

2025

SACRAMENTO HOUSING AND
REDEVELOPMENT AGENCY

FY 2025
FINAL BUDGET



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SHRA
FINAL BUDGET
FY2025

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

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SHRA

2025 FINAL BUDGET

ACKNOWLEDGMENT

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

Irene De Jong, Director of Finance

Kay Worthington, Finance Manager

Jeanette Cervantes, Finance Analyst

Tanner Myers, Accountant

Bailey Lerch, Accountant

Darcy Kooman, Accountant

Judi Roe, Accountant

April Ling, Finance Specialist - Payroll

Barbara Reisinger, Accounting Technician

Design and layout by Leo Autote III

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SACRAMENTO HOUSING AND
REDEVELOPMENT AGENCY

FINAL BUDGET

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GENERAL OVERVIEW

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GENERAL OVERVIEW

TRANSMITTAL LETTER

December 3, 2024

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 2025. This budget document provides detailed information about the forecasted revenues and expenditures for the Agency in the coming year.

OVERVIEW OF THE 2025 SHRA PROPOSED BUDGET

The 2025 Proposed Agency Budget is a balanced budget in the amount of \$327.1 million representing the operational activities and projects for 2025. The 2025 proposed budget represents a slight increase in overall spending of approximately \$1.4 million compared with the prior year. This change in annual budget appropriations is primarily the result of the increase in Housing Assistance Payments, which accounts for an increase of \$13.5 million in planned expenditures. This estimated increase is based on Federal Estimates of program allowances, the ongoing effort to lease up additional vouchers as well as the overall increase in voucher cost due high cost of housing in the area.

At the same time, the Agency is expecting to wind down its Emergency Rental Assistance Program, which accounts for a \$3 million decrease in planned expenditures. Capital Projects are estimated to decrease a total of \$1.2 million

to approximately \$61.2 million. Full time employees (FTE) are decreasing by 5 FTE's, from 320 to 315, as a result of winding down programs funded by one-time revenue sources.

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, it was particularly prudent while preparing the budget to maintain a fiscally conservative approach in the funding outlook.

As with previous year's budgets, the 2025 budget centers on conveying the Mission, Vision & Goals of the Organization, by:

- Continuing to maximize leasing of vouchers in the HCV program.
- Continuing to pursue new funding opportunities to decrease reliance on traditional funding sources for the creation and preservation of affordable housing and by;
- Continuing to focus on the rehabilitation and repositioning of former Public Housing properties.

The 2025 challenges include the aging Public Housing inventory and limited amount of funding. The Agency's inventory faces mounting capital and modernization needs; however, Capital Fund Appropriations have continuously come up short. This reality highlights the need of the Agency to continue to pursue the Rental Assistance Demonstration (RAD) disposition process to maximize private investment and Housing Tax Credits.

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

Sincerely,



La Shelle Dozier
Executive Director



GENERAL OVERVIEW

PROFILE OF THE AGENCY

The Sacramento Housing and Redevelopment Agency was created to ensure the ongoing development of affordable housing and to continuously fuel community redevelopment projects in the city and county of Sacramento. These goals are met by creating safer neighborhoods and a more robust economy, so individuals, families and children in our community have the opportunity for a better life. Our work has been recognized among the best in the country by the U.S. Department of Housing and Urban Development and others. Every day, our team of over 200 employees secures funding, battles for support, organizes our partners and engages the Sacramento community in a proactive collaboration to change lives.

The Agency, a joint powers authority created in 1982 (operating since 1973), serves as the fiscal agent/administrator and provides the exclusive staffing for the Housing Authorities of the City and County of Sacramento, formed July 1939 and June 1940, respectively. The Agency is a separate legal entity and is not a component unit of the City or County of Sacramento. The Agency receives no City or County general funds and is not included in the Annual Comprehensive Financial Report of either the City or County of Sacramento.

Sacramento Housing and Redevelopment Commission (Commission) is the governing board of the Agency. The Commission's authority to approve housing related projects, programs, and budgets is limited to what is delegated to them by the governing boards of the Agency members. The City Council serves as the City Housing Authority and the City Redevelopment Agency Successor Agency governing boards and retained the power to approve City housing related projects, programs, and budgets. The County Board of Supervisors serves as the County Housing Authority and the County Redevelopment Agency Successor Agency governing boards and retained power to approve County related

housing agenda items. The Commission also serves in an advisory capacity for each Agency member, and it has operational authority within the budget and policy direction approved by the City Council and County Board of Supervisors.

The Agency administers and manages federal housing and community development entitlement funds. Specific funding includes the federal Community Development Block Grant Programs (CDBG) and Home Investment Partnership Programs (HOME) for the City and County of Sacramento, and Homeless Continuum of Care, Housing Opportunities for Person with AIDS (HOPWA) and Emergency Solutions Grants, federal grant programs from the County of Sacramento.

The Housing Authorities own and/or manage 3,371 units of affordable housing under the Public Housing/Property Management Program. This includes 2,155 apartments, duplexes, and some single family homes to qualified low-income families. The Property Management group also manages 271 affordable units as well as manages the properties owned by the non-profit arm of the Agency, Sacramento Housing Authority Repositioning Program Inc (SHARP). SHARP properties include 440 Rental Assistance Demonstration (RAD) and or project based units, as well as 231 elderly units and 274 scattered-site properties.

LONG-TERM FINANCIAL PLANNING

The Agency adopted conservative fiscal strategies during prior years in anticipation of a progressive decline in future resources. Although the economy appears to be stabilizing on a national and local level, the Agency continues to actively seek out ways to improve work processes and implement initiatives that streamline and consolidate services and functions to remain as cost effective and as efficient as possible.

The Agency struggles to project revenues and expenses for an extended future period due to the changes that occur at the federal level. The Agency's major programs rely heavily (over 80%) on Federal funding and are subject to the changing political priorities and interests depending on the year and the health of the Country's overall economy. The major programs experience proration fluctuations, resulting in less funding than the Agency's actual true costs. Each proration is dependent on the status of the Federal Budget. Therefore, all future expenditures would also be dependent on the same fluctuation of the proration amounts and any reserves that the Agency may have available.

GUIDING PRINCIPLES USED TO DEVELOP THE AGENCY'S BUDGET

- Protecting “core services” to the greatest extent possible, with delivery of housing programs, public services and capital projects being a major priority;
- Managing program activities by focusing on the efficiency of program delivery and the maximization of results;
- Consideration of the long term financial sustainability;
- Using partnerships with community based organizations and private entities whenever practical; and
- Developing budget plans that deal with the immediate needs of the Agency and employ strategies that address the long-term needs of the communities we serve.

RELEVANT FINANCIAL POLICIES

The Agency is committed to increasing the supply of affordable housing and in past years has worked closely with the City and County in the development of inclusionary ordinances, a ten year plan to end chronic homelessness, and other policies to increase rental housing production and homeownership opportunities. SHRA has developed a multi-faceted Homeless Housing Solution Strategy designed to serve homeless individuals and families in Sacramento using Housing Authority resources. This strategy, to be enacted over a three year period, includes several options that will serve a total of 1,755 homeless families through vouchers. As a lender and developer, the Agency strives to efficiently manage its resources in order to address the range of need and reach special populations, the workforce population, and those who are moving out of the rental market to buy their first homes.

STRATEGIC GOALS

The Agency continues to focus its energy and resources on outcomes and improvements that increase efficiencies and strengthen operations both of which are considered crucial elements of its long term strategic planning goals. As such, in our ongoing commitment to openness, transparency, accountability, and responsiveness, the Agency launched a redesigned website at www.shra.org. This website has improved public awareness with timely information, as well as, easier access to reports and documents. The Agency continues to develop new features on the website which will give our customers 24/7 access to do business with the Agency.

Key Indicators were used throughout the fiscal year as a tool to measure, evaluate and develop supporting actions relating to operational improvements. Most importantly they were utilized by management to ensure resources needed were reflected in the 2025 budget, that departmental objectives and goals were obtainable, and to establish outcomes that best support the Mission of SHRA.

SHRA THREE-YEAR STRATEGIC GOALS



JURISDICTIONAL COMPARISONS

Fiscal Year 24/25 Budget	Sacramento Housing & Redevelopment Agency (SHRA)	San Diego Housing Commission (SHDC)
Year Established	1982 - JPA	1979
Governed By	1. City Council 2. HACS 3. County BOS 4. HACOS 5. Commission	San Diego City Council (HA) Commission (Advisory)
Housing Authorities FOR:	City & County of Sacramento	City of San Diego
Comparison Significance	Largest Area Provider of Affordable Housing	Largest Area Provider of Affordable Housing
Population: ¹		
• County	1,578,938	3,291,101
• City	520,407	1,385,379
Area Median Income (Annual) ²	113,852	116,800
Budget Comparison –	January - December	July - June
Revenue		
Total Revenue	\$419M	\$715.3M
Expenditures		
• Personnel Costs	\$33.6M	\$60.1M
• Housing Programs	\$216.1M	\$412.1M
• Other	\$16.2M	\$138.8M
• Capital	\$61.2M	\$104.3M
Total Budget	\$327.1M	\$715.3M
Total FTE	315	408

¹ Demographics - 2024 courtesy of Department of Finance

² 2024 HUD median income for California counties based on a family of four.

OUR MISSION

SHRA's mission is to provide affordable housing opportunities, revitalize communities and to serve as the Housing Authority for the City and County of Sacramento.

OUR VISION

Our vision for Sacramento is a region:

- *Where all neighborhoods are excellent places to live, work and do business*
- *Where all people have access to decent, safe and affordable housing*
- *Where everyone can obtain a job and attain financial self-sufficiency*

OUR GOALS

To help achieve our Vision, SHRA is working to fulfill these goals:

- *Develop, preserve and finance a continuum of affordable housing opportunities for Sacramento City and County residents*
- *Effectively and efficiently maintain Agency-owned housing by providing tenant-based rental assistance programs*
- *Revitalize lower income neighborhoods to create healthy and sustainable communities*
- *Promote economic development through strategic infrastructure and public facility improvements*

BUDGET TIMELINE

JUNE

Fund Equity - Mid-Year Schedule

The mid-year fund equity schedule provides the estimated beginning balance available for appropriation. The estimated beginning balance available is any amount that has not been previously budgeted. The beginning balance estimates are critical as they let management know if there were excesses or deficits from prior years. Excesses will help fund future expenditures while deficits will need to be funded from the next year's revenues or a transfer from other funding sources.

Revenue Schedule

The revenue schedule contains your prior year actual revenues, estimated revenue data for the current year, projected to year end, and the revenue forecast for the next year. The revenue estimates should be based on historical amounts and any new revenue streams (grants, entitlements, subsidies, rents, loans, rebates, etc.) that expected in the following year. These estimates are critical as the rest of the budget is built from this data.

Budget Narrative and Performance Measures Available for Update

Departments are provided with the forms necessary to complete their budget narrative and begin compiling the performance measures reported in the budget. Each Narrative includes description of the Division/Department activities, Goals and objectives for the budget year as well as prior year accomplishments and Performance measures.

JULY

Operating Division Budget (salaries, benefits, services and supplies & misc fees)

Each operating division has their own operating budget file. The salary and benefit information is provided to Finance management by HR. The amounts for the services and supply budgets are mainly provided by managers and directors of each division. Certain items are provided by Finance management (insurance, audit fees, banking fees, housing management & bookkeeping fees). Finance management works with the directors/managers from the other divisions in order to obtain the best estimates and if necessary, reduce the amount requested due to availability of revenues.

Project Defunding Schedule

The project defunding schedule is created with input from program staff. They determine if there are budgeted projects that will not be developed or acted upon. By defunding a capital project, it frees up an amount that can be re-budgeted for another project or used for operations. It can also remain unbudgeted in order to cover a deficit fund balance.

Debt Service Schedule

The debt service schedule is provided by Finance management & staff. The amounts come from amortization schedules in the debt data base or may be projected amounts for new debt issues. Re-payment on advances to other funds are also included in this schedule as well as payments to outside entities. The debt service principal and interest payments are budgeted into division 91. HCV and Headquarter debt service amounts are in the operating division worksheets but need to be added as memo entries in the debt service schedule for presentation purposes.

JULY *continued*

Transfers schedule

The transfers schedule is created near the end of the process. Management will determine if there are funds that have deficits that can be covered by another funding source. Certain funds have strict guidelines on how deficits can be funded. Housing funds (AMPs) have transfers from the capital fund program for operations and management improvements.

Financial transactions

Financial transaction data is provided mainly from Finance staff. The types of transactions are investment fees, Amerinational fees, fiscal agent fees, property tax/flood assessments, banking fees, rebates, repayment agreements, misc. insurance fees, and any other fees that don't go into the operating division. The financial transaction fees are budgeted into divisions 90 (with a few exceptions).

HAPs schedule

The Housing Assistance Payments (HAPS) expenditure amounts are provided by Finance staff based on anticipated revenue amounts.

Public services schedule

Public Services schedule contains amounts budgeted to non-profit entities for use in homeless programs and other community service projects. The Executive staff works with the other entities to determine the level of need as well as available agency resources.

Capital Projects schedule

The capital project schedule is compiled by information on anticipated projects from program staff. Finance Management will also include available amounts remaining in certain funds as development assistance or housing development assistance projects.

AUGUST

Department budget meetings

The budgets created by the departments are submitted and prepped for budget meetings with Executive Director and Chief Financial Officer.

SEPTEMBER

Debt budget meetings continue

The budgets created by the departments are finalized with Executive Director and Chief Financial Officer.

Budget Workshops - Commission

Budget workshops occur with Commission specifically focusing on Housing Authority revenues and Overview of Revenue Trends and projections for the following year.

OCTOBER

Budget Presentation - Commission

Presentation of final Proposed Budget is presented by the Chief Financial Officer and Executive Director to the Agency Commission.

NOVEMBER

Budget Presentations - City and County

Presentation of final Proposed Budget is presented by the Executive Director to City Council and County Board of Supervisors.



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FINANCIAL MANAGEMENT

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FINANCIAL MANAGEMENT

REVENUE POLICY - FY2025

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 - FY2025

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 cost*

*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 - FY2025

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 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.

DIVISION CHARGES

- Housing Admin
- Housing Choice Voucher
- Community Development

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 Community Development represents 21% of the direct labor relative to all of the funds that are to be allocated overhead, then Community Development would be charged 21% of the indirect cost from the Supportive Services fund, such as Executive Director, HR, Finance, IT, etc.

	Costs	42% Housing	45% Housing Choice Voucher	13% Community Development	TOTAL
Governing Boards	\$30,000	\$12,600	\$13,500	\$3,900	\$30,000
Executive Director	\$2,186,522	\$918,339	\$983,935	\$284,248	\$2,186,522
Legal	\$1,756,094	\$737,559	\$790,242	\$228,292	\$1,756,094
Human Resources	\$2,149,223	\$902,674	\$967,150	\$279,399	\$2,149,223
Finance	\$1,787,989	\$750,955	\$804,595	\$232,439	\$1,787,989
Information Technology	\$4,086,419	\$1,716,296	\$1,838,889	\$531,234	\$4,086,419
Procurement	\$1,603,085	\$673,296	\$721,388	\$208,401	\$1,603,085
Agency Clerk	\$346,248	\$145,424	\$155,812	\$45,012	\$346,248
Totals	\$13,945,580	\$5,857,144	\$6,275,511	\$1,812,925	\$13,945,580

ANNUAL AUDIT - FY2025

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 - FY2025

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 recognize revenues when they become measurable and available and expenditures are generally recognized when the related liability is incurred. Proprietary 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. This information is then compiled and the Executive Director or Director of Finance holds 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 again 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.

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, no expenditure will exceed the approved budget. Budget amendments are done if expenditures look to be going over budget, but only up to \$100,000. Any amounts in excess of \$100,000 require approval by the governing boards. Purchasing authority is delegated to various departments. Large purchases are the same process as small purchases. All items have to be budgeted, but as long as there are funds in a project or admin, monies can be spent.

ACCOUNTING STRUCTURE AND PRINCIPLES - FY2025

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 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.

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 accumulation of resources for, and payment of, interest and principal on long-term debt.

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REVENUE**

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MAJOR REVENUE

MAJOR REVENUES AND DESCRIPTIONS OF PROGRAMS

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 2025 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 13,542 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 2024, HUD prorated our HAP eligibility at 98.9% and the Agency anticipates a similar funding level for 2025 based upon the current proposals moving through Congress.

The HCV Program is currently in "shortfall" which means that the funds allocated to cover the cost of the housing subsidies in 2024 exceed the funds available. Housing Authority staff is meeting regularly with HUD staff to track costs and implement cost-saving measures. For example, the Housing Authority stopped issuing vouchers, began billing the initial Housing Authority for the management of their vouchers when families moved into Sacramento County from other jurisdictions, discontinued its practice of increasing the number of project-based vouchers and returned to the practice of issuing vouchers for a limited time period.

¹ Vouchers can still be issued for the Veterans Affairs and Supportive Housing (VASH) Program for homeless veterans, Foster Youth Initiative (FYI) for youth aging out of the foster care program to meet their award amounts. Additionally, the Shelter Plus Care Program is not a voucher program so is exempt from any cost saving measures.

HCV ADMINISTRATIVE FEE

HCV administrative 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 2024, the Agency is receiving \$117.17 per unit for the first 7,200-unit months leased each month and \$109.35 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 housing authorities' matches the appropriations provided by Congress. In 2024 the proration was 97% of administrative funding eligibility. For 2025, the Agency is estimating a proration rate of 93%.

PUBLIC HOUSING/PROPERTY MANAGEMENT OPERATING SUBSIDY

The Housing Authority owns and/or manages a total of 3,371 units of affordable housing under its Public Housing Program for over 7,600 extremely low, very low, and low-income persons, including children, seniors, and disabled individuals. The Public Housing Program provides 1,797 apartments, duplexes, and some single-family homes to qualified low-income families. There are 1,257 units in the City of Sacramento, and 540 units in the County of Sacramento. 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 271 affordable units comprising of tax credits funded projects, and other local and state funded projects.

HUD provides an annual operating subsidy to pay the cost of the Public Housing Program not covered by tenant rents which is appropriated annually through the federal budget process. The federal budget process has recently been erratic, with annual appropriations reaching as high as 103% of funding eligibility in 2010 to as low as 82% in 2013. In 2024, the program was funded at 92.97% of funding eligibility, meaning that the program received only 92.97% of what HUD believes the Agency needs to run the program.

The Housing Authority has participated in the Rental Assistance Demonstration (RAD) Program, where HUD has approved the disposition of public housing from the program to address the nationwide backlog of deferred maintenance on public housing properties. The authority has partnered with SHRA's nonprofit, Sacramento Housing Authority Repositioning Program, Inc. (SHARP) to transfer

ownership and maintain the properties. This move has and will continue to not only preserve low-income housing, but it will also allow private investment to address the capital needs of the Agency properties. Participation in this program will decrease future allocations of the Operating Subsidy, as the number of units in the Public Housing Portfolio will decrease, year after year.

LOCAL HOUSING (NON-FEDERAL)

The Housing Authority also owns and manages 271 affordable units funded with tax credits and local funds. These local housing projects are not regulated by HUD and anticipate 2025 revenues that are relatively status quo with prior years.

The non-profit organization Sacramento Housing Authority Repositioning Program Inc. (SHARP) owns 945 Units. These properties contain 231 elderly only high-rise units. SHARP also owns 274 scattered-site project-based units, and 603 Rental Assistance Demonstration (RAD) and/or project-based units which are managed by Housing Authority staff.

CAPITAL FUND PROGRAM (CFP)

The HUD CFP provides funding specifically intended for the development, financing, modernization, and management improvements needed at 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 both the City and County Housing Authorities. Between 2003 and 2015, HUD funding for the CFP decreased 36 percent, with the sharpest decrease coming in 2011 at 21 percent. In 2019, HUD funding for the CFP increased from the 2018 levels, while 2020 had decreased slightly. It is expected that future funding years will continue to decrease due to Agency participation in the Rental Assistance Demonstration (RAD) program as the funding is tied to the number of units in the Public Housing Portfolio.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

CDBG 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 blighting conditions. Areas of Sacramento which are low-income and extremely physically blighted have been selected for targeted CDBG assistance. These funds must be used to augment but not replace local funds and responsibilities.

The annual HUD CDBG entitlement budget is allocated to cities and counties based on a formula comprised of several measures. The Agency receives grants for both the City and the County of Sacramento. Since 2010, CDBG appropriations have been cut by as much as 25 percent. 2024 saw a slight decrease in City funding but a small increase in County funding. It is anticipated that this 2025 funding will be similar to 2024 allocations.

HOME

The Agency administers the HOME program on behalf of the City and County of Sacramento as well as the City of Citrus Heights and Rancho Cordova 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 the Agency for funding. In the past, HOME funds have assisted families in purchasing their first home, renovating deteriorating housing units, and assisting with the development of new housing.

The annual HUD HOME budget is allocated to participating jurisdictions as formula grants. Since 2010, federal appropriations for the HOME program have declined significantly. 2018 saw a slight increase that did not continue into 2019. Due to the COVID 19 Pandemic and the funding available through the American Rescue Plan, 2021 saw a significant increase in the HOME funding. HOME federal funding levels have returned to pre pandemic levels in 2023 and 2024 and expected to be the same for 2025.

HOUSING TRUST FUNDS (HTF)

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

Housing Trust Fund fees dropped dramatically from 2009 to 2012 due to the sharp decline in the number of commercial building permits being issued. Beginning in 2013, there has been a steady increase in revenues due to an increase in building permits and prior year loan repayments.

This positive trend continued through 2022, reflecting a resurgence in non-residential development and stronger commitment to affordable housing initiatives in our area. Due to these inherent fluctuations, 2025 revenues are projected to be slightly lower as compared with 2024 levels.

EMERGENCY SOLUTIONS GRANT (ESG)

The ESG program is designed to directly assist homeless individuals and families by providing funding to support the provision of emergency shelters and rapid rehousing assistance. ESG funding is used for operations and essential social services necessary to support shelter residents and for the rapid re-housing of eligible individuals and families. The ESG program is designed to assist homeless subpopulations within this group, such as victims of domestic violence, youth, people with mental illness, families with children, and veterans. ESG funds can also be used, in narrowly defined situations, to aid people who are imminently at risk of becoming homeless. In 2023 and 2024 we saw a slight increase in ESG funding. In 2025, the revenues are projected to be relatively status quo with 2024 levels.

EMERGENCY RENTAL ASSISTANCE

In the last quarter of 2020, the City and the County of Sacramento requested the Housing Authority to develop and administer an emergency rental assistance program for renters impacted by COVID-19 who are unable to pay rent. Local funds from the Community Development Block Grant CARES funds (CDBG CARES) and the COVID Relief Fund were available for this purpose. In just over 2 months with the SERA1 program, 780 landlords received payment for 1,230 families at risk of losing their housing.

In 2021, federal and state funds became available to provide additional rental assistance. Both the City and the County of Sacramento received funding from the U.S. Treasury and the California State Department of Housing and Community Development for the Emergency Rental Assistance Program (ERAP). Both the City and the County requested the Housing Authority implement a program to keep additional households from being evicted from their rental homes. Initially, a total of almost \$107 million was available to provide renters with assistance paying rent and utilities. Another round of funding became available in 2021 so the Housing Authority received a total of almost \$207 million.

As of September 15, 2024, 16,550 households have been helped in the amount of over \$183 million. Additional information about this program is found at www.shra.org/sera.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

HOPWA funding provides housing assistance and related supportive services for people with HIV and AIDS. HOPWA funds may be used for a wide range of housing, social services, program planning, and development costs. HOPWA funds may also be used for health care and mental health services, chemical dependency treatment, nutritional services, case management, assistance with daily living, and other supportive services. HOPWA saw a slight increase in funding in 2024. Revenues for 2025 are projected to be relative to the status quo with 2024 levels received.

As a HOPWA recipient, SHRA has the responsibility to serve eligible individuals within the Eligible Metropolitan Statistical Area (EMSA) which is a metropolitan area with more than 500,000 people and more than 2,000 persons living with HIV or AIDS. For HOPWA funds allocated to the City, the eligible area includes Sacramento, Yolo, Placer, and El Dorado counties. This approach helps to develop consortium-wide strategies and to form partnerships with area nonprofit organizations. SHRA works with sub-recipients to provide services to HOPWA-eligible clients.

