not cause or exacerbate racial, ethnic or economic segregation and will be beneficial to all former Redevelopment Project Areas by facilitating the production of affordable housing and providing housing for a population which remains in or frequents the former Redevelopment Project Areas and is perceived as a blighting influence by business owners, property owners, workers and residents, and as a result impedes the elimination of blight in the community.

Section 21. HACS further finds and declares that the proposed expenditure of tax increment housing funds, as set forth in approved recognized obligation payment schedules to provide subsidies to, or for the benefit of, extremely low income households through either site specific rental assistance or tenant based rental assistance, increases, improves, and preserves the community's supply of low and moderate-income housing available at an affordable housing cost to persons and families that are extremely low, very low, low or moderate income households and will be of benefit to the community.

- Section 22. HACS finds and declares that the proposed planning and administrative expenses which may be paid for from the former low and moderate income housing fund, pursuant to an approved recognized obligation payment schedule, is necessary for the production, improvement and/or preservation of low and moderate income housing during the 2021 Agency Budget year.
- Section 23. The Executive Director, or designee, is authorized to amend the budget to transfer or accept funding or assets consistent with an approved recognized obligation payment schedule to the Agency or City Redevelopment Agency Successor Agency (RASA) for approved capital projects or operating expenses in compliance with all bond covenants, tax laws and applicable laws and regulations or changes to the aforementioned.
- Section 24. The Executive Director, or designee, is authorized to amend the budget to receive assets or transfer assets, receive funds or transfer funds to the RASA and execute agreements with the City or RASA as necessary to facilitate authorized directives of the State of California, the California State Department of Finance and/or the State Controller's Office or to provide staffing services to RASA. Agreements between the Agency or HACS and the RASA are subject to Successor Agency Oversight Board Approval.
- Section 25. The Executive Director, or designee, is authorized to submit grant applications on behalf of HACS for any and all housing and community development activities within the jurisdiction of Agency. If such grants are awarded, Agency is authorized to accept the grant or grants execute contracts as the Executive Director deems necessary to implement grant activities with the appropriate entities (provided that the activities are fully funded by the grant or within the Budget), execute all related documents and amend the Budget. Budget expenditure and amendments for such grants are permitted for positions, services and supplies, equipment and projects. Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants. Such grants may include but are not limited to the following:
- Homeless Prevention and Rapid Re-housing Program HPRP
  - Neighborhood Stabilization Program
  - Family Unification Program
  - Family Self Sufficiency
  - Veteran's Assistance and Supportive Housing
  - Federal Emergency Management Agency
  - CAL REUSE Cleanup Grant and Loan Program
  - Social Innovation Fund

- Section 26. The Executive Director, or designee, is authorized to amend the Budget to make transfers of fund balances to accommodate reserve requirements. The Executive Director, or designee, may allocate and transfer any available fund balances to accounts held for future projects or reduce budget shortfalls in any other fund balances, provided monies so used are not otherwise restricted by law or regulations related to the funding source. Further, Agency is authorized to expend available balances from the payroll fund for the cost of liabilities such as post-retirement medical benefits, sick leave and vacation accruals.
- Section 27. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.
- Section 28. The Executive Director, or designee, is authorized to amend the Budget to appropriate for expenditure all revenues received in revolving funds.
- Section 29. The Executive Director, or designee, is authorized to increase or decrease operating Budget appropriations up to \$100,000. Operating Budget appropriation increases and decreases in excess of \$100,000 must be approved by the appropriate governing board.
- Section 30. The Executive Director, or designee, is authorized to transfer appropriations up to \$100,000 per transaction in Operating Budget and contingency reserves.
- Section 31. The Executive Director, or designee, is authorized to increase or decrease project budget appropriations by not more than \$100,000 for each project or activity. Project budget appropriation increases and decreases in excess of \$100,000 must be approved by the appropriate governing board.
- Section 32. The Executive Director, or designee, is authorized to amend the budget to receive insurance proceeds and award contracts to expend insurance proceeds so long as such proceeds are used exclusively towards, the repairing, rehabilitating, replacing or otherwise compensating for the insured loss.
- Section 33. The Executive Director, or designee, is authorized to transfer any available fund balances from HACS instrumentalities or affiliates to allocate for future HACS projects or to reduce budget shortfalls, provided the use and receipt of funds is not otherwise restricted by law or regulations. Such transactions are subject to HACS instrumentality or affiliate board approval.
- Section 34. The Executive Director, or designee, is authorized to amend the Budget to reflect all required debt service payments, pass through payments, loan repayments, and other existing obligations based on actual higher or lower revenues.

- Section 35. The Executive Director, or designee, is authorized to amend the operating budget or capital project budget or transfer funding of approved capital projects or operating budgets in compliance with appropriate approvals, bond covenants, tax laws and applicable laws and regulations or changes to the aforementioned.
- Section 36. The Executive Director, or designee, on behalf of HACS serving as the Successor Housing Entity, is authorized to execute, and implement internal loans between Agency managed funds as reflected in the Budget and as consistent with bond covenants, tax laws and applicable redevelopment laws and regulations; and to modify the terms of loans and reconcile available revenues as needed for the completion of enforceable housing obligations of the former redevelopment agency to assure receipt of anticipated revenues.
- Section 37. The Executive Director, or designee, is authorized to exercise default remedies and take other actions to protect HACS assets under contracts, loans, disposition and development agreements, owner participation agreements and other HACS agreements and to appropriate the associated revenues in the Budget. The Executive Director, or designee, is authorized to enter into "loan work outs," to the extent reasonably necessary to protect HACS assets, and in entering such "work outs," The Executive Director, or designee, is authorized to renegotiate and rewrite the terms of the loan as if the loan were made according to current loan program underwriting criteria (including forgiveness of principal as necessary to reflect underwriting the loan at current fair market value of the subject property). Further, The Executive Director, or designee, is authorized to renegotiate existing HACS debt obligations and execute new security instruments provided the terms of the new debt do not increase the principal outstanding and either result in a cost savings or provide HACS with more favorable loan terms.
- Section 38. All project appropriations in existence as of December 31, 2020 will be carried over and continued in 2021.
- Section 39. All multi-year operating grant budgets in existence as of December 31, 2020 shall be continued in 2021.
- Section 40. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2020 may remain in effect in 2021. The Executive Director, or designee, is authorized to increase the Budget for valid encumbrances as of December 31, 2020, but only to the extent that the applicable division's 2020 operating budget appropriations exceeded 2020 expenditures.
- Section 41. The Executive Director, or designee, is authorized to incorporate the changes listed on Exhibit A-1 as part of the 2021 Budget.

