Meeting Date: **11/10/2015**

Report Type: Public Hearing

Report ID: 2015-00848

City of SACRAMENTO 12

City Council Report
915 I Street, 1st Floor
www.CityofSacramento.org

Title: (City Council/Housing Authority) Approval of 2016 Sacramento Housing and Redevelopment Agency Budget (Noticed 10/28/2015)

Location: Citywide

Recommendation: Conduct a public hearing and upon conclusion, 1) pass a City Council Resolution a) approving the 2016 Proposed Budget for the Sacramento Housing and Redevelopment Agency (Agency); b) delegating authority to the Agency to administer certain federal funds; c) authorizing the Agency to submit grant applications for activities within the jurisdiction of the Agency; d) authorizing the Agency to enter into contracts, make fund transfers, transfer project appropriations, amend the Agency budget and undertake other actions necessary to implement the delegated authorizations; and e) consenting to the Agency's submittal of the annual housing operating budgets and application for Capital Fund Plan funding to HUD; and 2) pass a Housing Authority Resolution; a) approving the 2016 proposed budget for the Housing Authority of the City of Sacramento (Authority); b) delegating authority to administer certain federal funds; c) authorizing the Authority to submit grant applications for activities within the jurisdiction of the Authority; d) authorizing the Executive Director to submit the annual housing operating budgets to HUD and the application to HUD for Capital Fund Plan funding; and e) authorizing the Executive Director to enter into contracts, make fund transfers, transfer project appropriations, amend the Agency budget and undertake other actions necessary to implement the delegated authorizations.

Contact: Tina McKenney, Director of Finance, (916) 440-1319, Sacramento Housing and Redevelopment Agency

Presenter: Tina McKenney, Director of Finance, (916) 440-1319, Sacramento Housing and Redevelopment Agency

Department: Sacramento Housing & Redevelopment Agency

Division: Sacramento Housing & Redevelopment Agency

Dept ID: 99991011

Attachments:

1-Description/Analysis
2-Background
3-Council Resolution (SHRA 2016 Budget)
4-HACS Resolution (SHRA 2016 Budget)
5-Attachment B-1 2016 City Stop loss amp budgets
6-Attachment B-2 HUD Resolution approving AMP budgets
7-Multi-Family Housing Loan Application Schedule
8-2016 SHRA Budget

City Attorney Review	SHRA Counsel Review
Approved as to Form	Approved as to Form
Sheryl Patterson	David Levin
11/2/2015 9:39:03 AM	10/26/2015 3:35:22 PM

Approvals/Acknowledgements

Department Director or Designee: LaShelle Dozier - 10/26/2015 3:35:22 PM

Description/Analysis

Issue Detail: The annual budget of the Sacramento Housing and Redevelopment Agency (Agency) incorporates the budgets of the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, and the administration of specific funds on behalf of the City and County of Sacramento.

As of February 1, 2012, the fiscal administration of the former Redevelopment Agency of the City and the former Redevelopment Agency of the County were assumed within the management structure of the City and County which elected to administer the affairs of the successor agencies. The budgets of the former redevelopment agencies (Redevelopment Successor Agency) are no longer incorporated within the Agency Budget. However, the housing assets and monitoring the affordable housing agreements of the former redevelopment agencies were assumed by the Housing Authorities of the City and County.

The proposed 2016 Budget provides a plan by which the Agency operates in an efficient manner and in compliance with the regulatory requirements of our funding sources and the Government Accounting Standards Board. The Agency's budget and fiscal year is the calendar year from January 1 through December 31. Neither the City nor the County provides General Fund support for the Agency's budget.

The Agency proposes a balanced budget in the amount of $179.6 million representing the operational activities and projects for 2016. The 2016 proposed budget represents a $4.5 million or 2.4 percent decrease in net appropriations compared with the prior year. This change in annual budget appropriations is primarily the result of the following factors: 1) the 2015 award of $3.0 million in State CalHOME funds was a two year grant so there was no grant award in 2016; 2) a one-time increase in debt service payments in 2015 related to the maturity of a California Housing Finance Agency (CalHFA) Help Loan; and 3) a decrease in city housing successor project expenditures due to the wind down of projects.

Some of the guiding principles used to develop the Agency's budget include:

- 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;
- Considering the overall financial health of the organization, not just the cash flow from year-to-year;
- Using partnerships with community based organizations and private entities whenever practicable; 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.

Calendar Year 2016 Proposed Budget ($$$ In Millions)							
	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	Variance (2015 to 2016)	
OPERATIONS							
Salaries and Benefits	23.3	19.9	19.6	20.9	22.3	1.4	6.7%
Services and Supplies	15.6	14.7	14.8	15.3	17.0	1.7	11.1%
Housing Assistance Payments	101.9	107.2	103.5	108.1	105.6	(2.5)	-2.3%
Debt Service	42.4	3.1	2.3	3.2	2.4	(0.8)	-25.0%
Financial Transactions	31.1	0.9	0.6	0.5	0.4	(0.1)	-20.0%
Public Services	3.6	5.1	4.9	5.2	5.7	0.5	9.6%
Subtotal	$217.9	$151.0	$145.7	$153.2	$153.4	$0.2	0.1%
CAPITAL PROJECTS							
Housing Development and Preservation	10.1	13.2	14.0	19.4	16.7	(2.7)	-13.9%
Housing Authority Capital Projects	2.1	2.3	4.4	2.8	2.1	(0.7)	-25.0%
Infrastructure and Public Improvements	5.8	3.1	3.5	8.7	7.4	(1.3)	-14.9%
Subtotal	$18.0	$18.6	$21.9	$30.9	$26.2	($4.7)	-15.2%
TOTAL	**$235.9**	**$169.6**	**$167.6**	**$184.1**	**$179.6**	**($4.5)**	**-2.4%**

Since the elimination of redevelopment, the Agency receives 88 percent of its funding from the federal government through the Department of Housing and Urban Development. The Sequestration cuts of 2013 seriously impacted the Public Housing and Housing Choice Voucher programs; however, the passage of a two-year budget agreement resulted in a small restoration of funding in 2014 for several housing programs. In 2015, funding for these programs increased slightly and 2016 is expected to be funded at levels similar to 2015.

Federal programs such as CDBG and HOME have not seen much change in appropriation levels since the Sequestration cuts of 2013 and this has reduced the number of housing projects, public services, and infrastructure improvements the Agency can fund. For 2016, it is expected that the Agency programs will be funded at levels similar to 2015.

The following table provides a visual representation of the funding levels for the Agency's major federal programs over the past several years.

City & County Federal Funding (In Millions)							
FUNDING SOURCES	**2010**	**2011**	**2012**	**2013**	**2014**	**2015 est**	**2016 est**
CDBG	$ 12.57	$ 10.47	$ 8.69	$ 9.11	$ 9.09	$ 9.41	$ 9.41
HOME	$ 6.98	$ 6.16	$ 3.78	$ 3.72	$ 3.91	$ 3.64	$ 3.28
Entitlement Programs Sub-Total:	**$ 19.55**	**$ 16.63**	**$ 12.47**	**$ 12.83**	**$ 13.00**	**$ 13.05**	**$ 12.69**
PHA OPERATING FUND	$ 9.36	$ 10.26	$ 9.94	$ 8.80	$ 10.02	$ 10.28	$ 10.27
PHA CAPITAL FUND	$ 5.48	$ 4.32	$ 3.99	$ 4.02	$ 3.10	$ 3.83	$ 3.97
Public Housing Sub-Total:	**$ 14.84**	**$ 14.58**	**$ 13.93**	**$ 12.82**	**$ 13.12**	**$ 14.11**	**$ 14.24**
HCV HAPS	$ 99.10	$101.10	$103.00	$ 98.50	$101.02	$100.68	$100.94
HCV ADMINISTRATIVE FEES	$ 9.30	$ 8.95	$ 8.40	$ 7.57	$ 8.31	$ 8.75	$ 8.00
HCV Sub-Total:	**$108.40**	**$110.05**	**$111.40**	**$106.07**	**$109.33**	**$109.43**	**$108.94**
EMERGENCY SOLUTIONS GRANT (ESG)	$ -	$ -	$ -	$ 0.63	$ 0.92	$ 0.81	$ 0.81
SHELTER PLUS CARE	$ -	$ 3.76	$ 4.26	$ 4.70	$ 4.80	$ 4.49	$ 4.53
HOPWA	$ -	$ -	$ 0.90	$ 0.86	$ 0.87	$ 0.90	$ 0.90
Public Services Sub-Total:	**$ -**	**$ 3.76**	**$ 5.16**	**$ 6.19**	**$ 6.59**	**$ 6.20**	**$ 6.24**

Policy Considerations: The actions recommended in this report are consistent with adopted Consolidated Plan goals, the annual Housing Operating Budget, the Capital Fund Plan, and adopted Agency policies.

For the Housing Authorities of the City and County, serving as Housing Successor to the former redevelopment agencies, the 2016 Proposed Budget contains provisions for rental assistance obligations of the former redevelopment agency previously funded from low and moderate tax increment revenues. These obligations have been reported on the Recognized Obligation Payment Schedule of the City Successor Agency and reviewed by the California Department of Finance without issue. However, obligations reported on the ROPS are subject to challenge every year. If for any reason the State later determines that these activities are not enforceable obligations, the Housing Authority will have no ability to continue to fund these activities.

Economic Impacts: Not applicable.

Environmental Considerations:

California Environmental Quality Act (CEQA): The proposed action to adopt the Budget does not constitute a project subject to environmental review under the CEQA per Guidelines Section 15378(b). Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are exempt under CEQA pursuant to CEQA Guidelines Section 15061(b). All other actions are associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. Environmental review for specific projects will be completed prior to any discretionary action(s) being carried out with regard to such projects.

National Environmental Policy Act: The proposed actions to adopt the Budget are considered administrative and management activities and are exempt under the National Environmental Policy Act (NEPA) per Title 24 Code of Federal Regulations (CFR), Section 58.34(a)(3).

Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are categorically excluded under NEPA pursuant to Title 24 CFR, Section 58.35(b)(1), (2), (3) and (4).

All other actions are associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. Environmental review for specific projects will be completed prior to any choice limiting action(s) being carried out with regard to such projects.

Sustainability Considerations: Not applicable.

Committee/Commission Action: At its meeting of November 4, 2015, it is anticipated that the Sacramento Housing and Redevelopment Commission will approve the staff recommendation for this item. Staff will notify the Council in the event this does not occur.

Rationale for Recommendation: The proposed budget provides a fiscal strategy for operations and capital projects during 2016. The budget is in balance and complies with applicable federal, state, and local regulations on the use of the funds.

Financial Considerations: The 2016 Proposed Budget recommends total expenses of $179.96 million, with the Housing Assistance Payments Budget at $105.6 million; the Operating Budget at $39.3 million; the Capital Project Budget at $26.2 million; the Public Services Budget at $5.7 million; and, the Debt Service and Financial Transaction Budget at $2.8 million. The 2016 Proposed Budget of $180.8 million represents a $3.3 million or 1.8 percent decrease compared with the total 2015 Adopted Budget.

The Agency has adapted to the new economic reality post redevelopment by refocusing the organization's direction and priorities, and fine tuning Agency resources for doing business. Operations have been streamlined over the past several years by strategically reducing operational costs through layoffs, staff attrition, transfers, reduced work schedules, and cuts to services and supplies. To date, these efficiencies have been implemented without a reduction in the number of people we serve.

For 2016, the Agency proposes to maintain its authorized full-time equivalent positions at 225.0 FTE. We also recommend that of the 225.0 authorized FTE positions, 7.6 positions remain unfunded for the remainder of 2016.

Local Business Enterprise (LBE)/M/WBE/Section 3 and First Source Considerations: The action proposed in this report has no LBE, M/WBE or Section 3 impact; therefore, M/WBE, or Section 3 considerations do not apply. Use of the First Source Program will be encouraged by all contractors doing business with SHRA to the maximum extent possible.

BACKGROUND

Public Housing:

The Housing Authorities own and/or manage approximately 3,416 housing units within the City and County of Sacramento. Of these, 2,788 of the units were developed under the federal public housing program administered by the Department of Housing and Urban Development (HUD) and are located throughout the Sacramento region with (1753 units) in the City and (1,035 units) in the County. Approximately 1,000 of these units are designated as elderly and/or disabled only with the remaining units available to families. Program revenues are generated from tenant rent collections and operating subsidies provided by HUD. The amount of rent paid by the tenants is based on 30 percent of gross family income minus certain other adjustments. In addition to the public housing units, the Housing Authority manages another 628 units of local non-public housing.

The average occupancy rate in the Public Housing program is 99 percent for public housing properties available to be leased. Rents reflect a slight decline over the last several years due primarily to: 1) long term vacancies associated with major rehabilitation projects, 2) the disposition of three public housing high-rises to the Agency affiliated non-profit the Sacramento Housing Asset Repositioning Program, Inc. (SHARP), 3) the sale of single family public housing units under the HUD 5h/Section 32/PRE program and 4) the reduction in Temporary Aid to Needy Families (TANF) and Social Security Income to public housing tenants which reduces the tenants share of the rental payments (30% of income).

HUDs operating subsidy, which are the funds provided by HUD to pay the costs of the program not covered by tenant rents, is appropriated annually through the federal budget process. Given the turmoil surrounding the federal budget, annual appropriations have been erratic reaching as high as 103% of funding eligibility in 2010 to as low as 82% in 2013. In 2015 the program is being funded at 87% of funding eligibility, meaning that the program is only receiving 87% of what HUD believes the Agency needs to run the program. This requires the public housing program to cut operating costs wherever possible and utilize its meager operating reserves. The Agency anticipates a similar level of funding for 2016.

Local Housing (Non-Federal):

The Agency's local housing projects, units not regulated by HUD, have shown positive revenue trends. The primary reason for this change is increased revenues in the Phoenix Park and Riverview Plaza projects and the addition of Villa De Novo and Norcade Circle Projects. Revenues are projected to be relative status quo with 2015 levels.

Also included in the Agency budget is the Sacramento Housing Development Corporation (SHDC), a nonprofit public benefit corporation created to serve as the general partner of Riverview Plaza Associates (RPA). SHDC is the General Partner of the Riverview Plaza Associates (RPA) - A California limited partnership created to

provide affordable housing to seniors with limited income. One of the governing boards of the Agency (the County Board of Supervisors) serves as the Board of Directors of the general partner. The Housing Authority of the City of Sacramento serves as the limited partner. The 2016 budget of SHDC and its limited partnership is $720,580 and is approved annually by the County Board of Supervisors sitting as the Board of SHDC.

Capital Fund Program (CFP):

The HUD CFP provides funding specifically intended for the development, financing, modernization, and management improvements for properties owned under the HUD public housing program. Funds are allocated annually via a formula. The Agency receives funding for the public housing properties owned by the City and County Housing Authorities. Between 2002 and 2015, HUD funding for the capital improvements and modernization of Public Housing properties decreased 48 percent, with the sharpest decrease coming in 2011 at 21 percent. 2016 HUD funding for the CFP is expected to decrease slightly from the 2015 level. Revenue estimates are based on the current year grant amounts and are adjusted based upon Federal appropriation proposals.

Housing Choice Voucher Program (HCV):

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

Revenue under the HCV program is received from HUD in the form of Housing Assistance Payments (HAP) and Administrative Fees (AF). The federal appropriations process dictates the amount of funding that will be allocated to the HCV program on a national level. Jurisdictional funding allocations are performance based, with the funding level determined by the number of authorized vouchers leased. Currently, the Housing Authority has 12,063 vouchers authorized for leasing each month and the program has effectively maintained a leasing level between 98-100 percent utilization of all vouchers authorized by HUD since 2008.

The high utilization level of vouchers makes the program eligible for maximum funding from HUD. Despite the fact that the Agency is entitled to maximum funding for the program, HUD has intentionally provided less funding than required to cover HAP costs in an effort to recapture accumulated HAP reserves from public housing authorities across the country. In 2008 and 2009 HUD intentionally recaptured HAP reserves leaving the Housing Authority with approximately two weeks of reserves; therefore, managing leasing levels becomes exceptionally important. During the Sequestration cuts of 2013, HUD provided significantly less funding than was required to cover the scheduled housing assistance payments to landlords. The Agency's 2013 funding eligibility of $103.7 million was prorated at 95 percent, a funding cut of $5.2 million. In 2014 and 2015, HUD prorated our eligibility at 99.5 percent and the Agency anticipates a similar funding level for 2016 based upon the current proposals moving through Congress.

HCV administrative funding eligibility is based upon the number of units leased within the Housing Authority's authorized voucher allocation, currently 12,063 units per month. Once eligibility is determined, HUD uses a formula to determine administrative fees for the Agency. For 2015, the Agency receives $83.77 per unit for the first 7200 unit months leased and $78.19 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. Sequestration triggered a 69 percent proration of 2013 HCV administrative funding eligibility. In 2014 and 2015 the pro-ration increased to 75 percent of administrative funding eligibility. The Agency expects funding in 2016 to remain the same given the wide array of funding levels purposed by the administration and Congress.

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 in the areas of capital improvements, housing preservation and renovation, and economic development and commercial revitalization activities. These funds must be used to augment but not replace local funds and responsibilities.

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 of Sacramento and the County of Sacramento. Since 2010, CDBG appropriations have been cut by 25 percent. Revenues for 2016 are projected to be relatively status quo with 2015 levels.

Home Investment Partnership Program (HOME):

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

The annual HUD HOME budget is allocated to states and participating jurisdictions as formula grants. Since 2010, appropriations for HOME have declined by 47 percent. Funding improved slightly in 2014 and 2015, but current federal funding proposals for 2016 reflect the possibility of another cut to the program on a national level.

Housing Trust Funds (HTF):

The Agency administers Housing Trust Funds on behalf of the City and County of Sacramento. The City and County of Sacramento adopted ordinances in 1989 and 1990 respectively, for the purposes of generating fees for the development of affordable housing near employment centers. Fees collected from non-residential 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 the commercial businesses in the surrounding area.

Housing Trust Fund fees have dropped dramatically due to the sharp decline in number of commercial building permits being issued. HTF fees in the City are expected to improve in the near term due to the construction of the new arena in downtown.

Multi-Family Housing Loan Application Schedule

The Multi-Family Housing Loan Application Schedule for 2016 was approved by the Council on October 27, 2015 as part of the One Year Action Plan report and is attached for reference. This schedule will allow applicants to apply for funding on certain dates corresponding to California Tax Credit Application Committee (TCAC) and California Debt Limit Allocation Committee (CDLAC) application deadlines.

RESOLUTION NO. 2015 -

Adopted by the Sacramento City Council

on date of

APPROVAL OF 2016 BUDGET FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS, DELEGATIONS AND IMPLEMENTING AUTHORIZATIONS INCLUDING AUTHORITY FOR HUD SUBMISSIONS, GRANTS AND FUND TRANSFERS

BACKGROUND

A. The Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts 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 achieved 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 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.

C. As of February 1, 2012, pursuant to Health and Safety Code Section 34173 and City Resolution No. 2012-018, the fiscal administration of the former Redevelopment Agency of the City was assumed within the management structure of the City of Sacramento, which elected to administer the dissolution of its redevelopment agency and to manage and staff the Redevelopment Agency Successor Agency (RASA). The budget of the former Redevelopment Agency is no longer incorporated within the Agency Budget.

D. 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 elected 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 to adopt the 2016 Proposed Agency Budget are considered administrative and management activities. As such, these actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA), as provided in CEQA Guidelines Section 15378(b)(4). These actions are also exempt from environmental review under the National Environmental Policy Act (NEPA) per 24 CFR Section 58.34(a)(3). Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are categorically exempt under CEQA pursuant to CEQA Guidelines Section 15301 and do not require a review under NEPA pursuant to 24 CFR Section 58.35(b)(1), (2), (3), and (4).

All other actions are associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. 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 2016 Operating Budget totaling $153,385,810 and the 2016 Project Budget totaling $26,195,497, all as further described in the 2016 Proposed Agency Budget (Budget), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of the Agency for the 2016 fiscal year. The 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 225.0 Agency full-time equivalent (FTE) 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 2016 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 2016 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 2016 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 and Central office 2016 budget.

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

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

adjustments.

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

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

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

Section 14. The Agency is delegated authority to administer and accept specific federal entitlement grant funds, execute all related documents, and amend the Budget in the event that the actual federal entitlement grant funds exceeds or is less than the amount estimated in the Budget. The Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants.

Section 15. The Agency is authorized to enter into necessary grants and agreements with HUD, the State Housing and Community Development Department (HCD), and other governmental or private entities for homeless programs for which the Agency is the designated recipient of grant funds or contracting agency. The Agency is authorized to accept such grants, execute contracts to implement homeless activities as outlined in the Agency public services schedule and funded in the Budget and amend the Budget accordingly, provided that the activities are fully funded by the grant or are within the Agency Budget.

Section 16. The Agency is authorized to submit grant applications on behalf the City of Sacramento for any and all housing and community development activities within the jurisdiction of Agency. If such grants are awarded and approved by the governing board if in excess of $100,000, 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
- Choice Neighborhoods Initiative Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- United States Environmental Protection Agency Brownfield Assessment
- United States Environmental Protection Agency Brownfield Clean Up
- United States Environmental Protection Agency Brownfield Revolving Loan Fund
- United States Environmental Protection Agency Brownfield Job Training
- California State Water Resources Control Board - Underground Storage Cleanup
- CAL REUSE Cleanup Grant and Loan Program
- Social Innovation Funds

Section 17. 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 18. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

Section 19. The Agency is authorized to amend the Budget to appropriate for expenditure of all revenues received in revolving funds.

Section 20. 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 21. The Agency is authorized to transfer appropriations up to $100,000 per transaction in Operating Budget and contingency reserves.

Section 22. The Agency is authorized to increase or decrease project budget appropriations by not more than $100,000 for each project or activity. Project budget appropriation increases and decreases in excess of $100,000 must be approved by the appropriate governing board.

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

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

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

Section 26. 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 27. 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 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 28. All project appropriations in existence as of December 31, 2015, will be carried over and continued in 2016.

Section 29. All multi-year operating grant budgets in existence as of December 31, 2015, shall be continued in 2016.

Section 30. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2015 may remain in effect in 2016. The Agency is authorized to increase the Budget for valid encumbrances as of December

31, 2015, but only to the extent that the applicable division's 2015 operating budget appropriations exceeded 2015 expenditures.

Section 31. The Agency is authorized to incorporate the changes listed on Exhibit A as part of the 2016 Budget

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 Agency's Executive Director.

Section 34. This resolution shall take effect immediately.

Table of Contents:

Exhibit A - Summary of Changes to Sacramento Housing and Redevelopment Agency Proposed 2016 Budget

EXHIBIT A

SUMMARY OF CHANGES TO SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY PROPOSED 2016 BUDGET

Approved 2016 Total Operating Budget	$ 153,385,810
Revised Approved 2016 Total Operating Budget	$0
Approved 2016 New Projects	$ 26,195,497
Revised Approved 2016 New Projects	$0
TOTAL SHRA BUDGET	**$ 179,581,307**

RESOLUTION NO. 2015 -

Adopted by the Housing Authority of the City of Sacramento

on date of

APPROVAL OF 2016 BUDGET FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS, DELEGATIONS, AND IMPLEMENTING AUTHORITIES; INCLUDING AUTHORITIES FOR HUD SUBMISSIONS, GRANTS, AND FUND TRANSFERS

BACKGROUND

A. The Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts, 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.

B. The Agency receives annual funding from a combination of federal, state, and local sources.

C. The sources of Agency revenue require an operating budget adopted prior to the start of each new fiscal year. As of February 1, 2012, pursuant to California Health and Safety Code Section 34173 and resolution 2012-018, the fiscal administration of the former Redevelopment Agency of the City was assumed within the management structure of the City of Sacramento which elected to administer the dissolution of its redevelopment agency and to manage and staff the Redevelopment Agency Successor Agency (RASA). The budget of the former Redevelopment Agency is no longer incorporated within the Agency Budget.

D. Agency’s fiscal year is the calendar year from January 1 through December 31.

E. Pursuant to Health and Safety Code Section 34176 and resolution 2012-001 the City of Sacramento designated the Housing Authority of the City of Sacramento (the Authority), managed and staffed by the Agency, as the local authority to retain the housing-assets and housing-functions previously performed by its Redevelopment Agency.

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 to adopt the 2016 Proposed Agency Budget are considered administrative and management activities. As such, these actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA), as provided in CEQA Guidelines Section 15378(b). These actions are also exempt from environmental review under the National Environmental Policy Act (NEPA) per 24 CFR Section 58.34(a)(3). Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are categorically exempt under CEQA pursuant to CEQA Guidelines Section 15061, and categorically excluded under NEPA pursuant to Title 24 CFR Section 58.35(b)(1), (2), (3), and (4).