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4

**FUND
STRUCTURE**

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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

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5

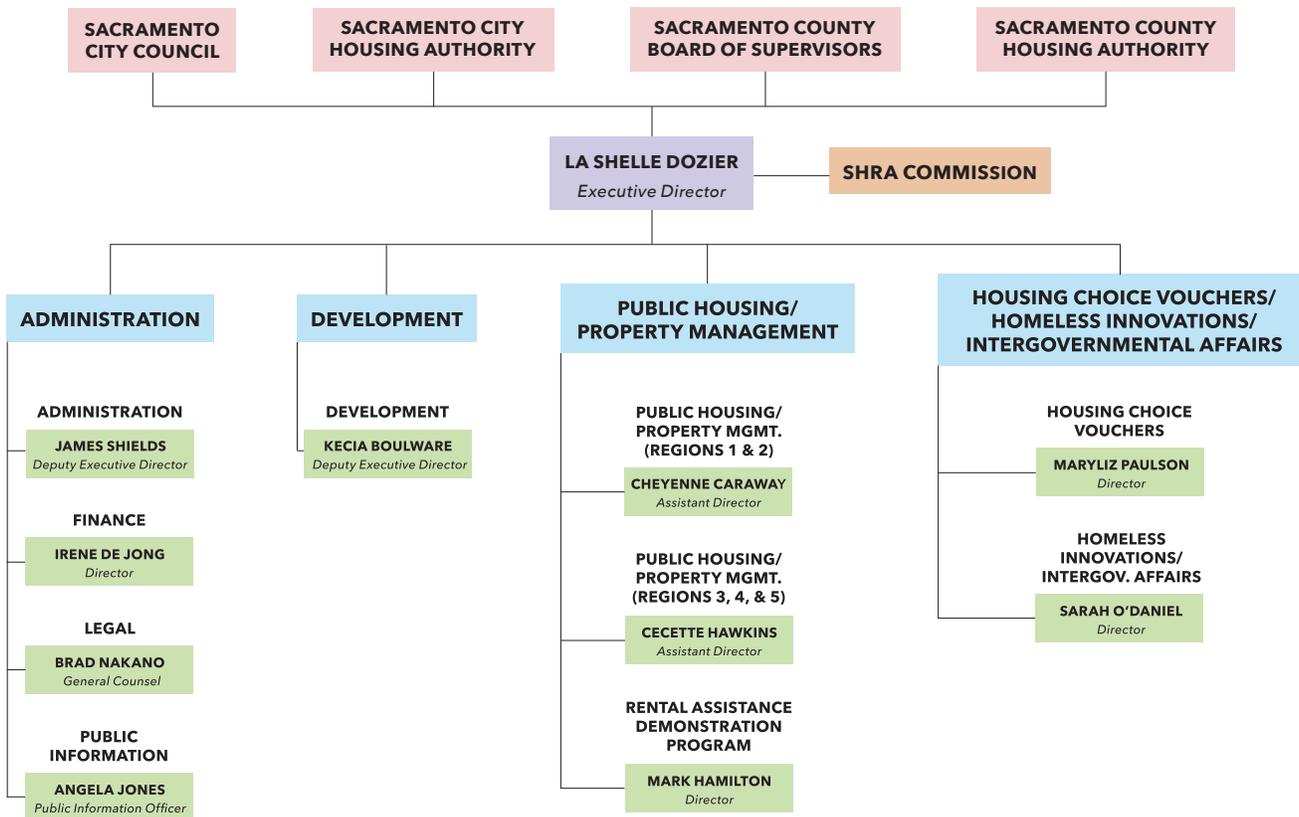
**BUDGET
SUMMARIES**

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BUDGET SUMMARIES

SHRA ORGANIZATIONAL STRUCTURE



**SUMMARY OF FULL-TIME EQUIVALENT POSITIONS
(FTE) BY DEPARTMENT - FY 2025**

Department	2022 Budget	2023 Budget	2024 Budget	2025 Budget	Increase (Decrease)
Executive Director	6	7	7	7	0
Legal	5	5	5	5	0
Human Resources	9.45	9.45	9.45	9.45	0
Finance	15	15	15	15	0
IMTS	12.1	13.1	13.1	13.1	0
Agency Clerk	1.1	1.1	1.1	1.1	0
Procurement	6.05	6.05	6.05	6.05	0
Subtotal Administrative Support	54.7	56.7	56.7	56.7	0
Public Housing	94	94	94	94	0
Subtotal Public Housing	94	94	94	94	0
Housing Choice Vouchers/ Homeless Innovations	130	130	130	125	-5
Subtotal Housing Choice Vouchers	130	130	130	125	-5
Development	25	29	29	29	0
Subtotal Housing and Community Development	25	29	29	29	0
Real Estate and Construction Services	9.3	10.3	10.3	10.3	0
Subtotal Real Estate and Construction Services	9.3	10.3	10.3	10.3	0
Total	313	320	320	315	-5

**BUDGET APPROPRIATION
COMPARISON SCHEDULE**

	2022 Approved Budget	2023 Approved Budget	2024 Approved Budget	2025 Approved Budget
Operations:				
Salaries and Benefits	\$38,674,015	\$41,985,897	\$38,402,799	\$33,652,700
Services & Supplies	24,040,914	25,995,626	24,012,260	23,340,355
HAP Payments	130,696,526	154,562,429	186,416,570	199,920,000
Rental Assistance Payments	66,743,091	15,615,707	3,000,000	0
Debt Service	2,229,433	2,186,681	2,263,500	2,301,591
Financial Transactions	636,755	640,878	955,843	955,843
Public Services	5,685,556	9,675,523	8,299,366	5,765,330
Total Operations	\$ 268,706,290	\$ 250,662,741	\$ 263,350,338	\$ 265,935,819
Projects:				
Capital Projects	\$78,417,934	\$89,444,650	\$62,408,497	\$61,173,973
Total Budget	\$347,124,224	\$340,107,391	\$325,758,835	\$327,109,792

2025 FUND EQUITY SUMMARY

RESOURCES	Housing	Other Governmental	Internal Service	Gross Total	Net Total (1)
Estimated Fund Balance - January 1	41,928,962	62,685,155	3,017,921	107,632,037	107,632,037
Interest Revenue	303,000	2,997,504	15,000	3,315,504	3,315,504
Intergovernmental	-	3,073,411	-	3,073,411	3,073,411
Repayment on Loans	-	966,000	-	966,000	966,000
Dwelling Rents	7,726,201	-	-	7,726,201	7,726,201
Grants	26,497,513	19,580,498	-	46,078,011	46,078,011
Housing Vouchers - Administration	20,353,647	-	-	20,353,647	20,353,647
Housing Vouchers - HAP	199,920,000	-	-	199,920,000	199,920,000
Miscellaneous	9,156,273	19,873,400	942,162	29,971,835	29,971,835
Interdepartmental Charges	-	1,839,690	15,731,105	17,570,795	
Net Transfers	-	-	-	-	-
Subtotal Operating Revenues	263,956,634	48,330,503	16,688,267	328,975,404	311,404,609
Defundings	-	-	-	-	-
Gross Resources	305,885,596	111,015,658	19,706,188	436,607,441	419,036,646
Less Interfund Transactions		(1,839,690)	-	(1,839,690)	
Less Interdepartmental Charges	-	-	(15,731,105)	(15,731,105)	
Net Resources (1)	305,885,596	109,175,968	3,975,083	419,036,646	419,036,646
APPROPRIATIONS					
Salaries and Benefits	19,043,711	5,473,894	9,135,096	33,652,701	33,652,701
Services and Supplies	16,605,151	1,347,082	5,388,122	23,340,355	23,340,355
Housing Assistance Payments	199,920,000	-	-	199,920,000	199,920,000
Emergency Rental Assistance Payments	-	-	-	-	-
Debt Service	-	1,317,411	984,180	2,301,591	2,301,591
Financial Transactions	393,067	495,184	67,592	955,843	955,843
Public Services	1,973,685	3,791,645	-	5,765,330	5,765,330
Interdepartmental Charges	6,754,433	4,272,978	1,355,535	12,382,946	-
Subtotal Operating expenditures	244,690,046	16,698,194	16,930,525	278,318,765	265,935,820
Capital Projects	100,000	60,573,973	500,000	61,173,973	61,173,973
Gross Appropriations	244,790,046	77,272,167	17,430,525	339,492,738	327,109,793
Less Interfund Transactions		(1,839,690.00)	-	(1,839,690.00)	-
Less Interdepartmental Charges	-	-	(15,731,105)	(15,731,105)	-
Net Appropriations (1)	244,790,046	75,432,477	1,699,420	321,921,943	327,109,793
Estimated Fund Balance-December 31	\$61,095,549	\$33,743,491	\$2,275,663	\$97,114,703	\$91,926,854

Note 1: Reflects resources and appropriations net of transfers, interfund transactions and interdepartmental charges

2025 FUND EQUITY CITY ENTERPRISE - HOUSING

	City Public Housing	City Local Housing	City Misc. Housing	Subtotal
RESOURCES				
1 Estimated Fund Balance - January 1	\$ 10,255,547	\$ 9,235,814	\$ 10,157,012	\$ 29,648,373
Interest Revenue	\$ 102,150	\$ 73,950	\$ 24,500	\$ 200,600
Intergovernmental	-	-	-	-
Repayment on Loans	\$ -	\$ -	\$ -	\$ -
Dwelling Rents	\$ 4,575,696	\$ 960,000	\$ -	\$ 5,535,696
Grants	\$ 11,135,824	\$ -	\$ 2,697,430	\$ 13,833,254
Housing Vouchers - Administration	-	-	-	-
Housing Vouchers - HAP	-	-	-	-
Miscellaneous	\$ 362,085	\$ 4,471,420	\$ 1,030,000	\$ 5,863,505
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Net Transfers	\$ -	\$ -	\$ -	\$ -
Subtotal Operating Revenues	16,175,755	5,505,370	3,751,930	25,433,055
1 Defundings	-	-	-	-
Gross Resources	26,431,302	14,741,184	13,908,942	55,081,428
Net Resources (1)	26,431,302	14,741,184	13,908,942	55,081,428
APPROPRIATIONS				
Salaries and Benefits	3,069,644	2,541,590	999,822	\$ 6,611,056
Services and Supplies	5,940,859	3,383,990	498,987	\$ 9,823,835
1 Housing Assistance Payments	-	-	-	\$ -
Emergency Rental Assistance Payments	-	-	-	\$ -
1 Debt Service	-	-	-	\$ -
1 Financial Transactions	116,210	-	3,260	\$ 119,470
1 Public Services	409,440	262,195	636,594	\$ 1,308,229
Interdepartmental Charges	-	900,296	363,973	\$ 1,264,269
Subtotal Operating expenditures	9,536,153	7,088,071	2,502,636	19,126,859
1 Capital Projects	-	-	-	\$ -
Gross Appropriations	9,536,153	7,088,071	2,502,636	19,126,859
Less Interfund Transactions	-	-	-	-
Net Appropriations (1)	9,536,153	7,088,071	2,502,636	19,126,859
Estimated Fund Balance-December 31	\$ 16,895,150	\$ 7,653,113	\$ 11,406,306	\$ 35,954,569

Note 1: Reflects resources and appropriations net of transfers and interfund charges

2025 FUND EQUITY - COUNTY ENTERPRISE HOUSING AND HOUSING TOTAL

County Public Housing	County Local Housing	County Misc. Housing	County Housing Choice Vouchers	County Shelter Plus Care	Subtotal	Total Enterprise Funds - Housing
\$ 5,691,680	\$ 1,064,984	\$ 5,515,421	\$ 8,504	\$ -	\$ 12,280,589	\$ 41,928,962
\$ 21,000	\$ -	\$ 81,400	\$ -	\$ -	102,400	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 303,000
\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
\$ 2,190,505	\$ -	\$ -	\$ -	\$ -	2,190,505	\$ -
\$ 7,212,100	\$ -	\$ 5,452,159	\$ -	\$ -	12,664,259	\$ 7,726,201
\$ -	\$ -	\$ -	\$ 16,838,005	\$ 3,515,642	20,353,647	\$ 26,497,513
\$ -	\$ -	\$ -	\$ 199,920,000	\$ -	199,920,000	\$ 20,353,647
\$ 11,055	\$ 587,414	\$ 2,694,299	\$ -	\$ -	3,292,768	\$ 199,920,000
\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 9,156,273
\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
9,434,660	587,414	8,227,858	216,758,005	3,515,642	238,523,579	-
-	-	-	-	-	-	-
15,126,340	1,652,398	13,743,279	216,766,509	3,515,642	250,804,168	263,956,634
-	-	-	-	-	-	-
15,126,340	1,652,398	13,743,279	216,766,509	3,515,642	250,804,168	305,885,596
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
1,280,735	-	1,166,151	9,833,194	152,575	12,432,655	-
4,080,162	-	762,478	1,938,676	-	6,781,316	19,043,711
-	-	-	199,920,000	-	199,920,000	16,605,151
-	-	-	-	-	-	199,920,000
-	-	-	-	-	-	-
207,751	-	-	-	65,846	273,597	-
-	-	665,456	-	-	665,456	393,067
-	-	-	-	-	-	1,973,685
-	163,977	922,974	4,403,213	-	5,490,164	-
5,568,648	163,977	3,517,059	216,095,083	218,421	225,563,188	6,754,433
-	-	100,000	-	-	100,000	244,690,047
5,568,648	163,977	3,617,059	216,095,083	218,421	225,663,188	100,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
5,568,648	163,977	3,617,059	216,095,083	218,421	225,663,188	244,790,047
\$ 9,557,692	\$ 1,488,421	\$ 10,126,220	\$ 671,426	\$ 3,297,221	\$ 25,140,980	\$ 61,095,549

**2025 FUND EQUITY - OTHER GOVERNMENTAL FUNDS
CITY SPECIAL REVENUE**

	City CDBG	City CDBG RLF	City HOME	City HOME RLF	City Misc. Grants	City Housing Trust
RESOURCES						
Estimated Fund Balance - January 1	\$ -	\$ 352,222	\$ -	\$ 2,465,007	\$ 7,796,852	\$ 4,070,898
Interest Revenue	\$ -	\$ 56,700	\$ -	\$ 1,080,000	\$ 5,350	\$ 134,000
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ 1,819,823	\$ -
Repayment on Loans	\$ -	\$ 30,000	\$ -	\$ 150,000	\$ -	\$ 23,000
Dwelling Rents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	\$ 4,550,000	\$ -	\$ 2,300,000	\$ -	\$ 1,280	\$ -
Housing Vouchers - Administration	-	-	-	-	-	-
Housing Vouchers - HAP	-	-	-	-	-	-
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600,000
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Operating Revenues	4,550,000	86,700	2,300,000	1,230,000	1,826,453	4,757,000
Defundings	-	-	-	-	-	-
Gross Resources	4,550,000	438,922	2,300,000	3,695,007	9,623,305	8,827,898
Less Interfund Transactions	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-
Net Resources (1)	4,550,000	438,922	2,300,000	3,695,007	9,623,305	8,827,898
APPROPRIATIONS						
Salaries and Benefits	485,974	-	190,122	-	749,321	144,139
Services and Supplies	86,800	-	30,021	-	78,148	26,373
Housing Assistance Payments	-	-	-	-	-	-
Debt Service	837,411	-	-	-	-	-
Financial Transactions	-	2,058	-	5,717	295,720	38,023
Public Services	600,000	-	-	-	-	-
Pilot and Miscellaneous	-	-	-	-	-	-
Interdepartmental Charges	109,815	-	3,600	-	-	15,600
Subtotal Operating expenditures	2,120,000	2,058	223,743	5,717	1,123,189	224,135
Capital Projects	2,430,000	-	-	2,167,751	8,570,189	6,348,242
Gross Appropriations	4,550,000	2,058	223,743	2,173,468	9,693,378	6,572,377
Less Interfund Transactions	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-
Net Appropriations (1)	4,550,000	2,058	223,743	2,173,468	9,693,378	6,572,377
Estimated Fund Balance-December 31	\$ -	\$ 436,864	\$ 2,076,257	\$ 1,521,539	\$ (70,073)	\$ 2,255,521

Note 1: Reflects resources and appropriations net of transfers, interfund transactions and interdepartmental charges

2025 FUND EQUITY - OTHER GOVERNMENTAL FUNDS
CITY SPECIAL REVENUE *CONTINUED*

City Affordable Housing	City Housing Authority Funds	City HOPWA	City ESG	City CalHOME	Subtotal	
RESOURCES						
\$1,624,411	\$ 4,073,130	\$ -	\$ -	\$ 2,555,905	\$ 22,938,424	Estimated Fund Balance - January 1
\$ 23,733	\$ 225,000	\$ -	\$ -	\$ 25,750	\$ 1,550,533	Interest Revenue
\$ -	\$ 433,187	\$ -	\$ -	\$ -	\$ 2,253,010	Intergovernmental
\$ -	\$ 220,000	\$ -	\$ -	\$ 130,000	\$ 553,000	Repayment on Loans
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Dwelling Rents
\$ -	\$ -	\$ 2,050,000	\$ 468,734	\$ -	\$ 9,370,014	Grants
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Housing Vouchers - Administration
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Housing Vouchers - HAP
\$ 2,562,000	\$ -	\$ -	\$ -	\$ -	\$ 7,162,000	Miscellaneous
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Interdepartmental Charges
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Net Transfers
2,585,733	878,187	2,050,000	468,734	155,750	20,888,557	Subtotal Operating Revenues
						Defundings
4,210,144	4,951,317	2,050,000	468,734	2,711,655	43,826,981	Gross Resources
-	-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	-	Less Interdepartmental Charges
-	-	-	-	-	-	Less Interdepartmental Charges
4,210,144	4,951,317	2,050,000	468,734	2,711,655	43,826,981	Net Resources (1)
APPROPRIATIONS						
134,256	63,911	-	87,334	-	\$ 1,855,057	Salaries and Benefits
6,555	6,372	-	2,600	-	\$ 236,869	Services and Supplies
-	-	-	-	-	\$ -	Housing Assistance Payments
-	480,000	-	-	-	\$ 1,317,411	Debt Service
18,284	67,560	-	-	1,240	\$ 428,602	Financial Transactions
-	-	1,566,145	370,000	-	\$ 2,536,145	Public Services
-	-	-	-	-	\$ -	Pilot and Miscellaneous
54,945	15,451	17,600	8,800	-	\$ 225,811	Interdepartmental Charges
214,040	633,294	1,583,745	468,734	1,240	6,599,895	Subtotal Operating expenditures
1,289,108	3,293,660	-	-	-	\$ 24,098,950	Capital Projects
1,503,148	3,926,954	1,583,745	468,734	1,240	30,698,845	Gross Appropriations
-	-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	-	Less Interdepartmental Charges
-	-	-	-	-	-	Less Interdepartmental Charges
1,503,148	3,926,954	1,583,745	468,734	1,240	30,698,845	Net Appropriations (1)
\$ 2,706,996	\$ 1,024,363	\$ 466,255	\$ -	\$ 2,710,415	\$ 13,128,136	Estimated Fund Balance-December 31

**2025 FUND EQUITY - OTHER GOVERNMENTAL FUNDS
COUNTY SPECIAL REVENUE**

	County CDBG	County CDBG RLF	County CDBG NSP 1	County CDBG NSP 3	County HOME	County HOME RLF	County Misc. Grants
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RESOURCES

1 Estimated Fund Balance - January 1	\$ -	\$ 742,959	\$ -	\$ -	\$ -	\$ 3,196,526	\$ 12,757,209
Interest Revenue	\$ -	\$ 148,000	\$ -	\$ -	\$ -	\$ 1,100,000	\$ 5,530
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 524,401
Repayment on Loans	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 225,000	\$ -
Dwelling Rents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	\$ 5,940,000	\$ -	\$ -	\$ -	\$ 3,747,684	\$ -	\$ 2,800
Housing Vouchers - Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Vouchers - HAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211,400
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Agency Revenue	5,940,000	175,000	-	-	3,747,684	1,325,000	744,131

1 Defundings							
Gross Resources	5,940,000	917,959	-	-	3,747,684	4,521,526	13,501,340
	-	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-	-
Net Resources	5,940,000	917,959	-	-	3,747,684	4,521,526	13,501,340

APPROPRIATIONS

Salaries and Benefits	804,353	-	-	-	869,166	-	844,942
Services and Supplies	89,068	-	-	-	96,250	-	189,200
1 Housing Assistance Payments	-	-	-	-	-	-	-
1 Debt Service	-	-	-	-	-	-	-
1 Financial Transactions	-	3,960	-	-	-	14,375	-
1 Public Services	793,000	-	-	-	-	-	-
Pilot and Miscellaneous	-	-	-	-	-	-	-
Interdepartmental Charges	385,000	-	-	-	340,500	13,831	3,229,948
Subtotal Operating expenditures	2,071,421	3,960	-	-	1,305,916	28,206	4,264,090
1 Capital Projects	2,855,700	-	-	-	2,441,768	3,460,359	3,758,584
Gross Appropriations	4,927,121	3,960	-	-	3,747,684	3,488,565	8,022,674
Less Interfund Transactions	-	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-	-
Net Appropriations (1)	4,927,121	3,960	-	-	3,747,684	3,488,565	8,022,674
Estimated Fund Balance-December 31	\$ 1,012,879	\$ 913,999	\$ -	\$ -	\$ -	\$ 1,032,961	\$ 5,478,666

Note 1: Reflects resources and appropriations net of transfers, interfund transactions and interdepartmental charges

2025 FUND EQUITY - OTHER GOVERNMENTAL FUNDS
COUNTY SPECIAL REVENUE *CONTINUED*

County Housing Trust	County Affordable Housing	County Housing Authority Funds	County ESG	County CalHOME	Subtotal	
RESOURCES						
\$ 3,026,924	\$ 7,057,565	\$ -	\$ -	\$ 3,985,892	\$ 30,767,075	Estimated Fund Balance - January 1
\$ 50,400	\$ 64,040	\$ 10,000	\$ -	\$ 69,000	\$ 1,446,970	Interest Revenue
\$ -	\$ -	\$ 296,000	\$ -	\$ -	\$ 820,401	Intergovernmental
\$ 61,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 413,000	Repayment on Loans
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Dwelling Rents
\$ -	\$ -	\$ -	\$ 520,000	\$ -	\$ 10,210,484	Grants
-	-	-	-	-	\$ -	Housing Vouchers - Administration
-	-	-	-	-	\$ -	Housing Vouchers - HAP
\$ 7,500,000	\$ 5,000,000	\$ -	\$ -	\$ -	\$ 12,711,400	Miscellaneous
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Interdepartmental Charges
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Net Transfers
7,611,400	5,064,040	306,000	520,000	169,000	25,602,255	Subtotal Operating Revenues
Defundings						
10,638,324	12,121,605	306,000	520,000	4,154,892	56,369,330	Gross Resources
-	-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	-	Less Interdepartmental Charges
-	-	-	-	-	-	Less Interdepartmental Charges
10,638,324	12,121,605	306,000	520,000	4,154,892	56,369,330	Net Resources (1)
APPROPRIATIONS						
22,434	74,784	14,843	69,336	-	\$ 2,699,858	Salaries and Benefits
4,875	8,564	3,300	7,564	-	\$ 398,821	Services and Supplies
-	-	-	-	-	\$ -	Housing Assistance Payments
-	-	-	-	-	\$ -	Debt Service
-	41,709	1,399	-	2,300	\$ 66,155	Financial Transactions
-	-	-	462,500	-	\$ 1,255,500	Public Services
-	-	-	-	-	\$ -	Pilot and Miscellaneous
11,825	35,475	631	14,190	-	\$ 4,031,400	Interdepartmental Charges
39,134	160,532	20,173	553,590	2,300	8,451,734	Subtotal Operating expenditures
9,210,554	9,109,948	-	-	-	\$ 30,836,913	Capital Projects
9,249,688	9,270,480	20,173	553,590	2,300	39,288,647	Gross Appropriations
-	-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	-	Less Interdepartmental Charges
-	-	-	-	-	-	Less Interdepartmental Charges
9,249,688	9,270,480	20,173	553,590	2,300	39,288,647	Net Appropriations (1)
\$ 1,388,636	\$ 6,151,268	\$ 4,079	\$ 437	\$ 4,517,260	\$ 17,080,683	Estimated Fund Balance-December 31

**2025 FUND EQUITY - OTHER GOVERNMENTAL FUNDS
CITY CAPITAL PROJECTS FUNDS**

	City Capital Fund	City Public Housing Homeownership	City Commerce Circle	Subtotal
RESOURCES				
Estimated Fund Balance - January 1	\$ 4,387,644	\$ 592,771	\$ -	\$ 4,980,415
Interest Revenue	\$ -	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Repayment on Loans	\$ -	\$ -	\$ -	\$ -
Dwelling Rents	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -
Housing Vouchers - Administration	-	-	-	\$ -
Housing Vouchers - HAP	-	-	-	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Net Transfers	\$ -	\$ -	\$ -	\$ -
Subtotal Operating Revenues	-	-	-	-
Defundings	-	-	-	-
Gross Resources	4,387,644	592,771	-	4,980,415
Less Interfund Transactions	-	-	-	-
Less Interdepartmental Charges	-	-	-	-
Less Interdepartmental Charges	-	-	-	-
Net Resources (1)	4,387,644	592,771	-	4,980,415
APPROPRIATIONS				
Salaries and Benefits	495,092	-	-	\$ 495,092
Services and Supplies	456,109	-	-	\$ 456,109
Housing Assistance Payments	-	-	-	\$ -
Debt Service	-	-	-	\$ -
Financial Transactions	-	100	-	\$ 100
Public Services	-	-	-	\$ -
Pilot and Miscellaneous	-	-	-	-
Interdepartmental Charges	9,460	-	-	\$ 9,460
Subtotal Operating expenditures	960,661	100	-	960,761
Capital Projects	3,426,983	-	-	\$ 3,426,983
Gross Appropriations	4,387,644	100	-	4,387,744
Less Interfund Transactions	-	-	-	-
Less Interdepartmental Charges	-	-	-	-
Less Interdepartmental Charges	-	-	-	-
Net Appropriations (1)	4,387,644	100	-	4,387,744
Estimated Fund Balance-December 31	\$ -	\$ 592,671	\$ -	\$ 592,671

Note 1: Reflects resources and appropriations net of transfers, interfund transactions and interdepartmental charges

2025 FUND EQUITY - OTHER GOVERNMENTAL FUNDS
COUNTY CAPITAL PROJECTS FUNDS AND TOTAL

County Capital Fund	County Public Housing Homeownership	Subtotal	Total Other Governmental Funds	
			RESOURCES	
\$ 2,896,604	\$ 1,102,638	\$ 3,999,242	\$ 62,685,157	Estimated Fund Balance - January 1
\$ -	\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ 2,997,503	Interest Revenue
\$ -	\$ -	\$ -	\$ 3,073,411	Intergovernmental
\$ -	\$ -	\$ -	\$ 966,000	Repayment on Loans
\$ -	\$ -	\$ -	\$ -	Dwelling Rents
\$ -	\$ -	\$ -	\$ 19,580,498	Grants
-	-	-	-	Housing Vouchers - Administration
-	-	-	-	Housing Vouchers - HAP
-	-	-	\$ 19,873,400	Miscellaneous
\$ -	\$ -	\$ -	\$ -	Interdepartmental Charges
\$ -	\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ (1,839,690)	Net Transfers
-	-	-	\$ 46,490,812	Subtotal Operating Revenues
-	-	-	-	Defundings
2,896,604	1,102,638	3,999,242	109,175,969	Gross Resources
-	-	-	-	Less Interfund Transactions
-	-	-	-	Less Interdepartmental Charges
-	-	-	-	Less Interdepartmental Charges
2,896,604	1,102,638	3,999,242	109,175,969	Net Resources (1)
			Worksheet APPROPRIATIONS	
423,887	-	\$ 423,887	\$ -	
255,283	-	\$ 255,283	\$ 5,473,894	Salaries and Benefits
-	-	\$ -	\$ 1,347,082	Services and Supplies
-	-	\$ -	\$ -	Housing Assistance Payments
-	-	\$ -	\$ 1,317,411	Debt Service
-	327	\$ 327	\$ 495,184	Financial Transactions
-	-	\$ -	\$ 3,791,645	Public Services
-	-	\$ -	\$ -	Pilot and Miscellaneous
6,307	-	\$ 6,307	\$ 4,272,978	Interdepartmental Charges
685,477	327	685,804	16,698,194	Subtotal Operating expenditures
2,211,127	-	\$ 2,211,127	60,573,973	Capital Projects
2,896,604	327	2,896,931	77,272,167	Gross Appropriations
-	-	-	-	Less Interfund Transactions
-	-	-	(1,839,690)	Less Interdepartmental Charges
-	-	-	-	Less Interdepartmental Charges
2,896,604	327	2,896,931	75,432,477	Net Appropriations (1)
\$ -	\$ 1,102,311	\$ 1,102,311	\$ 33,743,491	Estimated Fund Balance-December 31

2025 FUND EQUITY - INTERNAL SERVICES FUNDS

		Internal Services
RESOURCES		
1 Estimated Fund Balance - January 1	\$	3,017,921
Interest Revenue		15,000
Intergovernmental		-
Repayment on Loans		-
Dwelling Rents		-
Grants		-
Housing Vouchers - Administration		-
Housing Vouchers - HAP		-
Miscellaneous		942,162
Interdepartmental Charges		15,731,105
		-
Net Transfers		-
Subtotal Operating Revenues		16,688,267
1 Defundings		-
Gross Resources		19,706,188
Less Interfund Transactions		-
Less Interdepartmental Charges		(15,731,105)
Less Interdepartmental Charges		-
Net Resources (1)		3,975,083
APPROPRIATIONS		
Salaries and Benefits		9,135,096
Services and Supplies		5,388,122
1 Housing Assistance Payments		-
1 Debt Service		984,180
1 Financial Transactions		67,592
1 Public Services		-
Pilot and Miscellaneous		-
Interdepartmental Charges		1,355,535
Subtotal Operating expenditures		16,930,525
1 Capital Projects		500,000
Gross Appropriations		17,430,525
Less Interfund Transactions		-
Less Interdepartmental Charges		(15,731,105)
Less Interdepartmental Charges		-
Net Appropriations (1)		1,699,420
Estimated Fund Balance-December 31	\$	2,275,663

Note 1: Reflects resources and appropriations net of transfers, interfund transactions and interdepartmental charges

Internal service funds are used to account for the costs of insurance and accumulated funds for catastrophic events, the accumulation and allocation of costs associated with central support organizations, the accumulation of funds to pay for compensated absences, and accumulated resources for the maintenance, repair and debt payments of the Agency administrative building.

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SUPPORT**

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6

ADMINISTRATIVE SUPPORT

AGENCY CLERK

DEPARTMENT SUMMARY

The **Agency Clerk's Department** works across the organization to ensure that all Agency projects, programs, policies, and budget items receive all necessary governing board approvals through the staff report process. The department ensures 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.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 342,903	\$ 250,174	\$ 252,974	\$ 258,252
Services and Supplies	108,091	111,995	112,495	87,996
Total	\$ 450,994	\$ 362,169	\$ 365,469	\$ 346,248

ACTIVITIES DETAIL

The Agency Clerk's office provides the following external and internal services:

- Archivist for official Agency records, resolutions, ordinances, and staff reports as approved by the Agency's Commission, Board of Supervisors, and City Council.

- Liaison with the Sacramento City and Sacramento County Clerks' offices for all Agency project approvals, oversight of all agendas, agenda items, public notices, and public hearings for the Sacramento Housing and Redevelopment Commission.
- Filing office for the Agency's Conflict of Interest Statements, management, and maintenance of the Agency's records retention schedule.
- Public records requests.

2025 GOALS AND OBJECTIVES

- Create an Agency Clerk procedure manual.
- Update records policies and procedures.
- Implement public records request training.

2024 ACCOMPLISHMENTS

- Successfully transitioned to hybrid Commission meetings.
- Updated staff report procedure manual.
- Provided staff report training to new staff.
- Implemented Agenda Management Software.
- Created public records request procedure manual.