Section 42. If any entity requires a separate resolution for any action approved within this resolution other than resolutions for approval or amendment of projects, programs or the Agency Budget, the Sacramento Housing and Redevelopment Commission is delegated the authority to approve and deliver such resolution.

Section 43. The Executive Director, or designee, is authorized to delegate the authorities as set out in this resolution.

Section 44. Form HUD-52574 (04/2013), attached as Exhibit B-2 for signature by the Chair of the Board of the Housing Authority, provides necessary certifications for submission of the Operating Budgets described in Section 8d.

Section 45. This resolution shall take effect immediately.

**Table of Contents:**

Exhibit A-1 - Summary of Sacramento Housing and Redevelopment Agency Proposed 2021 Budget

Exhibit B-1 - 2021 City Public Housing Asset Management Projects (AMP) and Central Office Cost Center (COCC)

Exhibit B-2 - HUD Resolution Approving the 2021 AMP Budgets

Adopted by the Housing Authority of the City of Sacramento on August 11, 2020, by the following vote:

Ayes: Members Ashby, Carr, Guerra, Hansen, Harris, Jennings, Schenirer, Warren and Mayor Steinberg

Noes: None

Abstain: None

Absent: None

Attest by Secretary:

**Mindy Cuppy** Digitally signed by Mindy Cuppy  
Date: 2020.08.21 14:20:29  
-07'00'  
Mindy Cuppy, City Clerk

*The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the Housing Authority.*

**EXHIBIT A**

**SUMMARY OF SACRAMENTO HOUSING  
AND REDEVELOPMENT AGENCY PROPOSED 2021 BUDGET**

Approved 2021 Total Operating Budget	\$ 165,254,689
Approved 2021 New Projects	\$ 48,027,902
<b>TOTAL SHRA BUDGET</b>	<b>\$ 213,282,591</b>

# City Public Housing AMP, Central Office and Central Services Budget

## January 1 - December 31, 2021

PHA Code: CA005  
City of Sacramento

	City <u>AMP 1</u>	City <u>AMP 2</u>	City <u>AMP 3</u>	City <u>AMP 4</u>	City <u>AMP 5</u>	City <u>AMP 7</u>	Total City Public Housing	City COCC Central Office & Central Svc
Beginning fund equity	\$ 1,993,017	\$ 3,670,840	\$ 2,310,985	\$ 1,071,986	\$ 968,974	\$ 855,023	\$ 10,870,825	\$ -
Revenues:								
HUD Operating Subsidy	1,647,851	2,038,662	614,791	435,181	519,740	585,053	5,841,278	-
Maintenance Charges to Tenants	3,000	5,000	3,000	12,000	10,000	5,000	38,000	-
Washer/Dryer Income	-	60	15,000	5,000	4,000	4,000	28,060	-
Rental Income - Dwelling	864,790	843,375	874,547	370,143	449,022	420,871	3,822,748	-
Rental Income - Commercial	-	-	-	-	-	-	-	-
Rental income other	15,000	15,000	-	-	-	-	30,000	-
Interest Income - Investment	25,000	46,656	24,000	13,500	13,000	10,367	132,523	-
Bad Debt Recovery	500	1,000	300	500	500	500	3,300	-
Return Check Fee	30	60	75	30	60	30	285	-
Miscellaneous income	10,000	10,000	3,000	2,000	4,000	3,000	32,000	22,146
Management Fee	-	-	-	-	-	-	-	1,818,432
IT/Bookkeeping Fee	-	-	-	-	-	-	-	174,870
Asset Management Fee	-	-	-	-	-	-	-	218,660
Admin Fee (CFP)	-	-	-	-	-	-	-	266,389
Central services fees	-	-	-	-	-	-	-	288,591
Total operating revenue	2,566,171	2,959,813	1,534,713	838,354	1,000,322	1,028,821	9,928,194	2,789,088
CFP Mgmt impr transfers	65,415	65,809	76,249	65,415	65,415	67,642	405,945	-
Local Housing Transfers	-	-	50,000	-	20,000	-	70,000	520,655
Total revenues and transfers in	2,631,586	3,025,622	1,660,962	903,769	1,085,737	1,096,463	10,404,139	3,309,743
Expenditures:								
Employee Services:								
- Management/Maintenance	676,479	652,611	701,487	453,231	334,158	292,400	3,110,366	916,401
- Resident Trainees	54,231	54,399	60,716	54,231	54,231	50,989	328,797	-
Total Employee Services	730,710	707,010	762,203	507,462	388,389	343,389	3,439,163	916,401
Services & Supplies:								
- Management/Maintenance	1,310,041	1,583,334	694,950	373,801	559,455	504,379	5,025,960	1,944,620
Other Charges:								
Financial Transactions	-	-	-	-	-	-	-	-
- Central Service Fees	68,620	75,193	63,594	23,969	28,027	29,188	288,591	-
- Miscellaneous (PILOT, Depr.)	35,417	38,368	32,466	11,807	14,757	14,756	147,571	-
- AMP to AMP transfers	-	-	-	20,000	-	50,000	70,000	-
Management Fee	289,297	317,004	268,109	97,790	114,061	122,359	1,208,620	-
IT / Bookkeeping Fee	31,950	35,010	29,610	11,340	12,597	13,510	134,017	-
Asset Management Fee	43,200	46,920	39,720	15,120	16,796	18,360	180,116	-
Total operating expense	2,509,235	2,802,839	1,890,652	1,061,289	1,134,082	1,095,941	10,494,038	2,861,021
Ending Balance	\$ 2,115,368	\$ 3,893,623	\$ 2,081,295	\$ 914,466	\$ 920,629	\$ 855,545	\$ 10,780,926	\$ 448,722

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

**Exhibit B-2**  
OMB No. 2577-0026  
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name City of Sacramento Housing Authority PHA Code: CA005

PHA Fiscal Year Beginning: 01/01/2021 Board Resolution Number: \_\_\_\_\_

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE


- ☒ Operating Budget approved by Board resolution on: 8/11/2020
- ☐ Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_
- ☐ Operating Budget revision approved by Board resolution on: \_\_\_\_\_
- ☐ Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name: Mayor Darrell Steinberg	Signature: 	Date: 8/11/2020
--	--	-----------------

Previous editions are obsolete

Form HUD-52574 (04/2013)