All other actions associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. Environmental review for specific projects will be completed prior to any discretionary action(s) being carried out with regard to such projects.

Section 3. The 2016 Operating Budget totaling $153,385,810 and the 2016 Project Budget totaling $26,197,497, all as further described in the 2016 Proposed Agency Budget (Budget), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of the Agency for the 2016 fiscal year. The 2016 Agency Budget incorporates the budgets of the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Sacramento Housing Development Corporation, and the adoption of those budgets is contingent upon the approval of each of these

respective entities.

Section 4. A total of 225 Agency full time equivalent positions (FTE) are approved subject to classification review by the Executive Director of the Sacramento Housing and Redevelopment Agency.

Section 5. Subject to availability under the Budget of any required funds, the Executive Director, or her designee, is authorized to amend the Budget as necessary to accept funds, expend funds, or transfer funds among operating budgets or project budgets to complete enforceable housing obligations, comply with legal directives of the California State Department of Finance and/or the State Controller's Office, or to provide staffing services to Redevelopment Agency Successor Agency (RASA). Such transactions must comply with applicable laws and regulations and agreements to provide staffing services for RASA are subject to RASA Oversight Board Approval.

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

Section 7. The Executive Director, or designee, is authorized to submit the 2016 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 2016 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 2016 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 and Central Office 2016 Budget attached as Exhibit B-1.

Section 10. Form HUD-52574 (08/2005), attached as Exhibit B-2 for signature by the Chair of the Board of the Housing Authority, provides necessary certifications for submission of the Operating Budgets described in Section 7d.

Section 11. Based on the HUD requirement for public housing authorities to implement Asset Management that includes fee for service, the Budget implements the fee for service provisions and support service costs. The fee for service provision is predicated on the concept that fee revenues will cover the cost of the services provided.

Section 12. The Executive Director, or designee, is authorized to submit applications to HUD for the Capital Fund Plan and Program funding. If such grants are awarded, the Executive Director, or designee, is authorized to accept the grant or grants, execute all related documents and to execute contracts to implement the Capital Fund Program subject to HUD approval of the annual statements and amend the budget accordingly. The Executive Director, or designee, is directed to comply with all policies, procedures, and requirements prescribed by HUD as a condition of such grants. The Executive Director, or designee, is authorized to submit the Comprehensive Plan or annual statement to HUD, after receiving public comments and resident review.

Section 13. On an annual basis the Agency, on behalf of the Authority , 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 Agency, on behalf of the Authority, is also authorized to obtain flood insurance through the federal flood insurance program for Authority 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, on behalf of the Authority, 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 the Authority 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, on behalf of the Authority, to approve, submit and implement the Public Housing Agency (PHA) Annual Plan and the PHA Five-year Plan, and the attachments and/or amendments to such Plans to comply with the Quality Housing and Responsibility Act of 1998.

Section 17. The Executive Director, or designee, is authorized to 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 Authority/Agency is the designated recipient of grant funds or contracting agency. Agency, on behalf of the Authority, 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 18. The Authority finds and declares that the proposed expenditure of tax increment housing funds, as set forth in approved recognized obligation payment schedules, for activities serving the homeless, including providing subsidies to, or for the benefit of, extremely low income households through either site specific rental assistance or tenant based rental assistance, as allocated/outlined in the budget, will not cause or

exacerbate racial, ethnic or economic segregation and will be beneficial to all former Redevelopment Project Areas by facilitating the production of affordable housing and providing housing for a population which remains in or frequents the former Redevelopment Project Areas and is perceived as a blighting influence by business owners, property owners, workers and residents, and as a result impedes the elimination of blight in the community.

Section 19. The Authority further finds and declares that the proposed expenditure of tax increment housing funds, as set forth in approved recognized payment schedules to provide subsidies to, or for the benefit of, extremely low income households through either site specific rental assistance or tenant based rental assistance, increases, improves, and preserves the community's supply of low and moderate-income housing available at an affordable housing cost to persons and families that are extremely low, very low, low, or moderate income households and will be of benefit to the community.

Section 20. The Authority 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 payment schedule, is necessary for the production, improvement and/or preservation of low and moderate income housing during the 2016 Agency Budget year.

Section 21. The Authority 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 City 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 Authority 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 Authority 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 Housing Authority of the City of Sacramento for any and all housing and community development activities within the jurisdiction of Agency. If such grants are awarded, Agency is authorized to accept the grant or grants execute contracts to implement grant activities with the appropriate entities (provided that the activities are fully funded by the grant or within the Budget), execute all related documents and amend the Budget. Budget expenditure and amendments for such grants are permitted for positions, services and supplies, equipment and projects. 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
- Choice Neighborhoods Initiative Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- United States Environmental Protection Agency Brownfield Assessment
- United States Environmental Protection Agency Brownfield Clean Up
- United States Environmental Protection Agency Brownfield Revolving Loan Fund
- United States Environmental Protection Agency Brownfield Job Training
- California State Water Resources Control Board – Underground Storage Cleanup
- CAL REUSE Cleanup Grant and Loan Program
- Social Innovation Fund

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, 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 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 transfer any available fund balances from the Authority instrumentalities or affiliates to allocate for future Authority 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 Authority instrumentality or affiliate board approval.

Section 31. 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 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 in compliance with appropriate approvals, bond covenants, tax and other applicable laws, and regulations or changes to the aforementioned.

Section 33. The Executive Director, or designee, on behalf of the Authority 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 34. The Executive Director, or designee, is authorized to exercise default remedies and take other actions to protect the Authority assets under contracts, loans, disposition, and development agreements, owner participation agreements and other Authority agreements and to appropriate the associated revenues in the Budget. Agency, on behalf of the Authority is authorized to enter into "loan work outs," to the extent reasonably necessary to protect Authority assets, and in entering such "work outs," Agency is authorized to renegotiate and rewrite the terms of the loan as if the loan were made according to current loan program underwriting criteria (including forgiveness of principal as necessary to reflect underwriting the loan at current fair market value of the subject property). Further, The Executive Director, or designee,is authorized to renegotiate existing Authority 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 Authority with more favorable loan terms.

Section 35. All project appropriations in existence as of December 31, 2015, will be carried over and continued in 2016.

Section 36. All multi-year operating grant budgets in existence as of December 31, 2015, shall be continued in 2016.

Section 37. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2015, may remain in effect in 2016. The Executive Director, or designee, is authorized to increase the Budget for valid encumbrances as of December 31, 2015, but only to the extent that the applicable division's 2015 operating budget appropriations exceeded 2015 expenditures.

Section 38. The Executive Director, or designee, is authorized to incorporate the changes listed on Exhibit A as part of the 2016 Budget.

Section 39. 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 40. This resolution shall take effect immediately.

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Exhibit A: Summary of Changes To Sacramento Housing and Redevelopment Agency Proposed 2016 Budget

Exhibit B-1: 2016 City Public Housing Asset Management Projects (AMP) and Central Office Cost Center (COCC)

Exhibit B-2: HUD Resolution Approving the 2016 AMP Budgets

EXHIBIT A

SUMMARY OF CHANGES TO SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY PROPOSED 2016 BUDGET

Approved 2016 Total Operating Budget	$ 153,385,810
Revised Approved 2016 Total Operating Budget	$0
Approved 2016 New Projects	$ 26,195,497
Revised Approved 2016 New Projects	$0
TOTAL SHRA BUDGET	$ 179,581,307

City Public Housing AMP, Central Office and Central Services Budget

January 1 - December 31, 2016

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	$ 1,271,978	$ 2,093,214	$ 1,904,894	$ 612,735	$ 595,442	$ 1,142,881	7,621,144	$ 414,953
Revenues:								
HUD Operating Subsidy	1,506,761	1,766,904	991,717	850,599	809,864	726,825	6,652,670	-
Maintenance Charges to Tenants	25,000	35,000	5,000	10,000	11,000	5,000	91,000	-
Washer/Dryer Income	3,000	-	18,000	6,000	4,000	6,000	37,000	-
Rental Income - Dwelling	710,000	725,000	875,000	587,000	525,000	515,000	3,937,000	-
Rental Income - Commercial			183,853				183,853	-
Interest Income - Investment	13,000	17,000	19,000	6,000	7,000	10,000	72,000	2,500
Bad Debt Recovery	500	200	300	1,000	1,000	500	3,500	
Miscellaneous income	19,470	33,880	5,060	2,030	6,030	1,530	68,000	25,015
Management Fee	-	-	-	-	-	-	-	1,534,927
IT/Bookkeeping Fee	-	-	-	-	-	-	-	193,572
Asset Management Fee	-	-	-	-	-	-	-	230,400
Admin Fee (CFP)	-	-	-	-	-	-	-	245,619
Central services fees	-	-	-	-	-	-	-	451,820
Total operating revenue	2,277,731	2,577,984	2,097,930	1,462,629	1,363,894	1,264,855	11,045,023	2,683,853
CFP Mgmt impr transfers	69,803	73,310	110,386	42,769	69,136	79,626	445,030	-
Total revenues and transfers in	2,347,534	2,651,294	2,208,316	1,505,398	1,433,030	1,344,481	11,490,053	2,683,853
Expenditures:								
Employee Services:								
- Management/Maintenance	783,415	674,028	477,291	406,077	311,925	324,515	2,977,251	974,747
- Resident Trainees	16,543	16,543	24,062	9,023	15,039	18,047	99,257	-
Total Employee Services	799,958	690,571	501,353	415,100	326,964	342,562	3,076,508	974,747
Services & Supplies:								
- Management/Maintenance	929,257	1,225,909	1,079,959	768,014	788,820	638,440	5,430,399	2,106,879
- Resident Trainees	58,248	62,083	94,409	36,906	59,164	67,346	378,156	-
Total Services & Supplies	987,505	1,287,992	1,174,368	804,920	847,984	705,786	5,808,555	2,106,879
Other Charges:								
Financial Transactions	2,086	2,825	3,441	908	1,131	1,785	12,176	516
- Central Service Fees	98,163	106,615	89,164	58,624	56,444	42,810	451,820	-
- Miscellaneous (PILOT,Depr.)	47,571	47,572	43,041	31,716	29,443	27,184	226,527	-
Management Fee	245,633	266,785	225,846	145,333	142,604	133,051	1,159,252	-
IT / Bookkeeping Fee	31,752	34,486	29,194	18,787	18,434	17,199	149,852	-
Asset Management Fee	43,200	46,920	39,720	25,560	25,080	23,400	203,880	-
Total operating expense	2,255,868	2,483,766	2,106,127	1,500,948	1,448,084	1,293,777	11,088,570	3,082,142
Ending Balance	$ 1,363,644	$ 2,260,742	$ 2,007,083	$ 617,185	$ 580,388	$ 1,193,585	$ 8,022,627	$ 16,664

Board Resolution Approving the AMP Budgets

PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026
(exp. 10/31/2009)

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

Previous editions are obsolete form HUD-52574 (08/2005) 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: 01/01/16 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 Budgets (***for COCC and all Projects)*** approved by Board resolution on: _____
☐ 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 expenditures 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(e) and (f); and

6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

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 Chairman's Name:	Signature:	Date:
Mayor Kevin Johnson		

Sacramento Housing and Redevelopment Agency
Multi-Family Loan Application Schedule

2016 Schedule and Anticipated Funding

July 9% TCAC & CDLAC Applications:

Pre-Application Deadline	Jan. 4, 2016
Application Deadline	March 1, 2016
Environmental Deadline*	April 20, 2016
Sacramento Housing and Redevelopment Commission (SHRC)	June 1, 2016
Board of Supervisors/Council Council (Board/Council)	June 21, 2016
Est. 9% TCAC/CDLAC Application Deadlines	July 6, 2016/July 15, 2016

October CDLAC Application:

Pre-Application Deadline	April 1, 2016
Application Deadline	June 1, 2016
Environmental Deadline*	August 10, 2016
SHRC	Sept 21, 2016
Board/Council	Oct 11, 2016
Est. CDLAC Application Deadline	October 21, 2016

January CDLAC Application:

Pre-Application Deadline	June 1, 2016
Application Deadline	August 1, 2016
Environmental Deadline*	October 5, 2016
SHRC	November 16, 2016
Board/Council	December 6, 2016
Est. CDLAC Application Deadline	January 20, 2017

March 9% TCAC & CDLAC Applications:

Pre-Application Deadline	August 1, 2016
Application Deadline	October 3, 2016
Environmental Deadline*	December 14, 2016
SHRC	February 1, 2017
Board/Council	February 21, 2017
Est. 9% TCAC/CDLAC Application Deadlines	March 1, 2017/March 17, 2017

May CDLAC Application:

Pre-Application Deadline	November 1, 2016
Application Deadline	January 3, 2017
Environmental Deadline*	March 9, 2017
SHRC	April 19, 2017
Board/Council	May 9, 2017
CDLAC Application Deadline	May 19, 2017

2016 Anticipated Multifamily Loan Funding:

City of Sacramento	
HOME **	$2.9 million
CDBG (prevailing wage rehabilitation)	$1.0 million
Housing Trust Fund (workforce housing)	$2.6 million
County of Sacramento	
HOME **	$3.0 million
CDBG (prevailing wage rehabilitation)	$2.2 million
Housing Trust Fund (workforce housing)	$0.3 million
County Affordable Housing Program (workforce housing)	$1.5 million
Mental Health Services Act (permanent supportive housing)	$0.8 million

* Includes anticipated 2016 revenues and prior years unallocated balances
** Prevailing wages required if more than 11 units assisted

INVESTING IN COMMUNITIES

2016 PROPOSED BUDGET

SHRA
2016 Proposed Budget

Submitted to:

Sacramento City Council

Sacramento County Board of Supervisors

Housing Authority of the City of Sacramento

Housing Authority of the County of Sacramento

Sacramento Housing and Redevelopment Commission

By
LaShelle Dozier
Executive Director

SHRA

2016 Proposed Budget

ACKNOWLEDGEMENT

Prepared by the Sacramento Housing and Redevelopment Agency
Finance Department

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Patrick Lee, Finance Manager
Kelly Tang, Finance Manager
Karen Lukes, Management Analyst
Yvonne Dang, Accountant
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Cecilia Delgado, Finance Specialist - Payroll
Dina Dennis, Accounting Technician
Ada Yuen, Accounting Technician

ADDITIONAL ACKNOWLEDGEMENT

David Levin, General Counsel
Wendell Garrett, Human Resources Management Analyst
Angela Jones, Public Information Officer

Cover Photos (left to right): Arbor Creek Senior Apartments, Woodhaven Senior Residence Re-Opening Celebration, Farm-to-Fork Festival, Cannery Place Apartments, Twin Rivers Public Housing

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SECTION A

GENERAL

INVESTING IN COMMUNITIES

A Joint Powers Agency

MEMBERS

City of Sacramento

County of Sacramento

Housing Authority of the City of Sacramento

Housing Authority of the County of Sacramento

November 10, 2015

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 2016. This budget document provides detailed information about the forecasted revenues and expenditures for the Agency in the coming year.

OVERVIEW OF THE 2016 SHRA PROPOSED BUDGET

The 2016 Proposed Budget recommends total expenses of $179.6 million, with the Housing Assistance Payments Budget at $105.6 million; the Operating Budget at $39.3 million; the Capital Project Budget at $26.2 million; the Public Services Budget at $5.7 million; and, the Debt Service and Financial Transaction Budget at $2.8 million.

The 2016 Proposed Budget of $179.6 million represents a $4.5 million or 2.4% decrease compared with the total 2015 Adopted Budget. This change in annual budget appropriations is primarily the result of the following factors: 1) the 2014 award of $3.0 million in State CalHOME funds was a two year grant and there was no Notice of Funding Availability (NOFA) in 2015. 2) A one-time increase in debt service payments in 2015 related to the maturity of a California Housing Finance Agency (CalHFA) Help Loan. 3) A decrease in city housing successor project revenues/expenditures due to the wind down of projects.

Some of the guiding principles used to develop the Agency's budget include:

- 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 overall financial health of the organization, not just the cash flow from year to year;
- Fostering partnerships with community based organizations and private entities whenever possible; and
- Developing budget plans that employ strategies to address the long-term needs of the communities we serve.

As with the 2015 budget, the 2016 budget continues to focus on moving forward:

- We will continue to maximize leasing of vouchers in the housing choice voucher program.

- We will continue to pursue new funding opportunities to decrease reliance on traditional funding sources for the creation and preservation of affordable housing.

- We will continue to focus on the rehabilitation and repositioning of former Public Housing properties.

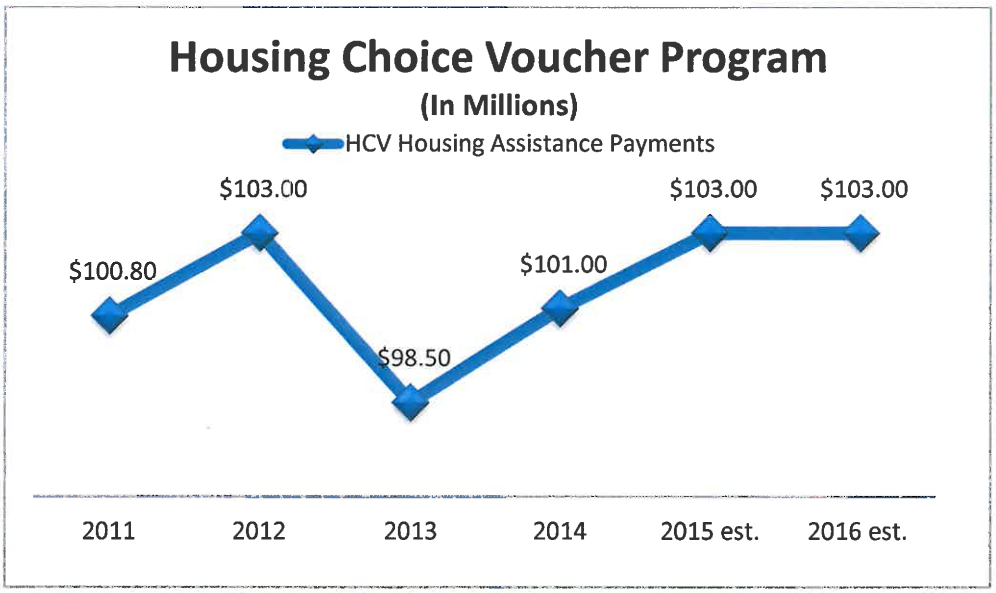
Federal Funding Trends

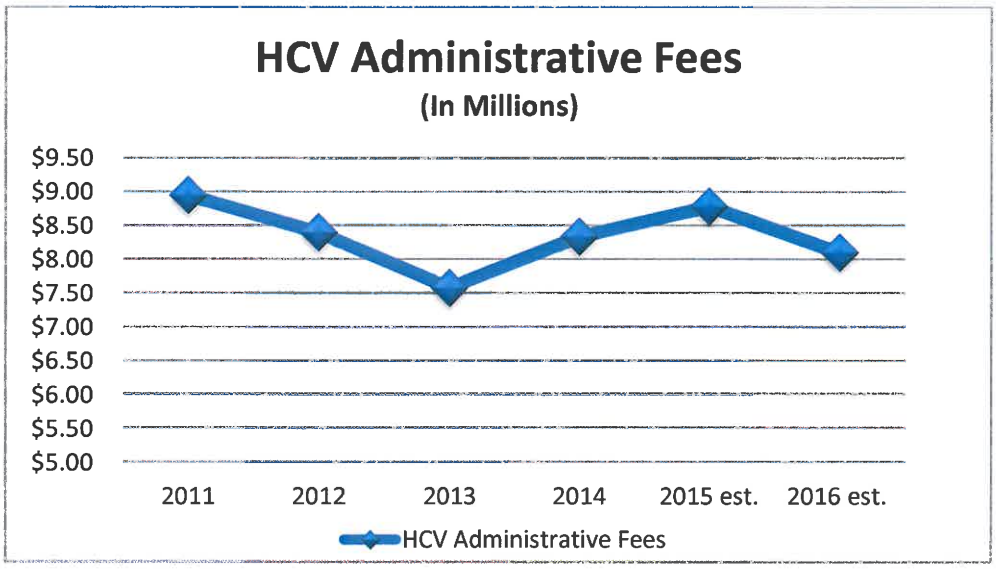
Beginning in 2011, Congress systematically began reducing federal spending for domestic programs and, in 2013, implemented the cuts required by the Sequestration Transparency Act of 2012. The vast majority of the spending cuts imposed by sequestration directly impacted the federal discretionary programs we administer on behalf of the City and County of Sacramento.

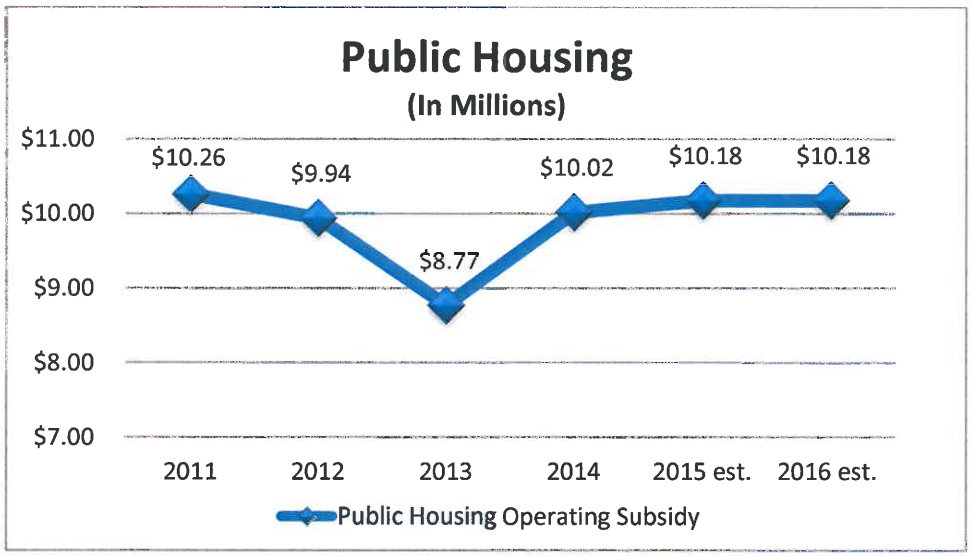
Though funding in 2014 for the HOME program was slightly up from sequestration levels, the effects continue to be felt as funding for the program has been cut more than 40% between 2011 and 2015 and it is anticipated that additional cuts will occur in 2016.

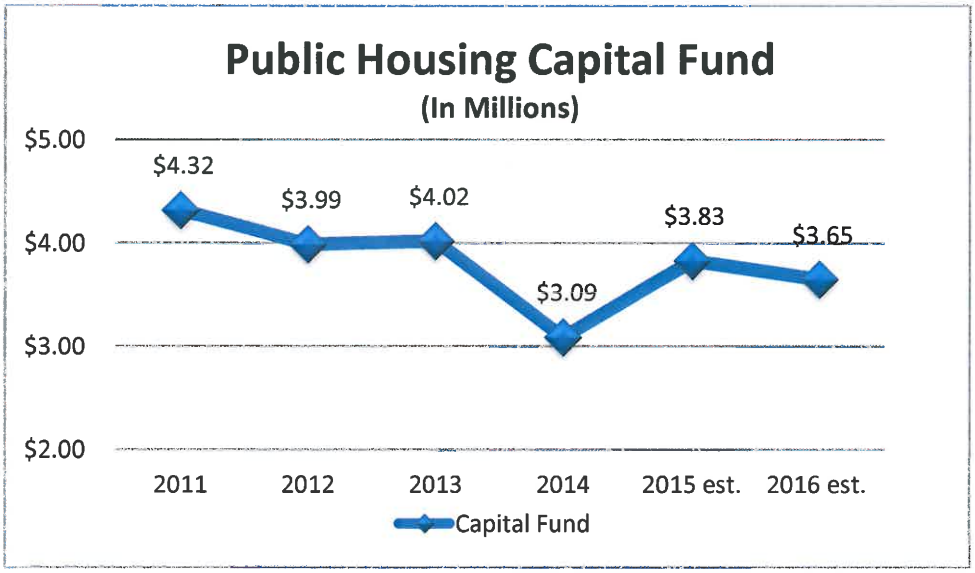
While conditions appear to have stabilized, the reductions in federal support for community development, affordable housing and public services continue to impact the needs of our community. In 2014, the opening of the HCV waitlist resulted in over 46,000 applications in a two week period. This just underscores the continued need for affordable housing opportunities in the Sacramento region.