KEY INDICATORS

Output

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Projections
# of public records requests responded to	20 from May to Dec	50	110	100
# of staff reports reviewed and processed	50	50	90	100
# of SHRC agenda related documents posted on the website	105	100	30	30
# of Form 700 – Statement of Economic Interest processed (e-file application)	300	200	150	150

Effectiveness

% of reports submitted to the Clerk's office on time for final review per required staff report review guidelines	100%	100%	100%	100%
% of SHRC agenda related documents posted on the website on time	100%	100%	100%	100%
% of Form 700 – Statement of Economic Interest forms processed within required time period	100%	100%	100%	100%

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ADMINISTRATIVE SUPPORT

EXECUTIVE DIRECTOR

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.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 1,377,621	\$ 1,774,192	1,463,793	1,451,702
Services and Supplies	806,320	909,647	1,031,320	734,820
Total	\$ 2,183,941	\$ 2,683,839	\$ 2,495,113	\$ 2,186,522

ACTIVITIES DETAIL

- Maintaining collaborative partnerships with the City, County, State and Federal agencies to assist and promote affordable housing and development activities.
- Effective communications and public outreach to residents, neighborhood associations, community groups, business associations, elected officials, government agencies, and the media.
- Implementing effective and efficient management practices to enhance customer service and project delivery.

2025 GOALS AND OBJECTIVES

- Work at the federal and state levels to support initiatives for maintaining funding for community development and affordable housing programs.
- Provide leadership and strategic direction to staff on matters relating to high-impact projects and programs, including state and federal budget, community development, and housing authority administration.
- Navigate the challenging economy through fiscal vigilance, careful planning and conservative budgeting; and continuous evaluation of Agency programs to help ensure cost efficiency.
- Implement homeless initiatives to house the homeless in the City and County utilizing various local, state, and federal funding, and Public Housing Authority resources such as turn-over vouchers and public housing units.
- Work with local and national affordable housing organizations to seek legislative support for a sustainable source of funds for affordable housing.
- Engage with a wide range of stakeholders, including local and national housing advocates and former and current federal officials to develop and implement a roadmap for public housing reinvestment and sustainability over the next 10 years.
- Dedicate staff resources to position the Agency for federal, state, and local funding opportunities to revitalize and redevelop public housing communities, and help residents achieve self-reliance.

- Inform and educate residents and community stakeholders on a variety of issues ranging from fiscal challenges and opportunities to affordable housing and development.
- Develop and carry out effective media and public relations strategies through proactive communication and timely responses to inquiries and requests for public information.
- Administer the Communications Strategic Plan to improve the Agency's public image and awareness about housing programs and Agency-assisted projects.
- Apply strategies to communicate and engage effectively with residents in our affordable housing communities.
- Deliver accountability to the public on the Agency's Transparency web page in administering local and federal programs and funding.
- Provide intermediary assistance through the Agency Ombudsman Program to address concerns by residents in housing assistance programs and to achieve timely resolution at the lowest level.
- Serve as a regional resource for distressed homeowners by providing referrals and information through partnerships with home loan counseling agencies, mortgage lenders and federal program providers.
- Serve as the SHRA employee representative to the Successor Agency Oversight Boards for redevelopment assets for the City and the County of Sacramento.

2024 ACCOMPLISHMENTS

- Administered over \$180 million in federal and state funding through the Sacramento Emergency Rental Assistance (SERA) Program, a City/County partnership program to provide emergency rental assistance to more than 16,500 renters struggling to pay rent and utilities due to the COVID-19 pandemic.
- Provided administrative oversight of three homeless shelters, including a facility serving up to 100 adults living unhoused in the Broadway/Alhambra corridor; a facility in North Sacramento serving up to 24 transitional age youth aged 18-24, and a homeless shelter serving up to 100 unhoused chronically homeless women in the South Sacramento area.

- Provided training and professional development courses for staff to learn and improve skills necessary for successful job performance and career development.
- Completed ethics and workplace violence prevention training for all Agency staff.
- Conducted strategic planning sessions for management staff to establish department objectives to achieve the Agency's organizational goals.
- Held meetings with all staff to communicate the direction and goals of the organization, and the accomplishments achieved by all departments

KEY INDICATORS

Output

	FY 22 ACTUALS	FY 23 ACTUALS	FY 24 PROJECTIONS	FY 24 ACTUALS	FY 25 PROJECTIONS
# of postings on Facebook	100	150	200	200	200
# of postings on Twitter	50	100	125	125	125
# of postings on YouTube	23	30	35	35	35
# of Ombudsman inquiries	850	750	500	500	500
# of news releases posted to the website	20	25	25	25	25
# of E-Newsletters distributed to stakeholders	16	24	30	30	30
# of strategic media opportunities completed	5	5	5	5	5
# of events or programs attracting media attention	10	10	10	10	10
# of Changing Lives success stories shared	12	12	15	15	15
# of State Legislative bills tracked	70	70	75	75	75

Effectiveness

# of Followers on Facebook	9,800	10,000	12,000	12,000	12,000
# of Followers on Twitter	2,359	2,500	3,000	3,000	3,000
# of Subscribers on YouTube	1,180	1,300	1,500	1,500	1,500

6

ADMINISTRATIVE SUPPORT

FINANCE

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 Annual Comprehensive Financial Report (ACFR) and the Agency's annual budget.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 2,008,497	\$ 1,931,784	\$ 2,145,192	\$ 1,201,184
Services and Supplies	\$ 179,655	\$ 146,391	\$ 336,546	\$ 586,805
Total	\$ 2,188,152	\$ 2,078,175	\$ 2,481,738	\$ 1,787,989

ACTIVITIES DETAIL

Accounting and Financial Services

In addition to performing the daily functions of payroll, accounts payable, cash management and general ledger accounting, department staff perform specialized reporting services on behalf of the Housing Authority. Examples of specialized reporting include, but are not limited to the following:

- Annual Public Housing Operating Subsidy Budget.
- Monthly reporting in the HUD Voucher Management System.

- Annual filing of the Housing Authority Financial Data Submission to HUD.
- Monthly NSP reporting in the HUD Disaster Recovery Grant Reporting system (DRGR).

Cash Management

- Manage the Agency's daily cash requirements and coordinate the investment of Agency cash and securities with the City Treasurer's Office.

Debt Management

- Manage the Agency's outstanding debt obligations, ensure compliance with debt covenants, fulfill continuing disclosure requirements, and determine the capacity and timing of future debt issues.

Audit

- Work with accounting staff, external auditors, and program staff to prepare the Agency's Comprehensive Annual Financial Reports.

Budget

- Work with accounting staff and all Agency divisions to prepare a balanced annual operating and capital project budget.

Non-Profits

- Manage monthly financial reporting and management of Non-Profit entities including: accounts payable, accounts receivable, monthly financials for investors.
- Manage year-end audits and completion of financial statements.

2025 GOALS/OBJECTIVES

- Continue to produce an adopted Annual Budget that meets the Excellence award standards of the CSMFO.
- Continue to produce an Annual Comprehensive Financial Report (ACFR) that meets the award standards of the Government Finance Officers Association (GFOA).
- Streamline accounting processes and procedures to enable faster reporting for investors and partnerships for non-profits.

2024 ACCOMPLISHMENTS

- Received the GFOA Award for Excellence in Government Finance
- Implementation of OpenGov Budget Software
- Implementation of NEOGOV Payroll Software
- Submitted the budget document to receive the Excellence Award in budgeting from CSMFO.

KEY INDICATORS

Output

	FY 22 ACTUALS	FY 23 ACTUALS	FY 24 PROJECTIONS	FY 24 ACTUALS	FY 25 PROJECTIONS
# of Accounts Payable (A/P) Checks Processed	6,600	6,600	6,700	6,700	6,700
# of Electronic Fund Transfers (EFT) Processed	39,000	39,200	39,400	39,400	39,400
# of 1099 Miscellaneous Forms Prepared	5500	5,600	5,600	5,600	5,600
# of Payrolls completed on time	26	26	26	26	26
# of Applications submitted to the CSMFO Budget Award Program	1	1	1	1	1
# of Applications submitted to the GFOA Financial Reporting Award Program	1	0	0	1	1
Prepare an easy-to-read, briefer version of the annual budget (Budget-In-Brief)	1	1	1	1	1

Effectiveness

# of Budget Awards received from CSMFO	1	1	1	1	1
# of Certificates of Achievements for Excellence in Financial Reporting received from GFOA	1	1	1	0	1
Obtain an Unmodified Audit Opinion on Annual Comprehensive Financial Report (ACFR)	1	1	1	1	1

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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.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Services and Supplies	\$ 60,000	\$ 60,000	\$ 60,000	\$ 30,000
Total	\$ 60,000	\$ 60,000	\$ 60,000	\$ 30,000

ACTIVITIES DETAIL

- Review and approve the activities of the Agency.
- Serve, to the best of the governing boards' abilities, the residents of the City and County by meeting their needs and concerns through the adoption of ordinances and resolutions, establishment of policies, approval of new and ongoing program activities, and adoption of the annual Agency budget.
- Provide a high level of service to all members of the community.

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ADMINISTRATIVE SUPPORT

HUMAN RESOURCES

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, training and development, health and safety and employee wellness.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 1,207,343	\$ 1,219,632	\$ 1,190,705	\$ 1,442,263
Services and Supplies	789,692	665,692	803,392	706,960
Total	\$ 1,997,035	\$ 1,885,324	\$ 1,994,097	\$ 2,149,223

ACTIVITIES DETAIL

Personnel Rules and Labor Agreements

Lead the development of guidelines for recruitment, hiring, and maintenance of all Agency employees. Ensure that all Personnel Rules are equitably implemented. Negotiate, interpret, and enforce collective bargaining agreements for the staff represented by the SHRA (Employee Association), and/or American Federation of State, County & Municipal Employees (AFSCME)

Training and Development

Research, develop and improve delivery of training programs for employees and leaders.

Employee Performance Appraisal System

Work with personnel managers throughout the Agency to ensure that performance evaluations are timely and provide developmental feedback.

New Employee Onboarding

Provide a digital onboarding platform where employees have access to important Agency-related information including explanations of rules and regulations, access to benefit information and other materials prior to their start. This process has led to efficiencies in the recruitment process and increased productivity from the new hire on their first day.

Wellness Programs

Administer the Agency's Wellness Programs. Coordinate wellness program information and training.

Employee Training

Administers the Agency's training programs by developing performance improvement measures, conduct orientation sessions, and arrange on-the-job training for new employees. Responsible for design, development and delivers strategic employee learning and development programs.

Worker's Compensation Program

Administer the worker's compensation program which includes collecting documentation on any work-related injury, coordinating with medical professionals to assure a smooth return to work in a safe and gradual manner if necessary.

Health and Welfare Insurance Programs

Facilitate the annual open-enrollment process as well as enrolling new employees in the medical/dental/vision programs of their choice and maintaining the payroll system to accurately collect premiums and forward payments to insurers.

Temporary Services Contracts

Maintain relationships with temporary staffing providers to quickly fill any temporary position with a qualified person. Successful temporary hiring practices result in staffing levels that are commensurate with changeable workload associated with many Agency departments.

2025 GOALS/OBJECTIVES

- Streamlining Policy Communication and Delivery for all Agency by Implementing new Policy management system to streamline all Agency policies in one location
- Strive to reduce employee turnover from 13% to 9%
- Successfully negotiate long term contracts with both our labor groups (AFSCME and SHRAEA).
- Focus on Employee Engagement

2024 ACCOMPLISHMENTS**Implementation of new NEOGOV HRIS System**

In 2024, the Agency's Human Resources Team launched a new HRIS system (Human Resources Information system) powered by NEOGOV. The (HRIS) system powered by NEOGOV, will become the Agency's new Human Capital Management fully integrated, cloud-based system that will replace SHRA's existing legacy system.

Redesign and launch new Student Intern Program

In 2024, the Agency's Human Resources Team evaluated and re-designed the internship program to fit the needs of SHRA.

New Employee Onboarding Program

In 2024, launched new onboarding program with the following:

- Launched new - day 1 - employee experience
- Core competency training roll out
- Streamlined benefit enrollment process
- Developed new onboarding guides based on position

New Employee Onboarding Program

In 2024, the Agency set a DE&I baseline by reviewing the demographic of the team members. The HR department identified a new concept using "Puzzles" and identified areas of concern in our Agency Focus Groups. Agency launched new Program with the following focus:

- DEI training for all managers/supervisors
- SOAR training (building strategy through employee engagement)
- New Internship Program
- Created new policies and procedures

KEY INDICATORS

Output

	FY 22 Actuals	FY 23 Actuals	FY 24 Projection	FY 24 Actual	FY 25 Projection
# of annual employee performance appraisals administered timely	130	265	200	209	200
# of completed probationary plans	60	60	60	60	60
# of recruitments conducted	40	65	50	40	50
# of Payrolls completed on time	26	26	26	26	26
# of new employees hired	25	60	50	50	50
# of Supervisor trainings provided/ # of participants	24 trainings; approx. 10 attendees per course	50	50	10 trainings; 10 attendees per course	40
# of Participants in Agency's Weight Watchers wellness program	101	150	150	150	160
# of employees promoted	18	20	20	10	20
# of temps hired	125	50	30	100	100
# of Emerging Leaders Hired	4	0	2	2	2
# of FTE from Temp-to-Hire	85%	0.25	50%	50%	60%
% of Section 3 hires	85%	0.85	85%	80%	85%

Effectiveness

% of annual employee performance appraisals administered timely	99%	95%	95%	95%	95%
# of completed probationary plans	100%	100%	100%	100%	100%
# of lost work days due to work related injury or illness	0	0	0	0	0
% of time to hire for FTE positions	52% faster hiring	75% faster hiring	50% faster hiring	50% faster hiring	50% faster hiring

Efficiency

Online open enrollment (hours of HR prep time)	25	25	25	15	15
Time to complete new hire paperwork (hours spent by HR)	4	4	1	1	1

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ADMINISTRATIVE SUPPORT

INFORMATION TECHNOLOGY

DEPARTMENT SUMMARY

The **Information Technology (IT) Department** is responsible for the Agency's secure IT infrastructure, delivering centralized support for enterprise financial and property management systems, personal computers, and communication networks. The department also drives digital innovation through application development, enhancing public engagement and information accessibility.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 2,112,135	\$ 2,387,300	\$ 2,568,566	\$ 2,382,121
Services and Supplies	1,190,232	1,225,232	1,225,232	1,704,298
Total	\$ 3,302,367	\$ 3,612,532	\$ 3,793,798	\$ 4,086,419

ACTIVITIES DETAIL

- Streamline Agency operations through Yardi's integration of collaborative tools and paperless workflows.
- Implement and maintain reliable communication networks.
- Optimize Agency efficiency by implementing collaborative tools and communication platforms to facilitate a paperless operational environment.
- Ensure the confidentiality, integrity, and availability of agency data.
- Develop web applications to enhance public engagement and streamline participant interactions.

2025 GOALS AND OBJECTIVES

- Sacwaitlist Phase II
- Landlord Portal enhancements
- HCV Resident Portal
- Perform a comprehensive Yardi system assessment to identify optimization opportunities and potential organizational efficiencies
- Streamline WMS onboarding and enhance security through process automation
- Enhance data security through multi-factor authentication and implementation of SIEM and SAML tools
- Implement single sign-on (SSO) capabilities
- Incorporate cloud disaster recovery into SHRA's disaster recovery plan
- Migrate Nextiva phone system to Microsoft Teams for 16 locations (400+ lines)

2024 ACCOMPLISHMENTS

- Upgraded NetApp backup system.
- Wan aggregation – secondary internet circuit for fault tolerance.
- VMware 7.0 upgrade – server monitoring and access software
- Domain controller upgrade – Microsoft Logon service for the SHRA network
- New network hardware at 16 locations
- DMZ server replacement – data access security
- Sacwaitlist Phase I
- Enhancements to PH/CNV Portal

KEY INDICATORS

Output

	FY 22 Actual	FY 23 Actual	FY 24 Projection	FY 24 Actual	FY 25 Projections
# of work orders opened	4500	5220	4000	3438	4800
# of helpdesk phone calls received	2000	2650	1900	4142	4200
# of data backups performed	260	260	260	7611	7611

Effectiveness

# of work orders closed	4450	5180	3855	3438	4800
# of helpdesk phone calls responded to within 1 business day	1400	1680	1100	2043	2100
# of data backups validated	260	260	260	7611	7611

Efficiency

# of work orders addressed in 24 hours	2150	2880	2475	7611	7611
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ADMINISTRATIVE SUPPORT

LEGAL

DEPARTMENT SUMMARY

The **Legal Department** is responsible for environmental management, risk management, and safety 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.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 1,095,935	\$ 1,265,425	\$ 1,302,330	\$ 1,334,413
Services and Supplies	289,472	325,772	381,880	421,681
Total	\$ 1,385,407	\$ 1,591,197	\$ 1,684,210	\$ 1,756,094

ACTIVITIES DETAIL

Document Preparation & Review

Provide transactional legal services for Agency real property transactions, affordable housing and community development in targeted areas, homelessness initiatives, and review contracts and other agreements for appropriate authorities, legal and environmental review and compliance. Specifically:

- Prepare and/or review Agency policies, programs and correspondence.
- Review staff reports and draft resolutions and local ordinances.
- Prepare and review contracts for real estate transactions, affordable housing development, construction projects, homeless shelter projects, routine services and procurement.
- Prepare legal opinions and legal documentation necessary to implement Agency projects and programs.
- Environmental and Risk Management coordination, document preparation and supervision of Agency programs, projects and discretionary activities.

Legal Research & Counseling

Serve as legal advisor to governing boards and Agency staff on housing and community development issues, public housing and landlord/tenant issues, and homelessness initiatives. Coordinate with other Agency departments to ensure legal compliance in real estate transactional, contractual, and procurement matters. Specifically:

- Conduct legal and policy research.
- Review case law, legislation and regulations.
- Assist Agency Clerk in responding to requests for public records.
- Advise governing boards.
- Provide legal support to project staff for housing and community development projects.
- Negotiate and Document real estate transactions such as property transfer, development, and funding agreements.

- Advise the Agency on federal and state homeless and rental assistance issues.
- Analyze complex legal issues and provide opinions to staff.
- Advise the Agency on Emergency Rental assistance issues and fraud cases

Litigation

Provide legal representation in civil and administrative litigation and coordinate activities of outside counsel to the agency. Specifically:

- Litigate unlawful detainer cases for tenant evictions.
- Monitor claims and litigation involving the Agency.
- Manage outside counsel assigned to the litigation.
- Counsel Agency employees involved in Agency related litigation.
- Attend hearings, draft and review pleadings and rulings and conduct legal research.
- Work with insurance claims adjusters.
- Participate in settlement conferences and administrative hearings.
- Handle writs including related briefings and court appearances.
- Provide Hearing Officer services for HCV and Public Housing

Risk Management

Support the Legal, Finance, Human Resources, Construction, Development and Procurement departments in reviewing, obtaining and securing insurance coverage. In addition to performing the daily task of maintaining all Agency insurance needs, the processing and review of all Agency property, general liability and auto insurance claims, claims adjusting and contract review there are several ongoing tasks completed each year.

- Annual renewal of Property, liability and auto insurance for all Agency owned properties.
- Annual renewal and coverage review of property & liability insurance for all Agency non-profits and affiliates.
- Annual renewal of Directors and Officers, Crime & Employment Practices for Agency operations.

- Obtain special needs insurance coverages (Excess limits, Builders Risk) for new and rehab building projects.
- Annual renewal of National Flood Coverage protection for Agency & Non-profit affiliates.
- Complete annual Risk Action Management Plan report for HAI Group
- Review and update property and auto schedules to reflect current Agency owned assets.
- Respond and manage operations related to lawsuits filed against the Housing Authority.
- Develop Best Practices and implement training for staff and residents.
- Annual renewal of Directors and Officers coverage for Agency affiliates.
- Manage and oversee Property Loss/Damage incidents greater than \$50k.

Environmental Management

Environmental management activities include ensuring the Agency maintains compliance with local, state and federal environmental laws and regulations, including, but not limited to, the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and HUD environmental review procedures at 24 CFR Part 58, as well as coordinating and carrying out assessment and remediation activities on Agency-owned brownfield sites.

Additional activities include:

- Maintaining a qualified list of environmental consultants.
- Developing and implementing environmental training for staff.
- Conducting environmental due diligence and risk assessment for potential projects.
- Staying informed of changes to environmental laws and HUD regulations and implementing programmatic changes as necessary.
- Maintaining organized environmental review records.
- Establishing and maintaining positive working relationships with oversight agencies and consulting parties.

Agency Safety

Ensure safety systems and protocols are in place for agency employees. Trains agency employees on various safety issues and ensures safety needs and problems are addressed.

- Develop and maintain safety reporting system.
- Schedule safety trainings for Agency employees, including driver safety, personal protective equipment, and de-escalation exercises.
- Address property safety needs

2025 GOALS AND OBJECTIVES

- Upgrade skills and talents of members of the legal department and the Agency through continuing education as well technology to increase efficiency and quality of work provided.
- Building understanding and capacity of Agency to do more of the routine, everyday processes so that legal department can focus on the more complex legal and compliance issues.
- Continue to assist with and explore other types of affordable housing and funding mechanisms including public housing disposition and more public-private partnering.
- Federal and state fair housing agencies generally recognize and determine Agency compliance with fair housing law. Legal will continue to work with appropriate staff to develop more efficient procedures for resolution of fair housing law complaints.
- Complete work with ITMS to integrate Box to assist in legal department management and performance providing responsive and accurate work to Agency staff in a timely manner.
- Continue work with Agency Clerk to implement and integrate centralized Agency electronic and paper filing systems including Box.
- Develop an overall policy for the Agency regarding its relationship with the nonprofit affiliates that will result in the standardization of processes and procedures of interaction while protecting Agency interests.

- Continue to digitize (paperless), update and standardize Agency contracts, grants and procurement practices.
- Continue monitoring the Agency's risk profile, including review and updating of contracts, insurance coverage, providing training update Agency work policies to create a compliance culture.
- Ongoing review, updates and modifications to Agency contract language and forms.
- Continue to provide hearing officer services for HCV and Public Housing
- Update Agency Facility Use Agreement.

2024 ACCOMPLISHMENTS

- Provided transactional and advisory services to the Agency (and its constituent members) on a wide variety of housing, community development and public infrastructure projects and programs which resulted in significant savings on legal costs.
- Provided legal advisory services and monitored for compliance with multiple external audits of the Agency and Agency administered projects and programs.
- Defended Agency and disposed of federal and state fair housing complaints with federal and state determination of Agency compliance with fair housing law.
- In-house representation of Agency in Writs on public housing/HCV hearings and procedures resulted in significant savings on legal costs.
- Provided in-house training sessions to assist housing management staff in the handling of procedures and presentations regarding hearings. Training topics included due process, evidence and fair hearings.
- Reviewed and completed major environmental reviews pursuant to the National Environmental Policy Act, the U.S. Department of Housing and Urban Development regulations, and the California Environmental Quality Act.
- Secured new insurance coverage and Lawyers Liability Insurance.
- Met the Agency needs and investor requirements of the RAD conversion in a timely manner.

- Initial development of new claims management log.
- Established new providers of Hearing Officer services to assist with Public Housing and HCV hearings.
- Initial development of safety reporting system
- Reintegrated Agency safety function from Human Resources

KEY INDICATORS

Output

	FY 22 Actuals	FY 23 Actual	FY 24 Projection	FY 24 Actual	FY 25 Projections
# of contracts reviewed	225	250	250	313	320
# of requests for legal opinions	4	5	12	18	15
# of resolutions/ordinances	80	90	85	92	90
# of writs assigned to outside counsel	15	25	10	0	0
# of writs handled by in-house counsel	25	25	10	8	10
# of NEPA Exemptions or Categorical Exclusions not Subject to §58.5 (CENST) 4 month period - Environmental review	45	45	45	65	60
# of Categorical Exclusions Subject to (CEST) 4 month period - Environmental review	30	30	30	36	40
# of EA/IS completed in-house or managing consultants 4 month period – Environmental review	7	12	6	10	10

Effectiveness

% of legal logs returned within the stated “due” date	100%	100%	100%	100%	100%
% of resolutions and ordinances completed within the required circulation period	100%	100%	100%	100%	100%

Efficiency

\$ amount saved per writ by handling in house	\$95-125K	\$105-145K	\$150-200K	\$175-\$195K	\$200-\$225K
\$ amount saved per EA/IS by handling in-house	\$10-25K	\$15-30K	\$35K	\$50K	\$50K
\$ amount saved per CEST by handling in-house	\$3-5K	\$4-6K	\$7-8K	\$12-\$13K	\$15K

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ADMINISTRATIVE SUPPORT

PROCUREMENT

DEPARTMENT SUMMARY

The **Procurement Services Department** 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

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 907,112	\$ 1,003,859	\$ 1,058,609	\$ 1,065,160
Services and Supplies	\$ 154,187	\$ 143,583	\$ 223,779	\$ 537,925
Total	\$ 1,061,299	\$ 1,147,442	\$ 1,282,388	\$ 1,603,085

ACTIVITIES DETAIL

Procurement Services

Mission is to provide customer service to internal and external partners. Provide information, training and guidance with the solicitation process. Provide the best value to the Agency and ensure compliance with all rules and regulations.

The **Procurement Services Department** centralizes Agency construction bidding activities and procures commercial and professional services, supplies and equipment for the Agency. The Department is also responsible for monitoring procurement and labor activities for compliance with all applicable federal, state and local regulations.

2025 GOALS AND OBJECTIVES

- Create list for the task order contractors. Current under \$10,000 contracts (75+ contracts) will be expiring by April 2025.
- Enforce Independent Cost Evaluation (ICE) - format, streamline and make mandatory.
- Create, Plan and Implement the OpenGov contract and amendment drafting and authorization/signature process. Currently the Agency relies on DocuSign for drafting and circulating contracts and amendments. Once the templates are created in OpenGov, this is will be a cost and time savings for the Agency.
- Develop and provide the following staff training to all Departments:
 - o OpenGov Intake
 - o Department Liaison for Contract Rules and Management
 - o Acquisition Methods
 - o Scope of Work
 - o Implementation of the new Resource Manual
 - o Task Order Process

- Provide continuing education and staff training for internal Procurement staff:
 - Compliance
 - Public Procurement
 - Federal Procurement
 - Certification Training
 - Staff Training Conferences
- Consolidating contracts that different departments utilize. Currently Departments are creating contracts solely for their own Departments which Procurement sees multiple contracts with the same vendor. It would be time efficient for the Agency to create a full scope of work to encompass all work that the Agency would require and execute one contract, when possible.

2024 ACCOMPLISHMENTS

- Update procurement policy and procedures manual for the Department and internal Procurement staff. This is a current initiative that is in process. The project is a two-year project but forecast show the project will be completed prior to the two-year mark.
- Compile the data and submit the Federal funding reports for Minority/ Women's Business Enterprises, Labor Compliance and Section 3 programs for the Agency. Procurement onboarded Motivation Inc at the beginning of 2024. They have created a database for capturing all Section 3 business and employees. Procurement and Motivation Inc have also updated all documents and create a simplified streamlined package to provide to prospective contracts for their ease of use.
- Develop and provide the following staff training:
 - OpenGov Intake
 - Contract Circulation
 - Purchase Orders
 - Task Order Process

- Update Procurement resources on the Agency website and Intranet. This is in the process of being completed. Procurement has designed an internal website that will act as a vital resource for the Agency.
- Provide continuing education and staff training for Procurement staff:
 - Compliance
 - Public Procurement
 - Federal Procurement
 - Certification Training
 - Staff Training Conferences

2024 Contract Stats (current as of 7/12/2024)

- Total dollar amount of Active Encumbrances for SHRA Contracts - \$211,342,545.38
- Total dollar amount of Contracts for SHARP - \$286,379.50 (1/1/24 - 7/12/2024)
- Approximate number of contracts - 233 (1/1/2024 to 7/12/2024)
- 345 for last 12 months
- Number of Solicitations - 220 as of 7/12/2024
- Dollar amount in eComply for Certified Payroll Compliance review - 339.5 million

2023 Actuals

- Total dollar amount of Active Encumbrances for SHRA Contracts - \$175 million
- Total dollar amount of Contracts for SHARP - \$5 million
- Approximate number of contracts - 250
- Number of Solicitations - 41 as of 7/12/2024
- Dollar amount in eComply for Certified Payroll Compliance review - was not tracked

KEY INDICATORS

Output

	FY 22 Actuals	FY 23 Actuals	FY 24 Projected	FY 24 Actual (YTD)	FY 25 Projected
# of Invitation for Bid solicitations completed	43	60	58	34	45
# of Requests for Proposals	75	35	42	5	20
# RFQ's Completed	100	125	25	2 *	10
# of Contracts + Amendments Completed	250	250	310	224 (YTD) / 336 (last 12 months)	450
\$ of Contract Value - Public Housing/SHRA	38.3M	\$175 M	\$192 M	\$211,342,545.38	200M
\$ Contract Value - SHARP	1 Million	5 Million	\$1,820.00	\$286,379.50	5M
Solicitation \$ - Public Housing/SHRA	6.7 Million	0	12 million	5.8 million	25M
Solicitation \$ - SHARP	1 Million	5 Million	\$389,523.50	\$286,379.50	\$400,000
Certified Payroll Compliance \$	200 Million	225 Million	175 million	339.5 Million	3M
# of task orders completed				910	1200
# of Payrolls reviewed				12770	15000
# of PCard Statements			378	189	350
Amount of \$ for total PCards			\$ 1,106,608.98	\$553,304.49	1M
# of Supply Requests processed				27	40

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SHRA ADMINISTRATIVE HEADQUARTERS

HEADQUARTERS

DEPARTMENT 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.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Benefits				
Services and Supplies	818,771	728,771	696,271	765,500
Debt Service	1,044,669	982,999	982,999	984,180
Total	\$ 1,863,440	\$ 1,711,770	\$ 1,679,270	\$ 1,749,680

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**HOUSING
AUTHORITY**

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7 HOUSING AUTHORITY

HOUSING CHOICE VOUCHER PROGRAM

DEPARTMENT SUMMARY

The **Housing Choice Voucher (HCV) program** provides rental assistance to low-income families throughout Sacramento County. The Agency has authority to provide approximately 13,542 vouchers and seeks to maintain utilization at 98-100% of the vouchers available or disburse 98 - 100% of the allocation for Housing Assistance Payment (HAP).