Resolution 2020-0011

August 11, 2020

Page 12 of 12

## **RESOLUTION NO. 2020-0496**

### **APPROVAL OF 2021 BUDGET FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS, DELEGATIONS AND IMPLEMENTING AUTHORITIES; INCLUDING AUTHORITY FOR UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) SUBMISSIONS, GRANTS AND FUND TRANSFERS**

**WHEREAS**, the Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts and to manage and administer federal housing and community development programs on behalf of the City and County of Sacramento. This structure provides a competitive advantage to the City and County when seeking federal and other housing and community development funding opportunities. The consolidation of multiple departments from different jurisdictions achieves close coordination of housing and community development programs and provides budget savings for operation and overhead. The Agency Executive Director reports directly to the City and the County governing boards. The Agency is recognized statewide and nationally as a model public agency that achieves multi-jurisdictional cooperation and effectively leverages local, state and federal housing and community development funds; and

**WHEREAS**, the Agency receives annual funding from a combination of federal, state and local sources; and

**WHEREAS**, the sources of Agency revenue require that an operating budget be adopted prior to the start of each new fiscal year. The Agency's fiscal year is the calendar year from January 1<sup>st</sup> through December 31<sup>st</sup>.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF SACRAMENTO:**

Section 1. The proposed actions are administrative and fiscal activities and do not make any commitments to, or give approvals for, specific projects or activities, and therefore, the proposed actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA) per Guidelines Section 15378(b), and are

exempt under the National Environmental Policy Act (NEPA) per 24 CFR 58.34(a)(2) and (3). Environmental Review for specific projects will be completed prior to any discretionary action(s) being carried out with regard to such projects.

Section 2. The 2021 Operating Budget totaling \$165,491,567 and the 2021 Project Budget totaling \$48,027,902, all as further described in the 2021 Proposed Agency Budget (hereinafter "2021 Agency Budget" or "Budget"), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of the Agency for the 2021 fiscal year. The 2021 Agency Budget incorporates the budgets of the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, and the Sacramento Housing Development Corporation, and adoption of those budgets is contingent upon the approval of each of these respective entities.

Section 3. A total of 252 full time equivalent positions (FTE) are approved subject to classification review by the Executive Director, or designee, of the Sacramento Housing and Redevelopment Agency.

Section 4. The budgeted amount for any item in the Budget may be amended by majority vote of the governing body of each entity actually undertaking and funding the activity. Such an amendment to the Budget so enacted shall be deemed to have been approved by all of the entities that originally adopted the Budget without further action of the remaining entities.

Section 5. The Agency is authorized to amend the Budget as necessary and to transfer funds among operating budgets or project budgets to facilitate legal directives of the California State Department of Finance and/or the State Controller's Office and the actions taken by the County of Sacramento acting as Successor Agency to the former Redevelopment Agency of the County of Sacramento (CRASA) as approved by the CRASA Oversight Board regarding housing successor matters.

Section 6. The Agency is authorized to submit the 2021 Annual Housing Operating Budget and all supporting documents to the United States

Department of Housing and Urban Development (HUD), including all required amendments for utilities and other miscellaneous adjustments. Furthermore, the Agency is authorized to amend the Budget to reflect actual HUD approved expenditures and revenues for HUD funded programs and projects.

Section 7. The proposed expenditures under the 2021 Housing Operating Budget are necessary for the efficient and economical operation of Agency housing to serve low-income families.

Section 8. The housing financial plan set forth in the 2021 Housing Operating Budget is reasonable in that:

- a. It indicates a source of funding adequate to cover all proposed expenditures;
- b. It does not provide for the use of federal funding in excess of amounts payable under the provisions of the pertinent regulations;
- c. It proposes rental charges and expenditures that are consistent with provisions of law and the Annual Contributions Contract; and
- d. It implements the fee for service provisions and support service costs based on the HUD requirement for public housing authorities to implement asset management functions that includes fee for service. The fee for service provision is predicated on the revenues generated by fees being sufficient to cover the cost of services provided over time.

Section 9. The Housing Authority of the County of Sacramento (Authority or HACOS), staffed by the Agency, is authorized to submit applications to HUD for the Capital Fund Plan and Program funding. If such grants are awarded, the Agency is authorized to accept the grant or grants, execute all related documents, execute contracts to implement the Capital Fund Program subject to HUD approval of the annual statements, and amend the Budget accordingly. The Agency is directed to comply with all policies, procedures, and requirements prescribed by HUD as a condition of such grants. The Agency is authorized to submit the annual statement to HUD, after receiving public comments and resident review and approval of the Sacramento Housing and Redevelopment Commission.

Section 10. On an annual basis HUD requires HACOS, staffed by the Agency, to conduct a financial audit, analyze receivables for collectability and accordingly, reconcile and adjust related financial records. The Agency is authorized to amend the Budget and financial records as needed for such adjustments.

Section 11. The Agency is authorized to purchase all lines of applicable insurance for its properties and operations through local independent agents, direct carriers, or risk retention pools, provided that the insurance requirements, coverage and terms are commercially reasonable, and provided that the cost does not exceed the amounts in the approved Budget. The Agency is also authorized to obtain flood insurance through the federal flood insurance program for Agency properties and this coverage may be secured through a local independent agent.

Section 12. Subject to availability under the Budget of any required funds, the Agency is authorized to approve conversion of HUD funded conventional public housing dwelling units to non-dwelling use or disposition as long as the use or disposition is approved by HUD and consistent with adopted Agency/Housing Authority policy and governing board approvals. The Agency is authorized to amend the Budget as necessary and to transfer funds among operating budgets or project budgets to facilitate the approved HUD approved conversion.

Section 13. The Agency is authorized and directed to approve, submit and implement the Public Housing Agency (PHA) Annual Plan and PHA Five-Year Plan, and the attachments and/or amendments to such Plans to comply with the Quality Housing and Responsibility Act of 1998, as approved by the Sacramento Housing and Redevelopment Commission.

Section 14. The Agency is authorized to submit to HUD the One Year Action Plan for Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA). The Agency is delegated authority to administer federal funds appropriated by HUD and is

the designated recipient of funds outlined in the One Year Action Plan. If such grants are awarded, the Agency is authorized to accept the grant or grants, execute all related documents Agency deems necessary, and amend the Budget accordingly. The Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants. The Agency is authorized to amend the Capital Reserve Project budget in the event that the actual entitlement exceeds, or is less than, that estimated in the Budget.