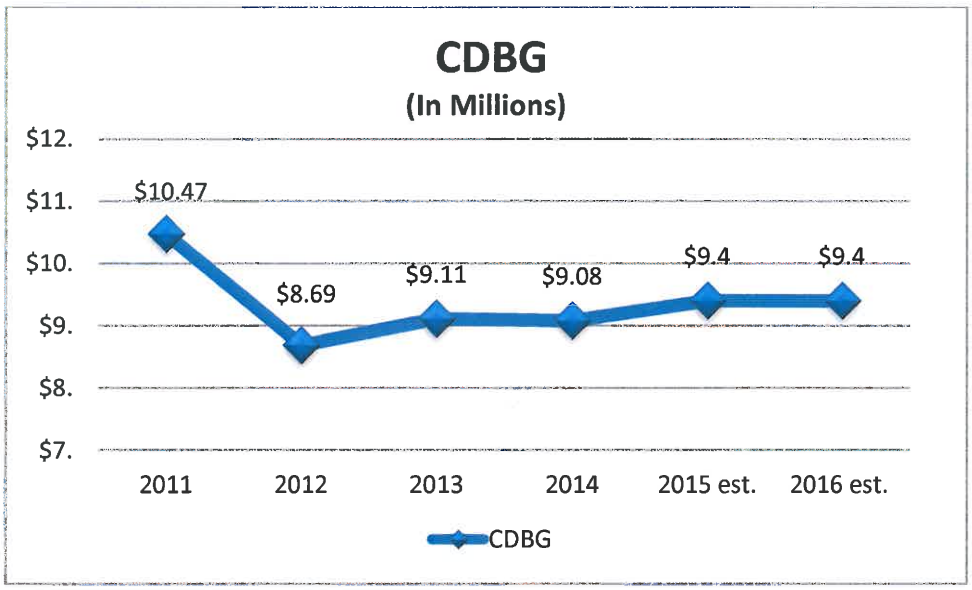
The charts on the following pages provide a visual representation of the trends of the major federal funding administered by the Agency over the past several years.

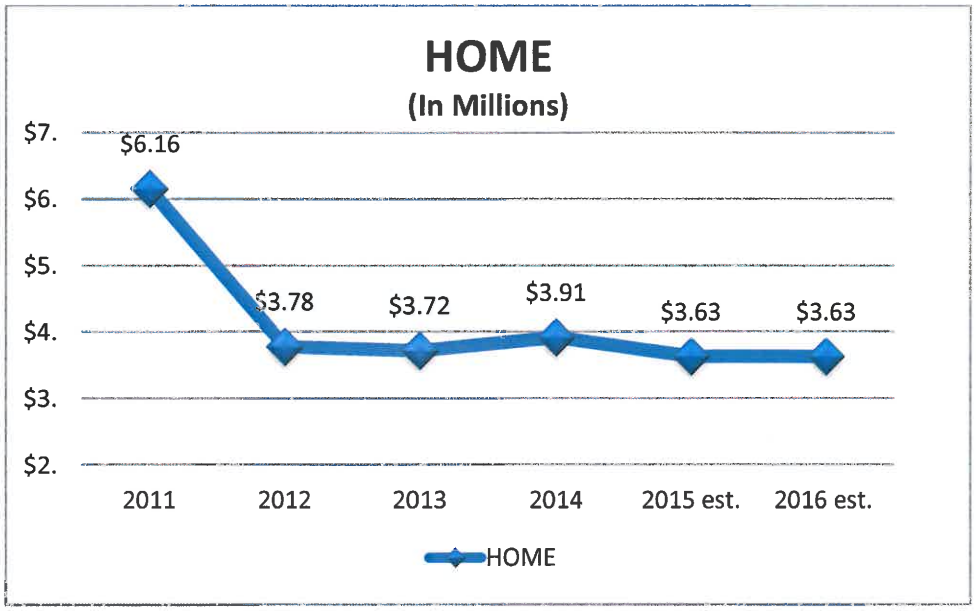

Housing Choice Voucher Program
(In Millions)
HCV Housing Assistance Payments
$100.80
$103.00
$98.50
$101.00
$103.00
$103.00
2011
2012
2013
2014
2015 est.
2016 est.


HCV Administrative Fees
(In Millions)
$9.50
$9.00
$8.50
$8.00
$7.50
$7.00
$6.50
$6.00
$5.50
$5.00
2011
2012
2013
2014
2015 est.
2016 est.
HCV Administrative Fees


Public Housing
(In Millions)
$11.00
$10.00
$9.00
$8.00
$7.00
$10.26
$9.94
$8.77
$10.02
$10.18
$10.18
2011
2012
2013
2014
2015 est.
2016 est.
Public Housing Operating Subsidy


Public Housing Capital Fund
(In Millions)
$5.00
$4.00
$3.00
$2.00
$4.32
$3.99
$4.02
$3.09
$3.83
$3.65
2011
2012
2013
2014
2015 est.
2016 est.
Capital Fund


CDBG
(In Millions)
$12.
$11.
$10.
$9.
$8.
$7.
$10.47
$8.69
$9.11
$9.08
$9.4
$9.4
2011
2012
2013
2014
2015 est.
2016 est.
CDBG


HOME
(In Millions)
$7.
$6.
$5.
$4.
$3.
$2.
$6.16
$3.78
$3.72
$3.91
$3.63
$3.63
2011
2012
2013
2014
2015 est.
2016 est.
HOME

2015 Accomplishments

The Agency continues to employ strategies to address affordable housing needs, though not at the same volume as in the pre-redevelopment era. While federal and local funding remains a constant challenge, SHRA has been remarkably successful in securing competitive grants and developing public-private-nonprofit partnerships that provide significant leveraging ability and assist in accomplishing our goal to improve housing and communities. As such, our performance continues to be regarded as a model for best practices in affordable housing preservation and production. Those accomplishments are worthy of recognition.

Asset Repositioning

- **Received a highly competitive $30 million federal Choice Neighborhoods Implementation Grant, one of only five awarded in 2015 to redevelop the 70 year-old Twin Rivers public housing community and significantly improve the surrounding neighborhoods in the River District-Railyards by addressing housing, education, health and safety, social and economic services and transportation.**

- **Received a federal Promise Zone designation as Sacramento's lead agency, one of only eight awarded in the U.S. in 2015 and the only one on the west coast which will provide federal technical resources and AmeriCorps assistance to support public-private partnerships and attract millions of dollars in investment to improve some of Sacramento's most distressed neighborhoods.**

- Submitted the draft Neighborhood Transformation Plan as part of the Choice Neighborhoods planning process for Upper Land Park-Broadway, including the Marina Vista and Alder Grove public housing sites.

- Launched a new Property Resale Entity (PRE) program to purchase, renovate and sell 76 vacant single family public housing units which will result in the elimination of blight through the complete rehabilitation of the homes as well as provide homeownership opportunities for qualified low income families.

- The asset repositioning strategies employed by the Housing Authority over the last three years have been successful with the completion of the rehabilitation of the Washington Plaza Apartments. Substantial rehabilitation of Sierra Vista and Sutterview high-rise apartment buildings in midtown are both on schedule to be completed in 2015.

Affordable Housing

- Monitored the rehabilitation and construction of affordable housing including:
  - 700 K Street
  - Curtis Park Senior Apartments
  - Olivewood Apartments
  - Woodhaven Senior Apartments

- **Appointed as lead housing Agency for Sacramento's Downtown Housing Initiative in partnership with City staff to create 10,000 places to live in the next 10 years.**

- Provided approximately $16.6 million in Multifamily Loan assistance to five projects totaling 430 of affordable units (Anton Arcade, Olivewood, Sutter Place, Land Park Woods, and Ethan Terrace).

- Issued $42.5 million in Mortgage Revenue Bonds for rehabilitation and construction of multifamily developments (Anton Arcade, Olivewood, Ethan Terrace and Mutual Housing at Foothill Farms).

- Celebrated the grand openings of the transit oriented Cannery Place Apartments, Garden Village Apartments and three rental apartment communities that incorporated energy efficiency and water conservation; Greenway Village, Los Robles Apartments & Glen Ellen Estates.

- Completed renovation and/or construction of four multifamily developments totaling 326 newly affordable or preserved units (Arbor Creek Senior, Woodhaven, Sutterview, and Sierra Vista).

- Construction of 14 new single family homes in Del Paso Nuevo Phase IV, selected a developer and began construction of five model homes for Phase V.

- Approved financing for 70 families for Home Buyer and Mortgage Credit Certificate programs.

- Managed a $309 million portfolio of over 1,300 loans.

- Inspected over 2,250 resident units and files within the multifamily properties financed by the Agency which consists of over 22,800 units.

- Provided local rental subsidies to 208 extremely low households in supportive services developments.

Neighborhood Stabilization Program (NSP)

We are continuing to administer Sacramento's federal NSP 3 funds which are being used to rehab homes in low income communities that were severely impacted by the housing crisis.

- Managed the disposition, rehabilitation, loans and income certification necessary for the rehabilitation and sale of 15 owner-occupied single family homes in the NSP program.

Commercial/Infrastructure and public facilities (completed/under construction)

- Began Phase II (ADA Accessibility Improvements) of the preservation of the Bing Kong Tong building in Isleton which will eventually be restored as a community gathering place and museum of Chinese and Chinese American culture and history in the delta.

- Partnered with the Isleton Brannon Andrus Historical Society and applied for a grant from the California Cultural Historical Endowment for Phase III of the Bing Kong Tong facility.

- Funded completion of the Franklin Blvd. & Florin Road Streetscape Improvements.

- In partnership with the City of Sacramento, was awarded $3.6 million in Complete Street funding from the Sacramento Area Council of Governments (SACOG) for the 12th Street Cycle Track.

- Funded continued design planning for the R Street Corridor.

- Funded design and engineering for the Downtown Street Lighting and the Meadowview Manorside Traffic Signal.

- Completed improvements that were funded in partnership with the City and County of Sacramento such as the Eagles Nest Road Design, McComber/Florin Road Parking Lot, the South Sacramento Lighting Project, and R Street Phase III.

- Completed improvements such as the Jean Harvey Community Center Well, Waterline and the Main Avenue Ball Fields.

Job Creation and Employment Opportunities

Our work to produce affordable housing and to revitalize communities also creates job opportunities in a range of positions at every step of the process from groundbreaking to grand opening.

It is the Agency's belief that residents who live in the communities where these projects are being completed should have an opportunity to compete for jobs on those projects and to receive the necessary training and certification to become qualified for employment.

Staff in the Resident Services Department assists residents in their efforts to obtain education, training and employment skills. The Housing Authority supports resident training programs in three areas: clerical, painting and janitorial. Approximately 30 residents currently work for the Housing Authority in one of the aforementioned areas and are receiving a wage while learning the technical skills of the program. After completion of the training program, graduates have had success transitioning into regular employment.

In 2014, SHRA launched the First Source Sacramento job training and hiring program in partnership with the Greater Sacramento Urban League and Sacramento Employment and Training Agency/CalWorks (SETA). The program is a first of its kind in the nation, helping low income housing residents compete successfully in the job market through case management, skills assessment, job training and placement.

- Successfully created a database for residents looking for employment and/or job training. To date, 4,000 public housing program residents have registered in the database allowing employers to be matched with public housing residents looking for work at the site where the work is to be completed.

- Provided internship opportunities through the summer at City Hall for five high school students in our Public Information Office, Public Housing, Housing Choice Voucher, Finance and Risk Management Departments.

Public Service Programs

The Agency administers federal programs on behalf of the City and County that support public improvements and services for low income residents, emergency housing and homeless services. These programs include the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and Rapid Re-Housing Programs.

- Through September of this year, more than 300,000 meals have been delivered to homes and served at café sites in the City and County through the Meals on Wheels Senior Nutrition Program.

- 54 households consisting of 135 individuals received placement assistance through the Rapid Re-Housing/ESG Program within the first six months of implementation.

- Transitioned the administration of the Comprehensive Alcohol Treatment Center (Detox) program from the County Department of Human Assistance (DHA) to SHRA.

- Transitioned the T-Street Co-op from the Housing Opportunities for Persons With AIDS (HOPWA) inventory to SHRA.

- In partnership with Sacramento Steps Forward, launched the coordinated Entry Program for the Continuum of Care.

- Began the coordination of the Rapid Rehousing Program as part of ESG with DHA's Housing Support program (HSP) as part of CalWorks.

- Entered into contracts with Legal Services of Northern California and Self Help Housing to reinstitute a countywide Fair Housing Program.

- In partnership with United Way, received a $25,000 grant from the San Francisco Bay Area Super Bowl 50 Fund to combat "summer slide", the time during which low-income students can lose up to two months of reading comprehension. The program served 900 children by providing books and activity materials targeting essential skills required to become proficient readers.

- Funded the start-up of a Boys and Girls Program in North Natomas to serve children living in low income apartment complexes in the community.

Sustainable Communities

The Agency strives to seek out, as well as provide funding to improve access to affordable housing and increase transportation options while protecting the environment. As a result, SHRA has:

- In partnership with the Sacramento Valley Air Quality Management District, the City of Sacramento and the Sacramento Metropolitan Utility District (SMUD), received a $1.2 million award to be used for implementation of an Equitable Car-Share program as part of the Disadvantaged Communities funding under California's Cap and Trade Program.

- Received a $25,000 U.S. Environmental protection Agency (EPA) grant for the assessment and remediation of 1224 D Street.

- Applied for a $600,000 EPA Brownfields Clean-Up Grant for the Rio Linda Super Block.

Housing Administration

Sacramento Housing and Redevelopment Agency serves as the Housing Authority for the City and the County of Sacramento. The Housing Authority provides rent assistance and affordable housing to more than 51,000 low income residents through the HCV Program and the Conventional Public Housing Program.

Housing Choice Voucher Program

After weathering the challenges of sequestration, the Agency continues to deliver a very successful HCV program. In 2016, the Agency is expected to maintain close to 98-100% leasing of our HUD vouchers, providing rental assistance to an estimated 12,063 families each month.

In 2015, HUD notified SHRA that the **HCV program had received high performer designation from HUD for receiving maximum Section Eight Management Assessment Plan (SEMAP) points.** Staff will continue to assess quality control standards and focus on implementing the tools and technology needed to ensure that we are able to maintain these high standards.

- Received an award from HUD for maintaining over 92% lease up of VASH vouchers to serve the homeless disabled veterans in Sacramento County.

- Awarded additional vouchers from the Department of Veterans Affairs to provide housing opportunities for homeless veterans and their families; bringing the total vouchers to 399 administered by the Agency.

- Signed up over 80% of the (5,500) landlords to utilize the landlord portal. This portal provides a secure avenue for landlords and payees to track payments, review past inspections, access tenant ledgers, sign up for direct deposit, change contact information and complete other information online.

- Pulled 2,000 families from the HCV tenant based waitlist increasing the utilization of HCV vouchers to 99.6% post sequestration.

- Launched a housing search tool for landlords and tenants to help bridge the gap between landlords looking to rent their properties and tenants in search of properties to rent.

Public Housing and Local Housing Programs

The Housing Authorities' own and/or manage approximately 3,416 housing units within the City and County of Sacramento. Of these, 2,788 of the units were developed under the federal public housing program administered by the Department of Housing and Urban Development (HUD) and are located throughout the Sacramento region with (1700 units) in the City and (1,013 units) in the County. In addition to the public housing units, the Housing Authority manages another 498 units of local non-public housing.

In 2015, HUD notified SHRA that the **City Housing Authority had received high performer status based upon 2014 operating results.** Staff is continuing to streamline operations where possible and diligently monitoring operating activities to ensure that we continue to maintain these high standards of performance into the future. In addition, the Housing Authority:

- Received renewal funding from the U.S. Department of Housing and Urban Development for a City and County Family Self Sufficiency (FSS) Coordinator to develop the FSS program. In 2015, 25 participants were newly employed for six months or longer; an additional 49 participants were employed for a year or more and 18 families established bank accounts for the 1st time.
- Scored 90% or higher on the units inspected by HUD this year.
- Consistently maintained a 99% rent collection rate.
- Maintained a 99% occupancy rate.
- Received overall favorable ratings from the 88% of the residents that responded to the customer service survey; (62%) Excellent & (26%) Good.

- Issued a "Request for Proposals" for Youth Services at our three big housing sites to ensure that we are involving a variety of providers to offer the best services to the youth living at Marina Vista, Alder Grove and Twin Rivers.
- Increased efficiency by revamping rent collection processes to align with enhanced check scanning processes.
- Implemented two new literacy/reading programs for children in public housing.
- Continued to encourage resident participation in extracurricular activities. Approximately 28 children in public housing created posters for the annual "What Housing Means to Me" poster contest. One of which won at the Chapter and Regional level of the National Association of Housing and Redevelopment Officials (NAHRO) and as a result continued on to the national competition

After several years of uncertainty, the Agency has reached a period of recovery. We are optimistic that with your leadership and support, we will continue to bring forward award-winning projects and to invest in community revitalization activities through effective partnerships that improve Sacramento's quality of life.

Sincerely,

La Shelle Dozier
Executive Director

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JURISDICTIONAL PROFILE

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PROFILE OF THE AGENCY

The Agency is located in Sacramento, California. The City of Sacramento, established in 1849, serves as the capitol for the State of California and is the center of state government. Sacramento also serves as the seat of Sacramento County government. It is the sixth largest populated city in California and continues to see a migration of people from the San Francisco Bay Area and Southern California. The State of California Department of Finance estimates the population on January 1, 2013 at 473,509 for the City and 1,445,806 for the County of Sacramento. Sacramento encompasses 99 square miles and is located in the northern section of California's burgeoning Central Valley. Sacramento is a charter city and operates under a Council-Manager form of government.

The Agency is a joint powers authority formally created in 1982 (but operating since 1973) to provide common professional staffing to the City and County of Sacramento to administer and manage its housing authorities and the city and county federal housing and community development entitlement funds. 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 SHRA is not included in Comprehensive Annual Financial Report of either the City or County of Sacramento.

The members of the joint powers agency included the City and County of Sacramento, the Housing Authorities of the City and County of Sacramento and the Redevelopment Agencies of the City and County of Sacramento. On February 1, 2012, all Redevelopment Agencies in the State of California were eliminated and replaced with a Successor Agency responsible for the wind down of former redevelopment agency activities and obligations. On February 1, 2012, the legal and treasury functions related to the administration and management of the former redevelopment activities and payment of debt for the former redevelopment agencies of the City and County of Sacramento were assumed within the City and County management structure. However, all housing assets and housing functions of the former redevelopment agencies were assumed by the Housing Authority of the City and the Housing Authority of the County to be staffed, managed and administered by the Agency

The Agency serves as the fiscal agent/administrator and provides the exclusive staffing for the Housing Authorities of the City and County of Sacramento. The Housing Authorities of the City and County were formed in July 1939 and June 1940, respectively. Additionally, since June of 1982 the Agency administers and manages the federal Community Development Block Grant Programs (CDBG) and Home Investment Partnership Programs (HOME) for the City and County of Sacramento. In 2012 with changes to federal regulations related to Homeless Continuum of Care funding, the Agency assumed administration of Housing Opportunities for Person with AIDS (HOPWA), a federal grant program from the County of Sacramento.

The governing board of the Agency is the Sacramento Housing and Redevelopment Commission (Commission). The Commission 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 the Commission has operational authority within the budget and policy direction approved by the City Council and County Board of Supervisors.

FACTORS AFFECTING ECONOMIC CONDITION

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the Agency operates.

Local economy

The California State University Sacramento College of Business Administration reports that more than two years into the local recovery, the Sacramento economic outlook continues to improve, albeit at a moderate pace, as expected. The regional unemployment rate is currently 8%, down from 9.6% a year ago and is expected to fluctuate between 7% -8.5% in 2014. This compares to 8.3% for California and 6.6% for the United States (unadjusted). The fact that Sacramento lags the national economy in recovery is due largely to the housing crash that precipitated the recent recession. Housing is typically the sector that drives regional economic rebounds, but not so this time. While most other recoveries have been paced by resurgence in construction, this last downturn was caused by overbuilding and it will take longer to correct. As a result, every year of this recovery seems to look pretty much like the year before. The housing bust associated with the recession has also dampened another factor that drove strong growth in the past: population inflows. Rapid population growth fueled the economic growth in the Sacramento region prior to the recession but not during the recovery. In 2014, population growth is expected to continue to be moderate without faster job growth to attract more people to the Sacramento area.

Long-term financial planning

Recognizing an emerging trend toward economic instability on a national and local level, the Agency adopted conservative fiscal strategies in anticipation of a progressive decline in resources. In 2008 the Agency began to restructure and re-engineer the organization which entailed an analysis of span of control (number of employees reporting to management), process improvements, adjusting service level expectations and implementing initiatives that streamline and consolidate services and functions. Many of the initiatives have been implemented and have resulted in a much more cost effective and efficient organization. Had the Agency not implemented a timely response at the first signs of these fiscal challenges, our current budget situation would have required a more drastic approach.

Some of the guiding principles used to develop the Agency's budget include:

- 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 demand for affordable housing in Sacramento City and County, and in the entire Sacramento region, has increased with the slow housing recovery and as unemployment and household income remains stagnate. In turn, this trend has put pressure on the rental market and has increased the demand for affordable housing. The Agency is committed to increasing the supply of affordable housing and has worked closely with the City and County in the development of inclusionary ordinances, the development of a ten year plan to end chronic homelessness, and other policies that will help increase rental housing production and homeownership opportunities. 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 and buying their first homes.

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RESOLUTIONS

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RESOLUTION NO. SHRC - 2015 -

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. RA83 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 4, 2015

APPROVAL OF 2016 BUDGET FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS, DELEGATIONS AND IMPLEMENTING AUTHORITIES; INCLUDING AUTHORITIES FOR HUD SUBMISSIONS, GRANTS AND FUND TRANSFERS

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

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

WHEREAS, the sources of Agency revenues require an operating budget adopted prior to the start of each new fiscal year; On February 1, 2012, pursuant to Health and Safety Code Section 34173, the fiscal administration of the former City and County Redevelopment Agencies was assumed within the management structure of the City and County of Sacramento which elected to administer the dissolution of their redevelopment agencies. The budgets of the former Redevelopment Agencies are no longer incorporated within the Sacramento Housing and Redevelopment Agency Budget; and

WHEREAS, Agency's fiscal year is the calendar year from January 1st 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-functions previously performed by the respective Redevelopment Agencies.

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

Section 1. The proposed actions to adopt the 2016 Proposed Agency Budget are considered administrative and management activities. As such, these actions do not constitute a

project subject to environmental review under the California Environmental Quality Act (CEQA), as provided in CEQA Guidelines Section 15378(b). These actions are also exempt from environmental review under the National Environmental Policy Act (NEPA) per 24 CFR Section 58.34(a)(3). Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are categorically exempt under CEQA pursuant to CEQA Guidelines Section 15061(b), and categorically excluded under NEPA pursuant to 24 CFR Section 58.35(b)(1), (2), (3), and (4).

All other actions are associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. 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 2016 Operating Budget totaling $153,385,810 and the 2016 Project Budget totaling $26,195,497, all as further described in the 2016 Proposed Agency Budget (hereinafter "2016 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 2016 fiscal year. The 2016 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 225 Agency full time equivalent positions (FTE) are approved subject to classification review by the Executive Director of the Sacramento Housing and Redevelopment Agency.

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

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

Section 6. The Executive Director, or designee, is authorized to submit the 2016 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 2016 Housing Operating Budget are necessary in the efficient and economical operation of Agency housing to serve low-income families.

Section 8. The housing financial plan set forth in the 2016 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 implements the fee for service provisions and support service costs based on the HUD requirement for public housing authorities to implement Asset Management that includes fee for service,. The fee for service provision is predicated on the concept that fee revenues will cover the cost of the services provided.

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

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

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

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

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

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

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

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

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

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

- Homeless Prevention and Rapid Re-housing Program (HPRP)
- Neighborhood Stabilization Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- United States Environmental Protection Agency Brownfield Assessment
- United States Environmental Protection Agency Brownfield Clean Up
- United States Environmental Protection Agency Brownfield Revolving Loan Fund
- United States Environmental Protection Agency Brownfield Job Training
- California State Water Resources Control Board – Underground Storage Cleanup
- CAL REUSE Cleanup Grant and Loan Program
- Social Innovation Fund

Section 18. The proposed expenditure of tax increment housing funds for activities serving the homeless, including providing subsidies to, or for the benefit of, extremely low income households through either site specific rental assistance or tenant based rental assistance, as set out in the budget, will not cause or exacerbate racial, ethnic or economic segregation and

will be beneficial to all Redevelopment Project Areas as set forth in City Redevelopment Agency Resolution 2004-062 and County Redevelopment Agency Resolution RA-0757, by facilitating the production of affordable housing and providing housing for a homeless population which remains in or frequents the Redevelopment Project Areas and is perceived as a blighting influence by business owners, property owners, workers and residents, and as a result impedes redevelopment of the Project Areas.