There are specific voucher allocations for various sub-populations. For example there are:

- 874 Veterans Affairs Supportive Housing (VASH) tenant based vouchers to assist homeless veterans.
- 98 VASH project based vouchers (PBVs) where the federal subsidy is tied to the unit. They are at the following locations:
 - 25 at Mather Veterans Village (Phase 1)
 - 25 at Mather Veterans Village (Phase 3)
 - 23 at the Hotel Berry
 - 25 at Mirasol Village (former Twin Rivers) development
- 100 are for non-elderly disabled (NED) households
- 36 tenant-based vouchers for Family Unification Program (FUP)
- 98 tenant based vouchers for Foster Youth to Independence (FYI)

- 216 vouchers for non-elderly disabled households through Mainstream
- 244 Rental Assistance Demonstration (RAD) PBV for former public housing units that converted to RAD
- 1651 PBVs for homeless or homeless/rent burdened families at the following properties:

Project	# of Units
Phoenix Park I	140
Phoenix Park II	144
Serna Village	75
Washington Plaza	76
Sutterview Place	77
Sierra Vista	78
7th and H	67
Saybrook Apartments	60
Mather Veterans Village (Phase 3)	26
MLK Village	55
Shasta Hotel	72
Victory Townhomes/Dixieanne	8
Courtyard	92
Previous Public Housing	218
Quinn Cottages	20
La Mancha	100
Riverview	121
Boulevard Court	19
Edgewater	43
Capital Terrace	33
Ardenaire	10
Lavender Court	24
Capitol Park Hotel	134
Mutual Housing on the Boulevard	67
Sunrise Pointe	46

Project	# of Units
Cornerstone North and South	16
Central Sacramento Studios	92
Villa Jardin/Coral Gables	45
Vista Nueva	106
Colonia San Martin	16
Mirasol Block B and E	82
Mirasol Block A	77
Mirasol Block C	53

A Request for Proposal has been released for PBVs each year since 2017. The following projects have been previously awarded:

- 1221 new PBVs have been awarded for homeless families

Project	Status	# of Units
Mirasol Block D	In Construction	47
EAH on Broadway	In Construction	37
Eden Elk Grove Apartments	Awarded	33
Northview	In Construction	66
Oak Rose	Awarded	66
440 Arden Way	In Construction	31
Mutual at San Juan	Awarded	39
Broadway and 39th	In Construction	12
Village Apartments	Awarded	17
Donner Field	Awarded	17
Longview	Awarded	65
The Pardes 1	In Construction	8
Cornerstone Village	Awarded	24
The Pardes 2	Awarded	8
Monarch	Awarded	20
Sequoia	In Construction	88
Hope Landing (Arden Star)	In Construction	122
Powell's Landing (Rodeway Inn)	In Construction	69
Madison Square	In Construction	118
69th Street Apartments	Awarded	69
Mather Veteran's Village 4	Awarded	69
Mather Veteran's Village 5	Awarded	30

A Request for Proposals to project base additional units was not issued in 2024 because the Housing Authority is in "shortfall" (see below). However, the commitments listed above will be honored.

APPROPRIATIONS SUMMARY (HCV & HOMELESS INNOV.)

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 13,348,835	\$ 17,000,452.00	11,257,894	10,746,147
Services and Supplies	4,932,357	\$ 4,504,634.00	3,358,086	1,772,450
Debt Service	-	-	-	-
Interdepartmental Charges	3,985,341	\$ 4,107,242.00	5,517,696	4,403,213
Total	\$ 22,266,533	\$ 25,612,328	\$ 20,133,676	\$ 16,921,810

*The Homeless Innovations Department was created in 2021

ACTIVITIES DETAIL

Customer Communication Center

Staff is continuously looking at innovative approaches to upgrade the Customer Communication Center to better assist our customers. The focus is to connect our community with team members who are ready to change lives. The Communication Center has high quality team members and leverages new technology to deliver exceptional customer service to accomplish the Agency's mission. They recently converted to a new customer service software to provide better metrics in order to provide a better customer experience.

HCV Waitlist Management

One of the significant aspects of the HCV program is the comprehensive management of all wait lists. This is vital to filling vacancies expeditiously with households in need of housing while maintaining maximum usage of the vouchers allocated by HUD within the limitations of the HCV budget. Currently there are seven wait lists available for the HCV (tenant and project-based) program allowing staff to be responsive and efficient to house low-income families. In January, 2022 the HCV tenant based wait list (among others) was opened for new applicants and 23,534 applications were received, 5,000 of which were placed on the wait list (by random computer selection). As of mid-July, 2024 3570 applicants remained on the tenant-based voucher wait list.

Intake Functions

The intake functions provide support of the initial integrity of the program by determining the eligibility of applicants from the wait list(s). When there are vacancies, the integrated intake team (for Public Housing and HCV) select households from the appropriate wait list to start the eligibility process for participation on the program(s). This includes reviewing the application and supporting documents and verifying eligibility of all household members.

Continued Occupancy of Active HCV Participants

Continued participation on the Housing Choice Voucher program requires participants to recertify their eligibility annually. During this process, staff re-determines their eligibility and submits the documentation electronically to HUD. Recent enhancements to the Resident Portal allow participants to recertify their eligibility online, report a change of income or household, or request a move without sending in paperwork or coming into the office. Households must promptly report any changes in household composition and/or income to ensure that the housing is appropriate for their family composition and affordable for the family and this can now be accomplished through the portal.

The Resident Portal was upgraded in 2023 to include a redesigned look to improve user experience, including the ability to download commonly used documents, easy access to key information about rent amount and payment standards. Additional forms have been made accessible through the portal and user access and functionality continues to increase. The number of annual recertifications completed in the resident portal continues to increase: 1705 were completed in 2022 and 2031 in 2023. We project 4200 recertifications to be completed in 2024 and 4500 in 2025.

Owner Participation

Housing providers are the backbone of the Housing Choice Voucher Program and we appreciate their service to our program. As the housing landscape evolves due to factors like COVID-19, market demands, and creative housing solutions, it is critical to have a proactive approach to connect with housing providers to market, provide guidance and support them regarding housing authority processes. As new technologies are embraced, the outreach has evolved to include regular online owner orientations and promoting new innovations such as the electronic Request for Tenancy Approval (eRFTA).

This year, office hours were added so that landlords have direct access to a Landlord Liaison Tuesday mornings and Thursday afternoons via Zoom. Additionally, a Landlord Update webinar was held in December 2023 and July 2024 where landlords could see firsthand the upgrades made to both the landlord portal and the eRFTA portal. Hundreds of landlords have attended and ask questions and participate in these events.

Homeless Housing

The HCV Department also administers programs that serve the un-housed in Sacramento partnering with the City, County and non-profit agencies to assist the households. These initiatives utilize HUD rental assistance to provide housing and most programs seek partnerships with service providers to provide supportive services. Programs have included the City of Sacramento's Pathways to Health+Home (Pathways), the County of Sacramento's Flexible Rehousing Program (FRP), the Performance Pilots Partnership (P3), Shelter Plus Care (SPC), Emergency Housing Vouchers (EHV) and the Move On program.

Pathways

The City of Sacramento launched a pilot program using Whole Person Care funding to improve the health, quality of life, and housing stability for individuals experiencing, or at-risk of experiencing, homelessness. Through this program the household receives a Housing Choice Voucher (HCV) and is partnered with a service provider for supportive services. The household is well supported to secure stable housing in Sacramento County. As of September 15, 2024, 373 families were housed with a voucher.

Flexible Rehousing Program (FRP)

The County of Sacramento launched the FRP program to serve the community's most vulnerable homeless members. Through this program the household receives a HCV and is partnered with a service provider for supportive services. The household is supported to secure and stabilize in housing in Sacramento County. As of September 15, 2024, 259 families were housed and utilizing a voucher.

Move On

The Move On program was launched in 2020 and is available to formerly homeless households who are ready to transition from supportive housing to the HCV tenant based voucher program while simultaneously transitioning from receiving intensive to less intensive/no supportive services. Households are referred to the program by their service provider if they meet programmatic guidelines. Transitioning formerly homeless households (who can stabilize independently) to the HCV program creates flow within the continuum of homeless housing to create vacancies in permanent supportive housing programs thereby enabling additional homeless families to be housed. As of September 15, 2024, 30 families have leased up through Move On.

Foster Youth to Independence Vouchers (FYI)

The Housing Authority was awarded 98 FYI vouchers in 2023 to provide housing assistance for up to 36 months (3 years) with an option to extend the time limit for up to an additional 24 months if they meet certain requirements to low-income youth or pregnant or parenting youth who were formerly in, or who are close to exiting, foster care.

The Housing Authority works in close partnership with the local Public Child Welfare Agency, service providers assisting the youth with case management/housing search, and Sacramento Steps Forward who oversees the referral process through Coordinated Entry. With this program 44 families were able to lease up, 14 additional families are in the process of leasing up a new unit, and 40 families are still searching for a rental as of September 2024.

Emergency Housing Vouchers (EHVs)

In June 2021, the Housing Authority received an allocation of 494 vouchers to house households that are homeless, at risk of homelessness, fleeing domestic violence or recently homeless. In coordination with the Continuum of Care (CoC), households are referred to the Housing Authority through the Homeless Coordinated Entry process and service providers. As of September 15, 2024, all 494 have been utilized and are supporting families.

Shelter Plus Care (SPC)

The SPC program is distinct from the HCV program and houses 390 previously homeless, disabled households in Sacramento County. This is a grant funded, budget-based program so the number of participants changes and is expected to increase in 2024 and 2025. The Housing Authority partners with service providers in the community to provide case management services to the households. There are two SPC programs; the largest program, the tenant based SPC, allows households to find units in Sacramento County while the other program is located at Boulevard Court. As of September 15, 2024:

- 375 households received a subsidy from the SPC tenant-based program.
- 15 households received assistance at Boulevard Court.

Tenant-Based Voucher Program

There are over 430 voucher households currently looking for housing. This number is pretty consistent, generally hovering around 500.

Shortfall

In early 2024, the Housing Authority entered “shortfall”—which means that it is expected that the HCV program will not receive sufficient federal funds needed to keep all current program participants housed. HUD is committed to providing funds to maintain subsidies for all assisted households as long as the PHA:

- Stops issuing new vouchers;
- Stops issuing *Request for Proposals* to project base additional units; and
- Stops absorbing vouchers from participants coming to Sacramento County from other jurisdictions.

The Housing Authority of the County of Sacramento has implemented these cost-saving measures, and others, in order to reduce the amount of subsidies disbursed.

2025 GOALS AND OBJECTIVES

- Continue to achieve high performer status from HUD for Section Eight Management Assessment Plan (SEMAP).
- Maximize the utilization of voucher funding despite the tight Sacramento rental market and seek opportunities for families to move into low poverty areas.
- In 2022, 1,702 tenants completed their annual recertification in the resident portal. In 2023, there was a 19% increase in participation as 2020 tenants completed their recertification in the portal. In 2024, the projection is that more than 4,200 recertifications will be completed through the resident portal. The goal is to have at least 4,500 annual recertifications completed in the resident portal in 2025.
- Continued development of the Customer Communication Center with increased calls answered and improved tracking through the newly installed software.
- Refine the current landlord portal where landlords have better visibility of Housing Authority activities related to their rental properties. Activities on the portal currently include signing up for direct deposit, reviewing tenant ledgers, updating contact information, reviewing past inspections and submissions of rent increases online. Now landlords can see why inspections failed and access the Subsidy Adjustment Notices (that document the tenant portion of rent).

- Refine the landlord portal so that emails are sent to owners within 24 hours of a unit inspection notifying them if the unit passed or failed and listing all the failed items.
- Increase transparency in the lease up process by refining the eRFTA portal so that emails are sent out to prospective owners and tenants showing the progress of the Request for Tenancy Approval (RFTA) as it passes milestones during the approval process. NOTE: The RFTA is the document that shows a tenant is seeking approval to rent a specific unit from a prospective landlord.
- Prioritize the recognition of employees on a regular basis showing appreciation for their hard work, customer service and good performance.
- Continue to convert public housing units to the Rental Assistance Demonstration (RAD) PBV platform.
- Maximize budget authority to fully utilize the SPC Program so that disabled, homeless households with increased need for supportive services can live in affordable housing with the supports they need.

2024 ACCOMPLISHMENTS

- Achieved “high performer” status from HUD for Section Eight Management Assessment Plan (SEMAP).
- As of September 15, 2024 the Housing Authority has housed:
 - 373 homeless households through the Pathways Program.
 - 259 households through the FSRP Program.
 - 30 families housed through the Move On program.
 - 44 homeless foster youth through the recent FYI voucher program.
 - 494 families through the Emergency Housing Voucher Program.
- Almost 100 percent of landlords participating in the HCV program are enrolled for electronic Housing Assistance Payments (HAPs) through direct deposit.
- Administered seven HCV tenant and project-based wait lists.
- Upgraded the wait list portal to improve the user experience.
- Launched a semi-annual Landlord Update webinar where more than 400 landlords attended in December and more than 200 in July.

2024 ACCOMPLISHMENTS

- Expanded the use of electronic and virtual platforms developed during the pandemic to maintain high levels of efficiency. These included:
 - Continuing Zoom communications for applicants, participants and housing providers, thereby making staff communications more accessible.
 - Wait list portal now allows applicants to update their information directly
 - Resident portal provides increased access to forms and resources and the ability to complete the annual recertification online.
 - Landlord portal is available for landlords to look up past and current payments made on behalf of their tenants, update their contact information, and change their banking information for direct deposits.
 - eRFTA portal access was expanded - continued improvements allow for increased efficiency for the landlords and tenants working with the HCV program

KEY INDICATORS

Output

	FY 21 Actuals	FY 22 Actuals	FY 23 Actual	FY 24 Projected	FY 25 Projected
Score received for the Section 8 Management Assessment Program (SEMAP)	93%	62%	93%	83%	93%
# of (Tenant Based) Housing Choice Vouchers (HCV) allocation (excl PBV)	10712	10833	10569	10744	10747
# of Project Based Vouchers (PBV)	1359	2076	2340	2761	2795
# of (Tenant Based) Veterans Affairs Supportive Housing Vouchers (VASH) - homeless	565	740	820	874	874
# of (Project Based) Veterans Affairs Supportive Housing Vouchers (VASH) - homeless	99	124	124	130	138
RAD	118	232	289	244	348
MS5	216	216	216	216	216
% of families with elderly family member in the household	42%	43%	39%	41%	40%
% of disabled members in household	74%	75%	64%	63%	62%
% of households with family members who are employed	23%	24%	8%	9%	9%
% of families who were initially homeless	16%	22%	24%	27%	27%
% of families with total household income less than \$10,000, unadj inc	22%	20%	15%	15%	15%
% of families with income less than 25% Area Median Income, unadj inc	81%	80%	71%	70%	70%

KEY INDICATORS

Effectiveness

	FY 21 Actuals	FY 22 Actuals	FY 23 Actual	FY 24 Projected	FY 25 Projected
Received High Performer designation from HUD for the Section 8 Management Assessment Program (SEMAP)	1	0	1	0	1
% of HCV tenant based voucher utilization	89%	89%	91%	90%	95%
% of HCV project based voucher utilization	98%	98%	98%	92%	98%
% of VASH (tenant and project based) voucher utilization – homeless	74%	71%	80%	80%	95%
% of RAD utilization	99%	99%	100%	100%	100%
% of Mainstream Voucher (MS5) utilization	56%	81%	100%	98%	100%

Efficiency

% of landlords electronically receiving their payments through direct deposit	98%	99%	99%	99%	99%
% of families utilizing the resident portal (for any purpose)	51%	44%	44%	48%	52%
% of applicants utilizing the applicant portal	100%	100%	100.00%	100.00%	100.00%

7 HOUSING AUTHORITY

HOMELESS INNOVATIONS

DEPARTMENT SUMMARY

The **Homeless Innovations** staff oversees the management of three homeless shelters and administered the emergency rental assistance program for the City and County of Sacramento also known as the Sacramento Emergency Rental Assistance (SERA) Program in 2024. Phase 1 of SERA was completed in December 2020 and Phase 2 (SERA2) of the program disbursed \$185 million to over 16,550 households needing assistance to pay rent and/or utilities owed in arrears. It is anticipated that all rental assistance funds will be disbursed by December 2024.

APPROPRIATIONS SUMMARY (HCV & HOMELESS INNOV.)

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 13,348,835	\$ 17,000,452.00	11,257,894	10,746,147
Services and Supplies	4,932,357	\$ 4,504,634.00	3,358,086	1,772,450
Debt Service	-	-	-	-
Interdepartmental Charges	3,985,341	\$ 4,107,242.00	5,517,696	4,403,213
Total	\$ 22,266,533	\$ 25,612,328	\$ 20,133,676	\$ 16,921,810

*The Homeless Innovations Department was created in 2021

ACTIVITIES DETAIL

In 2024, the HI department oversaw the following shelters on behalf of the City of Sacramento:

Emergency Bridge Housing (EBH)

This shelter opened on June 10, 2020, to serve homeless Transition-Aged Youth (TAY), aged 18-24. Twenty-four (24) sleeping cabins were provided for double-room occupancy to serve 48 homeless youth. Due to the COVID-19 pandemic, occupancy is limited to one person per cabin unless they are in a familial type of relationship.

In Fall 2022, 26 additional cabins were added on land adjacent to the current parcel, also owned by St. Paul's Church of God in Christ for a total of 50 cabins. Additional community space, bathrooms, showers and outdoor space were made available due to the increased number of TAY at this site.

First Steps Communities is the on-site shelter operator. As of September 5, 2024, EBH sheltered 554 unduplicated youth. 371 guests successfully moved out of EBH into housing. Monthly and weekly reports regarding EBH outcomes can be found at: <https://www.shra.org/emergency-bridge-housing/>

Meadowview Navigation Center (MNC)

This shelter opened on October 1, 2020 to serve homeless women. This is a congregate shelter with 100 beds in a sprung shelter, dormitory-style. Volunteers of America is the on-site shelter operator. As of September 5, 2024, MNC provided shelter to 943 unduplicated women. 340 guests successfully moved out of the MNC into housing. Monthly and weekly reports regarding MNC outcomes can be found at:

<https://www.shra.org/meadowview-navigation-center/>

X Street Navigation Center (XNC)

This shelter opened on September 21, 2022 to serve homeless adults. This is a congregate shelter with 100 beds in a sprung shelter, dormitory-style like MNC. Volunteers of America is the on-site shelter operator. As of September 5, 2024, XNC provided shelter to 994 unduplicated guests. 380 guests successfully moved out of the XNC into housing. Monthly and weekly reports regarding shelter outcomes can be found at:

<https://www.shra.org/x-street-navigation-center/>

Sacramento Emergency Rental Assistance (SERA) Program

In the last quarter of 2020, the City and the County of Sacramento requested the Housing Authority to develop and administer an emergency rental assistance program for renters impacted by COVID-19 who are unable to pay rent. Local funds from the Community Development Block Grant CARES funds (CDBG CARES) and the COVID Relief Fund were available for this purpose. In just over 2 months with the SERA Phase 1 program, 780 landlords received payment for 1,230 families at risk of losing their housing.

In December 2020 and January 2021, federal and state funds became available to provide additional rental assistance. Both the City and the County of Sacramento received funding from the U.S. Treasury (UST) and the State Department of Housing and Community Development for the Emergency Rental Assistance Program (ERAP). They both requested the Housing Authority to implement a program to keep additional households from being evicted from their rental homes. As of September 4, 2024, \$185 million was disbursed to more than 16,550 households. All remaining SERA funds are anticipated to be disbursed by December 2024. Additional information about this program can be found at www.shra.org/sera.

2025 GOALS AND OBJECTIVES

- Maintain 100 percent occupancy at the three shelters (EBH, MNC, and the X Street Shelter) so that unhoused residents of Sacramento have a safe and healthy place to stay and connect to services while becoming stabilized.

2024 ACCOMPLISHMENTS

As of September 5, 2024, the Housing Authority has housed:

- 554 youth as shelter guests at Emergency Bridge Housing (EBH), and moved 371 guests into permanent housing
- 943 women as shelter guests at Meadowview Navigation Center (MNC) and moved 340 guests into permanent housing
- 994 adults as shelter guests at X Street Navigation Center (XNC) and moved 380 guests into permanent housing
- 494 families through the Emergency Housing Voucher Program
- 16,550 households received rent and/or utility assistance totaling \$184 million through the SERA program.

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7 HOUSING AUTHORITY

PROPERTY MANAGEMENT/PUBLIC HOUSING

DEPARTMENT SUMMARY

The Housing Authority owns and/or manages a total of 3,371 units of affordable housing under its Public Housing Program for over 7,600 extremely low, very low, and low-income persons, including children, seniors, and disabled individuals.

The **Public Housing Program** provides 1,992 apartments, duplexes, and some single-family homes to qualified low-income families. There are 1,449 units in the City of Sacramento, and 543 units in the County of Sacramento. 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 271 affordable units comprising of tax credits funded projects, and other local and state funded projects.

Additionally, the non-profit arm, Sacramento Housing Authority Repositioning Program Inc. (SHARP), owns and manages three project-based voucher high-rise properties consisting of 231 elderly-only units, 274 scattered-site project-based units, and 603 Rental Assistance Demonstration (RAD) &/or project-based units.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	9,732,587	10,785,939	10,738,737	7,720,089
Services and Supplies	13,778,025	14,883,350	13,133,481	14,779,269
Interdepartmental Charges	12,988,906	9,577,943	12,410,051	12,317,577
Total	\$ 36,499,518	\$ 35,247,232	\$ 36,282,269	\$ 34,816,935

ACTIVITIES DETAIL

Property Management and Capital Planning

Public Housing Administration provides a full-service approach to property management and maintenance. In addition to the regulatory requirements to conduct annual tenant recertification, staff also conducts extensive quality control inspections and fiscal audits to confirm program compliance. Examples of the specific types of activities include, but are not limited to, the following:

- Achieving and maintaining an optimal occupancy rate above 96%
- Analyzing and implementing efforts to modernize the public housing stock.
- Presenting capital improvement plans for all managed units.
- Collecting rents timely, and enforcing rent collection efforts as needed
- Maximizing the use and installation of energy efficient appliances, doors, and windows.
- Preparing and leasing vacant units within 21 days.
- Responding to requests for emergency maintenance repairs within 24 hours and prioritizing other maintenance requests based on urgency and nature of the work order.
- Inspecting all units, sites and building systems at least annually through the use of in-person inspections, the use of third-party vendors, or any combination thereof.
- Keeping tenant accounts receivable to the lowest possible delinquency rate.
- Maintaining appropriate levels of operating reserves based on the anticipated needs and projected expenses.
- Keeping operating expenses within the limits of available resources and established and approved budgets.
- Carrying out a program of resident-focused initiatives through its various Resident Services programs.
- Establishing and increasing the capacity to develop additional units.
- Continuous assessments of program activities to maximize customer service.
- Developing and implementing training plans to ensure that staff are kept up to date with current and best practices in the property management, maintenance, and resident service sectors.

Public Housing Agency (PHA) Plan

Annually the Housing Authority updates its Public Housing Agency Plan (PHA Plan) which includes the Admissions and Continued Occupancy Policy (ACOP) which provides a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the Five-Year Plan submitted every five years, and the Annual Plan, which is submitted to the United States Department of Housing and Urban Development (HUD) every year. It is through the Annual Plan that the Housing Authority receives capital funding. Site and system inspections are conducted monthly, or more frequently if needed.

Site Inspections, Maintenance & Capital Improvements

General upkeep and maintenance of property is important for curb appeal and resident satisfaction. Regular National Standards for the Physical Inspection (NSPIRE) site inspections using standard checklists are conducted at least annually by property management and maintenance staff.

Inspection results are used in conjunction with third party Physical Needs Assessments (PNA) information to populate the data in the PHA Plan to allocate funding for Public Housing capital improvements. Fee-based management properties will be assessed by inspections conducted by both Public Housing and construction staff, as well as periodic third-party Physical Needs Assessments studies. Site and system inspections are conducted monthly by staff. Major building systems (mechanical, electrical, and plumbing) are on a preventive maintenance schedule developed by the Housing Authority and implemented through a procured third-party vendor.

Audit

All department activities are audited to determine program compliance. Staff has developed various audit tools. They include on-site reviews, automated reporting using the YARDI database management system, and the independent audit conducted by a qualified Certified Public Accounting firm.

Furthermore, the department has a Program Integrity Analyst whose sole function is to audit internal department practices and to develop safeguards to ensure that the department's policies and procedures are being followed as written.

Asset Repositioning

As a requirement from HUD, the Housing Authority has developed an asset repositioning strategy for long term operation, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. In order to remain relevant and competitive, the Housing Authority must apply similar asset management principles as other sites managed by private management companies. Asset repositioning efforts include, but have not been limited to:

- Extending the useful life of some aging properties.
- Altering and/or retrofitting facilities to consolidate space or accommodate new functions and technologies.
- Improving residential property-based standards for safety, environmental quality and accessibility.
- Disposing of excess property successfully.
- Utilizing technologies to create efficiencies and maximize limited resources.
- Pursuing opportunities for private/public partnerships in the development and funding of Public Housing assets.
- Investigating opportunities to add unit density at existing properties, and analyze zoning to determine best use of Public Housing assets.

2025 GOALS AND OBJECTIVES

Asset Repositioning

- Continue to support the Mirasol Village project with former Twin Rivers residents' relocation back to the site. Management and maintenance will need to work on deposit issuance and making the vacated units ready for re-occupancy.
- Continue with RAD development pipeline. The Auburn Falls project is projected to be in construction within Quarter 1 2025. Currently in pre-development is the Greenback Grove project. Both projects are scattered site projects utilizing Public Housing properties from the Housing Authority of the County of Sacramento. In particular, units were selected from the Sun River AMP for these projects. Continue Section 18 Capital Improvement Plan for Las Casitas City and County, tracking a minimum of 5 capital projects per year (depending on cost and scope).

- Continue research on 1725 K Street as a possible project for future pre-development. Development schedule may change based on funding availability or opportunities.
- Identify land to purchase for possible new development, potential use of HUD Faircloth-to-RAD conversion process.
- Explore existing properties for potential expansion or increases in unit density.
- Engage with Asset Management team on performing on-going review and to provide support on projects during and after RAD conversion.

Resident Services

- Resident Services aims to address the areas of need at both the community and individual level by continuing to assist our participants with supportive services, resident empowerment activities, and assistance in becoming economically self-sufficient. Services and referrals may include:
 - Health
 - Education
 - Employment
 - Life and Soft Skills
 - Digital Inclusion
 - Financial Literacy/Business Acumen
- Set up workshops that are value added to our residents that are based on their collective need. These workshops could focus on future employment searches, how to stay ahead of the digital advances, financial literacy, soft skills in the workplace, goal setting, medical resources available in the community, further education through community college/university and much more.
- Work with the Workforce Development partners to create an employment pipeline for residents graduating from the training programs.