Section 15. The Agency is authorized to administer ESG and HOPWA funds or delegate authority to other appropriate entities approved by the governing boards to administer ESG and HOPWA programs, and is also authorized to expend funds and to execute contracts with the appropriate entities to carry out the ESG and HOPWA funded activities contained in the Action Plan, strictly in accordance with the terms of approved Action Plans and funding source requirements.

Section 16. The Agency is authorized to enter into necessary grants and agreements with HUD, the State Housing and Community Development Department (HCD), and other governmental or private entities for homeless programs for which the Agency is the designated recipient of grant funds or contracting agency. The Agency is authorized to accept such grants, execute contracts to implement homeless activities as outlined in the Agency public services schedule and funded in the Budget, and amend the Budget accordingly (provided that the activities are fully funded by the grant or are within the Agency Budget).

Section 17. The Agency is authorized to submit grant applications on behalf of the County of Sacramento for any and all housing and community development activities within the jurisdiction of the Agency. If such grants are awarded in an amount not exceeding \$100,000, the Agency is authorized to accept the grant or grants, execute contracts the Agency deems necessary to implement grant activities with the appropriate entities (provided that the activities are fully funded by the grant or within the Budget), execute all

related documents and amend the Budget. Budget expenditure and amendments for such grants are permitted for positions, services and supplies, equipment and projects. The Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants. Such grants may include but are not limited to the following:

- Homeless Prevention and Rapid Re-housing Program (HPRP)
- Neighborhood Stabilization Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- Social Innovation Fund

Section 18. The Agency is authorized to amend the Budget to make transfers of fund balances to accommodate reserve requirements. The Executive Director, or designee, may allocate and transfer any available fund balances to accounts held for future projects or reduce budget shortfalls in any other fund balances; provided monies so used are not otherwise restricted by law or regulations related to the funding source. Further, the Agency is authorized to expend available balances from the payroll fund for the cost of liabilities such as post-retirement medical benefits, sick leave, and vacation accruals.

Section 19. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

Section 20. The Agency is authorized to amend the Budget to appropriate for expenditure of all revenues received in revolving funds.

Section 21. The Agency is authorized to increase or decrease operating Budget appropriations up to \$100,000. Operating Budget appropriation increases and decreases in excess of \$100,000 must be approved by the appropriate governing board.

Section 22. The Agency is authorized to transfer appropriations up to \$100,000 per transaction in Operating Budget and contingency reserves.

Section 23. The Agency is authorized to transfer project appropriations among fund groups.

Section 24. The Agency is authorized to amend the Budget to reflect all required debt service payments, pass through payments, loan repayments, and other existing obligations based on actual revenues.

Section 25. The Agency is authorized to amend the operating budget or capital project budget, or transfer funding of approved capital projects or operating budgets within the respective project area funds in compliance with approvals, bond covenants, tax laws and applicable laws and regulations or changes to the aforementioned.

Section 26. The Executive Director, or designee, is authorized to amend the budget to receive insurance proceeds and award contracts to expend insurance proceeds so long as such proceeds are used exclusively towards the repairing, rehabilitating, replacing or otherwise compensating for the insured loss.

Section 27. The Agency is authorized to execute and implement internal loans between Agency managed funds as reflected in the Budget and as consistent with bond covenants, tax laws and applicable redevelopment laws and regulations; and to reconcile available revenues as needed to assure receipt of anticipated revenues.

Section 28. The Agency is authorized to exercise default remedies and take other actions Agency deems necessary to protect the Agency assets under contracts, loans, disposition and development agreements, owner participation agreements and other Agency agreements, and to appropriate the associated revenues in the Budget. The Agency is authorized to enter into "loan work outs," to the extent reasonably necessary to protect the Agency assets, and in entering such "work outs," the Agency is authorized to renegotiate and rewrite the terms of the loan as if the loan were made according to current loan program underwriting criteria. Further, the Agency is authorized to renegotiate existing Agency debt obligations and execute new security instruments provided the terms of the new debt do not increase the

principal outstanding, and either result in a cost savings or provide the Agency with more favorable loan terms.

Section 29. All project appropriations in existence as of December 31, 2020 will be carried over and continued in 2021.

Section 30. All multi-year operating grant budgets in existence as of December 31, 2020 shall be continued in 2021.

Section 31. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2020 may remain in effect in 2021. The Agency is authorized to increase the Budget for valid encumbrances as of December 31, 2020, but only to the extent that the applicable division's 2020 operating budget appropriations exceeded expenditures.

Section 32. The Agency is authorized to incorporate the changes listed on Exhibit A as part of the 2021 Budget.

Section 33. If any entity requires a separate resolution to confirm any action approved within this resolution, the Sacramento Housing and Redevelopment Commission is delegated the authority to approve and deliver such resolution.

Section 34. The Agency is authorized to delegate the authorities as set out in this resolution to the Agency's Executive Director.

Section 35. This resolution shall take effect immediately.

On a motion by Supervisor Nottoli, seconded by Supervisor Kennedy, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this 28<sup>th</sup> day of July, 2020, by the following vote, to wit:

AYES: Supervisors Frost, Kennedy, Nottoli, Peters, Serna

NOES: None

ABSENT: None

ABSTAIN: None

RECUSAL: None

(PER POLITICAL REFORM ACT (§ 18702.5.))



ATTEST:

*Florence Evans*  
Clerk, Board of Supervisors

Chair of the Board of Supervisors  
of Sacramento County, California

**FILED**  
BOARD OF SUPERVISORS

JUL 28 2020

By:

*Florence Evans*  
Clerk of the Board

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chair of the Board of Supervisors, County of Sacramento on 7-28-20

By:

*J. M. S.*  
Deputy Clerk, Board of Supervisors

**EXHIBIT A**

**SUMMARY OF SACRAMENTO HOUSING  
AND REDEVELOPMENT AGENCY PROPOSED 2021 BUDGET**

Approved 2021 Total Operating Budget	\$ 165,491,567
Approved 2021 New Projects	\$ 48,027,902
<b>TOTAL AGENCY BUDGET</b>	<b>\$ 213,519,469</b>

**RESOLUTION NO. HA-2455**

**ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF  
SACRAMENTO**

ON DATE OF July 28, 2020

**APPROVAL OF 2021 BUDGET FOR SACRAMENTO HOUSING AND  
REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS,  
DELEGATIONS, AND IMPLEMENTING AUTHORITIES; INCLUDING  
AUTHORITY FOR UNITED STATES DEPARTMENT OF HOUSING AND  
URBAN DEVELOPMENT (HUD) SUBMISSIONS, GRANTS AND FUND  
TRANSFERS**