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

Section 20. The proposed planning and administrative expenses paid for from the low and moderate income housing fund are necessary for the production, improvement and/or preservation of low and moderate income housing during the 2016 Agency Budget year.

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

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

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

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

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

Section 26. The Executive Director, or designee, is authorized to 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 27. The Executive Director, or designee, is authorized to transfer project appropriations among fund groups.

Section 28. 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 29. The Executive Director, or designee, is authorized to transfer funding of approved capital projects within the respective project area funds in compliance with approvals, bond covenants, tax laws and applicable redevelopment laws and regulations or changes to the aforementioned.

Section 30. The Executive Director, or designee, is authorized to execute and implement internal loans between Agency managed funds as reflected in the Budget and as

consistent with bond covenants, tax laws and applicable redevelopment laws and regulations; and to modify the terms of loans and reconcile available revenues as needed to assure receipt of anticipated revenues.

Section 31. The Executive Director, or designee, is authorized to exercise default remedies and take other actions to protect Agency assets under contracts, loans, disposition and development agreements, owner participation agreements and other Agency agreements and to appropriate the associated revenues in the Budget. Agency is authorized to enter into "loan work outs," to the extent reasonably necessary to protect Agency assets, and in entering such "work outs," Agency is authorized to renegotiate and rewrite the terms of the loan as if the loan were made according to current loan program underwriting criteria (including forgiveness of principal as necessary to reflect underwriting the loan at current fair market value of the subject property). Further, The Executive Director, or designee, is authorized to renegotiate existing Agency debt obligations and execute new security instruments provided the terms of the new debt do not increase the principal outstanding and either result in a cost savings or provide the Agency with more favorable loan terms.

Section 32. All project appropriations in existence as of December 31, 2015 will be carried over and continued in 2016.

Section 33. All multi-year operating grant budgets in existence as of December 31, 2015 shall be continued in 2016.

Section 34. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2015 may remain in effect in 2016. The Executive Director, or designee, is authorized to increase the Budget for valid encumbrances as of December 31, 2015, but only to the extent that the applicable division's 2015 operating budget appropriations exceeded 2015 expenditures.

Section 35. The Agency's Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule is hereby adopted.

Section 36. The Executive Director, or designee, is authorized to incorporate the changes listed on Exhibit A as part of the 2016 Budget.

Section 37. The Executive Director, or designee, is authorized to delegate the authorities as set out in this resolution.

Section 38. This resolution shall take effect immediately.

_____
CHAIR

ATTEST:

_____
CLERK

RESOLUTION NO. 2015 -

Adopted by the Sacramento City Council

on date of

APPROVAL OF 2016 BUDGET FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS, DELEGATIONS AND IMPLEMENTING AUTHORIZATIONS INCLUDING AUTHORITY FOR HUD SUBMISSIONS, GRANTS AND FUND TRANSFERS

BACKGROUND

A. The Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts 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 achieved 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 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.

C. As of February 1, 2012, pursuant to Health and Safety Code Section 34173 and City Resolution No. 2012-018, the fiscal administration of the former Redevelopment Agency of the City was assumed within the management structure of the City of Sacramento, which elected to administer the dissolution of its redevelopment agency and to manage and staff the Redevelopment Agency Successor Agency (RASA). The budget of the former Redevelopment Agency is no longer incorporated within the Agency Budget.

D. 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 elected 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 to adopt the 2016 Proposed Agency Budget are considered administrative and management activities. As such, these actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA), as provided in CEQA Guidelines Section 15378(b)(4). These actions are also exempt from environmental review under the National Environmental Policy Act (NEPA) per 24 CFR Section 58.34(a)(3). Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are categorically exempt under CEQA pursuant to CEQA Guidelines Section 15301 and do not require a review under NEPA pursuant to 24 CFR Section 58.35(b)(1), (2), (3), and (4).

All other actions are associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. 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 2016 Operating Budget totaling $153,385,810 and the 2016 Project Budget totaling $26,195,497, all as further described in the 2016 Proposed Agency Budget (Budget), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of the Agency for the 2016 fiscal year. The 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 225 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 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 2016 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 2016 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 2016 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 and Central office 2016 budget.

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

Section 10. On an annual basis, HUD requires the Authority, staffed by the Agency, to conduct a physical inventory, analyze receivables for collectability, and,

accordingly, reconcile and adjust related financial records. The Agency is authorized to amend the Budget and financial records as needed for such adjustments.

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

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

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

Section 14. The Agency is delegated authority to administer and accept specific federal entitlement grant funds, execute all related documents, and amend the Budget in the event that the actual federal entitlement grant funds exceeds or is less than the amount estimated in the Budget. The Agency is directed to comply with all policies, procedures, and requirements prescribed as a condition of such grants.

Section 15. The Agency is authorized to submit to HUD the One Year Action Plan (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 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 16. The Agency 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 approved Action Plans and funding source requirements.

Section 17. The Agency is authorized to enter into necessary grants and agreements with HUD, the State Housing and Community Development Department (HCD), and other governmental or private entities for homeless programs for which the Agency is the designated recipient of grant funds or contracting agency. The Agency is authorized to accept such grants, execute contracts to implement homeless activities as outlined in the Agency public services schedule and funded in the Budget and amend the Budget accordingly, provided that the activities are fully funded by the grant or are within the Agency Budget.

Section 18. The Agency is authorized to submit grant applications on behalf the City of Sacramento for any and all housing and community development activities within the jurisdiction of Agency. If such grants are awarded and approved by the governing board if in excess of $100,000, 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
- Choice Neighborhoods Initiative Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- United States Environmental Protection Agency Brownfield Assessment
- United States Environmental Protection Agency Brownfield Clean Up
- United States Environmental Protection Agency Brownfield Revolving Loan Fund
- United States Environmental Protection Agency Brownfield Job Training
- California State Water Resources Control Board - Underground Storage Cleanup
- CAL REUSE Cleanup Grant and Loan Program
- Social Innovation Funds

Section 19. 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 20. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

Section 21. The Agency is authorized to amend the Budget to appropriate for expenditure of all revenues received in revolving funds.

Section 22. 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 23. The Agency is authorized to transfer appropriations up to $100,000 per transaction in Operating Budget and contingency reserves.

Section 24. The Agency is authorized to increase or decrease project budget appropriations by not more than $100,000 for each project or activity. Project budget appropriation increases and decreases in excess of $100,000 must be approved by the appropriate governing board.

Section 25. The Agency is authorized to transfer project appropriations among fund groups.

Section 26. 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 27. 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 28. 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 29. 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 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 30. All project appropriations in existence as of December 31, 2015 will be carried over and continued in 2016.

Section 31. All multi-year operating grant budgets in existence as of December 31, 2015 shall be continued in 2016.

Section 32. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2015 may remain in effect in 2016. The Agency is authorized to increase the Budget for valid encumbrances as of December 31, 2015, but only to the extent that the applicable division's 2015 operating budget appropriations exceeded 2015 expenditures.

Section 33. The Agency is authorized to incorporate the changes listed on Exhibit A as part of the 2016 Budget.

Section 34. If any entity requires a separate resolution to confirm any action approved within this resolution, the Sacramento Housing and Redevelopment Commission is delegated the authority to approve and deliver such resolution.

Section 35. The Agency is authorized to delegate the authorities as set out in this resolution to Agency's Executive Director.

Section 36. The Agency's Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule is hereby adopted.

Section 37. This resolution shall take effect immediately.

Table of Contents:

Exhibit A - Summary of Changes to Sacramento Housing and Redevelopment Agency Proposed 2016 Budget

EXHIBIT A

SUMMARY OF CHANGES TO SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY PROPOSED 2016 BUDGET

Approved 2016 Total Operating Budget	$ 153,385,810
Revised Approved 2016 Total Operating Budget	$0
Approved 2016 New Projects	$ 26,195,497
Revised Approved 2016 New Projects	$0
TOTAL SHRA BUDGET	**$ 179,581,307**

RESOLUTION NO. 2015 -

Adopted by the Housing Authority of the City of Sacramento

on date of

APPROVAL OF 2016 BUDGET FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS, DELEGATIONS, AND IMPLEMENTING AUTHORITIES; INCLUDING AUTHORITIES FOR HUD SUBMISSIONS, GRANTS AND FUND TRANSFERS

BACKGROUND

A. The Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts 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.

B. The Agency receives annual funding from a combination of federal, state and local sources.

C. The sources of Agency revenue require an operating budget adopted prior to the start of each new fiscal year. As of February 1, 2012, pursuant to Health and Safety Code Section 34173 and resolution 2012-018, the fiscal administration of the former Redevelopment Agency of the City was assumed within the management structure of the City of Sacramento which elected to administer the dissolution of its redevelopment agency and to manage and staff the Redevelopment Agency Successor Agency (RASA). The budget of the former Redevelopment Agency is no longer incorporated within the Agency Budget.

D. Agency's fiscal year is the calendar year from January 1st through December 31st.

E. Pursuant to Health and Safety Code Section 34176 and resolution 2012-001 the City of Sacramento designated the Housing Authority of the City of Sacramento (HACS), managed and staffed by the Agency, as the local authority to retain the housing-assets and housing-functions previously performed by its Redevelopment Agency.

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 to adopt the 2016 Proposed Agency Budget are considered administrative and management activities. As such, these actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA), as provided in CEQA Guidelines Section 15378(b). These actions are also exempt from environmental review under the National Environmental Policy Act (NEPA) per 24 CFR Section 58.34(a)(3). Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are categorically exempt under CEQA pursuant to CEQA Guidelines Section 15061, and categorically excluded under NEPA pursuant to 24 CFR Section 58.35(b)(1), (2), (3), and (4).

All other actions associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. Environmental Review for specific projects will be completed prior to any discretionary action(s) being carried out with regard to such projects.

Section 3. The 2016 Operating Budget totaling $153,385,810 and the 2016 Project Budget totaling $26,195,497, all as further described in the 2016 Proposed Agency Budget (Budget), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of the Agency for the 2016 fiscal year. The 2016 Agency Budget incorporates the budgets of the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Sacramento Housing Development Corporation, and the adoption of those budgets is contingent upon the approval of each of these respective entities.

Section 4. A total of 225 Agency full time equivalent positions (FTE) are approved subject to classification review by the Executive Director of the Sacramento Housing and Redevelopment Agency.

Section 5. Subject to availability under the Budget of any required funds, the Executive Director, or her designee, is authorized to amend the Budget as necessary to accept funds, expend funds, or transfer funds among operating budgets or project budgets to complete enforceable housing obligations, comply with legal directives of the California State Department

of Finance and/or the State Controller's Office, or to provide staffing services to Redevelopment Agency Successor Agency (RASA). Such transactions must comply with applicable laws and regulations and agreements to provide staffing services for RASA are subject to RASA Oversight Board Approval.

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

Section 7. The Executive Director, or designee, is authorized to submit the 2016 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 2016 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 2016 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 and Central Office 2016 Budget attached as Exhibit B-1.

Section 10. Form HUD-52574 (08/2005), attached as Exhibit B-2 for signature by the Chair of the Board of the Housing Authority, provides necessary certifications for submission of the Operating Budgets described in Section 7d.

Section 11. Based on the HUD requirement for public housing authorities to implement Asset Management that includes fee for service, the Budget implements the fee for service provisions and support service costs. The fee for service provision is predicated on the concept that fee revenues will cover the cost of the services provided.

Section 12. The Executive Director, or designee, is authorized to submit applications to HUD for the Capital Fund Plan and Program funding. If such grants are awarded, the Executive Director, or designee, is authorized to accept the grant or grants, execute all related documents and to execute contracts to implement the Capital Fund Program subject to HUD approval of the annual statements and amend the budget accordingly. The Executive Director, or designee, is directed to comply with all policies, procedures, and requirements prescribed by HUD as a condition of such grants. The Executive Director, or designee, is authorized to submit the Comprehensive Plan or annual statement to HUD, after receiving public comments and resident review.

Section 13. On an annual basis the Agency, on behalf of the Housing Authority of the City of Sacramento (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 Agency, on behalf of HACS, is also authorized to obtain flood insurance through the federal flood insurance program for HACS properties and this coverage may be secured through a local independent agent.

Section 15. Subject to availability under the Budget of any required funds, the Executive Director, on behalf of HACs, 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, on behalf of HACS, to approve, submit and implement the Public Housing Agency (PHA) Annual Plan and the PHA Five-Year Plan, and the attachments and/or amendments to such Plans to comply with the Quality Housing and Responsibility Act of 1998.

Section 17. The Executive Director, or designee, is authorized to submit to HUD the One Year Action Plan for Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Shelter Grant (ESG)

and Housing Opportunities for People with AIDS (HOPWA). 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, 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 grants. Agency is authorized to amend the Capital Reserve Project in the event that the actual entitlement exceeds, or is less than, that estimated in the Budget.

Section 18. The Executive Director, or designee, is authorized to administer funds or delegate authority to other appropriate entities approved by the governing boards, to administer ESG and HOPWA programs and expend funds and to execute contracts with the appropriate entities to carry out the activities contained in the approved Action Plans utilizing ESG and HOPWA funds, strictly in accordance with the terms of the approved Action Plans 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. Agency, on behalf of HACS, is authorized to accept such grants, execute contracts to implement homeless activities funded in the Budget and amend the Budget accordingly (provided that the activities are fully funded by the grant or are within the Agency Budget). The Executive Director, or designee, is authorized to execute contracts for homeless activities funded in the Agency Budget as outlined in the Agency public services schedule.

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

Section 21. HACS further finds and declares that the proposed expenditure of tax

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

Section 22. HACS finds and declares that the proposed planning and administrative expenses which may be paid for from the former low and moderate income housing fund, pursuant to an approved recognized payment obligation payment schedule, is necessary for the production, improvement and/or preservation of low and moderate income housing during the 2016 Agency Budget year.

Section 23. HACS 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 City RASA for approved capital projects or operating expenses in compliance with all bond covenants, tax laws and applicable laws and regulations or changes to the aforementioned.

Section 24. HACS 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 25. The Executive Director, or designee, is authorized to submit grant applications on behalf of the Housing Authority of the City of Sacramento for any and all housing and community development activities within the jurisdiction of Agency. If such grants are awarded, Agency is authorized to accept the grant or grants execute contracts to implement grant activities with the appropriate entities (provided that the activities are fully funded by the grant or within the Budget), execute all related documents and amend the Budget. Budget expenditure and amendments for such grants are permitted for positions, services and supplies, equipment and projects. 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
- Choice Neighborhoods Initiative Program
- Family Unification Program
- Family Self Sufficiency

- Veteran's Assistance and Supportive Housing
- United States Environmental Protection Agency Brownfield Assessment
- United States Environmental Protection Agency Brownfield Clean Up
- United States Environmental Protection Agency Brownfield Revolving Loan Fund
- United States Environmental Protection Agency Brownfield Job Training
- California State Water Resources Control Board – Underground Storage Cleanup
- CAL REUSE Cleanup Grant and Loan Program
- Social Innovation Fund

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

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

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

Section 29. The Executive Director, or designee, is authorized to increase or decrease operating Budget appropriations up to $100,000. Operating Budget appropriation increases and decreases in excess of $100,000 must be approved by the appropriate governing board.

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

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

Section 32. The Executive Director, or designee, is authorized to 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 33. The Executive Director, or designee, is authorized to amend the Budget to reflect all required debt service payments, pass through payments, loan repayments, and other existing obligations based on actual higher or lower revenues.

Section 34. The Executive Director, or designee, is authorized to amend the 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 35. The Executive Director, or designee, on behalf of HACS serving as the Successor Housing Entity, is authorized to execute, and implement internal loans between Agency managed funds as reflected in the Budget and as consistent with bond covenants, tax laws and applicable redevelopment laws and regulations; and to modify the terms of loans and reconcile available revenues as needed for the completion of enforceable housing obligations of the former redevelopment agency to assure receipt of anticipated revenues.

Section 36. 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. Agency, on behalf of HACS is authorized to enter into “loan work outs”, to the extent reasonably necessary to protect HACS assets, and in entering such “work outs,” Agency is authorized to renegotiate and rewrite the terms of the loan as if the loan were made according to current loan program underwriting criteria (including forgiveness of principal as necessary to reflect underwriting the loan at current fair market value of the subject property). Further, The Executive Director, or designee,is authorized to renegotiate existing 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 37. All project appropriations in existence as of December 31, 2015 will be carried over and continued in 2016.

Section 38. All multi-year operating grant budgets in existence as of December 31, 2015 shall be continued in 2016.

Section 39. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2015 may remain in effect in 2016. The Executive Director,

or designee, is authorized to increase the Budget for valid encumbrances as of December 31, 2015, but only to the extent that the applicable division's 2015 operating budget appropriations exceeded 2015 expenditures.

Section 40. The Executive Director, or designee, is authorized to incorporate the changes listed on Exhibit A as part of the 2016 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 Agency's Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule is hereby adopted.

Section 43. This resolution shall take effect immediately.

Table of Contents:

Exhibit A: Summary of Changes To Sacramento Housing and Redevelopment Agency Proposed 2016 Budget

Exhibit B-1: 2016 City Public Housing Asset Management Projects (AMP) and Central Office Cost Center (COCC)

Exhibit B-2: HUD Resolution Approving the 2016 AMP Budgets

EXHIBIT A

SUMMARY OF CHANGES TO SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY PROPOSED 2016 BUDGET

Approved 2016 Total Operating Budget	$ 153,385,810
Revised Approved 2016 Total Operating Budget	$0
Approved 2016 New Projects	$ 26,195,497
Revised Approved 2016 New Projects	$0
TOTAL SHRA BUDGET	$ 179,581,307

City Public Housing AMP, Central Office and Central Services Budget

January 1 - December 31, 2016

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	$ 1,271,978	$ 2,093,214	$ 1,904,894	$ 612,735	$ 595,442	$ 1,142,881	7,621,144	$ 414,953
Revenues:								
HUD Operating Subsidy	1,506,761	1,766,904	991,717	850,599	809,864	726,825	6,652,670	-
Maintenance Charges to Tenants	25,000	35,000	5,000	10,000	11,000	5,000	91,000	-
Washer/Dryer Income	3,000	-	18,000	6,000	4,000	6,000	37,000	-
Rental Income - Dwelling	710,000	725,000	875,000	587,000	525,000	515,000	3,937,000	-
Rental Income - Commercial			183,853				183,853	-
Interest Income - Investment	13,000	17,000	19,000	6,000	7,000	10,000	72,000	2,500
Bad Debt Recovery	500	200	300	1,000	1,000	500	3,500	
Miscellaneous income	19,470	33,880	5,060	2,030	6,030	1,530	68,000	25,015
Management Fee	-	-	-	-	-	-	-	1,534,927
IT/Bookkeeping Fee	-	-	-	-	-	-	-	193,572
Asset Management Fee	-	-	-	-	-	-	-	230,400
Admin Fee (CFP)	-	-	-	-	-	-	-	245,619
Central services fees	-	-	-	-	-	-	-	451,820
Total operating revenue	2,277,731	2,577,984	2,097,930	1,462,629	1,363,894	1,264,855	11,045,023	2,683,853
CFP Mgmt impr transfers	69,803	73,310	110,386	42,769	69,136	79,626	445,030	-
Total revenues and transfers in	2,347,534	2,651,294	2,208,316	1,505,398	1,433,030	1,344,481	11,490,053	2,683,853
Expenditures:								
Employee Services:								
- Management/Maintenance	783,415	674,028	477,291	406,077	311,925	324,515	2,977,251	974,747
- Resident Trainees	16,543	16,543	24,062	9,023	15,039	18,047	99,257	-
Total Employee Services	799,958	690,571	501,353	415,100	326,964	342,562	3,076,508	974,747
Services & Supplies:								
- Management/Maintenance	929,257	1,225,909	1,079,959	768,014	788,820	638,440	5,430,399	2,106,879
- Resident Trainees	58,248	62,083	94,409	36,906	59,164	67,346	378,156	-
Total Services & Supplies	987,505	1,287,992	1,174,368	804,920	847,984	705,786	5,808,555	2,106,879
Other Charges:								
Financial Transactions	2,086	2,825	3,441	908	1,131	1,785	12,176	516
- Central Service Fees	98,163	106,615	89,164	58,624	56,444	42,810	451,820	-
- Miscellaneous (PILOT,Depr.)	47,571	47,572	43,041	31,716	29,443	27,184	226,527	-
Management Fee	245,633	266,785	225,846	145,333	142,604	133,051	1,159,252	-
IT / Bookkeeping Fee	31,752	34,486	29,194	18,787	18,434	17,199	149,852	-
Asset Management Fee	43,200	46,920	39,720	25,560	25,080	23,400	203,880	-
Total operating expense	2,255,868	2,483,766	2,106,127	1,500,948	1,448,084	1,293,777	11,088,570	3,082,142
Ending Balance	$ 1,363,644	$ 2,260,742	$ 2,007,083	$ 617,185	$ 580,388	$ 1,193,585	$ 8,022,627	$ 16,664

Board Resolution Approving the AMP Budgets

PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026
(exp. 10/31/2009)

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

Previous editions are obsolete form HUD-52574 (08/2005) 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: 01/01/16 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 Budgets (***for COCC and all Projects)*** approved by Board resolution on: _____
☐ 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 expenditures 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(e) and (f); and

6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

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 Chairman's Name:	Signature:	Date:
Mayor Kevin Johnson		

Previous editions are obsolete form HUD-**52574** (08/2005)

RESOLUTION NO. _____

APPROVAL OF 2016 BUDGET FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS, DELEGATIONS AND IMPLEMENTING AUTHORITIES; INCLUDING AUTHORITY FOR HUD SUBMISSIONS, GRANTS AND FUND TRANSFERS

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

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

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

WHEREAS, On February 1, 2012, pursuant to Health and Safety Code Section 34173 and resolution no. 2012-0051, the fiscal administration of the former Redevelopment Agency of the County was assumed within the management structure of the County of Sacramento which elected to administer the dissolution of its redevelopment agency and manage the County Redevelopment Agency Successor Agency (CRASA). The budget of the former Redevelopment Agency is no longer incorporated within the Agency Budget; and

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

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

Section 1. The proposed actions to adopt the 2016 Proposed Agency Budget are

considered administrative and management activities. As such, these actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA), as provided in CEQA Guidelines Section 15378(b). These actions are also exempt under the National Environmental Policy Act (NEPA) per 24 CFR Section 58.34(a)(3). Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are categorically exempt under CEQA pursuant to CEQA Guidelines Section 15061(b), and these activities are categorically excluded under NEPA pursuant to 24 CFR Section 58.35(b)(1), (2), (3) and (4). All other actions are associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. 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 2016 Operating Budget totaling $153,385,810 and the 2016 Project Budget totaling $26,195,497, as further described in the 2016 Proposed Agency Budget (hereinafter "2016 Agency Budget" or "Budget"), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of the Agency for the 2016 fiscal year. The 2016 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 225 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 2016 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 2016 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 2016 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 implements the fee for service provisions and support service costs based on the HUD requirement for public housing authorities to implement Asset Management that includes fee for service. The fee for service provision is predicated on the revenues generated by fees being sufficient to cover the cost of services provided over time.

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

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

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

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

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

Section 14. The Agency is authorized to submit to HUD the One Year Action Plan (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 is authorized to amend the Capital Reserve Project in the event that the actual entitlement exceeds, or is less than, that estimated in the Budget.

Section 15. The Agency 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 approved Action Plans and funding source requirements.

Section 16. The Agency is authorized to enter into necessary grants and agreements with HUD, the State Housing and Community Development Department (HCD), and other

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

Section 17. The Agency is authorized to submit grant applications on behalf of the County of Sacramento for any and all housing and community development activities within the jurisdiction of the Agency. If such grants are awarded (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
- Choice Neighborhoods Initiative Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- Social Innovation Fund

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

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

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

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

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

Section 23. The Agency is authorized to increase or decrease project budget appropriations by not more than $100,000 for each project or activity. Project budget appropriation increases and decreases in excess of $100,000 must be approved by the appropriate governing board.

Section 24. The Agency is authorized to transfer project appropriations among fund groups.

Section 25. The Agency is authorized to amend the Budget to reflect all required debt service payments, pass through payments loan repayments, and other existing obligations based on actual revenues.