Housing Operations - Administrative

- Obtain “high performer” status in the Housing Authority of the City of Sacramento and Housing Authority of the County of Sacramento.
- Develop regular training plan for all staff levels, from line staff to management. Look to set up training scenarios based on real experiences.
- Increase efficiencies:
 - In how applicants update their information while they remain on the wait list.
 - In quality control to reduce errors in files and work processes.
 - In customer service to meet the needs of the residents.
 - In technological advancement to create additional efficiencies and maintain measurable efficiencies.
- Complete tenant portal to allow for the electronic entry of re-certifications.
- Continue to educate staff and management on Low Income Housing Tax Credit (LIHTC), and project-based Section 8 requirements.
- Implement new HUD National Standards for the Physical Inspection of Real Estate (NSpire).

Housing Operations - Maintenance

- Focus on increasing productivity and work order completion rate.
- Continue with ongoing Simulated Unit Interior Training Environment (SUITE) courses for maintenance personnel.
- Continue the development and implementation of on-boarding training for new maintenance staff. New staff are now taught in a large, central location before being released out to their respective sites.
- Address building critical items through third party contracting to allow for maintenance to focus more on residential unit work. Expand third party preventive maintenance contracts to include Residential HVAC maintenance on a fixed schedule (to include filter replacement).
- Continue to look for technology improvements to allow for greater productivity and efficiency. Travel time for administrative follow up to completed work orders and issuing task orders should be greatly reduced.

- Ensure that maintenance personnel adhere to shop and vehicle organization plans to maximize workplace safety through periodic monitoring and evaluation of workspaces.
- Look to develop a team within the department to have a higher degree of familiarity with building systems to act as a rapid response/preventive maintenance team. This team would work directly with Facilities staff to focus on preventive maintenance work and fire and life safety systems.

2024 ACCOMPLISHMENTS

Asset Repositioning

In June 2023, in partnership with the Sacramento Housing Authority Repositioning Program (SHARP), the Housing Authority was able to provide development services to reposition the 2516 H Street, 917 38th Street, and 600 I Street (aka Riverview Plaza) properties. These properties were combined in a 4% tax credit project referred to as RVP Group. By utilizing a RAD blend, involving both RAD project-based vouchers (PBVs) and Section 18 disposition, the project began its construction period shortly after partnership closing in July 2023. Ultimately, 183 units will be converted over to RAD with the rehabilitation efforts projected to conclude in September of 2024.

The Housing Authority received notification that the Auburn Falls project is projected to receive 4% Low Income Housing Tax Credits in the preservation pool. This project will convert 104 units from the Sun River Asset Management project from Public Housing to the project-based Section 8 platform.

Leasing/Occupancy Accomplishments

- Continued to work with residents to collect rent and create payment agreements, with the eviction moratorium and COVID-19 declaration ending.
- Assisted families to apply for the Sacramento Emergency Rental Assistance Program (SERA) who experienced a decrease or loss of income as a result of the pandemic
- Maintained high occupancy rate.
- Projecting to temporarily rehouse and return 183 households to their original units for RAD Phase III and RVP Group.

Housing Operations - Administrative

- Partnered with the Agency's Procurement and Real Estate & Construction (RECS) team to create a strategy to address the long-standing vacancies in the Public Housing inventory caused by COVID-19 impacts on staffing. By combining the efforts of outside contracting, the expertise of Construction staff, and the experience of the maintenance department, the Housing Authority is on track to continue to have the units backlogged (due to COVID 19) turned and completed.
- Combined the Simulated Unit Interior Training Environment (SUITE) program with On the Job (OTJ) training to aid in the development of newly hired maintenance staff. This training is conducted in the Housing Authority's model unit and provides the opportunity to evaluate how a maintenance worker will address a maintenance problem created by the trainers. In addition, new components were added to this process to allow for maintenance personnel to create their own training devices as part of a basic carpentry course. These devices will allow for maintenance personnel to practice a lot of skills being taught through their training modules. The existing program was modified through the continued efforts of the Housing Authority's maintenance supervisors, coordinators, and maintenance workers.
- This is the fourth year of the Mechanical Electrical Plumbing preventive maintenance contract, which was conceived in collaboration with the Housing Authority's facilities coordinator, RECS, and the Procurement department. This contract has been instrumental in the Housing Authority's efforts to ensure that complex building systems remain running in optimal condition and that the appropriate preventive maintenance protocols are being followed. The facilities coordinator provides a strict level of quality control on the work being provided by Lawson, our MEP contractor.
- Work Orders that were backlogged due to the pandemic continue to be processed. In addition, processing these work orders are now being dispatched by maintenance at their assigned properties.

Housing Operations - Administrative

The Resident Services Team worked directly with the Housing Authority's public housing residents helping them meet personal goals and/or overcome their individual challenges. Coordinators collaborated with local service providers to provide residents with access to a wide variety of supportive services that includes case management, counseling, job training and placement, health care services, and financial literacy.

In the past year, staff provided needed resources to residents that included financial workshops, homeownership workshops, hiring events, scholarship information, employment workshops, mental health services, career fairs, summer meal locations, food bank information, and transportation services.

In the last year, Resident Services provided or hosted the following resources and opportunities:

- Virtual workshops focused on financial literacy, homeownership, and information sessions
- Turkey and grocery giveaway
- Holiday meals and provided groceries, gift cards, and gift bags
- Job and Resources Fair
- Christmas gift giveaway
- Free diaper distribution program; As of 5/31/2024, 584,375+ diapers distributed during the fiscal year.
- School supplies
- Broadband for All, Digital Equity, & BEAD Planning Workshop for the Greater Sacramento Region.
- Bicycle Safety Jamboree
- Youth Game Night

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DEVELOPMENT

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DEVELOPMENT

DEVELOPMENT

DEPARTMENT SUMMARY

The **Development Department** is comprised of three divisions, **Federal Programs, Development Finance** (Compliance/Portfolio Management, Housing Finance & Policy Implementation), and **Asset Repositioning**. 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 applications and recommending funding for development projects.

The Development Department actively seeks opportunities to establish and expand the network of strategic partners and funding sources. Internally, staff resources have been aligned to reflect the funding streams and goals of the organization. Proactive and deliberate actions are taken to create and support a work environment that acknowledges and celebrates the achievements of its employees.

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 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. Most of the agency’s rental properties were funded and built in past decades with affordability restrictions and it was assumed that these developments would remain affordable housing resources for 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. This Division also provides long-term asset management services for rehabilitated and newly built properties.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 3,941,285	\$ 3,938,315	3,541,638	3,595,388
Services and Supplies	564,953	666,684	617,153	684,398
Interdepartmental Charges	2,095,030	2,621,600	1,797,800	1,589,800
Total	\$ 6,601,268	\$ 7,226,599	\$ 5,956,591	\$ 5,869,586

ACTIVITIES DETAIL

Federal Programs

Community Development Block Grant (CDBG) - The CDBG program implements place-based strategies for developing viable urban communities by providing decent housing, a suitable living environment and economic opportunities, principally for persons of low- and moderate-income. CDBG funds are used to create strategic investments for a wide variety of eligible activities including: infrastructure and public facilities, housing rehabilitation, homeownership assistance, public services, and planning activities, among others.

HOME Investment Partnerships Program (HOME) - The HOME Program empowers grantees to design and implement affordable housing strategies to respond to locally determined needs. HOME funds can be used for the construction of new affordable housing. Additionally, HOME funds are also used for the rehabilitation of existing housing.

Emergency Solutions Grant (ESG) - The ESG program is designed to directly assist homeless individuals and families by providing funding to support the provision of emergency shelters and rapid rehousing assistance. ESG funding is used for operations and essential social services necessary to support shelter residents and for the rapid re-housing of eligible individuals and families. The ESG program is designed to assist homeless subpopulations within this group, such as victims of domestic violence, youth, people with mental illness, families with children, and veterans. ESG funds can also be used, in narrowly defined situations, to aid people who are imminently at risk of becoming homeless.

Housing Opportunities for Persons with AIDS (HOPWA) - HOPWA funding provides housing assistance and related supportive services in an effort to develop consortium-wide strategies and to form partnerships with area nonprofit organizations. HOPWA funds may be used for a wide range of housing, social services, program planning, and development costs. HOPWA funds may also be used for health care and mental health services, chemical dependency treatment, nutritional services, case management, assistance with daily living, and other supportive services.

Federal Programs

The department implements a wide range of multifamily and home ownership programs throughout the City and unincorporated County of Sacramento.

Multifamily Affordable Housing Financing - Staff assigned in this area facilitate issuance of Mortgage Revenue Bonds and provide gap financing for affordable housing developments throughout the City and unincorporated County of Sacramento. They are also responsible to seek out, apply for and administer new funding streams for affordable housing such as Homekey funds, Permanent Local Housing Allocation (PLHA) funds, and Local Housing Trust from the State of California. In addition, they administer the Middle Income Bond program in the City of Sacramento which was approved by the City Council in 2022.

Affordable Housing Policy Implementation - Staff administers the City of Sacramento's Mixed Income and Density Bonus Ordinances and County of Sacramento's Affordable Housing and Density Bonus Ordinances. Staff also implement and prepare annual reports regarding other City and County adopted polices and ordinances such as the Housing Trust Fund, Preservation, and Single Room Occupancy (SRO) Ordinances.

Single Family Development Financing and Homeownership Services - Single-family program staff manage a variety of homebuyer assistance programs to income qualified families. They apply for Mortgage Credit Certificates and CalHOME down payment assistance funds when available. They also certify individual homebuyers and prepare regulatory agreements for the Mixed Income and Affordable Housing Ordinance projects as needed to ensure that the families meet the program guidelines and that appropriate deed restrictions are recorded. Finally they monitor the development and financing of the Habitat for Humanity single family residential subdivisions.

Compliance Monitoring and Portfolio Management - Compliance staff provides ongoing monitoring of completed housing projects and servicing actions as required for the loan portfolio to ensure that units remain affordable and that all SHRA loan requirements are being met.

Development Finance also coordinates and generates annual reports and plans that include, but are not limited to:

- Annual Housing Trust Fund Ordinance and HOME Investment Partnership Program Reports
- Annual Single Room Occupancy (SRO) Preservation Report
- Annual County Affordable Housing Ordinance Report

- Annual City Mixed Income Ordinance Housing Report
- Annual City Permanent Local Housing Allocation (PLHA) Report
- County Fee Waivers Tracking
- Annual City and County Housing Element Updates
- Consolidated Annual Performance and Evaluation Report (CAPER) of HOME (federal funds) accomplishments
- Annual Performance Reports for Mortgage Credit Certificate, Homekey, PLHA, Local Housing Trust Fund and CalHOME awards

Agency Asset Repositioning

Update and implement the Agency's asset repositioning strategy to become fiscally self-sufficient. This strategy will allow the Agency to extend the useful life of the aging inventories of the Housing Authorities of the City and County through targeted real estate reinvestment and disposition, subject to the guiding principles previously approved by the governing boards of the Housing Authorities. Such principles include:

- Sustain our commitment to house extremely low income households by adopting a "No net loss" policy requiring the development of at least an equivalent number of replacement units when units are removed from our baseline inventory.
- Diversify funding resources available to support our public housing and decrease reliance, to the extent necessary, on federal funding sources by leveraging the use of existing sources with private funding and other sources.
- Preserve and enhance existing housing stock; upgrading stock whenever possible to a 30-year useful life.
- Reallocate new units into sustainable and livable communities that meet the specific needs of residents.
- Incorporate smart growth principles (i.e. energy efficiency, climate resiliency, safety/security, quality of life) into project design to the maximum extent possible.

- Diversify real estate portfolio in creative ways to support extremely low income units.
- Maximize utilization of existing resources (i.e. vouchers, local funds, the value of HA real estate assets, etc.) to implement development strategies.
- Reinvest proceeds from the sale of Agency properties in the replacement of units.
- Promote and support resident self-sufficiency.
- Seek creative partnerships with other agencies, non-profits, community groups and resident advisory boards.
- Strengthen and expand the participation of the Agency and affiliates in development projects, to prepare for the role of sponsor/developer in future projects

2025 GOALS AND OBJECTIVES

Federal Programs

- Implement the 2025-2029 Consolidated Plan for federal Community Planning and Development funding originating from the U.S. Department of Housing and Urban Development (HUD).
- Implement the 2025 Annual Action Plan, which provides a summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.
- Continue implementing the regional Assessment of Fair Housing by partnering with surrounding entitlement jurisdictions to support the Agency's commitment to Affirmatively Further Fair Housing.
- Provide technical assistance and training opportunities for CDBG, HOPWA and ESG subrecipients.
- Conduct monitoring of CDBG, HOME, HOPWA, and ESG subrecipients

Development Finance

- Provide Mortgage Revenue Bond and gap financing needed to complete the significant rehabilitation and new construction of affordable multifamily rental properties within the City and unincorporated County of Sacramento.
- Continue to implement City/County inclusionary housing programs and City/County Density Bonus ordinances to create additional income restricted single and multi-family affordable units.
- Manage City Middle Income Bond Program and process applications as received.
- Continue to pursue additional funding resources, including State of California sources available on both a competitive and entitlement basis include Homekey, Permanent Local Housing Allocation (PLHA), and Local Housing Trust Fund.
- Coordinate with the City and County on the implementation of goals in the Affordable Housing Plan.
- Monitor and inspect affordable housing units in the City and County of Sacramento.
- Collect and fund new affordable housing developments with loan proceeds.

Agency Asset Repositioning

- Complete construction and lease-up at Phase 4 of the Mirasol Village / Twin Rivers Transit Oriented Development (Choice Neighborhoods Initiative).
- Convert construction loan to permanent financing at Phases 3 and 4 of the Mirasol Village project
- Collaborate with City to prepare an updated River District Specific Plan
- Support Housing Authority to complete the RAD 4 (RVP Group) rehabilitation project and secure financing for the RAD (Auburn Falls) rehabilitation project.
- Update Asset Repositioning strategies and projects to reflect work completed, take advantage of new opportunities, and formalize policies and procedures for affiliate entities.

2024 ACCOMPLISHMENTS

Federal Programs

- Continued the implementation of Bringing Families Home initiative in partnership with the County of Sacramento, Volunteers of America, and the Sacramento Continuum of Care.
- Continued the ongoing implementation of a comprehensive countywide Fair Housing program covering all jurisdictions within Sacramento County in partnership with all of the incorporated cities and the unincorporated County, and service providers such as Legal Services of Northern California, Project Sentinel and 211.
- Completed development of the 2025-2029 Consolidated Plan
- Updated the CDBG and ESG Desk Guides.
- Updated the subrecipient monitoring plan.
- Completed Walnut Grove ADA Restroom Project and the Northgate Blvd. Signals Project
- Continued ongoing infrastructure and public facilities improvements:
 - In the County, continuing projects include:
 - Empowerment Park ADA improvements
 - Arden Way Complete Streets
 - Watt Avenue Complete Street Improvement- Phase 1
 - Rio Linda Area LED Street Lights
 - Gibson Ranch Regional Park ADA Improvements
 - Mather Community Campus Roof
 - 44th st Bicycle, Pedestrian, and Lighting Improvements
 - Santa Anita Gazebo
 - Rosemont Street Lights Phase 3
 - South Sacramento Affordable Housing Pedestrian Improvements

- o South Oak Park/Fruitridge Pocket ADA Improvements
- o Isleton Street Light Project
- o Galt C Street Enhancement
- o Edwin A Smith Park Shade Structure
- o Howe Park Volleyball Courts
- o Elk Horn Boulevard Complete Streets
- o Florin Road Bicycle Pedestrian Improvements
- o North Watt Ave Pedestrian Improvements
- o Fruitridge Sidewalk Improvements
- o Wyda Way Sidewalk Improvement
- o Olde Florintown Park Sewer Line
- o Isleton City Park Restroom

In the City, continuing projects include:

- o Thelma and Hawk Park Master Plan
- o Broadway Complete Streets (Phase 1 and 2)
- o Franklin Blvd Complete Street (Design and Engineering)
- o O'Neil Field ADA Restroom
- o Mama Marks Park Splashpad Conversion
- o Danny Nunn Park Playground
- o Chorley Park Playground
- o Camellia Park Irrigation Improvements
- o Woodlake Park Walkway Design
- o Tree Nursery Access Improvements
- o Northwood School Access Improvements

- o Saint John's Program Restroom Rehab (NOFA)
- o Wood Park Community Garden
- o Envision Broadway Oak Park Complete Streets
- o Franklin Blvd Complete Streets
- o Fruitridge Road Complete Streets
- o Ninos Park Recreation Upgrades
- o North Pointe Park Recreation Upgrades

Development Finance

Multifamily

- Committed approximately \$31.5 million in Multifamily Loan assistance to 3 affordable housing developments (Terracina at Wildhawk, Auburn Falls, River City, and Central Sacrament Studios II. Additional funding provided to Capitol Park Hotel, Saybrook and Cornerstone,).
- Approved issuance of \$114 million in Mortgage Revenue Bonds for rehabilitation and construction of 3 multifamily developments (Terracina at Wildhawk, Auburn Falls and River City)
- Completed construction and renovation of multifamily developments totaling 1050 units (Wong, Mirasol C, Heights on Stockton, Mutual on the Boulevard, Cornerstone, Saybrook, RVP, 39th and Broadway, and Northview)
- Awarded State of California Homekey funds in the amount of \$56,000,000 for the Arden Star and Madison Square Studios Projects in the County and the Rodeway Inn project in the City. These projects will create 313 new units of permanent supportive housing.

Housing Policy Implementation

- Implemented and managed affordability agreements and compliance for the City's Mixed Income Ordinance and the County Affordable Housing Ordinance. These ordinances require the creation of either single-family affordable units, multi-family affordable units, land dedication, fee payments or a combination of these options.

- Accomplishments include:
 - One density bonus agreement which when complete will regulate 15 affordable units for 55 years.
 - Worked with City staff to update the City Mixed Income Housing Ordinance
 - Implemented the City of Sacramento Single Room Occupancy, Mixed Income and Housing Trust Fund ordinances.
 - Implemented the County of Sacramento Housing Trust Fund and Affordable Housing Ordinances.
 - Processed County Affordable Housing Fee Waivers Certificates

Single Family

- Provided financing and land for the development of 18 Habitat for Humanity homes
- Provide down-payment assisted to five qualified home buyers using Permanent Local Housing Allocation funds

Portfolio Management

- Managed a \$533 million portfolio of 845 loans, consisting of 24,485 affordable units.
- Audited over 2186 tenant files to ensure compliance with income eligibility and property management procedures.
- Monitored 65 resident services at multifamily properties
- Completed annual audit confirmations for 105 multifamily developments.
- Provided calculations and prepared invoices for the Supplemental Annual Administrative Fee for 34 multifamily bond developments.
- Completed CDLAC Certification on 88 Mortgage Revenue Bond Projects.
- Monitored compliance of over 953 single family home loans.

Agency Asset Repositioning

- Began construction of the Mirasol Village Early Childhood Education Center to provide employment opportunities and high-quality early childhood education to residents of Mirasol Village and the surrounding community.
- Mirasol Village Block A - Achieved stabilized occupancy and converted from construction to permanent financing
- Central City I (RAD 2) - Achieved stabilized occupancy and converted from construction to permanent financing

KEY INDICATORS

Output - Community Development Division

	FY 22 Actuals	FY 23 Actuals	FY 24 projections	FY 24 Actuals	FY 25 projections
Public Facilities/Infrastructure Contracts Awarded	19	23	20	16	14
Households Rapidly Rehoused (Individuals)	200	273	100	88	100
Households Sheltered (ESG and CDBG) (Individuals)	860	756	700	428	500
Households assisted (HOPWA)	440	320	300	340	350
Households Receiving Meals	4964	4176	4000	3800	3800

Effectiveness - Community Development Division

Public Facility/Infrastructure Requests (High Priority)	19	18	14	12	10
Public Facilities/Infrastructure Requests Funded	19	16	14	16	14
Months of Service Enrolled in Rapid Rehousing	5	2	5	7	7
Housing Assisted/Number of Units (HOPWA)	400	320	300	480	400
Meals Served	386,279	419,800	400,000	500,000	500,000

Efficiency - Community Development

Cost per meal	\$3.85	\$3.85	\$3.85	\$8.00	\$8.00
Affordable Units Preserved (HOPWA)	40	40	40	40	40
% of Funding Awarded Public Facilities/Infrastructure	100%	100%	100%	100%	100%
Housed One-Year After Exit From Rapid Rehousing	90%	80%	100%	80%	80%
Cost Per Household Rapid Rehousing	\$10,674	\$10,674.00	\$10,674.00	\$16,320.00	\$16,320.00

Output - Development Finance Division - Multifamily Affordable Housing

	FY 22 Actuals	FY 23 Actuals	FY 24 projections	FY 24 Actuals	FY 25 projections
\$ of Loan Assistance provided	\$22M	\$96.2M	\$20M	\$31.5M	\$20
# of Developments Receiving Loan Assistance	5	10	4	7	4
# of units financed	300	1078	400	368	300
\$ of Mortgage Revenue Bonds Issuance Approved	\$100M	\$150M	\$100M	114M	\$100M
# of Developments Receiving Mortgage Revenue Bonds	5	3	3	3	3
# of Developments Completed	5	5	6	9	5
# of Units Completed	200	562	700	1050	600

Output - Development Finance Division - Housing Policy Implementation

City and County: Mixed Income Housing Ordinance/Affordable Housing Ordinance Annual Reports	2	2	2	2	2
City and County: Mixed Income Housing Ordinance/Affordable Housing Ordinance/Density Bonus Regulatory Agreements Recorded and Homebuyers Certified	0	0	1	1	6
City and County: Mixed Income Housing Ordinance/Affordable Housing Ordinance/Density Bonus Affordable Housing Strategies Approved	1	2	3	4	3
City and County: Housing Trust Fund Ordinance Annual Reports	2	2	2	2	2
City: Single Room Occupancy (SRO) Ordinance Annual Report	1	1	1	1	1

Output - Development Finance Division - Single Family Affordable Financing & Home Ownership

# of Loans Financed Under the Home Buyer Down Payment Assistance Program	16	3	5	1	5
\$ amount of Loans Financed under the Home Buyer Down Payment Assistance Program	\$640K	150K	250K	35k	250k
# of Certificates Issued under the MCC Programs	0	0	0	0	0
\$ Amount of First Mortgage Loans Leverage with the MCC Program	0	0	0	0	0
# of Parcels Sold & Income Certifications for Owner Occupied Single Family Homes- NSP Program	0	0	0	8	0
# of Welcome Home Program Homebuyers Certified	5	5	0	0	0
# of Del Paso Nuevo Single Family Homes Constructed	0	6	0	0	0
# of Del Paso Nuevo Homebuyers Certified	0	7	0	0	0
# of Habitat for Humanity Homebuyers Certified	0	0	18	18	0

Output - Development Finance Division - Portfolio Management

	FY 22 Actuals	FY 23 Actuals	FY 24 projections	FY 24 Actuals	FY 25 projections
# of Loans Managed in the Portfolio	940	851	800	845	800
\$ Amount of Loans Managed	\$390M	400M	400M	\$533M	475M
# of physical inspection of multifamily developments	184	11	50	179	160
# of Physical Inspections of Multifamily Units	2674	47	600	2186	1000
# of Multifamily Tenant files Audited	2600	1270	2000	2186	2000
# of Multifamily Resident Services Requirements Monitored	102	76	100	65	75
# of Annual Audit Confirmations for Multifamily Developments	95	94	100	105	100
# of Supplemental Annual Administrative Fees (SAAF) Invoiced and Collected	48	52	50	34	50
# of CDLAC Certifications Completed	83	89	90	88	90
# of Subordination Loan Requests Processed for Existing Multifamily Loans	5	5	10	0	5
# of Subordination Loan Requests Processed for Existing Single Family Home Loans	20	10	10	0	5
# of Single Family Home Loans Monitored for Compliance	570	987	1000	953	950
# of Children Provided After School Services due to SAAF Funding	2000	3504	3000	50	50

Effectiveness - Development Finance Division - Portfolio Management

% of Multifamily Units Constructed or Renovated on scheduled	100%	95%	95%	85%	100%
% of City/County Annual Housing Ordinance Reports Completed	100%	100%	100%	100%	100%
# of Del Paso Nuevo Homebuyers Certified	0	7	0	0	0

Efficiency - Development Finance Division - Portfolio Management

\$'s Leveraged per Mortgage Credit Certificate	0	0	0	0	0
\$'s spent per Down Payment Assistance	\$40,000	50000	\$200K	\$250k	\$200k

Output - Asset Repositioning Division

Projects Repositioned from Public Housing to LIHTC Partnerships	3	3	3	3	5
Units Repositioned from Public Housing to LIHTC Partnerships	324	183	0	0	104
Existing Projects Re-syndicated	0	2	0	0	0
Projects Rehabilitated	1	3	3	3	5
Units Rehabilitated	124	183	0	0	104
Existing Projects Refinanced	1	1	0	0	0
Leveraged Funds	\$192.9 million	\$50 million	0	0	\$30 million
Total Projects Managed through related non-profits	15	17	19	19	24

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DEVELOPMENT

RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)

DEPARTMENT SUMMARY

The **Rental Assistance Demonstration (RAD)** department is a subdivision within the Public Housing Department that is responsible for utilizing the Department of Housing and Urban Development (HUD)'s RAD program to reposition the aging properties within the Public Housing Department's housing portfolios.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ -	\$ -	\$ 776,437	\$ 619,685
Services and Supplies	-	-	42,898	89,400
Total	\$ -	\$ -	\$ 819,335	\$ 709,085

ACTIVITIES DETAIL

The team acts as the developer for these projects, and their functions include:

1. Establishing a development timeline for the rehabilitation of the Public Housing properties through a close collaboration with the property management team within the Public Housing department.
2. Creating scopes of development for each project, including scopes of work, financial underwriting, resident service, and relocation plans.
3. Applying and securing financing for the properties. This may include applying for Low Income Housing Tax Credits (LIHTC), Bond financing, soliciting for permanent lenders, and tax credit investors.
4. Soliciting for pre-development contracts for those applications through the Agency's procurement department.
5. Soliciting construction and resident service contracts for underwritten projects with secured financing.
6. Providing relocation services for residents impacted by construction activities through a combination of internal staff and a third party contracted consultant.
7. Managing the construction period of all RAD projects from the Notice to Proceed to the construction completion of each project.
8. Working with the Finance department on construction draws, as well as on other lender or investor requirements.
9. Converting the project's financing from the construction period to the permanent loan period.
10. Filing for any post-construction requirements, including but not limited to 8609s through the California Tax Credit Allocation Committee (CTCAC), additional investor and lender requirements, or additional Housing Authority requirements.
11. Providing on-going support and information to other departments in regards to the RAD program and other pertinent project details.

2025 GOALS AND OBJECTIVES

The goals of the RAD department are as follows:

1. To successfully convert and rehabilitate all Public Housing properties in order to ensure that resident families are provided with sanitary, safe, and secure homes.
2. To work with each department within the Agency to ensure that projects are a benefit to the Agency and its residents and not a hindrance.
3. To minimize adverse impacts to Public Housing residents as construction and relocation activities commence on these projects.
4. To generate on-going cash flow and fee to support continued affordable housing development and opportunities. As an internal developer, the RAD team's goal is to help preserve the financial stability of the Housing Authorities and the Sacramento Housing Authority Repositioning Program, Inc. (SHARP) by carefully selecting projects and crafting operating budgets that will lead to long term sustainability.

2024 ACCOMPLISHMENTS

To date, the RAD team has successfully transitioned three projects from Public Housing to RAD. These projects are:

1. **RAD Pilot** - This was a scattered site project consisting of 124 units within the jurisdictions of the City and County of Sacramento. As the name suggests, this was the first attempt at a RAD project with both Housing Authorities. This included 6 properties:

- Perry Avenue
- 43rd Avenue
- Walegra
- Folsom Blvd
- El Paraiso
- Elk Grove

This project started in July 2020, with construction being completed December 2021.

2. **Central City 1** - This project consisted of 192 senior units located within the jurisdiction of the Housing Authority of the City of Sacramento. A vertical subdivision was conducted to separate the Housing Authority's commercial space from the residential parcel at Edgewater, which was a first for the RAD team. There were two high rise buildings involved in this project:

- 626 I Street (Edgewater)
- 1820 Capitol Avenue (Capitol Terrace)

This project started construction in January 2022 and completed construction in December 2022.