**WHEREAS**, the Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts to manage and administer federal housing and community development programs on behalf of the City and County of Sacramento which provides a competitive advantage to the City and County when seeking federal and other housing and community development funding opportunities. The consolidation of multiple departments from different jurisdictions achieves close coordination of housing and community development programs and provides budget savings for operation and overhead. The Agency Executive Director reports directly to the City and the County governing boards. The Agency is recognized statewide and nationally as a model public agency that achieves multi-jurisdictional cooperation and effectively leverages local, state and federal housing and community development funds; and

**WHEREAS**, the Agency receives annual funding from a combination of federal, state and local sources; and

**WHEREAS**, the sources of Agency revenue require an operating budget adopted prior to the start of each new fiscal year. The Agency's fiscal year is the calendar year from January 1<sup>st</sup> through December 31<sup>st</sup>.

**WHEREAS**, as of February 1, 2012, pursuant to Health and Safety Code Section 34173 and resolution no. 2012-0051, the fiscal administration of the former Redevelopment Agency of the County was assumed within the management structure of the County of Sacramento which elected to

administer the dissolution of its redevelopment agency and manage the County Redevelopment Agency Successor Agency (CRASA). The budget of the former Redevelopment Agency is no longer incorporated within the Agency Budget; and

**WHEREAS**, Pursuant to Health and Safety Code Section 34176 and resolution no. HA-2012-2329, the County of Sacramento designated the Housing Authority of the County of Sacramento (HACOS), managed and staffed by the Agency, as the local authority to retain the housing-assets and housing-functions previously performed by its Redevelopment Agency.

**NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO:**

Section 1. The above recitals are found to be true and correct and are hereby adopted.

Section 2. The proposed actions are administrative and fiscal activities and do not make any commitments to, or give approvals for, specific projects or activities, and therefore the proposed actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA) per Guidelines Section 15378(b), and are exempt under the National Environmental Policy Act (NEPA) per 24 CFR 58.34(a)(2) and (3). Environmental Review for specific projects will be completed prior to any discretionary action(s) being carried out with regard to such projects.

Section 3. The 2021 Operating Budget totaling \$165,491,567 and the 2021 Project Budget totaling \$48,027,902, all as further described in the 2021 Proposed Agency Budget (hereinafter "2021 Agency Budget" or "Budget"), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of Agency for the 2021 fiscal year. The 2021 Agency Budget incorporates the budgets of the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, and the

Sacramento Housing Development Corporation, and adoption of those budgets is contingent upon the approval of each of these respective entities.

Section 4. A total of 252 Agency full time equivalent positions (FTE) are approved subject to classification review by the Executive Director of the Sacramento Housing and Redevelopment Agency.

Section 5. Subject to availability under the Budget or limitations on use of any required funds, the Executive Director or her designees is authorized to amend the Budget as necessary to accept funds, expend funds, or transfer funds among operating budgets or project budgets to complete enforceable housing obligations, comply with legal directives of the California State Department of Finance and/or the State Controller's Office, facilitate the dissolution of redevelopment pursuant to AB 1x 26 and AB 1484, or to provide staffing services to CRASA. Such transactions must comply with applicable laws and regulations and agreements to provide staffing services for CRASA and are subject to CRASA Oversight Board Approval.

Section 6. The budgeted amount for any item in the Budget may be amended by majority vote of the governing body of each entity actually undertaking and funding the activity. Such an amendment to the Budget so enacted shall be deemed to have been approved by all of the entities that originally adopted the Budget without further action of the remaining entities.

Section 7. The Executive Director, or designee, is authorized to submit the 2020 Annual Housing Operating Budget and all supporting documents to the United States Department of Housing and Urban Development (HUD), including all required amendments for utilities and other miscellaneous adjustments. Furthermore, the Executive Director, or designee, is authorized to amend the Budget to reflect actual HUD approved expenditures and revenues for HUD funded programs and projects. Please see Exhibit B-1 for a summary of the Public Housing operating budget.

Section 8. The proposed expenditures under the 2021 Housing Operating Budget are necessary for the efficient and economical operation of Agency housing to serve low-income families.

Section 9. The housing financial plan set forth in the 2021 Housing Operating Budget is reasonable in that:

a. It indicates a source of funding adequate to cover all proposed expenditures.

b. It does not provide for use of federal funding in excess of amounts payable under the provisions of the pertinent regulations.

c. It proposes rental charges and expenditures that are consistent with provisions of law and the Annual Contributions Contract.

d. It includes asset management project budgets prepared on an individual basis as shown in the Schedule of Public Housing AMP, Central Office, and Central Services 2021 Budget attached as Exhibit B-1.

Section 10. Form HUD-52574 (04/2013), attached as Exhibit B-2 for signature by the Chair of the Board of the Housing Authority, provides necessary certifications for submission of the Operating Budgets described in Section 9d.

Section 11. Based on the HUD requirement for public housing authorities to implement asset management functions that includes fee for service, the Budget implements the fee for service provisions and support service costs. The fee for service provision is predicated on the revenues generated by fees being equal to the cost of services provided. Such services include, but are not limited to property management services. Subject to applicable laws, regulations and policies governing Agency procurement, the Agency is authorized to competitively procure and execute contracts for such fee for services.

Section 12. The Executive Director, or designee, is authorized to submit applications to HUD for the Capital Fund Plan and Program funding. If such grants are awarded, the Executive Director, or designee, is

authorized to accept the grant or grants, execute all related documents, execute contracts to implement the Capital Fund Program subject to HUD approval of the annual statements and amend the Budget accordingly. The Executive Director, or designee, is directed to comply with all policies, procedures and requirements prescribed by HUD as a condition of such grants. The Executive Director is authorized to submit the Comprehensive Plan or annual statement to HUD, after receiving public comments and resident review and approval of the Sacramento Housing and Redevelopment Commission.

Section 13. On an annual basis the Agency, on behalf of HACOS, conducts a financial audit, analyzes receivables for collectability and, accordingly, reconciles and adjusts related financial records. The Executive Director, or designee, is authorized to amend the Budget and financial records as needed for such adjustments.