Section 26. The Agency is authorized to amend the operating budget or capital project budget, or transfer funding of approved capital projects or operating budgets within the respective project area funds in compliance with approvals, bond covenants, tax laws and applicable laws and regulations or changes to the aforementioned.

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

Section 28. The Agency is authorized to exercise default remedies and take other actions 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 (including forgiveness of principal as necessary to reflect underwriting the loan at current fair market value of the subject property). Further, the Agency is authorized to renegotiate existing Agency debt obligations and execute new security instruments provided the terms of the new debt do not increase the principal outstanding and either result in a cost savings or provide the Agency with more favorable loan terms.

Section 29. All project appropriations in existence as of December 31, 2015 will be carried over and continued in 2016.

Section 30. All multi-year operating grant budgets in existence as of December 31, 2015 shall be continued in 2016.

Section 31. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2015 may remain in effect in 2016. The Agency is authorized to increase the Budget for valid encumbrances as of December 31, 2015, but only to the extent that the applicable division's 2015 operating budget appropriations exceeded 2015 expenditures.

Section 32. The Agency is authorized to incorporate the changes listed on Exhibit A as part of the 2016 Budget.

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

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

Section 35. The Agency's Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule is hereby adopted.

Section 36. This resolution shall take effect immediately.

On a motion by Supervisor _____, seconded by Supervisor _____, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this 10th day of November, 2015, by the following vote, to wit:

AYES: Supervisors,

NOES: Supervisors,

ABSENT: Supervisors,

ABSTAIN: Supervisors,

RECUSAL: Supervisors,
(PER POLITICAL REFORM ACT (§ 18702.5))

_____
Chair of the Board of Supervisors
of Sacramento County, California

(SEAL)

ATTEST: _____
Clerk, Board of Supervisors

EXHIBIT A

SUMMARY OF CHANGES TO SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY PROPOSED 2016 BUDGET

Approved 2016 Total Operating Budget	$ 153,385,810
Revised Approved 2016 Total Operating Budget	$0
Approved 2016 New Projects	$ 26,195,497
Revised Approved 2016 New Projects	$0
TOTAL SHRA BUDGET	**$ 179,581,307**

RESOLUTION NO. _____

ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO

ON DATE OF

APPROVAL OF 2016 BUDGET FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY; RELATED FINDINGS, APPROVALS, DELEGATIONS, AND IMPLEMENTING AUTHORITIES; INCLUDING AUTHORITY FOR HUD SUBMISSIONS, GRANTS AND FUND TRANSFERS

WHEREAS, the Sacramento Housing and Redevelopment Agency (Agency) is a joint powers agency created to eliminate duplicate staffing efforts to manage and administer federal housing and community development programs on behalf of the City and County 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.

WHEREAS, as of February 1, 2012, pursuant to Health and Safety Code Section 34173 and resolution no. 2012-0051, the fiscal administration of the former Redevelopment Agency of the County was assumed within the management structure of the County of Sacramento which elected to administer the dissolution of its redevelopment agency and manage the County Redevelopment Agency Successor Agency (CRASA). The budget of the former Redevelopment Agency is no longer incorporated within the Agency Budget; and

WHEREAS, pursuant to Health and Safety Code Section 34176 and resolution no. HA-2012-2329 the County of Sacramento designated the Housing Authority of the County of

Sacramento (HACOS), managed and staffed by the Agency, as the local authority to retain the housing-assets and housing-functions previously performed by its Redevelopment Agency.

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

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

Section 2. The proposed actions to adopt the 2016 Proposed Agency Budget are considered administrative and management activities. As such, these actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA), as provided in CEQA Guidelines Section 15378(b). These actions are also exempt under the National Environmental Policy Act (NEPA) per 24 CFR Section 58.34(a)(3). Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are categorically exempt under CEQA pursuant to CEQA Guidelines Section 15061(b),and these activities are categorically excluded under NEPA pursuant to 24 CFR Sections 58.35(b)(1), (2), (3), and (4). All other actions are associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. Environmental Review for specific projects will be completed prior to any discretionary action(s) being carried out with regard to such projects.

Section 3. The 2016 Operating Budget totaling $153,385,810 and the 2016 Project Budget totaling $26,195,497, all as further described in the 2016 Proposed Agency Budget (Budget), a copy of which is on file with the Agency Clerk and copies of which have been provided to the respective governing board members, are approved as the Budget of the Agency for the 2016 fiscal year. The 2016 Agency Budget incorporates the budgets of the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, and the Sacramento Housing Development Corporation, and adoption of those budgets is contingent upon the approval of each of these respective entities.

Section 4. A total of 225 Agency full time equivalent positions (FTE) are approved subject to classification review by the Executive Director of the Sacramento Housing and Redevelopment Agency.

Section 5. Subject to availability under the Budget or limitations on use of any required funds, the Executive Director or her designees is authorized to amend the Budget as necessary to

accept funds, expend funds, or transfer funds among operating budgets or project budgets to complete enforceable housing obligations, comply with legal directives of the California State Department of Finance and/or the State Controller's Office, facilitate the dissolution of redevelopment pursuant to AB 1x 26 and AB 1484, or to provide staffing services to County Redevelopment Agency Successor Agency (CRASA). Such transactions must comply with applicable laws and regulations and agreements to provide staffing services for CRASA and are subject to CRASA Oversight Board Approval.

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

Section 7. The Executive Director, or designee, is authorized to submit the 2016 Annual Housing Operating Budget and all supporting documents to the United States Department of Housing and Urban Development (HUD), including all required amendments for utilities and other miscellaneous adjustments. Furthermore, the Executive Director, or designee, is authorized to amend the Budget to reflect actual HUD approved expenditures and revenues for HUD funded programs and projects. Please see Exhibit B-1 for a summary of the Public Housing operating budget.

Section 8. The proposed expenditures under the 2016 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 2016 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 2016 Budget attached as Exhibit B-1.

Section 10. Form HUD-52574 (08/2005), attached as Exhibit B-2 for signature by the Chair of the Board of the Housing Authority, provides necessary certifications for submission of the Operating Budgets described in Section 9d.

Section 11. Based on the HUD requirement for public housing authorities to implement Asset Management that includes fee for service, the Budget implements the fee for service provisions and support service costs. The fee for service provision is predicated on the revenues generated by fees being equal to the cost of services provided.

Section 12. The Executive Director, or designee, is authorized to submit applications to HUD for the Capital Fund Plan and Program funding. If such grants are awarded, the Executive Director, or designee, is authorized to accept the grant or grants, execute all related documents, execute contracts to implement the Capital Fund Program subject to HUD approval of the annual statements and amend the Budget accordingly. The Executive Director, or designee, is directed to comply with all policies, procedures and requirements prescribed by HUD as a condition of such grants. The Executive Director is authorized to submit the Comprehensive Plan or annual statement to HUD, after receiving public comments and resident review and approval of the Sacramento Housing and Redevelopment Agency Commission.

Section 13. On an annual basis the Agency, on behalf of the Housing Authority of the County of Sacramento (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 14. The Executive Director, or designee, is authorized to purchase all lines of applicable insurance for its properties and operations through local independent agents, direct carriers, or risk retention pools, provided that the insurance requirements, coverage and terms are commercially reasonable and provided that the cost does not exceed the amounts in the approved Budget. The Agency on behalf of HACOS is also authorized to obtain flood insurance through the federal flood insurance program for HACOS properties and this coverage may be secured through a local independent agent.

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

Executive Director or her designee is authorized to amend the Budget as necessary and to transfer funds among operating budgets or project budgets to facilitate the approved HUD approved conversion.

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

Section 17. The Executive Director, or designee, is authorized to submit to HUD the One Year Action Plan for Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA). HACOS, staffed by the Agency is delegated authority to administer federal funds appropriated by HUD and is the designated recipient of funds outlined in the One Year Action Plan (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 in the event that the actual entitlement exceeds, or is less than, that estimated in the Budget.

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

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

Section 20. HACOS finds and declares that the proposed expenditure of tax increment

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

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

Section 22. HACOS finds and declares that the proposed planning and administrative expenses which may be paid for from the former low and moderate income housing fund, pursuant to an approved recognized payment obligation payment schedule, is necessary for the production, improvement and/or preservation of low and moderate income housing during the 2016 Agency Budget year.

Section 23. HACOS 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 24. HACOS 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 25. 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. 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
- Choice Neighborhoods Initiative Program
- Family Unification Program
- Family Self Sufficiency
- Veteran's Assistance and Supportive Housing
- Social Innovation Fund

Section 26. The Executive Director, or designee, is authorized to amend the Budget to make transfers of fund balances to accommodate reserve requirements. The Executive Director, or designee, may allocate and transfer any available fund balances to accounts held for future projects or reduce budget shortfalls in any other fund balances, provided monies so used are not otherwise restricted by law or regulations related to the funding source. Further, 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 27. The Agency Budget is controlled at the fund group level. Except as provided in this resolution, no expenditure will exceed the approved Budget.

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

Section 29. The Executive Director, or designee, is authorized to increase or decrease operating Budget appropriations up to $100,000. Operating Budget appropriation increases and decreases in excess of $100,000 must be approved by the appropriate governing board.

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

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

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

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

Section 34. The Executive Director, or designee, is authorized to amend the operating budget or capital project budget, or to 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 35. The Executive Director, or designee, on behalf 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 36. 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 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 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 37. All project appropriations in existence as of December 31, 2015 will be carried over and continued in 2016.

Section 38. All multi-year operating grant budgets in existence as of December 31, 2015 shall be continued in 2016.

Section 39. All encumbrances for valid purchase orders and contracts in effect as of December 31, 2015 may remain in effect in 2016. The Executive Director, or designee, is authorized to increase the Budget for valid encumbrances as of December 31, 2015, but only to the extent that the applicable division's 2015 operating budget appropriations exceeded 2015 expenditures.

Section 40. The Executive Director, or designee, is authorized to incorporate the changes listed on Exhibit A as part of the 2016 Budget.

Section 41. 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 42. The Agency is authorized to delegate the authorities as set out in this resolution to the Agency's Executive Director.

Section 43. The Agency's Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule is hereby adopted.

Section 44. This resolution shall take effect immediately.

On a motion by Member_____, seconded by Member _____, the foregoing Resolution was passed and adopted by the Housing Authority of the County of Sacramento, State of California, this 10th day of November, 2015, by the following vote, to wit:

AYES: Members,

NOES: Members,

ABSTAIN: Members,

ABSENT: Members,

RECUSAL: Members,
(PER POLITICAL REFORM ACT (§ 18702.5))

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

SEAL:

ATTEST: _____
Clerk

EXHIBIT A

SUMMARY OF CHANGES TO SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY PROPOSED 2016 BUDGET

Approved 2016 Total Operating Budget	$ 153,385,810
Revised Approved 2016 Total Operating Budget	$0
Approved 2016 New Projects	$ 26,195,497
Revised Approved 2016 New Projects	$0
TOTAL SHRA BUDGET	**$ 179,581,307**

County Public Housing AMP, Central Office and Central Services Budget

January 1 - December 31, 2016

PHA Code: CA007
County of Sacramento

	County AMP 1	County AMP 2	County AMP 3	County AMP 4	County AMP 5	Total County Public Housing	County COCC Central Office & Central Svc
Beginning fund equity	$ 112,703	$ 403,878	$ 923,270	$ 130,515	$ 165,472	$ 1,735,838	$ 428,056
Revenues:							
HUD Operating Subsidy	850,038	864,601	900,485	-	907,104	3,522,228	-
Maintenance Charges to Tenants	5,000	2,000	14,300	-	7,000	28,300	-
Washer/Dryer Income	4,000	8,000	8,000	-	3,000	23,000	-
Rental Income - Dwelling	360,000	650,000	710,000	-	470,000	2,190,000	-
Interest Income - Investment	1,000	2,000	4,000	-	-	7,000	500
Miscellaneous income	-	-	-	-	10,920	10,920	-
Management Fee	-	-	-	-	-	-	699,734
IT/Bookkeeping Fee	-	-	-	-	-	-	90,405
Asset Management Fee	-	-	-	-	-	-	65,160
Admin Fee (CFP) & (HCV)	-	-	-	-	-	-	1,887,691
Central services fees	-	-	-	-	-	-	858,832
Total operating revenue	1,220,038	1,526,601	1,636,785	-	1,398,024	5,781,448	3,602,322
CFP Mgmt impr transfers	53,152	53,570	62,556	-	59,260	228,538	-
Total revenues and transfers in	1,273,190	1,580,171	1,699,341	-	1,457,284	6,009,986	3,602,322
Expenditures:							
Employee Services:							
- Management/Maintenance	330,640	468,808	472,885	-	420,440	1,692,773	1,204,860
- Resident Trainees	12,031	12,031	13,535	-	13,535	51,132	-
Total Employee Services	342,671	480,839	486,420	-	433,975	1,743,905	1,204,860
Services & Supplies:							
- Management/Maintenance	625,183	655,777	750,473	-	393,009	2,424,442	2,758,385
- Resident Trainees	44,972	45,430	53,612	-	50,008	194,022	-
Total Services & Supplies	670,155	701,207	804,085	-	443,017	2,618,464	2,758,385
Other Charges:							
Financial Transactions	112	204	6,428	1,087	280	8,111	93
- Central Service Fees	52,312	62,196	69,429	-	57,616	241,553	-
- Miscellaneous (PILOT,Depr.)	17,048	38,387	33,408	-	18,567	107,410	-
Management Fee	150,350	181,812	200,736	-	166,836	699,734	-
IT / Bookkeeping Fee	19,425	23,490	25,935	-	21,555	90,405	-
Asset Management Fee	-	-	36,240	-	28,920	65,160	-
Total operating expense	1,252,073	1,488,135	1,662,681	1,087	1,170,766	5,574,742	3,963,338
Ending Balance	$ 133,820	$ 495,914	$ 959,930	$ 129,428	$ 451,990	$ 2,171,082	$ 67,040

Board Resolution Approving the AMP Budgets

PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026
(exp. 10/31/2009)

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

Previous editions are obsolete form HUD-52574 (08/2005) 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: 01/01/16 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 Budgets (***for COCC and all Projects)*** approved by Board resolution on: _____
☐ 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 expenditures 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(e) and (f); and

6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

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 Chairman's Name:	Signature:	Date:
Phil Serna		

Previous editions are obsolete form HUD-**52574** (08/2005)

RESOLUTION NO. SHDC ___

ADOPTED BY THE SACRAMENTO HOUSING DEVELOPMENT CORPORATION

ON DATE OF

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

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

Section 1. The proposed actions to adopt the 2016 Proposed Agency Budget are considered administrative and management activities. As such, these actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA), as provided in CEQA Guidelines Section 15378(b). These actions are also exempt under the National Environmental Policy Act (NEPA) per 24 CFR Section 58.34(a)(3). Public services provided for in the budget associated with multi-family supplemental assessments and rental assistance are actions associated with existing facilities with no changes to or expansion of use. As such, these activities are categorically exempt under CEQA pursuant to CEQA Guidelines Section 15061(b). There is no federal funding associated with these actions; therefore, NEPA does not apply. All other actions are associated with the adoption of the 2016 proposed budget, and do not make any commitments to, or give approvals for, specific projects. 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 Budget totaling $720,580 for the Riverview Plaza Residential project, which is incorporated in the budget of the Sacramento Housing and Redevelopment Agency, all as further described in the "2016 Proposed Budget", a copy of which is on file with the Agency Clerk, is approved as the Operating Budget for the 2016 fiscal year for the Sacramento Housing Development Corporation (2016 Budget).

Section 3. The Executive Director of the Sacramento Housing Development Corporation (Executive Director) is authorized to obtain flood insurance for the Riverview Plaza Residential project through the federal flood insurance program, and is authorized to purchase liability insurance and enter into agreements with risk retention pools or other similar organizations, provided that the insurance requirements, coverage and terms are commercially reasonable and provided that the cost does not exceed the amounts in the approved 2016 Budget.

Section 4. The Executive Director is authorized to submit grant applications for any and all activities within the authority and jurisdiction of the Sacramento Housing Development Corporation. The Executive Director is authorized to accept such grants, amend the 2016 Budget to receive and allocate the grant funds, and to implement the actions required by the grant for any projects and programs currently within the Sacramento Housing Development Corporation's authorization and jurisdiction, provided that the activities are fully funded by the grant. Such Budget amendments are permitted for, but not limited to, positions, services and supplies, equipment and projects.

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

Section 6. The Executive Director is authorized to make payments on debt incurred by the Sacramento Housing Development Corporation as necessary to comply with the provisions of the Partnership Agreement within which the Corporation serves as the General Partner, and as deemed prudent and necessary by the Executive Director on behalf of the Sacramento Housing Development Corporation and within the 2016 Budget hereby adopted.

Section 7. The Executive Director is authorized to act on behalf of the Sacramento Housing Development Corporation with the same authority as conferred upon the Executive Director of the Sacramento Housing and Redevelopment Agency.

Section 8. This resolution shall take effect immediately.

On a motion by Director_____, seconded by Director _____, the foregoing Resolution was passed and adopted by the Sacramento Housing Development Corporation, State of California, this 10th day of November, 2015, by the following vote, to wit:

AYES: Directors,

NOES: Directors,

ABSTAIN: Directors,

ABSENT: Directors,

RECUSAL: Directors,
(PER POLITICAL REFORM ACT (§ 18702.5))

_____
Chair, Board of Directors
Sacramento Housing Development
Corporation

(SEAL)

ATTEST: _____
Clerk

SECTION B

FINANCIAL MANAGEMENT POLICIES

FINANCIAL MANAGEMENT POLICIES

Revenue Policy

- Revenues will be conservatively estimated using the best information available, and the Agency will strive to maintain a stable revenue system and operating structure that protects the Agency from short term fluctuations in individual revenue sources.

- Intergovernmental assistance in the form of grants and loans will be used to finance only capital projects or programs that can be sustained over time or have a limited horizon.

- In general, one-time revenues will be used only to support capital projects or other non-recurring expenditures. One-time revenues may be used for operating programs provided that longer term financial planning is addressing any imbalances between operating revenues and expenditures.

Debt Policy

- It is the intent of the Agency to issue debt in a manner that adheres to state and federal laws, existing bond covenants and prudent financial management.

    - Minimize debt service and issuance costs
    - Maintain the highest practical credit rating
    - Evaluate the cost effectiveness of all potential borrowings

- The Agency will not use long-term debt financing for any recurring purpose such as current operating and maintenance expenditures. While the Agency does not anticipate issuing any short-term debt instruments such as tax or bond anticipation notes, these financing instruments shall be excluded from this limitation.

- The Agency will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.

    - Full and timely repayment of outstanding debt
    - Compliance with continuing disclosure requirements

Interdepartmental Charges / Indirect Cost Recovery

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

- Support Services: to accumulate resources in the form of fees for service which are charged to operating departments for the costs of support services and for the replacement of equipment serving the entire organization.

- Insurance: to accumulate resources for payment of insurance premiums, deductibles, and loss reserves.

- Capital Facilities: to accumulate resources for the maintenance, repair and debt payments of the Agency administrative building.

- Payroll Fund: to accumulated resources to pay for employee payroll and benefit costs as well as the costs of future post-retirement medical benefits.

Annual Audit

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

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

Budget Policies and Procedures

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

FINANCIAL MANAGEMENT POLICIES

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.

Accounting Structure and Principles

Accounting System

In developing and evaluating the Agency's accounting system, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition; and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a specific control feature should not exceed the benefits likely to be derived and the evaluation of costs and benefits require estimates and judgments by management.

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

Basis of Accounting

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

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

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

Fund Descriptions

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

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

Proprietary Funds

Generally Accepted Accounting Principles (GAAP) applicable to a private commercial business is applicable to proprietary funds of a governmental entity. The accrual basis of accounting is utilized. The measurement focus is based upon a determination of net income, financial position and cash flows. Accordingly, basic financial statements are

required, such as the balance sheet, the statement of revenues, expenses and changes in retained earnings (deficit), and the statement of cash flows.

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

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

Governmental Funds

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

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

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

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

Account Groups

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

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

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

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SECTION C

MAJOR REVENUE DESCRIPTION, TRENDS AND ESTIMATES

Major Revenue Description, Trends And Estimates

Enterprise Funds – Housing

Public Housing:

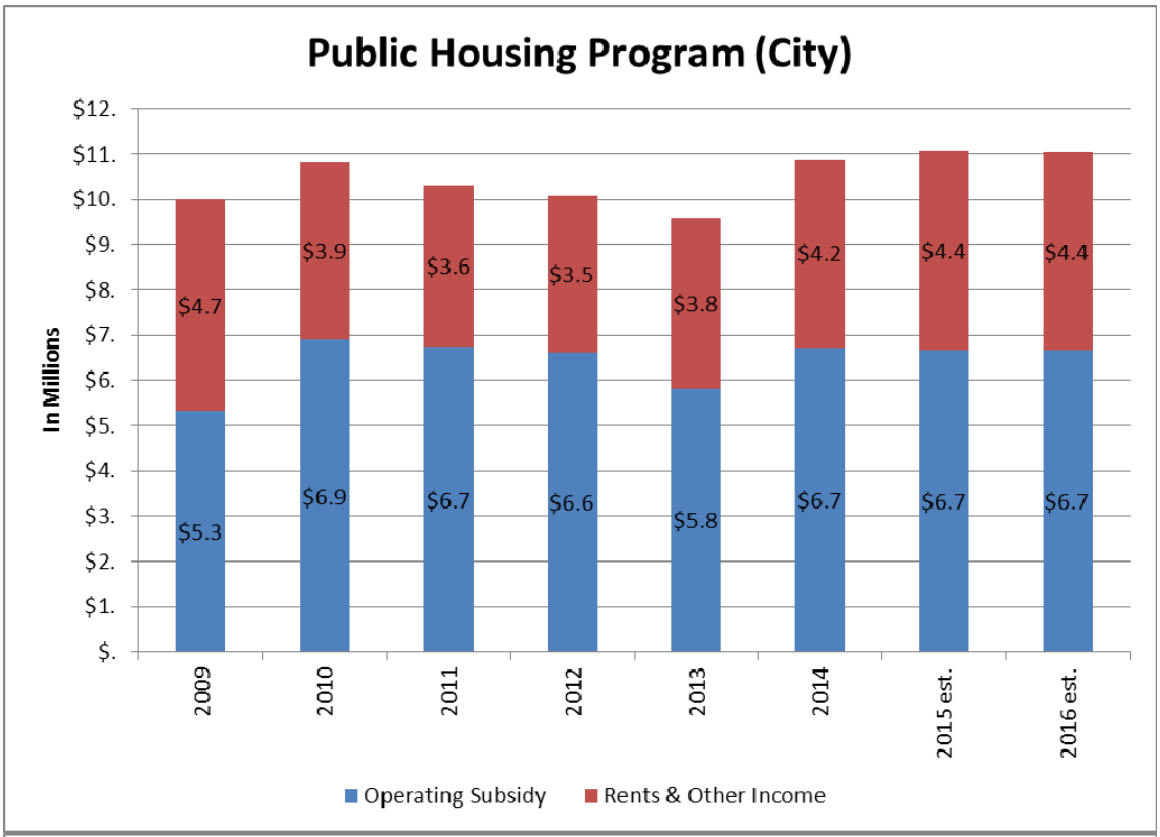
The Housing Authorities' own and/or manage approximately 3,416 housing units within the City and County of Sacramento. Of these, 2,713 of the units were developed under the federal public housing program administered by the Department of Housing and Urban Development (HUD) and are located throughout the Sacramento region with (1700 units) in the City and (1,013 units) in the County. Approximately 1,000 of these units are designated as elderly and/or disabled only with the remaining units available to families. Program revenues are generated from tenant rent collections and operating subsidies provided by HUD. The amount of rent paid by the tenants is based on 30 percent of gross family income minus certain other adjustments. In addition to the public housing units, the Housing Authority manages another 498 units of local non-public housing.