3. **RVP Group** - This project consists of 182 senior units located within the jurisdiction of the Housing Authority of the City of Sacramento. This project was the first to include a non-public housing building, 600 I Street (Riverview Plaza). This property also included a commercial space, so lessons learned from the previous project were applied to RVP Group. This project consisted of the following properties:

- 600 I Street (Riverview Plaza)
- 2516 H Street (Big Trees)
- 917 38th Street (Pine Knoll)

This project started construction in July 2023 and is expected to complete construction in September 2024.

The RAD team is currently working on a new project, Auburn Falls. This project is a scattered site, multi-family project that is looking to convert 5 properties from the Sun River Asset Management Project (AMP). These properties are:

- Engle Road
- Northcrest Circle
- Shupe Drive
- Sunset Avenue
- Tiara Way

Funding applications will be submitted prior to the end of 2023, with an anticipated financial closing in 2024. Resident engagement has already begun on this project, and a preliminary scope has been completed.

KEY INDICATORS

Future tracking will include:

1. **Project delivery times** - Estimated times for pre-development, construction, etc. vs. actual delivery
2. **Fee generation** - proposed vs. delivered
3. **Costs** - proposed vs. actuals. Looking at measuring projects against their underwriting and looking at each project's ability to stay within the prescribed budget

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REAL ESTATE AND CONSTRUCTION SERVICES

REAL ESTATE AND CONSTRUCTION SERVICES

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.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Salaries and Benefits	\$ 1,309,566	\$ 1,938,514	1,990,716	1,817,214
Services and Supplies	335,153	270,299	161,509	250,173
Interdepartmental Charges	528,845	426,688	-	-
Total	\$ 2,173,564	\$ 2,635,501	\$ 2,152,225	\$ 2,067,387

ACTIVITIES DETAIL

Real Estate

Over the years, the **Real Estate Department** has been a resource for all Agency departments, providing centralized consulting and real estate services, including appraisals, lease and purchase negotiations, and documentation and closing of transactions for real property purchased and sold on behalf of the Agency. The department has also managed outside consulting Brokers. Many of these Real Estate functions have been absorbed by the two departments that use them most: The Housing Authority and the Development Department. RECS has continued to be a resource for these departments, assisting as necessary, and maintains the archives of final real estate transactions.

Construction Services

Construction Services is responsible for the design, construction management, and contract compliance of a wide variety of Agency and private party construction projects in both the City and County of Sacramento. Projects include rehabilitation and new construction loans to owners and developers, the design and delivery of capital improvement projects, modernization of the conventional Public housing stock, and design and the delivery of the Rental Assistance Demonstration (RAD) conversion rehabilitation projects.

2025 GOALS AND OBJECTIVES

- Complete the administration of the Agency's implementation of HUD's Lead Hazard Reduction Program
- Monitor the completion of the construction of the following project at the Mirasol Village neighborhood: Housing Blocks C and D & Mirasol Village Early Childhood Education Center (ECEC)
- Manage the rehabilitation of Public Housing properties for the Housing Authority
- Assist Housing Maintenance with the turnover of vacant units in the Public Housing stock
- Manage the rehabilitation of the five properties in the RAD Phase 4 (Auburn Falls) project
- Continue implementing the Agency's property Disposition Plan by selling Agency-owned vacant properties most eligible for sale

- Complete the remaining environmental remediation of the Auburn Garfield site, receive environmental clearance from the governing agency. Then sell the property
- Provide budget analyses and construction oversight for the many lending programs the Agency offers to outside developers
- Strengthen employee engagement by creating more opportunities for staff learning and development within the department
- Continue to standardize SHARP contracts and construction procedures for SHARP projects
- Continue to foster a culture that recognizes its employees for their contributions to the Agency
- Continue managing the Agency's Home Repair Program (HRP), formerly known as the Emergency Repair Program

2024 ACCOMPLISHMENTS

- Monitored various construction and rehabilitation projects for the Agency's Development Department, including, but not limited to:
 - **Completion of the following projects:**
 - Multi-family rehab projects
 - Cornerstone
 - Mutual on the Boulevard
 - Sutter House
 - Vista Nueva (Staybridge)
 - Coral Gables
 - Villa Jardin
 - Mirasol Village:
 - Housing Block C

- **On-going construction of the following projects:**
 - Multi-family rehab projects
 - On Broadway
 - 39th and Broadway
 - River City Trio
 - 4995 Stockton Blvd.
 - Wong Senior Centers
 - Saybrook
 - Northview Pointe
 - Mutual on the Boulevard
 - Homekey projects
 - Madison Super 8
 - Arden Star
 - Rodeway Inn
 - Mirasol Village
 - Blocks C & D
 - Mirasol Village Early Childhood Education Center (ECEC)
- Managed the rehabilitation and modernization of various Public Housing projects
- Completed several Lead Based Paint remediation projects through the Lead Hazard Reduction Program
- Implemented and managed the Agency's Home Repair Program (HRP)
- Managed the maintenance of the Agency's many vacant properties

KEY INDICATORS

Output

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Projections	FY 24 Actuals	FY 25 Projections
# of appraisals completed (appraise all properties assigned)	12	12	5	10 assist as needed	10	3
# of Agency owned Vacant Properties Sold	6	3	1	1	1	8
# of Public Housing rehab projects managed	15	20	15	15	18 projects 100+ units	100+ units
# of Multi-family lending projects for which construction oversight was provided	16	15	15	20	20	20

Effectiveness

% of appraisals completed within estimated timeframe	90%	90%	90%	90%	100%	90%
# of construction projects with change orders under 10%	85%	85%	85%	88%	86%	85%

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COMMUNITY/
SOCIAL SERVICES

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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.

APPROPRIATIONS SUMMARY

Type of Expense	Budget 2022	Budget 2023	Budget 2024	Budget 2025
Public Services	\$ 5,685,556	\$ 9,675,523	\$ 9,675,523	\$ 5,765,330
Total	\$ 5,685,556	\$ 9,675,523	\$ 9,675,523	\$ 5,765,330

ACTIVITIES DETAIL

SHRA will coordinate with SSF and the County Department of Homeless Services and Housing to support the Continuum of Care (CoC) programs with various funding sources including Agency funds. Programs include: Rapid Rehousing, transitional housing, and permanent supportive housing programs.

SHRA has assumed administration of the Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Shelter Grants (ESG) programs from DHA.

Other non-profits (Meals on Wheels by ACC) will administer Senior Nutrition programs.

2025 GOALS AND OBJECTIVES

Continue to implement the Coordinated Entry System in partnership with Sacramento Steps Forward, continue to fund rapid rehousing, transitional and permanent supportive housing programs, emergency shelters, senior nutrition, and programs for people with HIV and AIDS.

2024 ACCOMPLISHMENTS

- Continued implementation of the Coordinated Entry System in partnership with Sacramento Steps Forward.
- Continued to implement the Continuum-wide Rapid Rehousing Guidelines, based on the Agency's Emergency Solutions Grant Rapid Rehousing guidelines so that all Rapid Rehousing Programs have the same policies and procedures throughout the CoC.
- Continued Bringing Families Home initiative in partnership with the County of Sacramento's Child Protective Services and the Sacramento Continuum of Care.
- Continued the senior nutrition program through Meals on Wheels
- Provided funding to Mather Community Campus and Meadowview emergency shelters
- Worked with VOA to amend budget for Open Arms shelter to ensure continued services

PUBLIC SERVICES BY CATEGORY

	City	County	Total	Source
Community Services				
Natomas Youth Services	175,000	-	175,000	MFSAF - City
Valley-Hi Boys and Girls Club	100,000	-	100,000	MFSAF - City
Subtotal Community Services	275,000	-	275,000	
Rental Assistance				
HOPWA Tenant Based (TBRA) & Short Term (STRMU)	387,000		387,000	HOPWA-City
Homeless Prevention & Rapid Re-Housing	148,000		148,000	ESG-City
Homeless Prevention & Rapid Re-Housing		185,000	185,000	ESG- County
Boulevard Court	238,000		238,000	Housing Successor-City
Rental Assistance	43,616		43,616	Housing Successor-City
Subtotal Rental Assistance	773,000	185,000	1,001,616	
Senior Nutrition				
Senior Nutrition Program	535,000		535,000	CDBG - City
Senior Nutrition Program		429,511	429,511	CDBG - County
Senior Nutrition Program		50,000	50,000	PILOT - County
Senior Nutrition Program	87,000		87,000	MFSAF - City
Subtotal Senior Nutrition	622,000	479,511	1,101,511	
Homeless				
Shelter / COC	65,000		65,000	CDBG - City
Shelter / COC		363,489	363,489	CDBG - County
Shelter / COC		581,510	581,510	MFSAF - County
Shelter / COC	222,000		222,000	ESG-City
Shelter / COC		277,500	277,500	ESG-County
Shelter / COC	175,195		175,195	PILOT - City
Shelter / COC		31,095	31,095	PILOT - County
Shelter / COC	219,703		219,703	Emergency Bridge Housing at Grove (EBH)
Shelter / COC	157,005		157,005	Meadowview Shelter
Shelter / COC	115,561		115,561	X Street City funds
Subtotal Homeless	954,464	1,253,594	2,208,058	
Supportive Services				
HOPWA Supportive Services	1,179,145		1,179,145	HOPWA-City
Subtotal Supportive Services	1,179,145	-	1,179,145	
Totals	\$ 3,803,609	\$ 1,918,105	\$ 5,765,330	

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DEBT SERVICE

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DEBT SERVICE

DEBT SERVICE

Loan Repayments:		
HUD 108 Globe Mills	484,474	(1)
Bank of America-Public Capital corp (801 12th St)	984,180	(2)
HUD 108 CNI Twin Rivers	832,937	(3)
Total Debt Service	\$2,301,591	

(1) \$5,500,000 Community Development Block Grant Note Payable authorized and issued September 14, 2006, due in installments of \$146,000 to \$461,000 from February 2007 through August 2026 with interest payable semiannually at 4.96% to 5.77% for the purpose of financing the Globe Mills project. This note is collateralized by and payable from the City Redevelopment Successor Agency. Globe Mills Adaptive Reuse Project preserved a City landmark structure and added 112 affordable senior and 31 market rate housing infill units to the Alkali Flat Redevelopment Area.

(2) \$13,000,000 Bank of America Note Payable originally authorized and issued June 2008. Refinanced in 2021, payments are due in monthly installments of \$82,015 from October 2021 while keeping the June 2028 payoff. Interest is payable monthly at a reduced rate of 2.53%, down from the original 5.18%. The note finances the Agency's administration building at 801 12th street.

In 2009, after years of searching for a new location to house its headquarters, Sacramento Housing and Redevelopment Agency (SHRA) decided that the building at 801 12th Street was the most ideal choice among the many candidates it was considering. In 2009, work began on the renovations of the building, and in January 2010, SHRA commenced operations in the new location. The building received a LEED Silver rating for its energy saving rehabilitation, is located adjacent to a light-rail train stop, and is within walking distance of City Hall and many of SHRA's ancillary offices.

(3) \$13,000,000 Bank of America Note Payable originally authorized and issued June 2008. Refinanced in 2021, payments are due in monthly installments of \$82,015 from October 2021 while keeping the June 2028 payoff. Interest is payable monthly at a reduced rate of 2.53%, down from the original 5.18%. The note finances the Agency's administration building at 801 12th street.

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**CAPITAL
PROJECTS**

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CAPITAL PROJECTS

CAPITAL PROJECTS

Fund Description	Project Type	Description	Appropriation
Administration	Software	Software/System Upgrade	\$ 500,000
		Subtotal	\$ 500,000
Conventional Housing - Capital Fund Program - City	Housing Authority Capital Projects	Moderization	\$ 3,426,983
		Subtotal	\$ 3,426,983
Conventional Housing - Capital Fund Program - County	Housing Authority Capital Projects	Moderization	2,211,127
		Subtotal	\$ 2,211,127
HSA-Project fund City	Housing Development and Preservation	Project Delivery	\$ 2,685,404
HSA-Project fund City	Housing Development and Preservation	Property Holding Costs and Disposition Plan	\$ 2,685,404
		Subtotal	\$ 5,370,808
HSA-Project fund County	Housing Development and Preservation	Project Delivery	\$ 1,879,293
HSA-Project fund County	Housing Development and Preservation	Property Holding Costs and Disposition Plan	1,879,291
		Subtotal	\$ 3,758,584
Housing Trust Fund - City	Housing Development and Preservation	Housing Development Assistance	6,348,242
		Subtotal	\$ 6,348,242
Housing Trust Fund - County	Housing Development and Preservation	Housing Development Assistance	9,210,554
		Subtotal	\$ 9,210,554

Fund Description	Project Type	Description	Appropriation
City Inclusionary Housing	Housing Development and Preservation	Housing Development Assistance	872,052
		Subtotal	\$ 872,052
Affordable Housing Program - Affordability	Housing Development and Preservation	Housing Development Assistance	9,109,948
		Subtotal	\$ 9,109,948
City Low income Housing (MIHO)	Housing Development and Preservation	Housing Development Assistance	3,293,660
		Subtotal	\$ 3,293,660
PLHA	Housing Development and Preservation	Housing Development Assistance	3,199,381
		Subtotal	\$ 3,199,381
Community Development Block Grant - City	Capital Improvements	Envision Broadway Oak Park	150,000
Community Development Block Grant - City	Capital Improvements	Franklin Complete Streets	250,000
Community Development Block Grant - City	Capital Improvements	Fruitridge Road Complete Streets	300,000
Community Development Block Grant - City	Capital Improvements	Wood Park Community Garden	450,000
Community Development Block Grant - City	Capital Improvements	CIP Environmental Scoping	50,000
Subtotal			\$ 1,200,000
Community Development Block Grant - City	Housing Development and Preservation	Minor Repair Program	55,000
		Home Repair Program	250,000
		Affordable Housing Rehabilitation Program	675,000
		Housing Programs Implementation and Delivery	250,000
Subtotal			\$ 1,230,000

Fund Description	Project Type	Description	Appropriation
Community Development Block Grant - County	Capital Improvements	Elkhorn Boulevard Complete Streets	300,000
Community Development Block Grant - County	Capital Improvements	Florin Road Bicycle Pedestrian Improvements	1,000,000
Community Development Block Grant - County	Capital Improvements	North Watt Ave Area Pedestrian Improvements	250,000
Community Development Block Grant - County	Capital Improvements	Watt Ave Complete Streets	200,000
Community Development Block Grant - County	Capital Improvements	Rosemont Area Street Lights	250,000
Community Development Block Grant - County	Capital Improvements	Fruitridge Sidewalk Improvement Phase 2	275,000
Community Development Block Grant - County	Capital Improvements	CIP Scoping	25,000
		Subtotal	\$ 2,300,000
Community Development Block Grant - County	Housing Development and Preservation	Minor Repair Program	55,000
Community Development Block Grant - County	Housing Development and Preservation	Home Repair Program	200,000
Community Development Block Grant - County	Housing Development and Preservation	Affordable Housing Rehabilitation Program	700
Community Development Block Grant - County	Housing Development and Preservation	Housing Programs Implementation and Delivery	300,000
		Subtotal	\$ 555,700
HOME Investment Partnership - Entitlement City	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	1,292,404
HOME Investment Partnership - Entitlement City	Housing Development and Preservation	Multi-family Housing New Construction	1,292,404
		Subtotal	\$ 2,584,807
HOME Revolving Loans - County	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	\$ 646,304
HOME Revolving Loans - County	Housing Development and Preservation	Multi-family Housing New Construction	\$ 646,304
		Subtotal	\$ 1,292,608

Mortgage Revenue Bonds	Homebuyer Education Program		\$ 100,000
		Subtotal	\$ 100,000
HOME Revolving Loans City	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	\$ 1,083,876
HOME Revolving Loans - City	Housing Development and Preservation	Multi-family Housing New Construction	\$ 1,083,876
		Subtotal	\$ 2,167,751
		TOTAL	\$ 61,173,973

These actions do not make any commitments to , or give approvals for, specific projects. Environmental review under CEQA and /or NEPA will be required as these actions are further defined and specific projects are identified. All environmental review shall be completed prior to any choice limiting action(s) or discretionary actions being carried out for these specific projects.

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GLOSSARY

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13 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.

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.

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

F

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.

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

H

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.

HUD SECTION 32 PROGRAM - Offers public housing agencies (PHAs) a flexible way to sell public housing units to low-income families, with preference given to current residents of the unit(s) being sold.

HUD OPERATING SUBSIDY - Provided annually by HUD, this should be the difference between the income generated by housing and the cost to operate the housing. However, depending on Congressional appropriations each year, the annual entitlement to public housing authorities is often less than the need.

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.

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.

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RESOLUTIONS

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RESOLUTION NO. 2024-0968

APPROVAL OF 2025 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 through December 31; and

WHEREAS, the proposed actions are considered administrative and therefore determined not to be a project subject to provisions of California Environmental Quality Act pursuant to California Code of Regulations Title 14, Section 15378(b); and

Approval Of 2025 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
Page 2

WHEREAS, the proposed actions are considered administrative and fiscal activities are therefore determined to be exempt from NEPA pursuant to Code of Federal Regulations Title 24, Section 58.34(a)(2) and (3).

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

Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action, as stated above, are found to be true and accurate and are hereby approved adopted. 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 2025 Operating Budget totaling \$265,935,819 and the 2025 Project Budget totaling \$61,173,973 all as further described in the 2025 Proposed Agency Budget (hereinafter "2025 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 2025 fiscal year. The 2025 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 315 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 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 (CRASA) as approved by the CRASA Oversight Board regarding housing successor matters.

Section 6. The Agency is authorized to submit the 2025 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 2025 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 2025 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 2025 budget.

Section 9. 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 10. 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 11. 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 Agency Commission.

Section 12. 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

Approval Of 2025 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
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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 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 13. 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 14. 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). The Agency is authorized to execute contracts for homeless activities funded in the Agency Budget as outlined in the Agency public services scheduled.

Approval Of 2025 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
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Section 15. 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 and approved by the governing board if in excess of \$100,000, the 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 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

Section 16. 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.

Approval Of 2025 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
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Section 17. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

Section 18. The Agency is authorized to amend the Budget to appropriate for expenditure of all revenues received in revolving funds.

Section 19. 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 20. The Agency is authorized to transfer appropriations up to \$100,000 per transaction in Operating Budget and contingency reserves.

Section 21. The Agency is authorized to transfer project appropriations among fund groups.

Section 22. 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 23. 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 24. The Agency 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 25. The Agency is authorized to execute and implement internal loans between Agency managed funds as reflected in the Budget and as

Approval Of 2025 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
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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 26. The Agency is authorized to exercise default remedies and take other actions 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 27. All project appropriations in existence as of December 31, 2024, will be carried over and continued in 2025.

Section 28. All multi-year operating grant budgets in existence as of December 31, 2024, shall be continued in 2025.

Section 29. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2024, may remain in effect in 2025. The Agency is authorized to increase the Budget for valid encumbrances as of December 31, 2024, but only to the extent that the applicable division's 2024 operating budget appropriations exceeded 2024 expenditures.

Section 30. The Agency is authorized to incorporate the changes listed on Exhibit A as part of the 2025 Budget.

Section 31. The Agency is authorized to allocate, transfer, expend, or dispose of all funds received by the Agency resulting from the repayment of loans made to developers of low-income housing which originated solely from funds controlled, or entitled for use, by the Housing Authority (Housing Authority Funds), to further any project the Agency determines will fulfill the original purpose of the Housing Authority Funds, without further authorization from the Housing Authority Board, including without limitation, negotiating, executing and amending Loan Commitment Letters, Loan Agreements, and any related documents, as approved as to form by the Agency's Office of the General Counsel.

Section 32. 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 33. The Agency is authorized to delegate the authorities as set out in this resolution to the Agency's Executive Director.

Section 34. This resolution shall take effect immediately.

Approval Of 2025 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
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On a motion by Supervisor Serna seconded by Supervisor Kennedy, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 3rd day of December, 2024, by the following vote, to wit:

AYES: Supervisors Desmond, Frost, Hume, Serna, Kennedy

NOES: None

ABSENT: None

ABSTAIN: None

RECUSAL: None
(PER POLITICAL REFORM ACT (§ 18702.5.)



Pat O'Rourke

Chair of the Board of Supervisors
of Sacramento County, California

FILED
BOARD OF SUPERVISORS

DEC 03 2024

Florence Serna
Clerk of the Board

ATTEST: *Florence Serna*
Clerk, Board of Supervisors

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 **Dec 3, 2024**

By: *[Signature]*
Deputy Clerk, Board of Supervisors

EXHIBIT A

**SUMMARY OF SACRAMENTO HOUSING
AND REDEVELOPMENT AGENCY PROPOSED 2025 BUDGET**

Approved 2025 Total Operating Budget	\$ 265,935,819
Approved 2025 New Projects	\$ 61,173,973
TOTAL SHRA BUDGET	\$ 327,109,792

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RESOLUTION NO. 2024-0969

**APPROVAL OF MULTI-FAMILY LENDING AND MORTGAGE
REVENUE BOND POLICIES PROGRAM APPLICATION SCHEDULE**

WHEREAS, the Sacramento Housing and Redevelopment Agency (SHRA) proposes to revise and implement the Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule to correspond with California Tax Credit Allocation Committee and California Debt Limit Allocation Committee application deadlines; and

WHEREAS, the proposed action is an administrative and fiscal activity and does not constitute a project subject to environmental review under the California Environmental Quality Act pursuant to 15 CCR §15378(b), and is exempt under the National Environmental Policy Act per 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.

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

Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action, as stated above, are found to be true and accurate and are hereby approved adopted.

Section 2. SHRA is authorized to adopt the 2025 Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule as outlined in Exhibit C.

Approval Of Multi-Family Lending And Mortgage Revenue Bond Policies
Program Application Schedule

Page 2

On a motion by Supervisor Serna seconded by Supervisor Kennedy, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 3rd day of December, 2024, by the following vote, to wit:

AYES: Supervisors Desmond, Frost, Hume, Serna, Kennedy

NOES: None

ABSENT: None

ABSTAIN: None

RECUSAL: None
(PER POLITICAL REFORM ACT (§ 18702.5.))



ATTEST: *Florence Adams*
Clerk, Board of Supervisors

Pat O'Rourke

Chair of the Board of Supervisors
of Sacramento County, California

FILED
BOARD OF SUPERVISORS

DEC 03 2024

Florence Adams
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 Dec 3, 2024

By: *[Signature]*
Deputy Clerk, Board of Supervisors

Exhibit C

Sacramento Housing and Redevelopment Agency Multi-Family Loan and Mortgage Revenue Bond Applications

2025 Schedule

April 9% TCAC & CDLAC Applications:

Pre-Application Deadline	January 2, 2025
Application Deadline	March 3, 2025
Environmental Deadline*	May 1, 2025
Sacramento Housing and Redevelopment Commission (SHRC)	June 4, 2025
Board of Supervisors (Board) / City Council (Council)	June 10, 2025
Est. 9% TCAC/CDLAC Application Deadlines	July 1, 2025 / August 1, 2025

August 9% TCAC & CDLAC Applications:

Pre-Application Deadline	July 1, 2025
Application Deadline	September 1, 2025
Environmental Deadline*	October 16, 2025
SHRC	January 21, 2026
Board / Council	January 27, 2026
Est. 9% TCAC/CDLAC Application Deadlines	February 1, 2026 / April 1, 2026

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*Environmental clearance (CEQA and NEPA) not received by this date will result in project approvals being delayed and the TCAC/CDLAC application being submitted at a later date.

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RESOLUTION NO. HA-2499

APPROVAL OF 2025 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 revenues requires an operating budget 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; and

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

Approval Of 2025 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
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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; and

WHEREAS, the proposed actions are considered administrative and therefore determined not to be a project subject to provisions of California Environmental Quality Act pursuant to California Code of Regulations Title 14, Section 15378(b); and

WHEREAS, the proposed actions are considered administrative and fiscal activities are therefore determined to be exempt from NEPA pursuant to Code of Federal Regulations Title 24, Section 58.34(a)(2) and (3).

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

Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action, as stated above, are found to be true and accurate and are hereby approved adopted. 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 2025 Operating Budget totaling \$265,935,819 and the 2025 Project Budget totaling \$61,173,973 all as further described in the 2025 Proposed Agency Budget (hereinafter "2025 Agency Budget" or

Approval Of 2025 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
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"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 2025 fiscal year. The 2025 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 315 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 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 County 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 5. 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 6. The Executive Director, or designee, is authorized to submit the 2025 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

Approval Of 2025 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
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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 7. The proposed expenditures under the 2025 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 2025 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 2025 Budget attached as Exhibit B-1.

Section 9. 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 10. Based on the HUD requirement for public housing authorities to implement Asset Management that includes fee for service, the Budget implements the fee for service provisions and support service costs.

Approval Of 2025 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
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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 11. 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 SHRA Commission.

Section 12. On an annual basis the Agency, on behalf of HACOS conducts a physical inventory, 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 13. 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

Approval Of 2025 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
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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 14. 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 15. 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 16. 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 and amend the Budget accordingly. Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such

Approval Of 2025 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
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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 17. 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 18. 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 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 19. 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 2024 Agency Budget year.

Approval Of 2025 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
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Section 20. 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 County 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 21. The Executive Director, or designee, is authorized to amend the budget to receive assets or transfer assets, receive funds or transfer funds to the County RASA 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 County RASA are subject to Successor Agency Oversight Board Approval.

Section 22. The Executive Director, or designee, is authorized to submit grant applications on behalf of the Housing Authority of the County for any and all housing and community development activities within the jurisdiction of the Agency. If such grants are awarded and approved by the governing board if in excess of \$100,000, the 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. 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

Section 23. 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, 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 24. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

Section 25. The Executive Director, or designee, is authorized to amend the Budget to appropriate for expenditure all revenues received in revolving funds.

Section 26. 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.

Approval Of 2025 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
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Section 27. The Executive Director, or designee, is authorized to transfer appropriations up to \$100,000 per transaction in Operating Budget and contingency reserves.

Section 28. 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 29. 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 30. 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 31. 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 32. 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 33. 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 34. 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. 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 35. The Executive Director is authorized to allocate, transfer, expend, or dispose of all funds received by HACOS resulting from the repayment of loans made to developers of low income housing which originated solely from funds controlled, or entitled for use, by the Housing Authority (Housing Authority Funds), to further any project the Executive

Director determines will fulfill the original purpose of the Housing Authority Funds, without further authorization from the Housing Authority Board, including without limitation, negotiating, executing and amending Loan Commitment Letters, Loan Agreements, and any related documents, as approved as to form by HACOS's Office of the General Counsel.

Section 36. All project appropriations in existence as of December 31, 2024, will be carried over and continued in 2025.

Section 37. All multi-year operating grant budgets in existence as of December 31, 2024, shall be continued in 2025.

Section 38. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2024, may remain in effect in 2025. The Executive Director, or designee, is authorized to increase the Budget for valid encumbrances as of December 31, 2024, but only to the extent that the applicable division's 2024 operating budget resources exceeded 2024 expenditures.

Section 39. The Agency is authorized to transfer, expend, or dispose of the Housing Authority assets, or any part of them, to further any project the Agency determines will fulfill the original purpose of the Housing Authority assets, without further authorization from the Housing Authority Board, including without limitation, negotiating, executing and amending Loan Commitment Letters, Loan Agreements, purchase and sale agreements and any related documents, as approved as to form by the Agency's Office of the General Counsel.

Section 40. The Executive Director, or designee, is authorized to incorporate the changes listed on Exhibit B as part of the 2025 Budget.

Section 41. If any entity requires a separate resolution to confirm any action approved within this resolution the Sacramento Housing and

Approval Of 2025 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

Page 13

Redevelopment Commission is delegated the authority to approve and deliver such resolution.

Section 42. This resolution shall take effect immediately.

On a motion by Member Serna, seconded by Member Kennedy, the foregoing Resolution was passed and adopted by the Housing Authority of the County of Sacramento, State of California, this 3rd day of December 2024, by the following vote, to wit:

AYES: Members Desmond, Frost, Hume, Serna, Kennedy

NOES: None

ABSTAIN: None

ABSENT: None

RECUSAL: None
(PER POLITICAL REFORM ACT (§ 18702.5.))