Section 14. The Executive Director, or designee, is authorized to purchase all lines of applicable insurance for its properties and operations through local independent agents, direct carriers, or risk retention pools, provided that the insurance requirements, coverage and terms are commercially reasonable and provided that the cost does not exceed the amounts in the approved Budget. The Agency on behalf of HACOS is also authorized to obtain flood insurance through the federal flood insurance program for HACOS properties and this coverage may be secured through a local independent agent.

Section 15. Subject to availability under the Budget of any required funds, The Executive Director, or designee, is authorized to approve conversion of HUD funded conventional public housing dwelling units to non-dwelling use or disposition as long as the use or disposition is approved by HUD and consistent with HACOS policy and governing board approvals. The Executive Director or her designee is authorized to amend the Budget

as necessary and to transfer funds among operating budgets or project budgets to facilitate the approved HUD approved conversion.

Section 16. The Executive Director, or designee, is authorized and directed to approve, submit and implement the Public Housing Agency (PHA) Annual Plan and PHA Five-Year Plan, and the attachments and/or amendments to such Plans to comply with the Quality Housing and Responsibility Act of 1998.

Section 17. The Executive Director, or designee, is authorized to submit to HUD the One Year Action Plan for Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA). HACOS, staffed by the Agency is delegated authority to administer federal funds appropriated by HUD and is the designated recipient of funds outlined in the One Year Action Plan. If such grants are awarded, Agency is authorized to accept the grant or grants, execute all related documents Agency deems necessary, and amend the Budget accordingly. Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants. Agency is authorized to amend the Capital Reserve Project in the event that the actual entitlement exceeds, or is less than, that estimated in the Budget.

Section 18. The Executive Director, or designee, is authorized to administer funds or delegate authority to other appropriate entities approved by the governing boards to administer ESG and HOPWA programs, and expend funds and to execute contracts with the appropriate entities to carry out the activities contained in the Action Plan utilizing ESG and HOPWA funds, strictly in accordance with the terms of the Action Plan and funding source requirements.

Section 19. The Executive Director, or designee, is authorized to enter into necessary grants and agreements with HUD, the State Housing and Community Development Department (HCD), and other governmental or

private entities for homeless programs for which HACOS or the Agency is the designated recipient of grant funds or contracting agency. The Executive Director, or designee is authorized to accept such grants, execute contracts to implement homeless activities funded in the Budget, and amend the Budget accordingly (provided that the activities are fully funded by the grant or are within the Agency Budget). The Executive Director, or designee, is authorized to execute contracts for homeless activities funded in the Agency Budget as outlined in the Agency public services schedule.

Section 20. HACOS finds and declares that the proposed expenditure of tax increment housing funds, as set forth in approved recognized obligation payment schedules, for activities serving the homeless, including providing subsidies to, or for the benefit of, extremely low income households through either site specific rental assistance or tenant based rental assistance, as allocated/outlined in the Budget, will not cause or exacerbate racial, ethnic or economic segregation and will be beneficial to all former Redevelopment Project Areas by facilitating the production of affordable housing and providing housing for a population which remains in or frequents the former Redevelopment Project Areas and is perceived as a blighting influence by business owners, property owners, workers and residents, and as a result impedes the elimination of blight in the community.

Section 21. HACOS further finds and declares that the proposed expenditure of tax increment housing funds, as set forth in approved recognized payment schedules to provide subsidies to, or for the benefit of, extremely low income households through either site specific rental assistance or tenant based rental assistance, increases, improves, and preserves the community's supply of low and moderate-income housing available at an affordable housing cost to persons and families that are extremely low, very low, low or moderate income households and will be of benefit to the community.

Section 22. HACOS finds and declares that the proposed planning and administrative expenses which may be paid for from the former low and moderate income housing fund, pursuant to an approved recognized payment obligation schedule, is necessary for the production, improvement and/or preservation of low and moderate income housing during the 2021 Agency Budget year.

Section 23. The Executive Director, or designee, is authorized to amend the Budget to transfer or accept funding or assets consistent with an approved recognized payment obligation schedule, to the Agency or CRASA for approved capital projects or operating expenses in compliance with all bond covenants, tax laws and applicable laws and regulations or changes to the aforementioned.

Section 24. The Executive Director, or designee, is authorized to amend the Budget to receive assets or transfer assets, receive funds or transfer funds to the CRASA and execute agreements with the County or RASA as necessary to facilitate authorized directives of the State of California, the California State Department of Finance and/or the State Controller's Office or to provide staffing services to RASA. Agreements between the Agency or HACOS and the CRASA are subject to Successor Agency Oversight Board Approval.

Section 25. The Executive Director, or designee, is authorized to submit grant applications on behalf of HACOS for any and all housing and community development activities within its jurisdiction. If such grants are awarded in an amount not exceeding \$100,000, the Executive Director, or designee is authorized to accept the grant or grants, execute contracts as the Executive Director, or designee deems necessary to implement grant activities with the appropriate entities (provided that the activities are fully funded by the grant or within the Budget), execute all related documents, and amend the Budget. Budget expenditure and amendments for such grants are permitted for positions, services and supplies, equipment and

projects. Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants. Such grants may include but are not limited to the following:

- Homeless Prevention and Rapid Re-housing Program (HPRP)
- Neighborhood Stabilization Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- Federal Emergency Management Agency
- Social Innovation Fund

Section 26. The Executive Director, or designee, is authorized to amend the Budget to make transfers of fund balances to accommodate reserve requirements. The Executive Director, or designee, may allocate and transfer any available fund balances to accounts held for future projects or reduce budget shortfalls in any other fund balances, provided monies so used are not otherwise restricted by law or regulations related to the funding source. Further, Agency is authorized to expend available balances from the payroll fund for the cost of liabilities such as post retirement medical benefits, sick leave, and vacation accruals.

Section 27. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

Section 28. The Executive Director, or designee, is authorized to amend the Budget to appropriate for expenditure all of revenues received in revolving funds.

Section 29. The Executive Director, or designee, is authorized to increase or decrease operating Budget appropriations up to \$100,000.

Operating Budget appropriation increases and decreases in excess of \$100,000 must be approved by the appropriate governing board.

Section 30. The Executive Director, or designee, is authorized to transfer appropriations up to \$100,000 per transaction in Operating Budget and contingency reserves.

Section 31. The Executive Director is authorized to increase or decrease project budget appropriations by not more than \$100,000 for each project or activity. Project budget appropriation increases and decreases in excess of \$100,000 must be approved by the appropriate governing board.