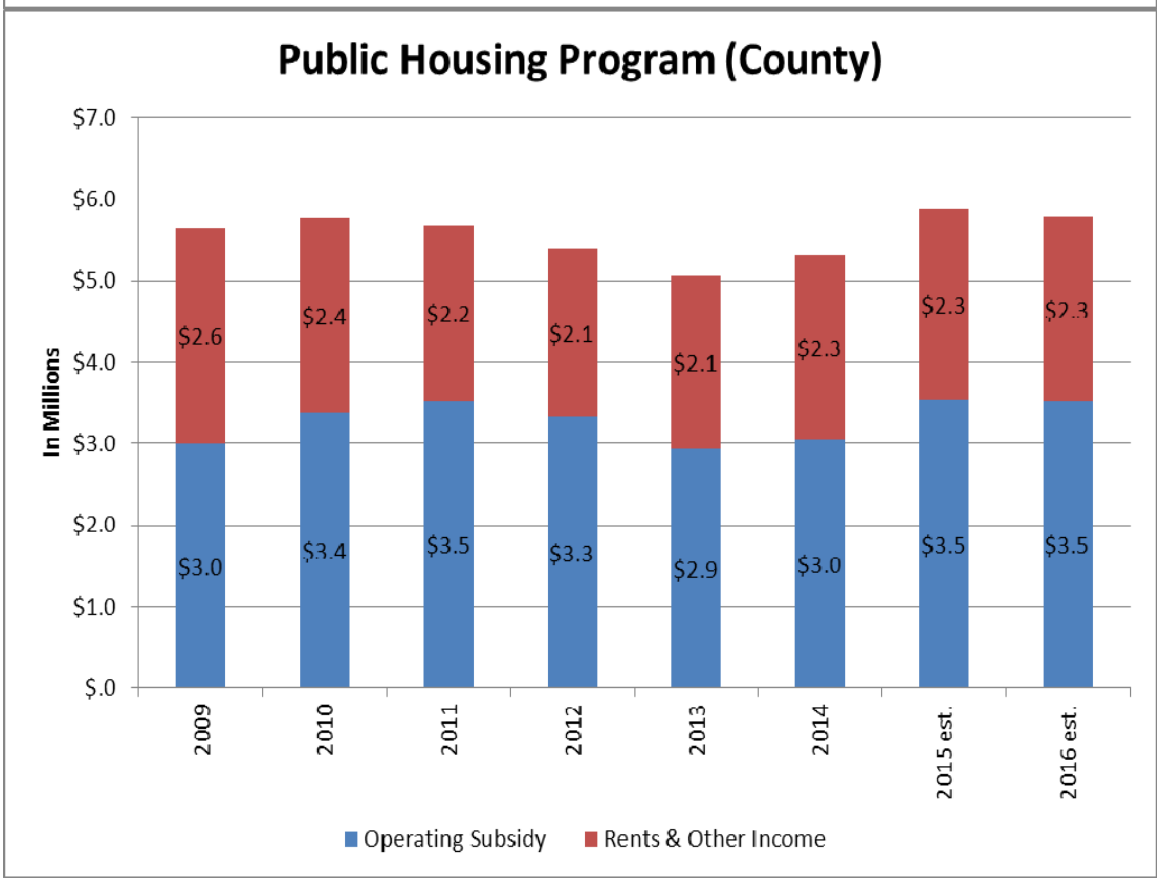
Revenue Estimate

The average occupancy rate in the Public Housing program is 97 percent for public housing properties available to be leased. Rents reflect a slight decline over the last several years due primarily to: 1) long term vacancies associated with major rehabilitation projects, 2) the disposition of three public housing high-rises to the Agency affiliated non-profit the Sacramento Housing Asset Repositioning Program, Inc. (SHARP), 3) the sale of single family public housing units under the HUD 5h/Section 32/PRE program and 4) the reduction in TANF and SSI income to PHA tenants which reduces the tenants share of the rental payments (30% of income).

HUD operating subsidy, the funds provided by HUD to pay the costs of the program not covered by tenant rents, is appropriated annually through the federal budget process. Given the turmoil surrounding the federal budget, annual appropriations have been erratic reaching as high as 103% of funding eligibility in 2010 to as low as 82% in 2013. In 2015 the program is being funded at 87% of funding eligibility, meaning that the program is only receiving 87% of what HUD believes the Agency needs to run the program. This requires the public housing program to cut operating costs wherever possible and utilize its meager operating reserves. The Agency anticipates a similar level of funding for 2016.

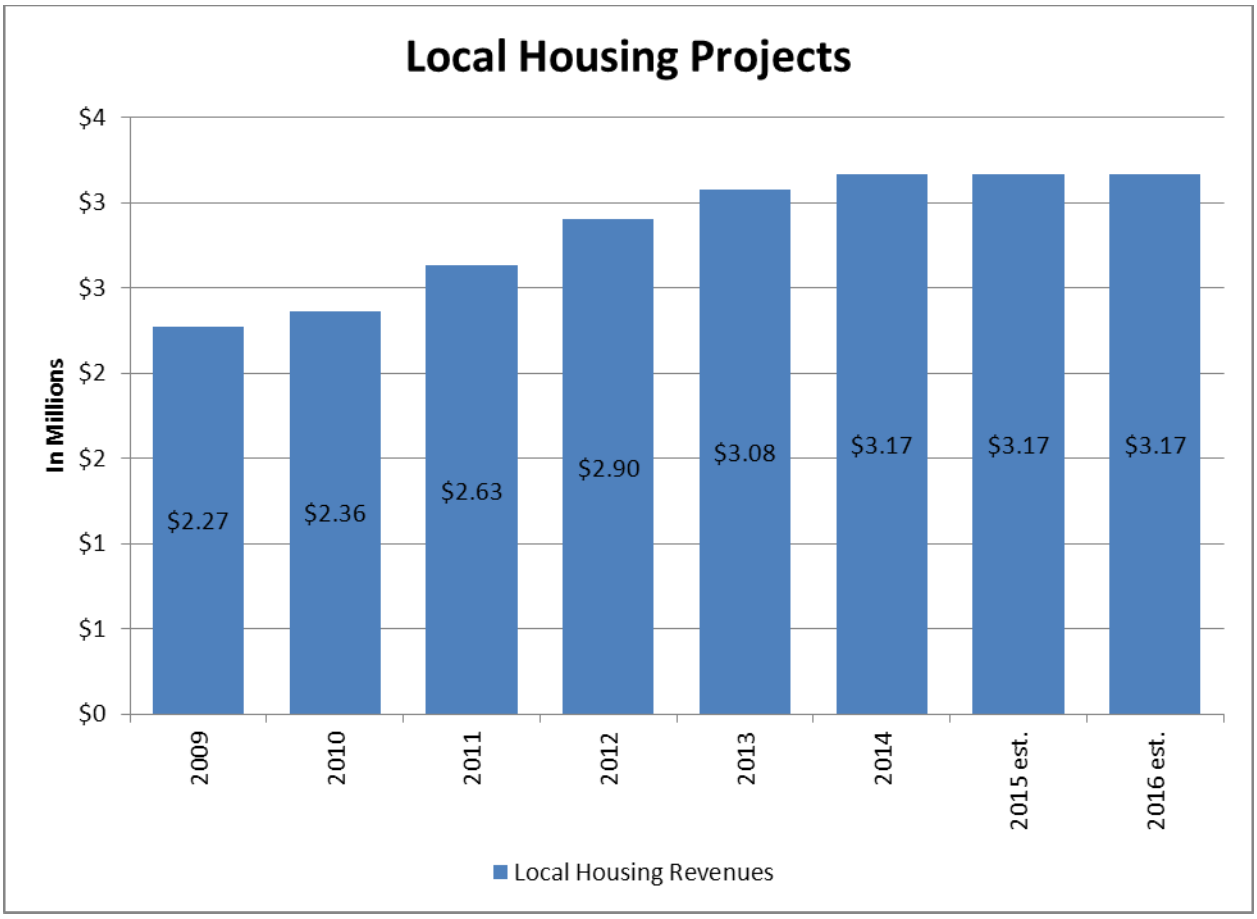
Major Revenue Description, Trends And Estimates





Public Housing (Non-Federal):

The Agency's local housing projects, units not regulated by HUD, have shown positive revenue trends. The primary reason for this change is increased revenues in the Phoenix Park and Riverview Plaza projects and the addition of Villa De Novo and Norcade Circle Projects. Revenues are projected to be relative status quo with 2015 levels.

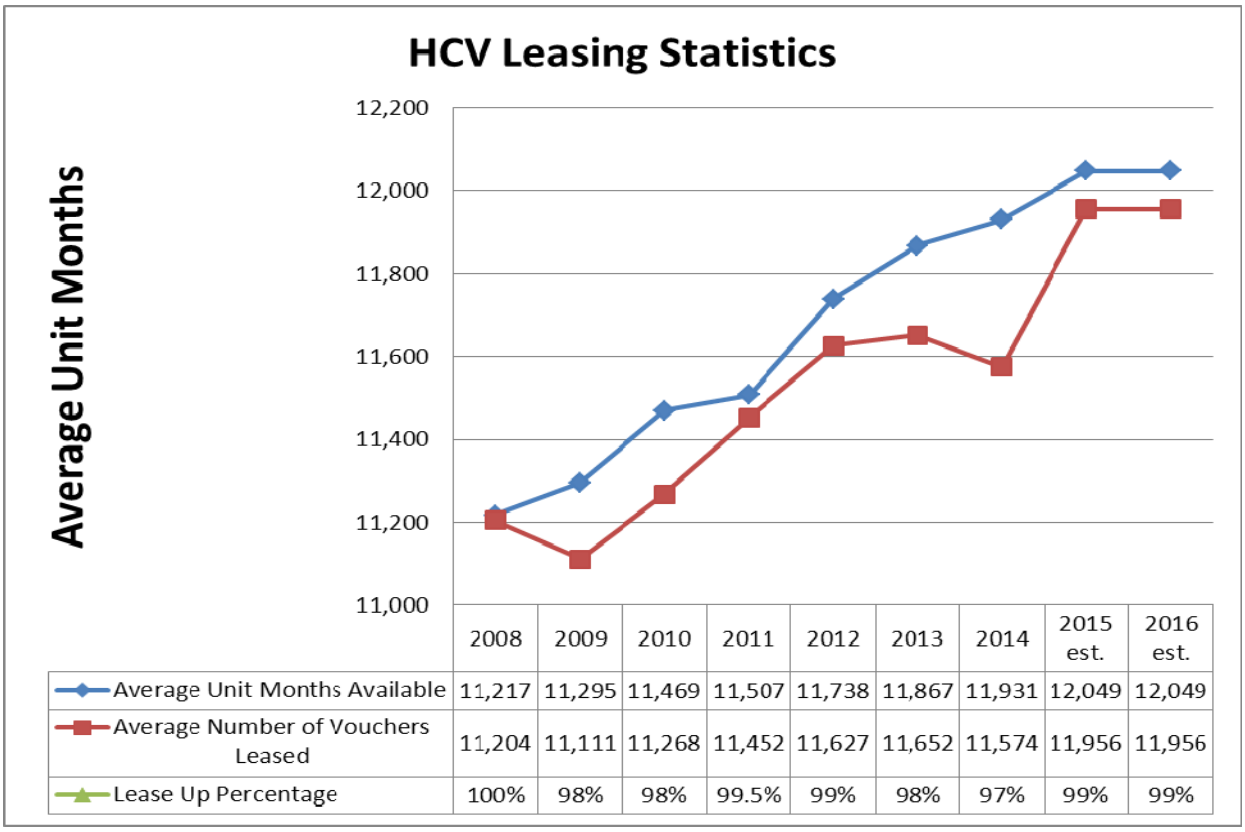


Housing Choice Voucher Program (HCV):

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

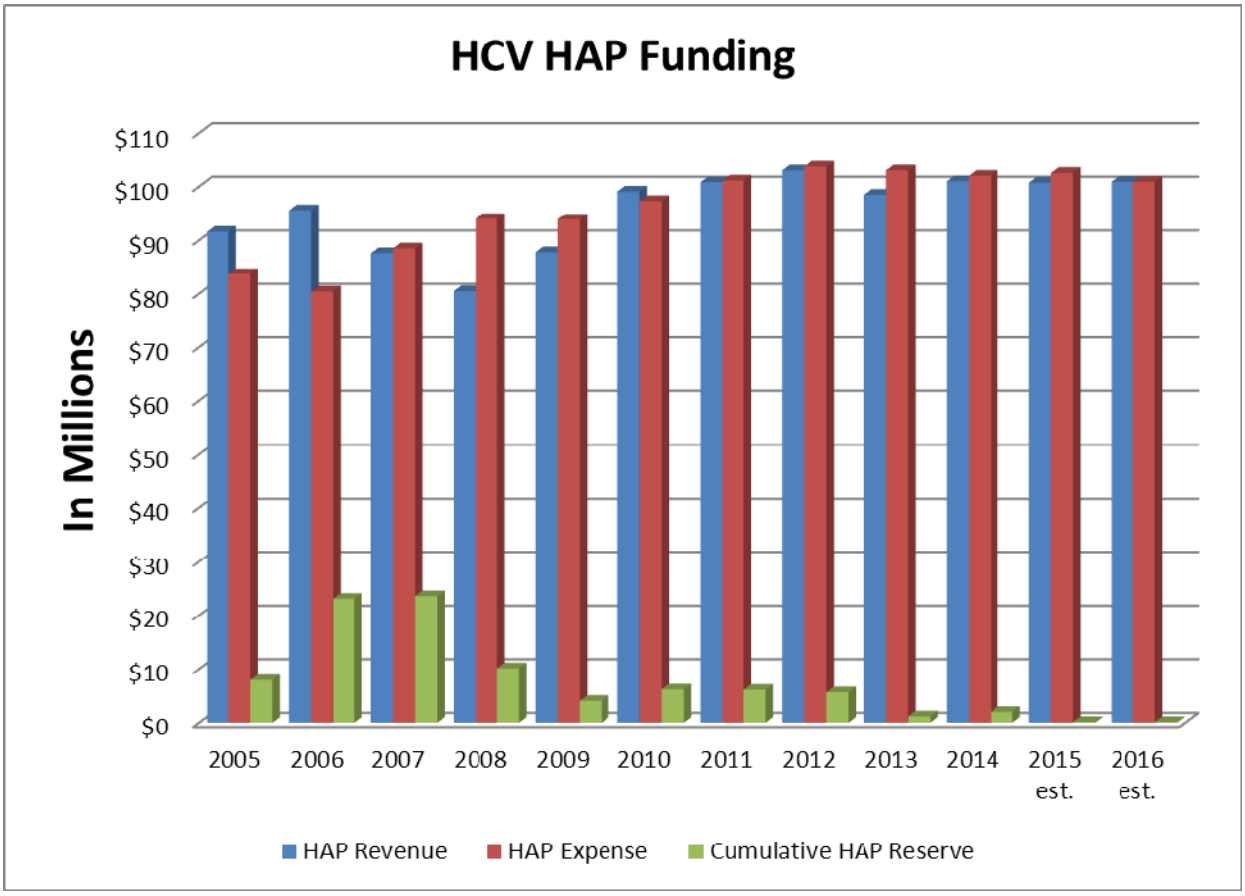
Revenue Estimate

Revenue under the HCV program is received from HUD in the form of Housing Assistance Payments (HAP) and Administrative Fees (AF). The federal appropriations process dictates the amount of funding that will be allocated to the HCV program on a national level. Jurisdictional funding allocations are performance based, with the funding level determined by the number of authorized vouchers leased. Currently, the Housing Authority has 12,063 vouchers authorized for leasing each month and the program has effectively maintained a leasing level between 98% and 100% leasing for all vouchers authorized by HUD since 2008.

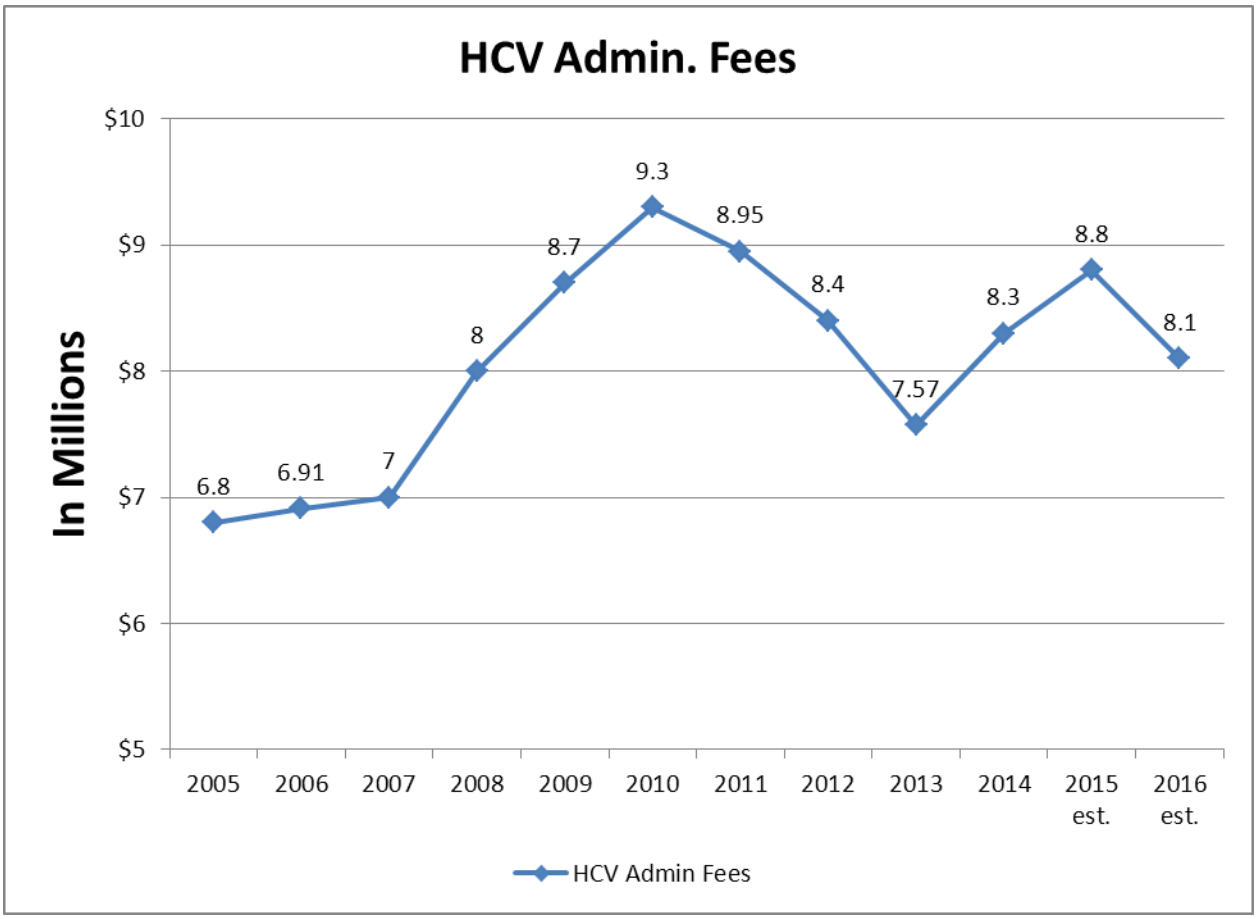


	2008	2009	2010	2011	2012	2013	2014	2015 est.	2016 est.
Average Unit Months Available	11,217	11,295	11,469	11,507	11,738	11,867	11,931	12,049	12,049
Average Number of Vouchers Leased	11,204	11,111	11,268	11,452	11,627	11,652	11,574	11,956	11,956
Lease Up Percentage	100%	98%	98%	99.5%	99%	98%	97%	99%	99%

The high utilization level of vouchers makes the program eligible for maximum funding from HUD. Despite the fact that the Agency is entitled to maximum funding for the program, HUD has intentionally provided less funding than required to cover HAP costs in an effort to recapture accumulated HAP reserves from public housing authorities across the country. In 2008 and 2009 HUD intentionally recaptured HAP reserves leaving the Housing Authority with approximately two weeks of reserves; therefore, managing leasing levels becomes exceptionally important. During the Sequestration cuts of 2013, HUD provided significantly less funding than was required to cover the scheduled housing assistance payments to landlords. The Agency's 2013 funding eligibility of $103.7 million was prorated at 95 percent, a funding cut of $5.2 million. In 2014 and 2015, HUD prorated our eligibility at 99.5 percent and the Agency anticipates a similar funding level for 2016 based upon the current proposals moving through Congress.



HCV administrative funding eligibility is based upon the number of units leased within the Housing Authority's authorized voucher allocation, currently 12,063 units per month. Once eligibility is determined, HUD uses a formula to determine administrative fees for the Agency. For 2015, the Agency receives $83.77 for the first 7200 unit months leased and $78.19 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. Sequestration triggered a 69 percent proration of 2013 HCV administrative funding eligibility. In 2014 and 2015 the pro-ration increased to 75 percent of administrative funding eligibility. The Agency expects funding in 2016 to remain the same given the wide array of funding levels purposed by the administration and Congress.



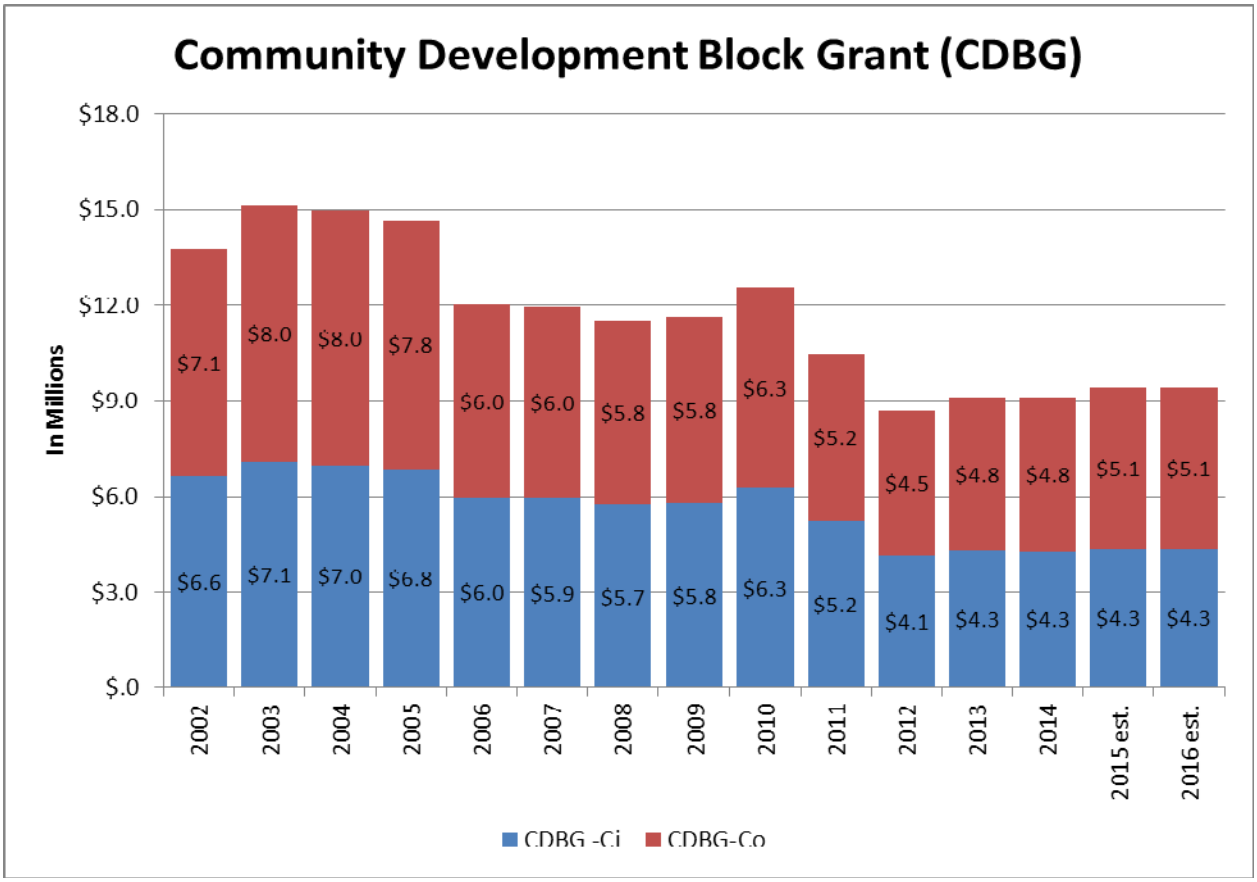
Other Governmental Funds (Special Revenue):

Community Development Block Grant (CDBG):

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

Revenue Estimate

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 of Sacramento and the County of Sacramento. Since 2010, CDBG appropriations have been cut by 25 percent. Revenues are projected to be relative status quo with 2015 levels.