Pat O'Rourke

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



FILED
BOARD OF DIRECTORS

DEC 03 2024
By *Florence Evans*
Clerk of the Board

ATTEST *Florence Evans*
Clerk

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 Dec 3, 2024

By *[Signature]*
Deputy Clerk, Board of Directors

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: 01/01/2025 Board Resolution Number: HA-2499

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):

- | | <u>DATE</u> |
|---|-------------------|
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on: | <u>12/03/2024</u> |
| <input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on: | _____ |
| <input type="checkbox"/> Operating Budget revision approved by Board resolution on: | _____ |
| <input type="checkbox"/> 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: Patrick Kennedy	Signature: 	Date: 12/03/2024
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RESOLUTION 2024-0015

Adopted by the Housing Authority of the City of Sacramento

December 3, 2024

Approval of 2025 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 (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 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 2025 Operating Budget totaling \$265,935,819 and the 2025 Project Budget totaling \$61,173,973, all as further described in the 2025 Proposed Agency Budget (hereinafter “2025 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 2025 fiscal year. The 2025 Agency Budget incorporates the budgets of the HACS, 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 315 Agency full-time equivalent positions are approved subject to classification review by the Executive Director.

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 2025 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 2025 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 2025 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 2025 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 9.d.

SECTION 11.

Based on the HUD requirement for public housing authorities to implement Asset Management 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 Executive Director, or designee, 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 HACS conducts a physical inventory, 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 Executive Director, or designee, 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 Authority (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 Solutions Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA). HACS, 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, the Agency is authorized to accept the grant or grants, execute all related documents 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 approved 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 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 2024 Agency Budget year.

SECTION 21.

The Executive Director 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 22.

The Executive Director is authorized to amend the budget to receive assets or transfer assets, receive funds or transfer funds to the City 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 City RASA are subject to Successor Agency Oversight Board Approval.

SECTION 23.

The Executive Director, or designee, is authorized to submit grant applications on behalf of the HACS for any and all housing and community development activities within the jurisdiction of the Agency. If such grants are awarded, HACS 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

SECTION 24.

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, the Executive Director 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 25.

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

SECTION 26.

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

SECTION 27.

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 28.

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

SECTION 29.

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 30.

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 31.

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 32.

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 33.

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 34.

The Executive Director, or designee, 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 35.

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 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 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 36.

The Executive Director is authorized to allocate, transfer, expend, or dispose of all funds received by HACS resulting from the repayment of loans made to developers of low income housing which originated solely from funds controlled, or entitled for use, by the Housing Authority (Housing Authority Funds), to further any project the Executive Director determines will fulfill the original purpose of the Housing Authority Funds, without further authorization from the Housing Authority Board, including without limitation, negotiating, executing and amending Loan Commitment Letters, Loan Agreements, and any related documents, as approved as to form by HACS’s Office of the General Counsel.

SECTION 37.

All project appropriations in existence as of December 31, 2024, will be carried over and continued in 2025.

SECTION 38.

All multi-year operating grant budgets in existence as of December 31, 2024, shall be continued in 2025.

SECTION 39.

All encumbrances for valid purchase orders and contracts in effect as of December 31, 2024, may remain in effect in 2025. The Executive Director, or designee, is authorized to increase the Budget for valid encumbrances as of December 31, 2024, but only to the extent that the applicable division’s 2024 operating budget appropriations exceeded 2024 expenditures.

SECTION 40.

The Executive Director, or designee, is authorized to incorporate the changes listed on Exhibit A-1 as part of the 2025 Budget.

SECTION 41.

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 42.

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

SECTION 43.

This resolution shall take effect immediately.

TABLE OF CONTENTS:

Exhibit B – Summary of Sacramento Housing and Redevelopment Agency Proposed 2025 Budget

Exhibit B-1 – 2025 City Public Housing Asset Management Projects (AMP) and Central Office Cost Center (COCC)

Exhibit B-2 – HUD Resolution Approving the 2025 AMP Budgets

Adopted by the Housing Authority of the City of Sacramento on December 3, 2024, by the following vote:

Ayes: Members Guerra, Jennings, Kaplan, Maple, Talamantes, Thao, Valenzuela, Vang, and Mayor Steinberg

Noes: None

Abstain: None

Absent: None

Attest:  12/10/2024
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 B

**SUMMARY OF SACRAMENTO HOUSING
AND REDEVELOPMENT AGENCY PROPOSED 2025 BUDGET**

Approved 2025 Total Operating Budget	\$ 265,935,819
Approved 2025 New Projects	\$ 61,173,973
TOTAL SHRA BUDGET	\$ 327,109,792

City Public Housing AMP, Central Office and Central Services Budget

January 1 - December 31, 2025

PHA Code: CA005 City of Sacramento	City AMP 1	City AMP 2	City AMP 3	City AMP 4	City AMP 5	City AMP 7	Total City Public Housing	City COCC Central Office & Central Svc
Beginning fund equity	\$ 1,100,789	\$ 1,587,002	\$ 1,687,238	\$ 1,201,432	\$ 1,587,002	\$ 1,040,464	8,203,927	\$ -
Revenues:								
HUD Operating Subsidy	1,748,732	1,928,815	455,459	5,286,872	671,440	694,987	10,786,305	-
Maintenance Charges to Tenants	2,000	3,200	246	2,400	1,500	375	9,721	-
Washer/Dryer Income	-	-	4,596	3,100	2,000	4,600	14,296	-
Rental Income - Dwelling	1,545,566	1,554,853	703,804	387,554	611,678	450,585	5,254,040	-
Rental Income - Commercial	-	-	375,000	-	-	-	375,000	-
Rental Income other	8,460	17,000	-	-	-	-	25,460	-
Interest Income - Investment	20,000	37,000	61,410	8,450	10,500	8,200	145,560	-
Bad Debt Recovery	-	-	-	-	-	100	100	-
Return Check Fee	15	-	-	-	-	-	15	-
Miscellaneous income	-	-	2,260	-	-	250	2,510	-
Management Fee	-	-	-	-	-	-	-	1,053,527
IT/Bookkeeping Fee	-	-	-	-	-	-	-	23,400
Asset Management Fee	-	-	-	-	-	-	-	31,200
Admin Fee (CFP)	-	-	-	-	-	-	-	979,603
Central services fees	-	-	-	-	-	-	-	-
Total operating revenue	3,324,773	3,540,868	1,602,775	5,688,376	1,297,118	1,159,097	16,613,007	2,087,730
CFP Mgmt Impr transfers	65,415	65,809	126,249	65,415	85,415	67,642	475,945	-
Local Housing Transfers	-	-	-	-	-	-	-	-
Total revenues and transfers in	3,390,188	3,606,677	1,729,024	5,753,791	1,382,533	1,226,739	17,088,952	2,087,730
Expenditures:								
Employee Services:								
- Management/Maintenance	944,146	1,035,186	119,390	374,081	389,068	411,309	3,273,180	1,035,748
- Resident Trainees	26,379	26,379	31,175	26,379	26,379	23,981	160,672	-
Total Employee Services	970,525	1,061,565	150,565	400,460	415,447	435,290	3,433,852	1,035,748
Services & Supplies:								
- Management/Maintenance	969,284	941,600	568,290	303,000	828,514	652,161	4,262,849	789,000
Other Charges:								
Financial Transactions	-	38,368	32,466	11,807	14,757	14,756	112,154	-
- Central Service Fees	-	-	-	-	-	-	-	216,642
- Miscellaneous (PILOT, Depr.)	50,000	54,831	13,103	17,669	22,000	25,000	182,603	-
Management Fee	304,646	330,800	162,478	106,626	124,397	129,475	1,158,422	-
IT / Bookkeeping Fee	32,400	35,190	17,280	11,340	13,230	13,770	123,210	-
Asset Management Fee	43,200	46,920	23,040	15,120	17,640	18,360	164,280	-
Total operating expense	2,370,055	2,509,274	967,222	866,022	1,435,985	1,288,812	9,437,370	2,041,390
Ending Balance	\$ 2,120,922	\$ 2,684,405	\$ 2,449,040	\$ 6,089,201	\$ 1,533,550	\$ 978,391	\$ 15,855,509	\$ 46,340

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)

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-City of Sacramento PHA Code: CA005

PHA Fiscal Year Beginning: 01/01/2025 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: 12/3/2024
- 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: 12/3/2024
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RESOLUTION 2024-0351

Adopted by the Sacramento City Council

December 3, 2024

Approval of 2025 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 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 2.

The 2025 Operating Budget totaling \$265,935,819 million and the 2025 Project Budget totaling \$61,173,973 million, all as further described in the 2025 Proposed Agency Budget (hereinafter “2024 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 2025 fiscal year. The 2025 Agency Budget incorporates the budgets of the Authority, 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 315 Agency full-time equivalent positions 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 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 2025 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 2025 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 2025 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 2025 budget.

SECTION 9.

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 10.

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 11.

The Agency is authorized and directed to approve, submit and implement the Public Housing Authority (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 12.

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 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, 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 13.

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 14.

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. The Agency is authorized to execute contracts for homeless activities funded in the Agency Budget as outlined in the Agency public services scheduled.

SECTION 15.

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 the Agency. If such grants are awarded, the 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 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

SECTION 16.

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 17.

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

SECTION 18.

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

SECTION 19.

The Agency is authorized to increase or decrease operating Budget appropriations for the Agency up to \$100,000.

SECTION 20.

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

SECTION 21.

The Agency is authorized to increase or decrease project budget appropriations by not more than \$100,000 for each project or activity of the Agency.

SECTION 22.

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

SECTION 23.

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 24.

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 25.

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 26.

The Agency 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. 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 in form and substance as Agency deems appropriate, including without limitation refinancing, and execute new agreements incurring and/or evidencing indebtedness and 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 27.

The Agency 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 28.

All project appropriations in existence as of December 31, 2024, will be carried over and continued in 2025.

SECTION 29.

All multi-year operating grant budgets in existence as of December 31, 2024, shall be continued in 2025.

SECTION 30.

All encumbrances for valid purchase orders and contracts in effect as of December 31, 2024, may remain in effect in 2025. The Agency is authorized to increase the Budget for valid

encumbrances as of December 31, 2024, but only to the extent that the applicable division's 2024 operating budget appropriations exceeded 2024 expenditures.

SECTION 31.

The Agency is authorized to incorporate the changes listed on Exhibit A as part of the 2025 Budget.

SECTION 32.

The Agency is authorized to allocate, transfer, expend, or dispose of all funds received by the Agency resulting from the repayment of loans made to developers of low-income housing which originated solely from funds controlled, or entitled for use, by the Housing Authority (Housing Authority Funds), to further any project the Agency determines will fulfill the original purpose of the Housing Authority Funds, without further authorization from the Housing Authority Board, including without limitation, negotiating, executing and amending Loan Commitment Letters, Loan Agreements, and any related documents, as approved as to form by the Agency's Office of the General Counsel.

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 Agency's Executive Director.

SECTION 35.

This resolution shall take effect immediately.

TABLE OF CONTENTS:

Exhibit A – Summary of Sacramento Housing and Redevelopment Agency Proposed 2025 Budget

Adopted by the City of Sacramento City Council on December 3, 2024, by the following vote:

Ayes: Members Guerra, Jennings, Kaplan, Maple, Talamantes, Thao, Valenzuela, Vang,
and Mayor Steinberg

Noes: None

Abstain: None

Absent: None

Attest:  12/10/2024
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 2025 BUDGET**

Approved 2025 Total Operating Budget	\$ 265,935,819
Approved 2025 New Projects	\$ 61,173,973
TOTAL SHRA BUDGET	\$ 327,109,792

RESOLUTION NO. SHRC 2024-23

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

November 20, 2024

APPROVAL OF 2025 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

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 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; and

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

WHEREAS, the Agency's fiscal year is the calendar year from January 1 through December 31; and

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 function previously performed by the respective Redevelopment Agencies.

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 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 pursuant to 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 2025 Operating Budget totaling \$265,935,819 and the 2025 Project Budget totaling \$61,173,973 million all as further described in the 2025 Proposed Agency Budget (hereinafter “2025 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 2025 fiscal year. The 2025 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 315 Agency full-time equivalent positions 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 a 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 2025 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 2025 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 2025 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 2025 budget.

Section 9. 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 Executive Director, or designee, 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 10. Subject to availability under the Budget of any required funds, the Executive Director, or designee, is authorized to approve the 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 11. 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 12. 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). 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 exceed or are less than the amount estimated in the Budget 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 13. The Executive Director, or designee, 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 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 14. 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. 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 scheduled.

Section 15. 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 the Agency. If such grants are awarded, the Executive Director, or designee, 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

Section 16. 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, the Executive Director, or designee, 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 17. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

Section 18. The Executive Director, or designee, is authorized to amend the Budget to appropriate for expenditure all revenues received in revolving funds.

Section 19. The Executive Director, or designee, is authorized to increase or decrease operating Budget appropriations up to \$100,000.

Section 20. The Executive Director, or designee, is authorized to transfer appropriations up to \$100,000 per transaction in Operating Budget and contingency reserves.

Section 21. 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 of the Agency.

Section 22. The Executive Director, or designee, is authorized to transfer project appropriations among fund groups.

Section 23. 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 24. The Executive Director, or designee, is authorized to amend the Operating Budget or Capital Project Budget or transfer the 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 25. 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, repairing, rehabilitating, replacing, or otherwise compensating for the insured loss.

Section 26. 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 27. 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. The Executive Director, or designee, is authorized to enter into “loan workouts,” to the extent reasonably necessary to protect Agency assets, and in entering such “workouts,” 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 Agency debt obligations in form and substance as the Executive Director deems appropriate, including without limitation refinancings, and execute new agreements incurring and/or evidencing indebtedness and security instruments provided the terms of the new debt do not increase the principal outstanding and either result in cost savings or provide the Agency with more favorable loan terms.

Section 28. All project appropriations in existence as of December 31, 2024, will be carried over and continued in 2025.

Section 29. All multi-year operating grant budgets in existence as of December 31, 2024, shall be continued in 2025.

Section 30. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2024, may remain in effect in 2025. The Executive Director, or designee, is authorized to increase the Budget for valid encumbrances as of December 31, 2024, but only to the extent that the applicable division’s 2024 operating budget appropriations exceeded 2024 expenditures.

Section 31. The Executive Director, or designee, is authorized to incorporate the changes as listed on Exhibit A as part of the 2025 Budget.

Section 32. The Executive Director, or designee, is authorized to allocate, transfer, expend, or dispose of all funds received by the Agency resulting from the repayment of loans made to developers of low-income housing which originated solely from funds controlled, or entitled for use, to further any project the Agency determines, without further authorization including without limitation, negotiating, executing and amending Loan Commitment Letters, Loan Agreements, and any related documents, as approved as to form by the Agency’s Office of the General Counsel.

Section 33. This resolution shall take effect immediately.

PASSED AND ADOPTED BY THE FOLLOWING VOTE:

AYES: COMMISSIONERS: Nunley, Janzen, Jefferson, Nordstrom, Ramos, Ross Starks, Woo
NOES: COMMISSIONERS: None
ABSENT: COMMISSIONERS: Duncan, Amanfor
ABSTAIN: COMMISSIONERS: None


Cecile Nunley (Nov 21, 2024 15:35 PST)
VICE CHAIR

ATTEST:


CLERK

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RESOLUTION NO. SHRC 2024-18

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

October 16, 2024

APPROVING THE 2025 AND SUBSEQUENT YEARS AUTHORIZATION, AWARD, AND APPROVAL OF ANNUAL EXPENDITURE CAPS AND PER CONTRACT CAPS OF ROUTING SERVICES

WHEREAS, the proposed actions are administrative and fiscal activities and are therefore not considered a project under the California Environmental Quality Act (CEQA), per CEQA Guidelines 15378(b), and exempt under the National Environmental Policy Act per 24 CFR 58.34(a)(2) and (3). This recommendation is not considered a choice-limiting action. Environmental reviews for individual activities undertaken by these procurements will be completed prior to project commitment or choice-limiting actions.

BE IT RESOLVED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION:

Section 1. After due consideration of the facts presented in the recitals above and the staff report, the findings, including the environmental findings, regarding this action, are found to be true and correct and are hereby approved and adopted.

Section 2. The Executive Director or her designee is authorized to solicit competitive bids and/or proposals, make awards, and enter into, execute and amend agreements with the responsive and responsible bidders and/or offers for the services required in 2025 and the subsequent years as approved on Exhibit A.

PASSED AND ADOPTED BY THE FOLLOWING VOTE:

AYES: COMMISSIONERS: Amanfor, Janzen, Jefferson, Nordstrom, Nunley, Ramos, Ross, Woo
NOES: COMMISSIONERS: None
ABSENT: COMMISSIONERS: Duncan, Starks
ABSTAIN: COMMISSIONERS: None

Cecile Nunley
Cecile Nunley (Oct 17, 2024 13:03 PDT)
CHAIR

ATTEST:
Amber Alexander
CLERK

2025 and Subsequent Years' Authorization

**2025 AND SUBSEQUENT YEARS' AUTHORIZATION FOR SOLICITATION, AWARD
AND APPROVAL OF ANNUAL EXPENDITURE CAPS AND PER CONTRACT CAPS
OF ROUTINE SERVICES**

2025 Annual and Subsequent Years' Procurements		
Description	Annual Services Expenditure Caps	Maximum Length of Contract
Agency Branding and Videography	\$150,000 per contract	5 Years
Banking Services	\$75,000 per contract	5 Years
Countertop and Cabinet Repairs and Replacement	\$150,000 per contract	5 Years
Criminal Background Checks	\$100,000 per contract	5 Years
Electrical Repair Services	\$250,000 per contract	5 Years
Energy Analyst Consulting	\$150,000 per contract	5 Years
Fire Protection Services	\$400,000 per contract	5 Years
Furniture Rental for RAD Relocation	\$250,000 per contract	5 Years
Gates and Access Controls	\$300,000 per contract	5 Years
General Maintenance Services	\$300,000 per contract	5 Years
Hazardous Materials Assessment - Inspection & Testing	\$1,000,000 per contract	5 Years
Housing Annual Recertification's Interim Certifications, Mover Qualifications, HAP Contract Negotiations, and Applicant Qualifications - HCV	\$500,000 per contract	5 Years
HVAC Repair & Replacement Services	\$500,000 per contract	5 Years
Job Order Contracting Consulting and System Administrator Services	\$350,000 per contract	5 Years
Junk Removal & Hauling Services	\$150,000 per contract	5 Years
Landscaping Services	\$1,000,000 per contract	5 Years
Market Study	\$150,000 per contract	5 Years
Pest Control Services	\$400,000 per contract	5 Years
Pest Control Services - Inspection & Treatment	\$400,000 per contract	5 Years
Physical Needs Assessment	\$300,000 per contract	5 Years

2025 and Subsequent Years' Authorization

RAD Construction Management Software Maintenance	\$25,000 per contract	5 Years
RAD Engineering Services	\$200,000 per contract	5 Years
Real Estate Appraisal	\$150,000 per contract	5 Years
Roofing Services	\$1,000,000 per contract	5 Years
Testing Services for the Recruitment Process	\$100,000 per contract	5 Years
Training Services	\$150,000 per contract	5 Years
Vacant Lot & Property Landscape Maintenance Services	\$250,000 per contract	5 Years
Wood Destroying Pests & Organisms - Inspection & Treatment	\$400,000 per contract	5 Years
Workplace Violence Prevention Services	\$100,000 per contract	5 Years
CCTV and Video Surveillance Maintenance and Repair	\$200,000 per contract	5 years
Vehicle Charging Station Maintenance and Repair	\$200,000 per contract	5 years

RESOLUTION NO. SHRC 2024-19

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

October 16, 2024

APPROVAL OF THE 2025 SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY AND THE HOUSING AUTHORITY MAINTENANCE FEES AND CHARGES SCHEDULE

WHEREAS, the schedules of fees and charges were first implemented by the Sacramento Housing and Redevelopment Agency (Agency) in 1983. It has been revised in subsequent years to reflect additions, deletions, and increases to previous versions; and

WHEREAS, the proposed action consists of governmental fiscal activities which do not constitute a project under the California Environmental Quality Act pursuant to 14 California Code of Regulations §15378(b)(4) and is an exempt activity under the National Environmental Policy Act pursuant to 24 Code of Federal Regulations §58.34(a)(2) and (3).

BE IT RESOLVED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION:

Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action, as stated above, are found to be true and accurate and are hereby approved and adopted.

Section 2. The schedules of fees and charges for the Agency, as set forth in Exhibits A and B, are hereby approved.

Section 3. All prior schedules of fees and charges for the Agency are rescinded and are replaced in full by this resolution. Additional or expanded authorities of the Agency to charge fees with respect to specific programs or activities are not rescinded by this resolution and remain in full force and effect.

Section 4. The Executive Director, or her designee, is authorized to implement, revise, or update the schedules of fees and charges as set forth in Exhibits A and B and distribute copies to consumers of Agency services.

PASSED AND ADOPTED BY THE FOLLOWING VOTE:

AYES: COMMISSIONERS: Amanfor, Janzen, Jefferson, Nordstrom, Nunley, Ramos, Ross, Woo
NOES: COMMISSIONERS: None
ABSENT: COMMISSIONERS: Duncan, Starks
ABSTAIN: COMMISSIONERS: None


Cecile Nunley (Oct 31, 2024 18:12 PDT)
CHAIR

ATTEST:
Amber Alexander
CLERK

2025 Agency Schedule of Fees and Charges

2025 Agency Schedule of Fees and Charges			
Charging Department	Activity	Current Rate	CHANGES
All Agency	Reproduction - Agency Employees	\$.10 per side	
	Hard Copy Reproduction - Outside Agency	\$.10 per side	
	Public Record Request - Scanned Documents	\$.10 per page scanned in excess of 300 pages	
	Public Record Request - Agency Documents Sent to Outside Scanning Service	Actual Cost	
	Public Records Request - Postage	Actual Cost	
	Tape Cassette, CD Reproduction, DVD or USB Flash Drive	\$8.00 plus any applicable postage costs	
	Personal Fax Transmissions	\$.10 per incoming page	
	Personal Fax Transmissions	\$.75 per outgoing page	
Development	Good Faith Deposit/Option Fees	No set deposit; 10% recommend for disposition and development agreements (DDA's);	
	Industrial Development Bond Local Fee (through Bonds for Industry Agreement)	25 basis points at bond closing	
	Mortgage Revenue Bond Issuance Fee	Fee of 25 basis points of the total bond issuance amount at bond closing for new issuances and/or re-fundings.	
	Multi-Family Loan and Mortgage Revenue Bond Full Application Fee	\$ 12,500	
Finance	Returned Checks	\$25.00 per check	
	Taxpayer Identification Number (TIN)	\$100.00 per incorrect TIN resulting in payment of penalty to IRS.	
Housing Choice Voucher (HCV)	Admin. fee charges for tax levies imposed on Owners/Vendors' payments	\$20.00 per \$ 1,000 of each levy. Levies with amount less than \$ 1,000 will be charged an admin. fee of \$20.	
Housing Choice Voucher (HCV)	Expedited property lease up - Third Parties	Current Overtime Rates	
Housing Authority Maintenance	Maintenance Fees and Charges Schedule	<i>See Maintenance Schedule for Fees and Charges Schedule</i>	
Housing Authority Management	Folding Clothes Line	\$ 30.00	
	Late Fees	\$20.00 per occurrence	
	Legal Fees	All costs associated with lease enforcement or eviction will be determined by actual cost	
	Missed PHA Contractor Trip Charge	All Contractor and/or Vendor actual trip charges for missed appointments that were scheduled.	
Charging Department	Activity	Current Rate	
Authority Management	Pet Security Deposit - Dogs and	Medically Certified	
	Security Deposits	Greater of \$250 or one month's rent	
	Smoke/CO Detector - Tampering	\$ 50.00	
Legal	Assignments of loans, OPAs or DDAs after adoption. Legal review of subordination agreement following project completion.	\$3,000 minimum legal service fee and \$350 per hour exceeding 10 hours.	
	Amendments or Modifications to loans, OPAs or DDAs after adoption.	\$2,500 minimum legal service fee, \$350 per hour exceeding 7 hours.	
	Coordination of NEPA review for HUD grants to nonprofits	\$2,000 minimum environmental coordination fee and all third party costs associated with the review, \$200 per hour exceeding 8 hours.	

2025 Agency Schedule of Fees and Charges

	Authorized legal review and work for other agencies.	\$300 per hour.	
Homeownership Services	Mortgage Credit Certificate (MCC) Program Application Fee	\$350 Non-refundable	
	Mortgage Credit Certificate Lender Participation Fee	\$ 350 Initial Application Fee	
Charging Department	Activity	Current Rate	
Homeownership Services	Reissued MCC Application Fee	\$ 300.00	
	Mortgage Credit Certificate Extension	\$50.00 for 30 days	
	Lender Participation Fee Renewal	\$ 300.00	
	Demand Statement Preparation Fee	\$ 35.00	
	Demand Update Fee (if required)	\$ 20.00	
	Recording Fee	Per County Recorder Fee Schedule	
Portfolio Management-Multifamily Regulatory Agreement Compliance	Regulatory Agreement Monitoring Fees, included, but not limited to County Affordable Housing Ordinance, City Mixed Income Housing Ordinance, City and County Density Bonus - Multifamily Units	\$2,500 set up fee Multifamily Affordable Units x Average Public Subsidy/Unit x .125% x number of years x discount rate.	add \$2500 set up fee Combined with City/County Density Bonus Monitoring Fees
	Regulatory Agreement Monitoring Fees, included, but not limited to - County Affordable Housing Ordinance & City Mixed Income Housing Ordinance - Single Family Units	\$5,000 set up fee Single family Affordable Units x Appreciation Differential/Unit x .15% x number of restricted years x discount rate.	Add \$5000 set up fee
	Regulatory Agreement Monitoring Fees - City Zero Development Impact Fee and City and County Density Bonus	\$2,500 fee; Average Public Subsidy X .125% X number of years X discount rate X number of affordable units.	Combined with Affordable Housing and Mixed Income Housing Fees
	Regulatory Agreement Monitoring Fees, included but not limited to Density Bonus Units - Single Family	\$5,000 set up fee and \$3,000 per unit monitoring fee	New Activity
	Assignment/Assumption Processing Fee - Multifamily	\$ 750 plus recording fees and appraisal charges	
	Loan Payment Late Fee - Multifamily	5% of monthly payment if payment not made within 15 days after payment due date	
Charging Department	Activity	Current Rate	
Portfolio Management-Multifamily Regulatory Agreement Compliance	Annual Multi-Family Mortgage Revenue Bond Administration Fee	Fee of 12.5 basis points of the original bond amount + \$100 per SHRA- funded unit for projects with SHRA loans for the longer of the life of the bonds or bond regulatory agreement, paid in advance, semi-annually. Maximum fee of \$25,000 per year.	
	Annual Multi-Family Loan Administration Fee	Fee of 12.5 basis points of the original loan amount + \$100 per SHRA-funded unit for the longer of the life of the loan or loan regulatory agreement, paid in advance, semi-annually. Maximum fee of \$15,000 per year.	
	Subordination Redraw Fee - Single Family	\$ 100.00	
	Subordinate Processing Fee - Multifamily	\$500	
	Subordination Processing Fee - Single Family	\$ 300.00	
Portfolio Management-Regulatory	Tenants over income at initial move-in	Initial \$500 per unit, and again every 90 days until violation is resolved.	