Section 32. The Executive Director, or designee, is authorized to transfer any available fund balances from HACOS instrumentalities or affiliates to allocate for future HACOS projects or to reduce Budget shortfalls, provided the use and receipt of funds is not otherwise restricted by law or regulations. Such transactions are subject to HACOS instrumentality or affiliate board approval.

Section 33. The Executive Director, or designee, is authorized to amend the Budget to reflect all required debt service payments, pass through payments, loan repayments and other existing obligations based on actual higher or lower revenues.

Section 34. The Executive Director, or designee, is authorized to amend the Budget to receive insurance proceeds and award contracts to expend insurance proceeds so long as such proceeds are used exclusively towards, the repairing, rehabilitating, replacing or otherwise compensating for the insured loss.

Section 35. The Executive Director, or designee, is authorized to amend the operating budget or capital project budget or transfer funding of approved capital projects or operating budgets within the respective project area funds in compliance with approvals, bond covenants, tax laws and applicable laws and regulations or changes to the aforementioned.

Section 36. The Executive Director, or designee, on behalf of HACOS, serving as the County Successor Housing Entity, is authorized to execute, and implement internal loans between Agency managed funds as reflected in the Budget and as consistent with bond covenants, tax laws and applicable redevelopment laws and regulations; and to modify the terms of loans and reconcile available revenues as needed for the completion of enforceable housing obligations of the former redevelopment agency to assure receipt of anticipated revenues.

Section 37. The Executive Director, or designee, is authorized to exercise default remedies and take other actions Executive Director, or designee deems necessary to protect HACOS assets under contracts, loans, disposition and development agreements, owner participation agreements and other HACOS agreements and to appropriate the associated revenues in the Budget. The Executive Director, or designee is authorized to enter into "loan work outs," to the extent reasonably necessary to protect HACOS assets, and in entering such "work outs," the Executive Director, or designee is authorized to renegotiate and rewrite the terms of the loan as if the loan were made according to current loan program underwriting criteria. Further, The Executive Director, or designee, is authorized to renegotiate existing HACOS debt obligations and execute new security instruments provided the terms of the new debt do not increase the principal outstanding and either result in a cost savings or provide the Agency with more favorable loan terms.

Section 38. All project appropriations in existence as of December 31, 2020 will be carried over and continued in 2021.

Section 39. All multi-year operating grant budgets in existence as of December 31, 2020 shall be continued in 2021.

Section 40. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2020 may remain in effect in 2021. The Executive Director, or designee, is authorized to increase the Budget for

valid encumbrances as of December 31, 2020, but only to the extent that the applicable division's 2020 operating budget appropriations exceeded 2020 expenditures.

Section 41. The Executive Director, or designee, is authorized to incorporate the changes listed on Exhibit A as part of the 2021 Budget.

Section 42. If any entity requires a separate resolution to confirm any action approved within this resolution the Sacramento Housing and Redevelopment Commission is delegated the authority to approve and deliver such resolution.

Section 43. This resolution shall take effect immediately.

On a motion by Member Nottoli, seconded by Member Kennedy, the foregoing Resolution was passed and adopted by the Housing Authority of the County of Sacramento, State of California, this 28<sup>th</sup> day of July, 2020, by the following vote, to wit:

AYES: Members Frost, Kennedy, Nottoli, Peters, Serna

NOES: None

ABSTAIN: None

ABSENT: None

RECUSAL: None

(PER POLITICAL REFORM ACT (§ 18702.5.))



ATTEST:

*Alexandre Evans*  
Clerk, Board of Directors

Chair of the Housing Authority of the  
County of Sacramento, California

**FILED**  
BOARD OF DIRECTORS

JUL 28 2020

BY

*Alexandre Evans*  
CLERK OF THE BOARD

In accordance with Section 25103 of the Government Code  
of the State of California a copy of the document has been  
delivered to the Chair on 7-28-20

By

*J. P. [Signature]*  
Deputy Clerk, Board of Directors

**EXHIBIT A**

**SUMMARY OF SACRAMENTO HOUSING  
AND REDEVELOPMENT AGENCY PROPOSED 2020 BUDGET**

Approved 2020 Total Operating Budget	\$ 165,491,567
Approved 2020 New Projects	\$ 48,027,902
<b>TOTAL SHRA BUDGET</b>	<b>\$ 213,519,469</b>

2021  
SHRA Budget  
11/1/2020

# County Public Housing AMP, Central Office and Central Services Budget

January 1 - December 31, 2021

PHA Code: CA007  
County of Sacramento

	County AMP 1	County AMP 2	County AMP 3	County AMP 5	Total County Public Housing	County COCC Central Office & Central Svc
Beginning fund equity	\$ 1,234,427	\$ 943,217	\$ 583,689	\$ 1,145,256	\$ 3,906,589	\$ -
Revenues:						
HUD Operating Subsidy	362,560	709,950	1,125,849	684,809	2,883,168	-
Maintenance Charges to Tenants	-	3,000	1,000	3,500	7,500	-
Washer/Dryer Income	-	5,000	3,500	1,400	9,900	-
Rental Income - Dwelling	-	635,473	896,055	507,433	2,038,961	-
Rental Income - Other	-	-	-	5,000	5,000	-
Interest Income - Investment	-	2,000	8,500	8,400	18,900	200
Bad Debt Recovery	-	-	1,000	-	1,000	-
Miscellaneous income	-	2,000	5,800	2,800	10,600	-
Return Check Fee	-	-	30	-	30	-
Management Fee	-	-	-	-	-	1,254,142
IT/Bookkeeping Fee	-	-	-	-	-	63,000
Asset Management Fee	-	-	-	-	-	92,520
Admin Fee (CFP) & (HCV)	-	-	-	-	-	2,278,717
Washer/Dryer Income	-	-	-	-	-	-
Central services fees	-	-	-	-	-	364,207
Total operating revenue	362,560	1,357,423	2,041,734	1,213,342	4,975,059	4,052,786
CFP operating transfers	-	-	-	-	-	-
CFP Mgmt impr transfers	-	65,415	65,415	65,449	196,279	-
AMP to AMP transfers	(362,560)	212,333	212,333	212,334	274,440	-
Total revenues and transfers in	-	1,635,171	2,319,482	1,491,125	5,445,778	4,052,786
Expenditures:						
Employee Services:						
- Management/Maintenance	-	509,627	430,411	374,114	1,314,152	915,352
- Resident Trainees	-	54,231	54,231	54,231	162,693	-
Total Employee Services	-	563,858	484,642	428,345	1,476,845	915,352
Services & Supplies:						
- Management/Maintenance	-	585,556	1,059,500	542,386	2,187,442	3,134,923
- Maintenance	-	-	-	-	-	-
- Resident Trainees	-	-	-	-	-	-
Total Services & Supplies	-	585,556	1,059,500	542,386	2,187,442	3,134,923
Other Charges:						
Financial Transactions	133,195	855	1,230	1,500	136,780	200
- Central Service Fees	-	110,228	157,388	96,591	364,207	-
- Miscellaneous (PILOT, Depr.)	-	29,295	32,957	27,062	89,314	-
- AMP to AMP transfers	-	-	-	-	-	-
Management Fee	-	156,465	227,362	138,536	522,363	-
IT / Bookkeeping Fee	-	18,720	27,610	16,670	63,000	-
Asset Management Fee	-	31,320	32,280	28,920	92,520	-
Total operating expense	133,195	1,496,297	2,022,969	1,280,010	4,932,471	4,050,475
Ending Balance	\$ 1,101,232	\$ 1,082,091	\$ 880,202	\$ 1,356,371	\$ 4,419,896	\$ 2,311