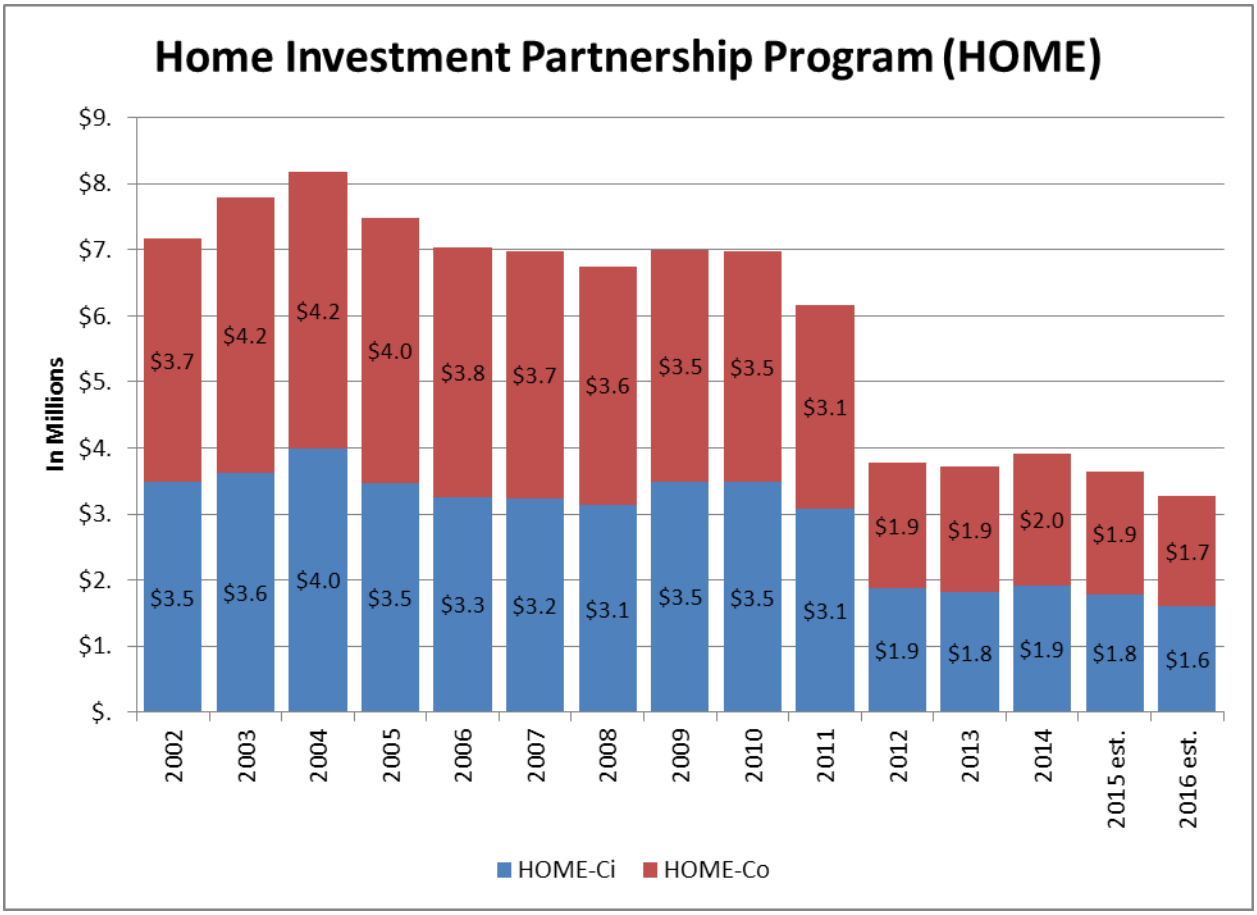


Home Investment Partnership Program (HOME):

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

Revenue Estimate

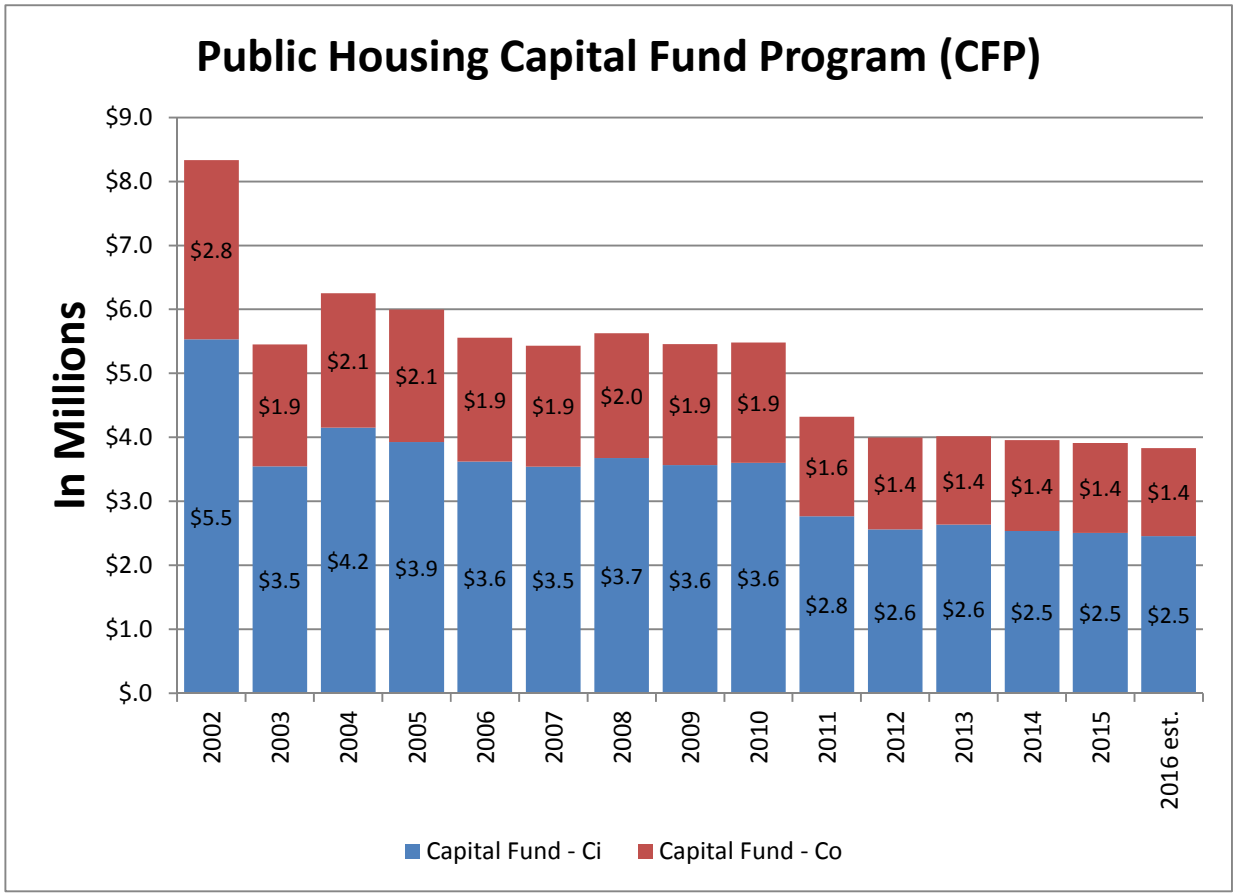
The annual HUD HOME budget is allocated to states and participating jurisdictions as formula grants. The Agency receives HOME entitlement for both the City of Sacramento and the County of Sacramento. Since 2010, appropriations for HOME have declined by 47 percent. Funding improved slightly in 2014 and 2015, but current federal funding proposals for 2016 reflect the possibility of another cut to the program on a national level.



Other Governmental Funds:

Capital Fund Program (CFP):

The HUD CFP provides funding specifically intended for the development, financing, modernization, and management improvements for properties owned under the HUD public housing program. Funds are allocated annually via a formula. The Agency receives funding for the public housing properties owned by the City and County Housing Authorities. Between 2002 and 2015, HUD funding for the capital improvements and modernization of Public Housing properties decreased 53 percent, with a sharp decrease coming in 2011 at 21 percent. 2016 HUD funding for the CFP is expected to decrease slightly from the 2015 level. Revenue estimates are based on the current year grant amounts and are adjusted based upon Federal appropriation proposals.

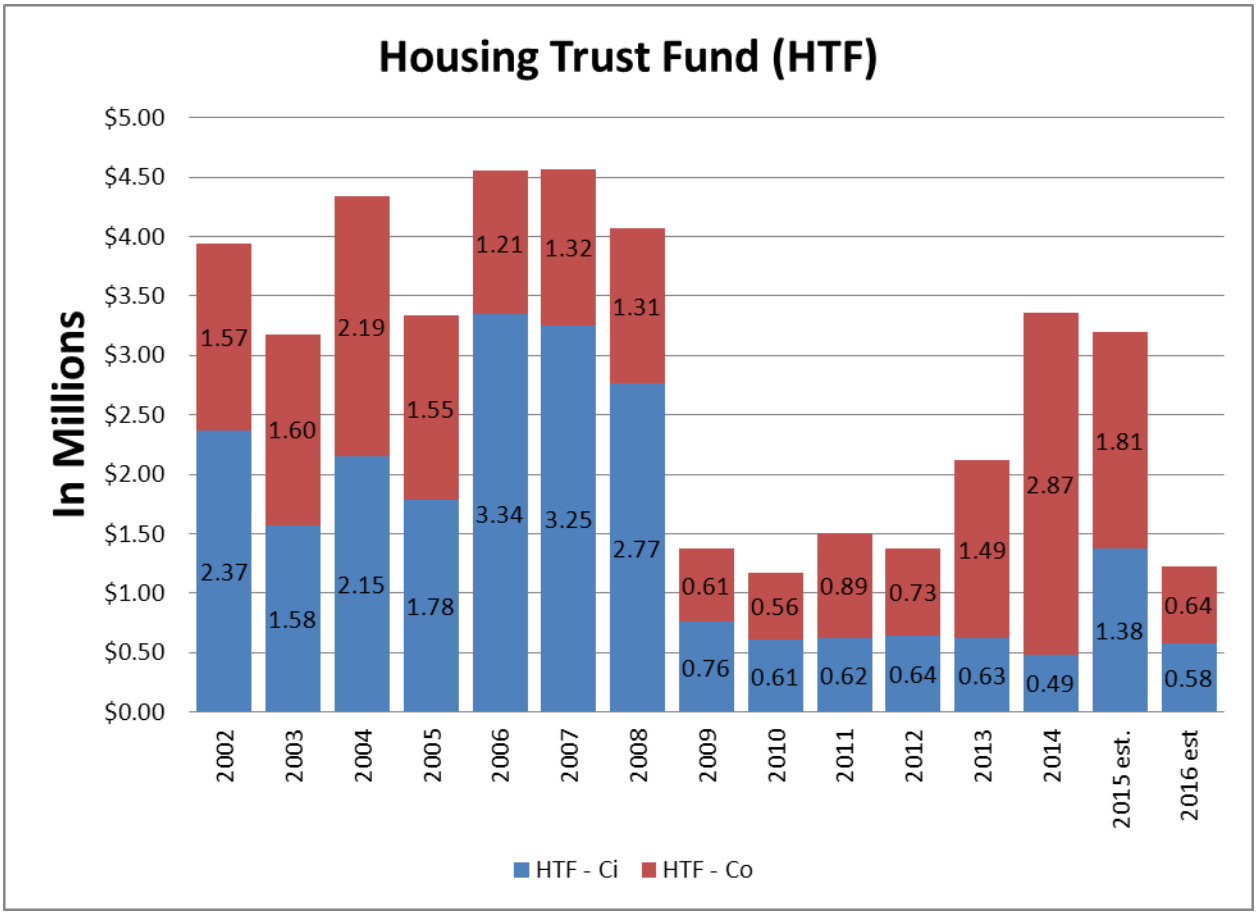


Housing Trust Funds (HTF):

The Agency administers Housing Trust Funds on behalf of the City and County of Sacramento. The City and County of Sacramento adopted ordinances in 1989 and 1990 respectively, for the purposes of generating fees for the development of affordable housing near employment centers. Fees collected from non-residential 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 the commercial businesses in the surrounding area.

Revenue Estimate

Housing Trust Fund fees have dropped dramatically due to the sharp decline in number of commercial building permits being issued. The large increases in revenue in 2014 and 2015 are due to loan principal and interest repayments. HTF fees in the City are expected to improve in the near term due to the construction of the new arena in downtown.



Choice Neighborhoods Implementation Grant

The Agency and the City of Sacramento will receive a $30 million Choice Neighborhoods Implementation Grant to redevelop the distressed Twin Rivers public housing community and revitalize the Sacramento River District-Railyards neighborhood. Sacramento was one of five recipients. The Twin Rivers proposal envisions the one-for-one replacement of the existing 218 units and additional workforce and market rate units in a mixed income development both on and off-site. Implementation Grants (typically in the amount of $30 million each) support those communities that have undergone a comprehensive local planning process and are ready to implement their Transformation Plan to redevelop the neighborhood. The grant will provide additional resources to dozens of partner organizations to provide enhanced services to Twin Rivers public housing residents to improve outcomes in health, education and employment. The grant requires the project to break ground in the next 18 months.

Revenue Estimate

The Agency anticipates the 2016 revenues from the CNI grant to be approximately $2.1 Million. More revenues will be drawn once the project breaks ground.

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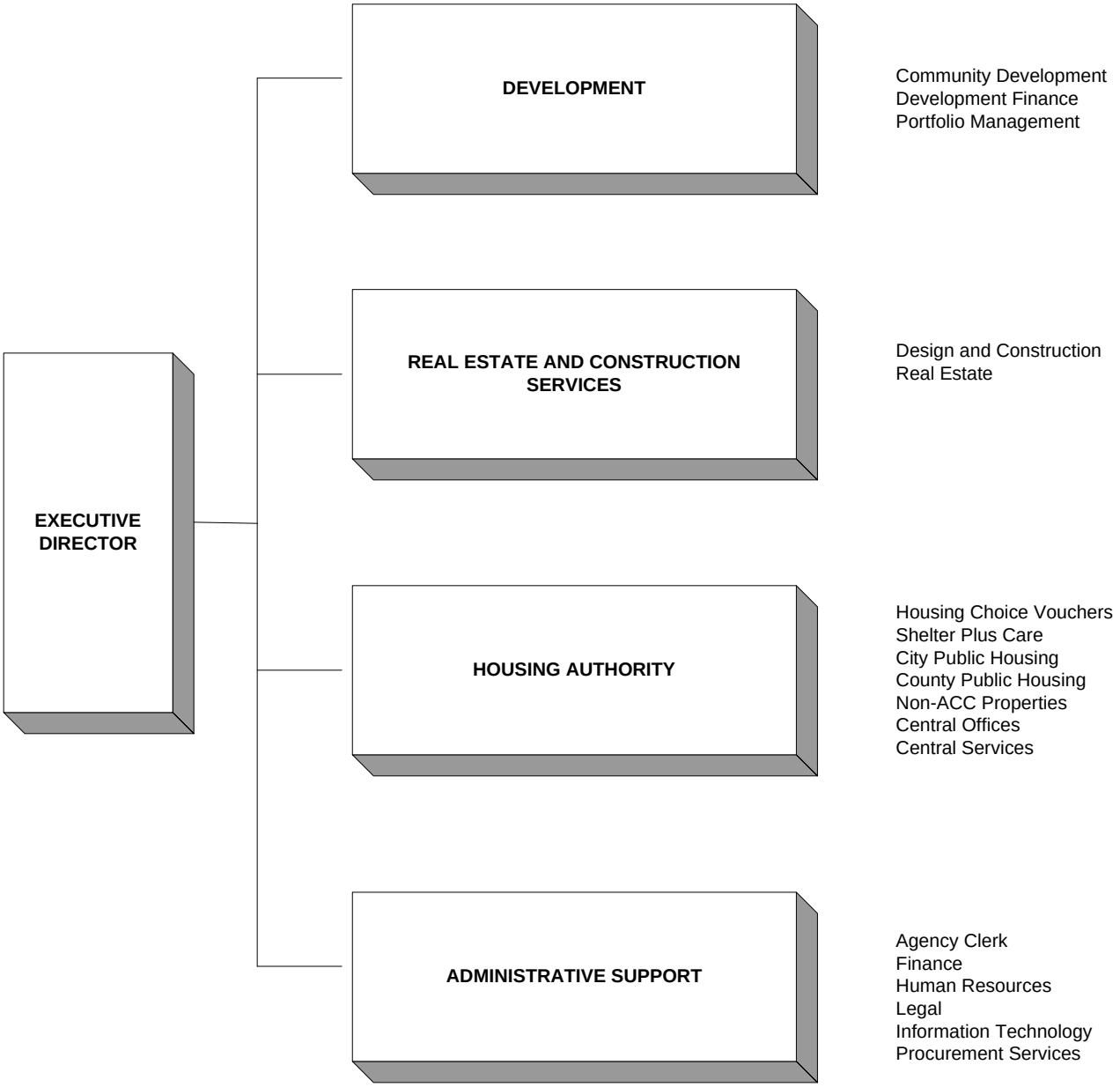
SECTION D

BUDGET SUMMARIES

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

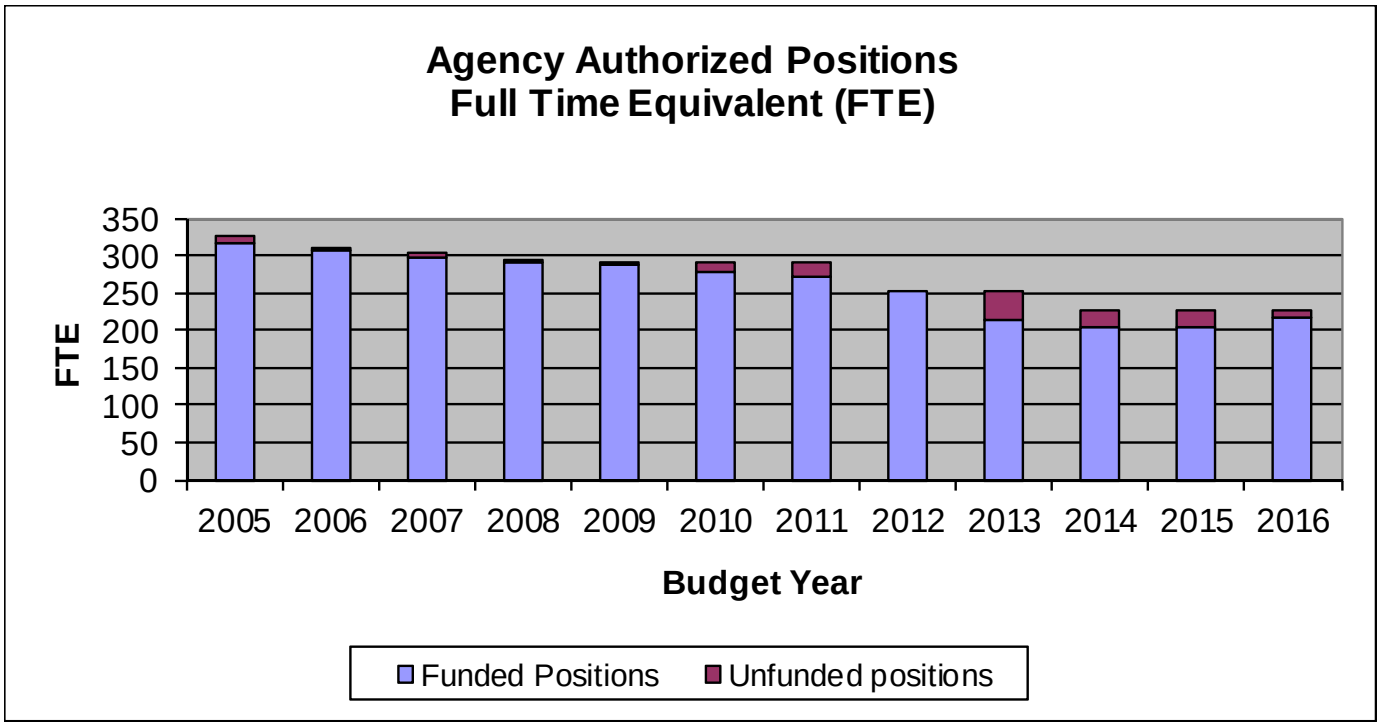
DEPARTMENT/DIVISION ORGANIZATION CHART



SHRA

Summary of Full Time Equivalent (FTE) Positions
By Department

The 2016 budget maintains full time equivalent positions (FTE) at 225, but recommends that 7.6 authorized positions be left unfunded for the 2016 budget. Reductions were achieved through the unfunding of vacant positions, employee layoffs and position reclassification and downgrades. In total, the Agency has reduced authorized FTE positions by 31 percent since 2005 when the Agency had 325 FTE positions.



SHRA

Summary of Full Time Equivalent (FTE) Positions
By Department

Department	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	Increase (Decrease)
Executive Director	5.00	5.00	3.00	3.00	3.00	0.00
Legal	4.00	4.00	3.00	3.00	3.50	0.50
Human Resources	6.50	6.00	5.60	5.60	7.60	2.00
Finance	14.00	14.00	12.00	12.00	13.00	1.00
IMTS	8.00	8.00	6.00	8.00	9.00	3.00
Agency Clerk	2.50	2.00	2.00	2.00	1.50	-0.50
Procurement*	0.00	0.00	4.00	4.00	4.00	0.00
Subtotal Administrative Support	40.00	39.00	35.60	37.60	41.60	6.00
Public Housing	93.40	94.90	93.20	93.40	91.40	-1.80
Public Housing Intake	5.25	4.50	4.85	3.90	4.00	-0.85
Subtotal Public Housing	98.65	99.40	98.05	97.30	95.40	-2.65
Housing Choice Vouchers	59.60	60.60	54.80	53.60	53.60	-1.20
Housing Choice Vouchers Intake	1.75	3.50	3.65	5.10	6.00	2.35
Subtotal Housing Choice Vouchers	61.35	64.10	58.45	58.70	59.60	1.15
Development	14.00	14.00	8.00	22.00	22.00	14.00
Development Finance**	18.00	17.50	13.50	0.00	0.00	-13.50
Subtotal Housing and Community Development	32.00	31.50	21.50	22.00	22.00	0.50
Real Estate and Construction Services	14.00	14.00	11.40	9.40	6.40	-5.00
Procurement Services*	5.00	5.00	0.00	0.00	0.00	0.00
Subtotal Real Estate and Construction Services	19.00	19.00	11.40	9.40	6.40	-5.00
Community Social Services	2.00	0.00	0.00	0.00	0.00	0.00
Total	253.00	253.00	225.00	225.00	225.00	0.00

*Procurement was moved to Administrative Support in 2014.
**Development Finance has been included in Development.
***Policy and Planning is included in the Executive Director Department.