2025 Agency Schedule of Fees and Charges

	Incorrect eligibility documentation	Initial \$50 per file for incorrect calculations, verifications, required documents; \$50 per month until corrected	Corrected to match Multifamily Lending Policies
	Failure to complete Annual Recertification	Initial \$250 for each incomplete file; \$50 per month until corrected.	
	Failure to maintain tenant eligibility records	Initial \$500 per unit, and again every 90 days until violation is resolved. Additional \$100 per unit per month the project remains out of compliance.	Corrected to match Multifamily Lending Policies
	Incorrect Rents	\$100 for each over-charged unit.	
	Failure to submit complete and correct monthly Bond Report by due date.	Initial \$100 per report. \$ 100 per day until violation is resolved.	
	Failure to submit annual required audit documentation.	Initial \$100 per audit \$100 per month until corrected.	new
	Failure to comply with approved Management Plan	Initial \$100 per report. \$100 per day until violation is resolved.	
	Failure to submit complete and accurate quarterly Resident Services report by due date	Initial \$100 per report. \$100 per day until violation is resolved.	
Charging Department	Activity	Current Rate	
Portfolio Management-Regulatory	Failure to provide a resident service required by Resident Services Plan	Initial \$250 per service. \$100 per day until violation is resolved.	
	Failure to employ an SHRA Approved Management Company	Initial \$100 Additional \$100 per week until resolved.	new
	Failure to employ an SHRA approved Resident Service Provider	Initial \$250 Additional \$100 per week until resolved.	new
	Noncompliant lease.	\$100 per noncompliant lease.	
	Failure to provide residents proper notice of unit inspections.	Initial \$200 \$75 reinspection fee	new
	Verifiable existence of toxic mold	Initial \$200 per unit. 30 days to obtain certification unit is mold free. \$75 per day after 30 days.	
	Broken pipes and plumbing facilities	\$200 per unit. Additional \$75 per day until corrected.	Corrected to match Multifamily Lending Policies
	Non-working smoke detectors	\$200 per unit Additional \$75 per day until corrected.	Corrected to match Multifamily Lending Policies
Charging Department	Activity	Current Rate	
Portfolio Management-Multifamily Regulatory Agreement	Window with large cracks or missing glass	\$200 per unit. Additional \$75 per day until corrected.	Corrected to match Multifamily Lending Policies
	Infestation of roaches or vermin	\$200 per infested unit. Additional \$75 per day until corrected.	
	Non-working heating unit (Winter) OR Non-working air conditioning unit	\$500 per non-working unit. Additional \$75 per day until corrected. \$75 reinspection fee.	Corrected to match Multifamily Lending Policies
	Excessive amount of urine/feces	\$200 per unit. Additional \$75 per day until corrected.	Corrected to match Multifamily Lending Policies
	Excessive amount of trash/garbage	\$75 per unit. Additional \$75 per day until corrected.	Corrected to match Multifamily Lending Policies
	Hazardous exterior conditions	\$500 per hazardous condition. Additional \$75 per day until corrected. \$75 reinspection fee.	Corrected to match Multifamily Lending Policies

2025 Agency Schedule of Fees and Charges

	Large holes in walls/ceilings	\$100 per unit. Additional \$75 per day until corrected.	Corrected to match Mutifamily Lending Policies
	Non-operation Security Gate	\$500 per non-working gate. Additional \$75 per day until corrected. \$75 reinspection fee.	Corrected to match Mutifamily Lending Policies
	No Security Cameras (if required)	\$250 per discovery. Additional \$75 per day until corrected. \$75 reinspection fee.	Corrected to match Mutifamily Lending Policies
	Non-working Security Cameras	\$100 per camera per discovery. Additional \$75 per day until corrected. \$75 reinspection fee.	Corrected to match Mutifamily Lending Policies
	Non-working on non-accessible amenities/services	\$100 per item per discovery. Additional \$75 per day until corrected. \$75 reinspection fee.	Corrected to match Mutifamily Lending Policies
Agency Clerk	Agenda Packets (hard copy Outside Agency)	\$600 per year	
Facility Use	Non-resident group area of Community Room	Security Deposit \$50.00 (refundable Cleaning Deposit) Basic Charge - \$5.00 per hour	
	Commission Room (801 12th Street) and Riverview Plaza Meeting Room Rental	Security Deposit \$50.00 First Hour \$40.00 Each Additional Hour \$30.00	

2025 Maintenance Schedule of Fees and Charges

HOUSING MAINTENANCE CHARGES		Labor Charge (Per Each)	Material Charge (Per Each)	2024 Labor + Cost	2025 Labor Charge (Per Each) 3.5 % Increase	2025 Material Charge (Per Each) Actual cost	2025 Labor + Material Actual Cost
<i>Appliances & Accessories</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
1	Freezer Door Gasket	\$20.79	\$ 57.91	\$ 78.70	\$21.52	\$62.98	\$84.50
2	Hood Fan Assembly	\$10.40	\$ 53.49	\$ 63.89	\$10.76	\$79.20	\$89.96
3	Hood Fan Filter	\$10.40	\$ 12.83	\$ 23.23	\$10.76	No Change	\$23.59
4	Oven Door (varying depending on make/size)	\$10.40	Service Only	\$ 10.40	\$10.76	Service Only	\$10.76
5	Oven Door Handle	\$10.40	\$ 70.34	\$ 80.74	\$10.76	\$82.47	\$93.23
6	Range Burner, Electric	\$10.40	\$ 25.49	\$ 35.89	\$10.76	\$26.39	\$37.15
7	Range Burner, Gas	\$3.47	\$ 39.99	\$ 43.46	\$3.59	\$41.59	\$45.18
8	Range Elec. Broiler Pan, Replace	\$3.47	\$ 28.69	\$ 32.16	\$3.59	\$31.27	\$34.86
9	Range Gas Broiler Pan, Replace	\$10.40	\$ 33.85	\$ 44.25	\$10.76	No Change	\$44.61
10	Range, Clean	\$83.16	Service Only	\$ 83.16	\$86.07	Service Only	\$86.07
11	Range Hood, 30", Replace	\$41.58	\$ 98.00	\$ 139.58	\$43.04	\$106.40	\$149.44
12	Range Hood, 36", Replace	\$41.58	\$ 112.00	\$ 153.58	\$43.04	\$120.16	\$163.20
13	Range Hood, 42", Replace	\$41.58	\$ 124.00	\$ 165.58	\$43.04	\$132.64	\$175.68
14	Range, Inf. Switch	\$10.40	\$ 43.57	\$ 53.97	\$10.76	\$49.12	\$59.88
15	Range, Knobs	\$3.47	\$ 24.26	\$ 27.73	\$3.59	No Change	\$27.85
16	Range, Oven Rack 20"	\$3.47	\$ 33.99	\$ 37.46	\$3.59	No Change	\$37.58
17	Range, Oven Rack 30"	\$3.47	\$ 61.99	\$ 65.46	\$3.59	No Change	\$65.58
18	Range, Oven Control, Gas	\$20.79	\$ 67.54	\$ 88.33	\$21.52	No Change	\$89.06
19	Range, Oven Control, Electric	\$20.79	\$ 58.45	\$ 79.24	\$21.52	No Change	\$79.97
20	Range, Replace Electric 20"	\$41.58	\$ 505.00	\$ 546.58	\$43.04	No Change	\$548.04
21	Range, Replace Electric/Gas 30"	\$41.58	\$ 440.00	\$ 481.58	\$43.04	No Change	\$483.04
22	Range, Replace Gas 20"	\$41.58	\$ 545.00	\$ 586.58	\$43.04	No Change	\$588.04
23	Range, Replace Electric 30"	\$41.58	\$ 470.00	\$ 511.58	\$43.04	No Change	\$513.04
24	Range, Stove-top Grate	\$3.47	\$ 22.95	\$ 26.42	\$3.59	\$35.19	\$38.78
25	Refrigerator, Replace (all sizes)	\$20.79	\$ 610.00	\$ 630.79	\$21.52	No Change	\$631.52
26	Refrigerator, Clean	\$83.16	Service Only	\$ 83.16	\$86.07	Service Only	\$86.07
27	Refrigerator, Crisper	\$3.47	\$ 89.09	\$ 92.56	\$3.59	\$90.02	\$93.61
28	Refrigerator, Crisper Cover	\$3.47	\$ 89.79	\$ 93.26	\$3.59	\$104.63	\$108.22
29	Refrigerator, Gasket	\$41.58	\$ 83.92	\$ 125.50	\$43.04	\$96.04	\$139.08
30	Refrigerator, Shelf Front	\$6.93	\$ 72.89	\$ 79.82	\$7.17	\$75.47	\$82.64
31	Refrigerator, Door Liner	\$41.58	\$ 32.63	\$ 74.21	\$43.04	\$36.87	\$79.91
32	Top Burner, Grate/Gas - Replace	\$21.00	\$ 33.99	\$ 54.99	\$21.74	\$35.19	\$56.93
<i>Bath Accessories</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
33	Medicine Cabinet Shelf	\$3.47	\$8.32	\$11.79	\$3.59	No Change	\$11.91
34	Medicine Cabinet Complete	\$20.79	\$61.29	\$82.08	\$21.52	\$67.31	\$88.83
35	Toilet Paper Holder, Replace	\$10.40	\$8.29	\$18.69	\$10.76	\$9.68	\$20.44
36	Toilet Paper Spindle, Replace	\$3.47	\$1.82	\$5.29	\$3.59	\$2.87	\$6.46
37	Toilet Seat (Elongated)	\$10.40	\$28.87	\$39.27	\$10.76	\$35.19	\$45.95
38	Toilet Seat (Regular)	\$10.40	\$24.83	\$35.23	\$10.76	\$27.99	\$38.75
39	Toilet Tank Lid, Replace	\$10.40	\$49.99	\$60.39	\$10.76	\$52.46	\$63.22
40	Tub/Shower Stopper (Fit-all)	\$3.47	\$6.29	\$9.76	\$3.59	\$7.19	\$10.78
41	Tub/Shower (Toe-stopper)	\$3.47	\$13.99	\$17.46	\$3.59	\$16.37	\$19.96

<i>Carpentry</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
42	Towel Bar, Replace	\$10.40	\$10.99	\$21.39	\$10.76	\$15.29	\$26.05
43	Tub/Shower Curtain Rod, Replace	\$6.93	\$17.29	\$24.22	\$7.17	\$19.61	\$26.78
44	Banister (price per linear foot)	\$21.00	\$3.20	\$24.20	\$21.74	\$3.59	\$25.33
45	Baseboard 2 3/8 Reversible (per sq/ft)	\$21.00	\$1.82	\$22.82	\$21.74	\$2.07	\$23.81
46	Breadboard, Replace	\$6.93	\$ 37.62	\$44.55	\$7.17	\$40.49	\$47.66
47	Bi-fold/Bi-pass Door, Set	\$62.37	\$ 101.00	\$163.37	\$64.55	\$108.30	\$172.85
48	Cabinet Drawer Track	\$20.79	\$ 7.09	\$27.88	\$21.52	\$8.13	\$29.65
49	Cabinet Drawer, Replace	\$41.58	\$ 31.35	\$72.93	\$43.04	\$38.65	\$81.69
50	Cabinet, Vanity, Replace	\$41.58	\$ 237.29	\$278.87	\$43.04	\$247.09	\$290.13
51	Closet Bi-pass Floor Guides	\$10.40	\$ 1.10	\$11.50	\$10.76	\$1.24	\$12.00
52	Closet Pole Center Support Bracket	\$10.40	\$ 4.39	\$14.79	\$10.76	\$4.42	\$15.18
<i>Carpentry</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
53	Closet Pole End Brackets	\$10.40	\$ 2.53	\$ 12.93	\$10.76	\$2.72	\$13.48
54	Door Bumpers, Common Replace	\$3.47	\$ 1.76	\$ 5.23	\$3.59	\$2.41	\$6.00
55	Door Casing (per stick) *	\$62.58	\$ 11.99	\$ 74.57	\$64.77	\$16.58	\$81.35
56	Door Jamb, Repair	\$41.58	\$ 64.38	\$ 105.96	\$43.04	\$67.50	\$110.54
57	Door Viewer, Replace	\$6.93	\$ 4.20	\$ 11.13	\$7.17	\$4.79	\$11.96
58	Door, Metal, Replacement*	\$150.99	\$ 426.00	\$ 576.99	\$156.27	\$432.00	\$588.27
59	Door, Wood, Interior*	\$150.99	\$ 118.00	\$ 268.99	\$156.27	\$139.50	\$295.77
60	Door, Pocket HC, Replace*	\$124.74	\$ 55.79	\$ 180.53	\$129.11	\$64.83	\$193.94
61	Door, Weather Stripping	\$20.79	\$ 11.99	\$ 32.78	\$21.52	\$14.68	\$36.20
<i>Electrical & Lighting</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
62	Electric Outlet Cover	\$3.47	\$0.84	\$4.31	\$3.59	\$0.88	\$4.47
63	Electric Switch Cover	\$3.47	\$0.84	\$4.31	\$3.59	\$0.88	\$4.47
64	Light Bulb/Appliances	\$3.47	\$1.57	\$5.04	\$3.59	No Change	\$5.16
65	Lamp (Light Bulb, Replace (60 watt))	\$3.47	\$1.75	\$5.22	\$3.59	No Change	\$5.34
<i>Electrical & Lighting</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
66	Light Bulb/2' T-12	\$3.47	\$6.12	\$9.59	\$3.59	\$6.68	\$10.27
67	Light Bulb/2' T-8	\$3.47	\$5.97	\$9.44	\$3.59	\$6.83	\$10.42
68	Light Bulb/4' T-12	\$3.47	\$7.23	\$10.70	\$3.59	No Change	\$10.82
69	Light Bulb/4' T-8	\$3.47	\$7.53	\$11.00	\$3.59	No Change	\$11.12
70	Light Bulb/6" Circline	\$3.47	\$7.84	\$11.31	\$3.59	\$9.98	\$13.57
71	Light Bulb/8" Circline	\$3.47	\$17.79	\$21.26	\$3.59	\$20.80	\$24.39
72	Light Bulb/12" Circline	\$3.47	\$17.79	\$21.26	\$3.59	\$24.60	\$28.19
73	Light Bulb, 28 Watt Quad	\$3.47	\$19.99	\$23.46	\$3.59	\$26.87	\$30.46
74	Light Diffuser, Circline	\$3.47	\$15.99	\$19.46	\$3.59	No Change	\$19.58
75	Light Diffuser, Glass Drum	\$3.47	\$24.65	\$28.12	\$3.59	\$27.26	\$30.85
76	Light Diffuser, 4 ft.	\$3.47	\$35.29	\$38.76	\$3.59	\$44.81	\$48.40
77	Light Diffuser, Exterior Porch	\$3.47	\$9.99	\$13.46	\$3.59	No Change	\$13.58
78	Light Fixture, 2' or 4' Bulb, Fluorescent	\$41.58	\$67.99	\$109.57	\$43.04	\$72.84	\$115.88
79	Light Fixture, Circline	\$20.79	\$73.29	\$94.08	\$21.52	\$86.35	\$107.87
80	Light Fixture, Emergency Exit	\$41.58	\$80.99	\$122.57	\$43.04	\$84.90	\$127.94
81	Exterior Wall Pack (Light Fixture)	\$41.58	\$177.44	\$219.02	\$43.04	\$210.82	\$253.86
82	Porch Light Shade/Plastic	\$3.47	\$5.65	\$9.12	\$3.59	No Change	\$9.24
83	Porch Light Shade/Glass	\$3.47	\$24.05	\$27.52	\$3.59	\$26.02	\$29.61
84	Receptacle, Replace: 110 Basic	\$20.79	\$0.95	\$21.74	\$21.52	\$1.52	\$23.04

Electrical & Lighting		Labor	Materials	Labor	Materials
85	Receptacle, Replace: GFI	\$20.79	\$22.99	\$43.78	\$21.52 \$26.98 \$48.50
86	Receptacle, Replace: Appliance	\$41.58	\$8.29	\$49.87	\$43.04 No Change \$51.33
87	CO/Smoke Detector, Tampering	\$52.50	Flat Rate	N/A	\$54.34 Flat Rate N/A
88	Carbon Dioxide/Smoke Detector	\$10.40	\$72.00	\$82.40	\$10.76 \$87.88 \$98.64
89	Battery Smoke Detector/CO	\$10.40	\$65.00	\$75.40	\$10.76 \$78.67 \$89.43
90	Switch, Replace	\$10.40	\$2.99	\$13.39	\$10.76 \$3.10 \$13.86
91	Splitter/TV	\$6.93	\$3.75	\$10.68	\$7.17 No Change \$10.92
92	Telephone, Jack Replacement	\$10.40	\$1.25	\$11.65	\$10.76 No Change \$12.01
Floor Coverings & Accessories		Labor	Materials	Labor	Materials
93	Floor Tile, Replace 12" X 12" (each)	\$6.93	\$1.76	\$8.69	\$7.17 No Change \$8.93
94	Carpet/Glue Down (or actual cost)	Actual cost	\$18.73	N/A	Actual cost No Change N/A
95	Carpet w/Pad (actual cost or pro rate)	Actual cost or pro rate	\$12.53	N/A	Actual cost or pro rate No Change N/A
96	2 1/2" or 4" Base/per Foot	\$6.93	\$1.82	\$8.75	\$7.17 \$2.07 \$9.24
Glazing & Hardware		Labor	Materials	Labor	Materials
97	Patio Sliding Door Handle	\$10.40	Special Order	N/A	\$10.76 Special Order N/A
98	Patio Sliding Door Latch	\$10.40	Special Order	N/A	\$10.76 Special Order N/A
99	Window Board up/Clean-Up(per Task Order pricing)	\$41.58	Service Only	N/A	\$43.04 Service Only N/A
100	Window Glass 20" X 20"/single pane	\$89.25	\$23.70	\$112.95	\$92.37 No Change \$116.07
101	Window Glass 24" X 24"/single pane	\$89.25	\$31.60	\$120.85	\$92.37 No Change \$123.97
102	Window Glass 24" X 60"/single pane	\$89.25	\$79.00	\$168.25	\$92.37 No Change \$171.37
103	Window Glass 36" X 36"/single pane	\$89.25	\$45.52	\$134.77	\$92.37 No Change \$137.89
104	Window Glass 36" X 60"/single pane	\$89.25	\$91.59	\$180.84	\$92.37 No Change \$183.96
105	Window Glass 50" X 50"/single pane	\$89.25	\$96.23	\$185.48	\$92.37 No Change \$188.60
Glazing & Hardware		Labor	Materials	Labor	Materials
106	Window Glass 20" X 20"/dual pane	\$120.75	\$48.15	\$168.90	\$124.98 No Change \$173.13
107	Window Glass 24" X 24"/dual pane	\$120.75	\$64.20	\$184.95	\$124.98 No Change \$189.18
108	Window Glass 24" X 60"/dual pane	\$120.75	\$160.50	\$281.25	\$124.98 No Change \$285.48
109	Window Glass 36" X 36"/dual pane	\$120.75	\$101.25	\$222.00	\$124.98 No Change \$226.23
110	Window Glass 36" X 60"/dual pane	\$120.75	\$168.75	\$289.50	\$124.98 No Change \$293.73
111	Window Glass 50" X 50"/dual pane	\$183.75	\$195.30	\$379.05	\$190.18 No Change \$385.48
112	Window 20" X 20"/Screen	\$20.79	\$17.60	\$38.39	\$21.52 No Change \$39.12
113	Window 24" X 24"/Screen	\$20.79	\$20.72	\$41.51	\$21.52 No Change \$42.24
114	Window 24" X 60"/Screen	\$20.79	\$34.76	\$55.55	\$21.52 No Change \$56.28
115	Window 36" X 36"/Screen	\$20.79	\$30.08	\$50.87	\$21.52 No Change \$51.60
116	Window 36" X 60"/Screen	\$20.79	\$39.44	\$60.23	\$21.52 No Change \$60.96
117	Window 50" X 50"/Screen	\$20.79	\$41.00	\$61.79	\$21.52 No Change \$62.52
118	Window Lock, Casement	\$10.40	Special Order	N/A	\$10.76 Special Order N/A
119	Window Operator, Casement	\$20.79	Special Order	N/A	\$21.52 Special Order N/A
Heating & Air		Labor	Materials	Labor	Materials
120	A/C Thermostat	\$10.40	\$39.39	\$49.79	\$10.76 No Change \$50.15
121	Furnace, Thermostat	\$10.40	\$39.39	\$49.79	\$10.76 No Change \$50.15
122	Exhaust Fan Cover	\$10.40	\$9.85	\$20.25	\$10.76 No Change \$20.61
Locks, Keys & Hardware		Labor	Materials	Labor	Materials
123	Eviction Lockout	\$41.58	Service Only	N/A	\$43.04 Service Only N/A
124	Combo Lock Repair	\$20.79	Service Only	N/A	\$21.52 Service Only N/A
125	Combo Lock Replace	\$20.79	\$62.99	\$83.78	\$21.52 \$78.69 \$100.21

Attachment 2

2025 Maintenance Schedule of Fees and Charges

<i>Locks, Keys & Hardware</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
126	Deadbolt, Replace Smart Lock	\$20.79	\$36.89	\$57.68	\$21.52	\$41.30	\$62.82
127	Door Lever Knobset (Interior)	\$10.40	\$18.99	\$29.39	\$10.76	\$25.19	\$35.95
128	Door Standard Knobset (exterior)	\$10.40	\$27.69	\$38.09	\$10.76	\$33.49	\$44.25
129	Drawer Pulls	\$10.40	\$3.99	\$14.39	\$10.76	No Change	\$14.75
130	Gate Hinge	\$20.79	\$29.11	\$49.90	\$21.52	No Change	\$50.63
131	Gate Latch	\$10.40	\$7.35	\$17.75	\$10.76	\$8.52	\$19.28
132	Garage OH Door Handle	\$20.79	\$10.99	\$31.78	\$21.52	No Change	\$32.51
133	Garage Door, Bolt Lock	\$20.79	\$18.59	\$39.38	\$21.52	\$22.16	\$43.68
<i>Locks, Keys & Hardware</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
134	Key (Best Replacement)	\$10.40	\$7.50	\$17.90	\$10.76	No Change	\$18.26
135	Key (Unit Replacement)	\$10.40	\$0.50	\$10.90	\$10.76	No Change	\$11.26
136	Key (Unit Replacement/Delivered)	\$10.40	\$0.50	\$10.90	\$10.76	No Change	\$11.26
137	Lock, Install-a-LockWrap Around (single)	\$20.79	\$35.49	\$56.28	\$21.52	\$37.78	\$59.30
138	Lock, Install-a-LockWrap Around (combo)	\$20.79	\$44.24	\$65.03	\$21.52	\$46.17	\$67.69
139	Lock/Key in Knob/Entry	\$20.79	\$18.99	\$39.78	\$21.52	No Change	\$40.51
140	Lock Change (non-damaged lock)+ 2 Keys	\$20.79	\$4.00	\$24.79	\$21.52	No Change	\$25.52
141	Lockout After Regular Business Hours	Call Locksmith	Locksmith Charge	Locksmith Charge	Call Locksmith	Locksmith Charge	N/A
142	Mailbox Lock Replace	\$10.40	\$6.89	\$17.29	\$10.76	\$7.10	\$17.86
143	Mechanical Door Chime	\$20.79	\$23.99	\$44.78	\$21.52	\$29.79	\$51.31
<i>Locks, Keys & Hardware</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
144	Privacy/Passage/Patio Locks, Replace	\$10.40	\$10.99	\$21.39	\$10.76	No Change	\$21.75
145	Store Room/Community Room Locks	\$20.79	\$76.00	\$96.79	\$21.52	No Change	\$97.52
146	Auto Gate Clickers	N/A	\$44.00	\$44.00	N/A	No Change	N/A
147	Pedestrian CARD Readers	N/A	\$12.00	\$12.00	N/A	No Change	N/A
<i>Paint & Preparation</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
148	Paint, Interior/Exterior DoorStain Finish	\$41.58	\$9.99	\$51.57	\$43.04	No Change	\$53.03
149	Paint/Interior/Exterior Door Paint Finish	\$41.58	\$9.99	\$51.57	\$43.04	No Change	\$53.03
<i>Plumbing</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
150	Basin Faucet, Replace	\$20.79	\$64.99	\$85.78	\$21.52	\$77.39	\$98.91
151	Basin Stopper	\$3.47	\$37.00	\$40.47	\$3.59	No Change	\$40.59
152	Basin, Replace	\$62.37	\$72.00	\$134.37	\$64.55	\$88.65	\$153.20
153	Basin, P-Trap, Replace	\$10.40	\$27.29	\$37.69	\$10.76	\$34.46	\$45.22
154	Basket Strainer (crumb cup)	\$3.47	\$6.85	\$10.32	\$3.59	\$6.85	\$10.44
155	Drain Stoppage, Tub/Shower	\$41.58	Service Only	\$41.58	\$43.04	Service Only	\$43.04
156	Drain Stoppage, Sink	\$41.58	Service Only	\$41.58	\$43.04	Service Only	\$43.04
157	Flush Tank (Toilet)	\$41.58	\$84.99	\$126.57	\$43.04	\$98.10	\$141.14
158	Garbage Disposal Stopper	\$3.47	\$2.65	\$6.12	\$3.59	No Change	\$6.24
<i>Plumbing</i>		<i>Labor</i>	<i>Materials</i>		<i>Labor</i>	<i>Materials</i>	
159	Garbage Disposal, Replace	\$41.58	\$95.00	\$136.58	\$43.04	\$99.98	\$143.02
160	Garbage Disposal, Splash Guard	\$10.40	\$4.51	\$14.91	\$10.76	No Change	\$15.27
161	Garbage Disposal, Stoppage	\$10.40	\$1.89	\$12.29	\$10.76	No Change	\$12.65
162	Gas Connector, Replace	\$20.79	\$19.65	\$40.44	\$21.52	\$22.30	\$43.82
163	Hand Held Shower Head (Wand only)	\$10.40	\$78.39	\$88.79	\$10.76	\$79.98	\$90.74
164	Hose Bibs, Replace	\$20.79	\$6.49	\$27.28	\$21.52	\$7.98	\$29.50
165	Kitchen Faucet, Replace	\$20.79	\$47.29	\$68.08	\$21.52	\$50.99	\$72.51
166	Laundry Faucet, Replace	\$20.79	\$28.48	\$49.27	\$21.52	\$32.62	\$54.14

Attachment 2

2025 Maintenance Schedule of Fees and Charges

Plumbing		Labor	Materials	Labor	Materials
167	Lavatory	\$124.74	\$34.49	\$159.23	\$129.11
168	Toilet Bowl, Std. Only	\$41.58	\$56.00	\$97.58	\$43.04
169	Toilet Bowl, Elongated	\$41.58	\$125.10	\$166.68	\$43.04
170	Toilet Bowl, ADA	\$41.58	\$112.50	\$154.08	\$43.04
171	Toilet Stoppage/Local	\$20.79	Service Only	\$20.79	\$21.52
172	Toilet Standard, Replace	\$41.58	\$142.00	\$183.58	\$43.04
Plumbing		Labor	Materials	Labor	Materials
173	Shower Head	\$6.93	\$14.29	\$21.22	\$7.17
Window Coverings & Screens		Labor	Materials	Labor	Materials
174	Screen Door Closer	\$10.40	\$13.68	\$24.08	\$10.76
175	Screen Door Grill 36" X 36"	\$9.45	\$22.99	\$32.44	\$9.78
176	Screen Door Kick Panel	\$41.58	\$22.99	\$64.57	\$43.04
177	Screen Door Latch	\$6.93	\$4.69	\$11.62	\$7.17
178	Screen Door/Passage	\$41.58	\$49.00	\$90.58	\$43.04
179	Screen Door, Storm Door/Replace	\$62.37	\$128.00	\$190.37	\$64.55
180	Screen Door/Std./Rescreen	\$41.58	\$50.40	\$91.98	\$43.04
181	Shower Door Kit/Towel Bar	\$10.40	\$20.85	\$31.25	\$10.76
182	Sliding Screen Door/Rescreen	\$10.40	\$20.10	\$30.50	\$10.76
183	Patio Door Vertical Blind	\$20.79	\$50.87	\$71.66	\$21.52
184	Vertical Blind - 0-53"	\$10.40	\$48.91	\$59.31	\$10.76
185	Vertical Blind - 53-78"	\$10.40	\$69.88	\$80.28	\$10.76
186	Vertical Blind - 78-104"	\$10.40	\$91.85	\$102.25	\$10.76
187	Vertical Blind Slats	\$10.40	\$2.00	\$12.40	\$10.76

Explanation of Charges Not Covered

1) The adjusted rate in this Schedule of Fees and Charges does not reflect the trip charge. A trip charge will apply to all work determined to be resident-caused. All resident requested repairs also receive a trip charge when maintenance staff is denied access into the unit to complete the repairs. Trip charges will be \$15.00 during normal business hours and \$23.00 for after-hours and weekends.

2) All charges for repairs performed by vendors will be determined by actual cost.

3) Services not described in this Schedule of Fees & Charges will be charged \$39.60/hour during normal business hours and \$41.58/hour for all work completed after hours. Both rates are subject to a trip charge. Parts and materials are charged at the actual cost.



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

801 12th Street, Sacramento, CA 95814

Phone: (916) 444-9210 TTY 711 • Fax: (916) 441-1197

www.shra.org