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

**Exhibit B-2**  
OMB No. 2577-0026  
(exp. 04/30/2016)

**Public reporting burden** for this collection of information is estimated to average **10 minutes 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority-County of Sacramento PHA Code: CA007

PHA Fiscal Year Beginning: 01/01/2021 Board Resolution Number: \_\_\_\_\_

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE


- ☒ Operating Budget approved by Board resolution on: 7/28/2020
- ☐ Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_
- ☐ Operating Budget revision approved by Board resolution on: \_\_\_\_\_
- ☐ Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name: Phil Serna	Signature: 	Date: <u>08.07.20</u>
---	---	--------------------------

**RESOLUTION NO. SHDC-0041**

**ADOPTED BY THE SACRAMENTO HOUSING DEVELOPMENT  
CORPORATION**

ON DATE OF July 28, 2020

**SACRAMENTO HOUSING DEVELOPMENT CORPORATION RIVERVIEW  
PLAZA RESIDENTIAL PROJECT OPERATING BUDGET; RELATED  
FINDINGS, AUTHORIZATIONS AND APPROVALS**

**NOW THEREFORE BE IT RESOLVED AND ORDERED** BY THE BOARD  
OF DIRECTORS OF THE SACRAMENTO HOUSING DEVELOPMENT  
CORPORATION:

Section 1. Approval of the budget is an administrative and fiscal activity and does not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA) per Guidelines Section 15378(b), and is exempt under the National Environmental Policy Act (NEPA) per 24 CFR 58.34(a)(2) and (3). Actions necessary for the effective management of the Riverview Plaza Residential Project property are exempt under CEQA per Guidelines Section 15301 and are either exempt under NEPA per 24 CFR 58.34(a)(3) or categorically excluded per 24 CFR 58.35(b)(3).

Section 2. The Budget totaling \$628,153 for the Riverview Plaza Residential project, which is incorporated in the budget of the Sacramento Housing and Redevelopment Agency, all as further described in the "2021 Proposed Budget", a copy of which is on file with the Agency Clerk, is approved as the Operating Budget for the 2021 fiscal year for the Sacramento Housing Development Corporation (2021 Budget).

Section 3. The Executive Director of the Sacramento Housing Development Corporation (Executive Director) is authorized to obtain flood insurance for the Riverview Plaza Residential project through the federal flood insurance program, and is authorized to purchase liability insurance and enter into agreements with risk retention pools or other similar organizations, provided that the insurance requirements, coverage and

terms are commercially reasonable and provided that the cost does not exceed the amounts in the approved 2021 Budget.

Section 4. The Executive Director is authorized to submit grant applications for any and all activities within the delegated authority and jurisdiction of the Sacramento Housing Development Corporation. The Executive Director is authorized to accept such grants, to amend the 2021 Budget to receive and allocate the grant funds, and to implement the actions required by the grant for any projects and programs currently within the Sacramento Housing Development Corporation's authorization and jurisdiction, provided that the activities are fully funded by the grant. Such budget amendments are permitted for, but not limited to, positions, services and supplies, equipment and projects.

Section 5. The Executive Director is authorized to make transfers of fund balances to accommodate reserve requirements. The Executive Director may allocate and transfer any available fund balances to accounts held for future projects or to reduce budget shortfalls in any other fund balances, provided monies so used are not restricted by law or regulations related to the funding source.

Section 6. The Executive Director is authorized to make payments on debt incurred by the Sacramento Housing Development Corporation as necessary to comply with the provisions of the Partnership Agreement within which the Corporation serves as the General Partner, and as deemed prudent and necessary by the Executive Director on behalf of the Sacramento Housing Development Corporation and within the 2021 Budget hereby adopted.

Section 7. The Executive Director, or designee, is authorized to amend the budget to receive insurance proceeds and award contracts to

expend insurance proceeds so long as such proceeds are used exclusively towards, the repairing, rehabilitating, replacing or otherwise compensating for the insured loss.

Section 8. The Executive Director is authorized to incorporate the changes listed on Exhibit A as part of the 2021 Budget.

Section 9. The Executive Director is authorized to act on behalf of the Sacramento Housing Development Corporation with the same authority as conferred upon the Executive Director of the Sacramento Housing and Redevelopment Agency.

Section 10. This resolution shall take effect immediately.

2021 Sacramento Housing And Redevelopment Agency Proposed Budget  
Page 4 of 4

On a motion by Director Nottoli, seconded by Director Kennedy, the foregoing Resolution was passed and adopted by the Sacramento Housing Development Corporation, State of California, this 28<sup>th</sup> day of July, 2020, by the following vote, to wit:

AYES: Directors Frost, Kennedy, Nottoli, Peters, Serna

NOES: None

ABSTAIN: None

ABSENT: None

ABSTAIN: None

(PER POLITICAL REFORM ACT (§ 18702.5.))



ATTEST:

Florence Evans  
Clerk, Board of Directors

Rui Serna

Chair, Board of Directors  
Sacramento Housing Development  
Corporation

**FILED**  
BOARD OF DIRECTORS

JUL 28 2020

BY

Florence Evans  
CLERK OF THE BOARD

In accordance with Section 25103 of the Government Code  
of the State of California a copy of the document has been  
delivered to the Chair on

7-28-20

By

[Signature]  
Deputy Clerk, Board of Directors

**THIS PAGE INTENTIONALLY  
LEFT BLANK**