Budget Appropriation Comparison Schedule

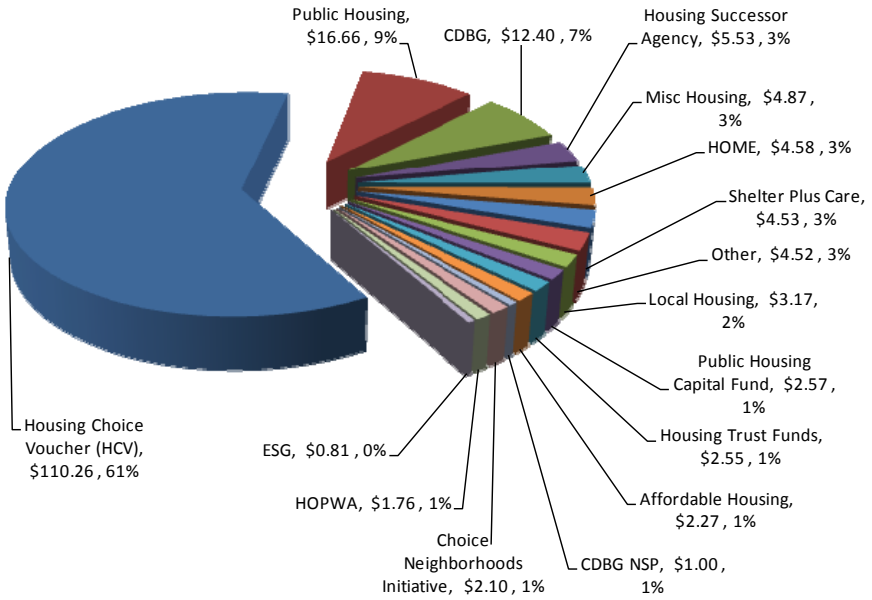
	2012 Approved Budget	2013 Approved Budget	2014 Approved Budget
Operations:			
Salaries and Benefits	$ 23,263,447	$ 19,927,391	$ 19,594,800
Services & Supplies	15,587,804	14,715,153	14,822,948
HAPs Payments	101,937,164	107,203,447	103,536,889
Debt Service	42,399,197	3,147,580	2,284,002
Financial Transactions	31,148,392	947,737	554,659
Public Services	3,562,536	5,131,797	4,934,613
Total Operations	$ 217,898,540	$ 151,073,105	$ 145,727,911
Projects:			
Housing Development and Preservation	$ 10,082,256	$ 13,206,912	$ 14,051,022
Housing Authority Capital Projects	2,117,112	2,312,436	4,365,149
Infrastructure and Public Improvements	5,809,194	3,092,547	3,489,384
Total Projects	$ 18,008,562	$ 18,611,895	$ 21,905,555
Total Budget	$ 235,907,102	$ 169,685,000	$ 167,633,466

Budget Appropriation Comparison Schedule

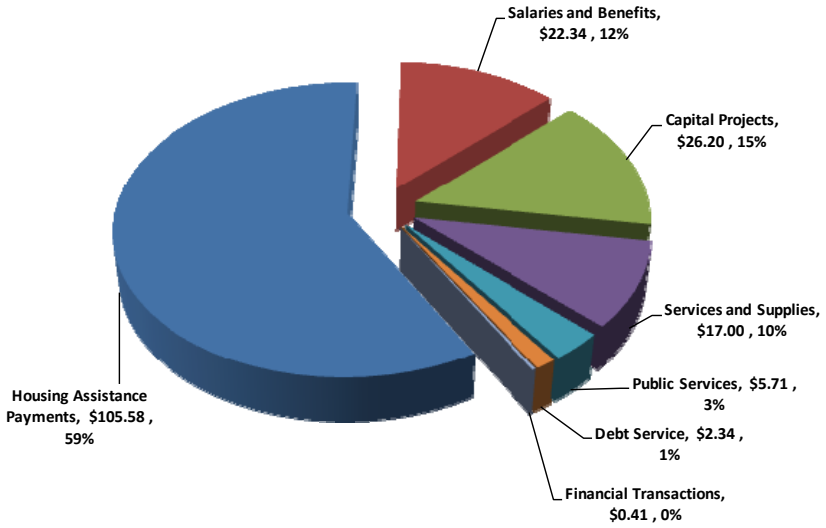
2015 Approved Budget	2016 Approved Budget	Variance 2015 to 2016 Amount	Variance 2015 to 2016 %	
				Operations:
$ 20,891,628	$ 22,342,008	$ 1,450,380	6.9%	Salaries and Benefits
15,272,808	17,003,960	$ 1,731,152	11.3%	Services & Supplies
108,071,387	105,577,774	$ (2,493,613)	-2.3%	HAPs Payments
3,153,447	2,347,337	$ (806,110)	-25.6%	Debt Service
561,208	407,541	$ (153,667)	-27.4%	Financial Transactions
5,237,669	5,707,190	$ 469,521	9.0%	Public Services
$ 153,188,147	$ 153,385,810	$ 197,663	0.1%	**Total Operations**
				Projects:
$ 19,393,817	$ 16,660,079	$ (2,733,738)	-14.1%	Housing Development and Preservation
2,814,727	2,138,678	$ (676,049)	-24.0%	Housing Authority Capital Projects
8,673,963	7,396,740	$ (1,277,223)	-14.7%	Infrastructure and Public Improvements
$ 30,882,507	$ 26,195,497	$ (4,687,010)	-15.2%	**Total Projects**
$ 184,070,654	$ 179,581,307	$ (4,489,347)	-2.4%	**Total Budget**

SHRA 2016 BUDGET
$179,581,307

Appropriations By Resource
(Dollars in Millions)



Appropriations By Category
(Dollars in Millions)



2016 Fund Equity Summary

	Enterprise-Housing	Other Governmental	Internal Service	Gross Total	Net Total (1)
RESOURCES					
Estimated Fund Balance - January 1	$ 26,345,348	$ 11,308,384	$ 5,432,448	$ 43,086,180	$ 43,086,180
Interest Revenue	263,471	1,319,727	111,000	1,694,198	1,694,198
Intergovernmental	-	3,239,842	-	3,239,842	3,239,842
Repayment on Loans	301,576	937,973	-	1,239,549	1,239,549
Dwelling Rents	8,416,052	-	-	8,416,052	8,416,052
Grants	12,572,898	18,235,736	-	30,808,634	30,808,634
Housing Vouchers - Administration	8,358,921	-	-	8,358,921	8,358,921
Housing Vouchers - HAP	105,570,274	-	-	105,570,274	105,570,274
Miscellaneous	4,708,259	3,561,155	22,000	8,291,414	8,291,414
Interdepartmental Charges	6,381,114	-	6,857,171	13,238,285	-
Net Transfers	618,058	(1,513,781)	895,723	-	-
Subtotal Operating Revenues	147,190,623	25,780,652	7,885,894	180,857,169	167,618,884
Defundings	1,375,818	3,878,691	634,702	5,889,211	5,889,211
Gross Resources	174,911,789	40,967,727	13,953,044	229,832,560	216,594,275
Less Interfund Transactions	(6,381,114)	-	(1,116,136)	(7,497,250)	-
Less Interdepartmental Charges	-	-	(5,741,035)	(5,741,035)	-
Net Resources (1)	**168,530,675**	**40,967,727**	**7,095,873**	**216,594,275**	**216,594,275**
APPROPRIATIONS					
Salaries and Benefits	13,520,075	2,786,533	6,035,400	22,342,008	22,342,008
Services and Supplies	13,830,669	578,338	2,594,953	17,003,960	17,003,960
Housing Assistance Payments	105,577,774	-	-	105,577,774	105,577,774
Debt Service	399,082	903,586	1,044,669	2,347,337	2,347,337
Financial Transactions	409,280	244,677	93,258	747,215	407,541
Public Services	1,215,097	4,492,093	-	5,707,190	5,707,190
Interdepartmental Charges	10,669,970	1,589,181	639,460	12,898,611	-
Subtotal Operating expenditures	145,621,947	10,594,408	10,407,740	166,624,095	153,385,810
Capital Projects	1,960,000	23,911,947	323,550	26,195,497	26,195,497
Gross Appropriations	147,581,947	34,506,355	10,731,290	192,819,592	179,581,307
Less Interfund Transactions	(6,381,114)	-	(1,116,136)	(7,497,250)	-
Less Interdepartmental Charges	-	-	(5,741,035)	(5,741,035)	-
Net Appropriations (1)	**141,200,833**	**34,506,355**	**3,874,119**	**179,581,307**	**179,581,307**
Estimated Fund Balance-December 31	$ 27,329,842	$ 6,461,372	$ 3,221,754	$ 37,012,968	$ 37,012,968

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

2016 Fund Equity - Enterprise Funds - Housing

	City Enterprise - Housing				
	City Public Housing	City Local Housing	City Misc Housing	City Component Units	Subtotal
RESOURCES					
Estimated Fund Balance - January 1	$ 7,621,144	$ 1,933,468	$ 2,524,126	$ 400,346	$ 12,479,084
Interest Revenue	72,000	18,319	27,288	4,000	121,607
Repayment on Loans	-	-	-	-	-
Dwelling Rents	3,971,230	1,557,602	-	587,000	6,115,832
Grants	6,652,670	-	229,000	-	6,881,670
Housing Vouchers - Administration	-	-	-	-	-
Housing Vouchers - HAP	-	-	-	-	-
Miscellaneous	349,123	889,436	1,327,540	135,000	2,701,099
Interdepartmental Charges	-	-	2,666,145	-	2,666,145
Net Transfers	445,030	(55,510)	(23,683)	-	365,837
Subtotal Operating Revenues	11,490,053	2,409,847	4,226,290	726,000	18,852,190
Defundings	-	-	21,294	-	21,294
Gross Resources	19,111,197	4,343,315	6,771,710	1,126,346	31,352,568
Less Interfund Transactions	-	-	(2,666,145)	-	(2,666,145)
Net Resources (1)	**19,111,197**	**4,343,315**	**4,105,565**	**1,126,346**	**28,686,423**
APPROPRIATIONS					
Salaries and Benefits	3,076,508	454,885	1,633,919	152,489	5,317,801
Services and Supplies	5,808,555	1,690,232	295,498	396,662	8,190,947
Housing Assistance Payments	-	-	-	-	-
Debt Service	-	69,400	-	27,982	97,382
Financial Transactions	238,703	7,924	4,275	695	251,597
Public Services	-	-	680,151	-	680,151
Interdepartmental Charges	1,964,804	121,443	1,964,153	107,752	4,158,152
Subtotal Operating expenditures	11,088,570	2,343,884	4,577,996	685,580	18,696,030
Capital Projects	-	-	-	35,000	35,000
Gross Appropriations	11,088,570	2,343,884	4,577,996	720,580	18,731,030
Less Interfund Transactions	-	-	(2,666,145)	-	(2,666,145)
Net Appropriations (1)	**11,088,570**	**2,343,884**	**1,911,851**	**720,580**	**16,064,885**
Estimated Fund Balance-December 31	$ 8,022,627	$ 1,999,431	$ 2,193,714	$ 405,766	$ 12,621,538

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

2016 Fund Equity - Enterprise Funds - Housing

County Enterprise - Housing

County Public Housing	County Choice Neighborhoods Initiative	County Local Housing	County Misc Housing	County Housing Choice Vouchers	County Shelter Plus Care	Subtotal	Total Enterprise Funds-Housing	
								RESOURCES
$ 1,735,838	$ -	$ (10,605)	$ 6,923,294	$ 5,217,737	$ -	$ 13,866,264	$ 26,345,348	**Estimated Fund Balance - January 1**
7,000	-	-	109,864	25,000	-	141,864	263,471	Interest Revenue
-	-	-	301,576	-	-	301,576	301,576	Repayment on Loans
2,200,920	-	99,300	-	-	-	2,300,220	8,416,052	Dwelling Rents
3,522,228	2,100,000	-	69,000	-	-	5,691,228	12,572,898	Grants
-	-	-	-	8,105,733	253,188	8,358,921	8,358,921	Housing Vouchers - Administration
-	-	-	-	101,297,186	4,273,088	105,570,274	105,570,274	Housing Vouchers - HAP
51,300	-	1,000	1,954,860	-	-	2,007,160	4,708,259	Miscellaneous
-	-	-	3,714,969	-	-	3,714,969	6,381,114	Interdepartmental Charges
228,538	-	12,251	11,432	-	-	252,221	618,058	Net Transfers
6,009,986	2,100,000	112,551	6,161,701	109,427,919	4,526,276	128,338,433	147,190,623	Subtotal Operating Revenues
-	-	-	1,354,524	-	-	1,354,524	1,375,818	Defundings
7,745,824	2,100,000	101,946	14,439,519	114,645,656	4,526,276	143,559,221	174,911,789	**Gross Resources**
-	-	-	(3,714,969)	-	-	(3,714,969)	(6,381,114)	Less Interfund Transactions
7,745,824	**2,100,000**	**101,946**	**10,724,550**	**114,645,656**	**4,526,276**	**139,844,252**	**168,530,675**	**Net Resources (1)**
								APPROPRIATIONS
1,743,905	131,405	-	1,849,170	4,301,069	176,725	8,202,274	13,520,075	Salaries and Benefits
2,618,464	28,451	101,946	741,742	2,072,656	76,463	5,639,722	13,830,669	Services and Supplies
-	-	-	-	101,304,686	4,273,088	105,577,774	105,577,774	Housing Assistance Payments
-	-	-	101,700	200,000	-	301,700	399,082	Debt Service
115,521	-	-	32,104	10,058	-	157,683	409,280	Financial Transactions
-	-	-	534,946	-	-	534,946	1,215,097	Public Services
1,096,852	15,144	-	3,028,615	2,371,207	-	6,511,818	10,669,970	Interdepartmental Charges
5,574,742	175,000	101,946	6,288,277	110,259,676	4,526,276	126,925,917	145,621,947	Subtotal Operating expenditures
-	1,925,000	-	-	-	-	1,925,000	1,960,000	Capital Projects
5,574,742	2,100,000	101,946	6,288,277	110,259,676	4,526,276	128,850,917	147,581,947	**Gross Appropriations**
-	-	-	(3,714,969)	-	-	(3,714,969)	(6,381,114)	Less Interfund Transactions
5,574,742	**2,100,000**	**101,946**	**2,573,308**	**110,259,676**	**4,526,276**	**125,135,948**	**141,200,833**	**Net Appropriations (1)**
$ 2,171,082	$ -	$ -	$ 8,151,242	$ 4,385,980	$ -	$ 14,708,304	$ 27,329,842	**Estimated Fund Balance-December 31**

2016 Fund Equity - Other Governmental Funds

	City Special Revenue						
	City CDBG	City CDBG RLF	City CDBG NSP 1	City CDBG NSP 3	City HOME	City HOME RLF	City Misc Grants
RESOURCES							
Estimated Fund Balance - January 1	$ -	$ 63,400	$ 85,000	$ 56,000	$ 211,778	$ -	$ 38,392
Interest Revenue	-	33,192	-	-	-	119,392	575
Intergovernmental	-	-	-	-	-	-	658,868
Repayment on Loans	-	81,844	-	-	-	77,614	-
Grants	4,335,943	-	-	-	1,601,936	-	-
Miscellaneous	-	-	-	-	-	-	-
Net Transfers	115,036	(115,036)	-	-	-	-	(658,868)
Subtotal Operating Revenues	4,450,979	-	-	-	1,601,936	197,006	575
Defundings	1,150,000	-	71,460	640,000	-	179,522	-
Gross Resources	5,600,979	63,400	156,460	696,000	1,813,714	376,528	38,967
Less Interfund Transactions	-	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-	-
Net Resources (1)	**5,600,979**	**63,400**	**156,460**	**696,000**	**1,813,714**	**376,528**	**38,967**
APPROPRIATIONS							
Salaries and Benefits	535,606	10,986	57,346	32,787	143,324	8,606	-
Services and Supplies	57,632	41,600	2,332	4,412	24,533	2,111	-
Debt Service	385,056	-	-	-	-	-	-
Financial Transactions	3,500	4,526	2,418	36	-	4,039	653
Public Services	598,609	-	-	-	-	-	-
Interdepartmental Charges	247,005	6,288	22,904	18,765	78,042	4,925	-
Subtotal Operating expenditures	1,827,408	63,400	85,000	56,000	245,899	19,681	653
Capital Projects	3,773,571	-	71,460	640,000	1,443,537	356,647	19,841
Gross Appropriations	5,600,979	63,400	156,460	696,000	1,689,436	376,328	20,494
Less Interfund Transactions	-	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-	-
Net Appropriations (1)	**5,600,979**	**63,400**	**156,460**	**696,000**	**1,689,436**	**376,328**	**20,494**
Estimated Fund Balance-December 31	$ -	$ -	$ -	$ -	$ 124,278	$ 200	$ 18,473

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

2016 Fund Equity - Other Governmental Funds

City Special Revenue

City Housing Trust	City Affordable Housing	City Housing Authority- HSA Funds (2)	City HOPWA	City ESG	City CalHOME	Subtotal	
							RESOURCES
$ 641,826	$ 1,000	$ 2,464,138	$ 9,035	$ -	$ 167,323	$ 3,737,892	**Estimated Fund Balance - January 1**
132,000	-	252,323	-	-	5,000	542,482	Interest Revenue
-	-	1,685,884	-	-	-	2,344,752	Intergovernmental
100,000	-	123,687	-	-	-	383,145	Repayment on Loans
-	-	-	910,220	380,592	-	7,228,691	Grants
350,000	500,000	-	840,000	-	-	1,690,000	Miscellaneous
-	-	-	-	-	-	(658,868)	Net Transfers
582,000	500,000	2,061,894	1,750,220	380,592	5,000	11,530,202	Subtotal Operating Revenues
-	-	-	-	-	-	2,040,982	Defundings
1,223,826	501,000	4,526,032	1,759,255	380,592	172,323	17,309,076	**Gross Resources**
-	-	-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	-	-	Less Interdepartmental Charges
1,223,826	**501,000**	**4,526,032**	**1,759,255**	**380,592**	**172,323**	**17,309,076**	**Net Resources (1)**
							APPROPRIATIONS
77,311	60,170	146,049	16,148	16,803	19,778	1,124,914	Salaries and Benefits
9,922	5,393	4,011	1,746	2,124	2,158	157,974	Services and Supplies
-	-	463,020	-	-	-	848,076	Debt Service
6,941	-	167,952	-	-	2,610	192,675	Financial Transactions
-	-	1,172,864	883,085	352,048	-	3,006,606	Public Services
44,247	34,437	-	9,241	9,617	11,320	486,791	Interdepartmental Charges
138,421	100,000	1,953,896	910,220	380,592	35,866	5,817,036	Subtotal Operating expenditures
282,610	401,000	2,572,136	849,035	-	120,247	10,530,084	Capital Projects
421,031	501,000	4,526,032	1,759,255	380,592	156,113	16,347,120	**Gross Appropriations**
-	-	-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	-	-	Less Interdepartmental Charges
421,031	**501,000**	**4,526,032**	**1,759,255**	**380,592**	**156,113**	**16,347,120**	**Net Appropriations (1)**
$ 802,795	$ -	$ -	$ -	$ -	$ 16,210	$ 961,956	**Estimated Fund Balance-December 31**

2016 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
Revenues							
Estimated Fund Balance - January 1	$ -	$ 146,691	$ 95,000	$ 55,000	$ 42,554	$ -	$ 775,081
Interest Revenue	-	4,764	-	-	-	524,620	20,050
	-	-	-	-	-	-	236,855
Repayment on Loans	-	31,542	-	-	-	290,699	-
Grants	5,071,618	-	-	-	1,673,078	-	-
Miscellaneous	-	-	-	-	-	6,685	114,470
Net Transfers	-	-	-	-	-	-	(181,345)
Total Agency Revenue	5,071,618	36,306	-	-	1,673,078	822,004	190,030
Defundings	700,000	785,000	-	-	-	-	52,709
Gross Resources	5,771,618	967,997	95,000	55,000	1,715,632	822,004	1,017,820
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Net Resources	**5,771,618**	**967,997**	**95,000**	**55,000**	**1,715,632**	**822,004**	**1,017,820**
Appropriations							
Salaries and Benefits	619,120	76,518	62,054	31,697	103,024	47,450	37,557
Services and Supplies	53,047	20,158	2,308	4,795	25,527	8,548	173,403
Debt Service	-	-	-	-	-	-	55,510
Financial Transactions	-	6,222	320	367	-	4,169	8,707
Public Services	792,434	-	-	-	-	-	-
Interdepartmental Charges	286,704	43,793	30,318	18,141	58,963	22,033	-
Subtotal Operating expenditures	1,751,305	146,691	95,000	55,000	187,514	82,200	275,177
Capital Projects	4,020,313	821,306	-	-	1,507,042	739,804	-
Gross Appropriations	5,771,618	967,997	95,000	55,000	1,694,556	822,004	275,177
Less Interfund Transactions	-	-	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-	-	-
Net Appropriations (1)	**5,771,618**	**967,997**	**95,000**	**55,000**	**1,694,556**	**822,004**	**275,177**
Estimated Fund Balance-December 31	$ -	$ -	$ -	$ -	$ 21,076	$ -	$ 742,643

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

2016 Fund Equity - Other Governmental Funds

County Special Revenue

County Housing Trust	County Affordable Housing	County Housing Authority- HSA Funds (2)	County ESG	County CalHOME	Subtotal	
						RESOURCES
$ 1,519,927	$ 254,852	$ 340,437	$ -	$ 204,535	$ 3,434,077	**Estimated Fund Balance - January 1**
160,000	15,000	5,000	-	3,011	732,445	Interest Revenue
-	-	658,235	-	-	895,090	Intergovernmental
230,000	-	-	-	2,537	554,778	Repayment on Loans
-	-	-	429,246	-	7,173,942	Grants
250,000	1,500,000	-	-	-	1,871,155	Miscellaneous
-	-	-	-	-	(181,345)	Net Transfers
640,000	1,515,000	663,235	429,246	5,548	11,046,065	Subtotal Operating Revenues
-	-	-	-	-	1,537,709	Defundings
2,159,927	1,769,852	1,003,672	429,246	210,083	16,017,851	**Gross Resources**
-	-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	-	Less Interdepartmental Charges
2,159,927	**1,769,852**	**1,003,672**	**429,246**	**210,083**	**16,017,851**	**Net Resources (1)**
						APPROPRIATIONS
147,064	88,890	149,320	19,204	19,778	1,401,676	Salaries and Benefits
18,838	8,671	291	1,998	2,158	319,742	Services and Supplies
-	-	-	-	-	55,510	Debt Service
9,798	3,004	12,915	-	2,485	47,987	Financial Transactions
-	-	296,000	397,053	-	1,485,487	Public Services
84,169	50,874	-	10,991	11,320	617,306	Interdepartmental Charges
259,869	151,439	458,526	429,246	35,741	3,927,708	Subtotal Operating expenditures
1,869,740	1,618,113	545,146	-	156,721	11,278,185	Capital Projects
2,129,609	1,769,552	1,003,672	429,246	192,462	15,205,893	**Gross Appropriations**
-	-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	-	Less Interdepartmental Charges
2,129,609	**1,769,552**	**1,003,672**	**429,246**	**192,462**	**15,205,893**	**Net Appropriations (1)**
$ 30,318	$ 300	$ -	$ -	$ 17,621	$ 811,958	**Estimated Fund Balance-December 31**

2016 Fund Equity - Other Governmental Funds

	City Capital Projects Funds				
	City Capital Fund	City Public Housing Homeownership	City Section 32	City Commerce Circle	Subtotal
RESOURCES					
Estimated Fund Balance - January 1	$ 1,617,093	$ 152,593	$ 78,880	$ 1,297,576	$ 3,146,142
Interest Revenue	-	11,300	10,000	10,000	31,300
Intergovernmental	-	-	-	-	-
Repayment on Loans	-	50	-	-	50
Grants	2,456,192	-	-	-	2,456,192
Miscellaneous	-	-	-	-	-
Net Transfers	(445,030)	-	-	-	(445,030)
Subtotal Operating Revenues	2,011,162	11,350	10,000	10,000	2,042,512
Defundings	150,000	-	-	-	150,000
Gross Resources	3,778,255	163,943	88,880	1,307,576	5,338,654
Less Interfund Transactions	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-
Net Resources (1)	**3,778,255**	**163,943**	**88,880**	**1,307,576**	**5,338,654**
APPROPRIATIONS					
Salaries and Benefits	51,494	55,688	56,792	-	163,974
Services and Supplies	14,176	33,346	7,095	-	54,617
Debt Service	-	-	-	-	-
Financial Transactions	-	2,206	-	-	2,206
Public Services	-	-	-	-	-
Interdepartmental Charges	245,619	31,871	24,993	-	302,483
Subtotal Operating expenditures	311,289	123,111	88,880	-	523,280
Capital Projects	1,375,468	-	-	-	1,375,468
Gross Appropriations	1,686,757	123,111	88,880	-	1,898,748
Less Interfund Transactions	-	-	-	-	-
Less Interdepartmental Charges	-	-	-	-	-
Net Appropriations (1)	**1,686,757**	**123,111**	**88,880**	**-**	**1,898,748**
Estimated Fund Balance-December 31	$ 2,091,498	$ 40,832	$ -	$ 1,307,576	$ 3,439,906

appropriations net of transfers, interfund
Note 2: Housing Authority as Successor Housing Agency

2016 Fund Equity - Other Governmental Funds

County Capital Projects Funds

County Capital Fund	County Public Housing Homeownership	County Section 32	Subtotal	Total Other Governmental Funds	
					RESOURCES
$ 624,624	$ 319,945	$ 45,704	$ 990,273	$ 11,308,384	**Estimated Fund Balance - January 1**
-	8,000	5,500	13,500	1,319,727	Interest Revenue
-	-	-	-	3,239,842	Intergovernmental
-	-	-	-	937,973	Repayment on Loans
1,376,911	-	-	1,376,911	18,235,736	Grants
-	-	-	-	3,561,155	Miscellaneous
(228,538)	-	-	(228,538)	(1,513,781)	Net Transfers
1,148,373	8,000	5,500	1,161,873	25,780,652	Subtotal Operating Revenues
-	150,000		150,000	3,878,691	Defundings
1,772,997	477,945	51,204	2,302,146	40,967,727	**Gross Resources**
-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	Less Interdepartmental Charges
1,772,997	**477,945**	**51,204**	**2,302,146**	**40,967,727**	**Net Resources (1)**
					APPROPRIATIONS
8,524	55,824	31,621	95,969	2,786,533	Salaries and Benefits
8,373	31,010	6,622	46,005	578,338	Services and Supplies
-	-	-	-	903,586	Debt Service
-	1,809	-	1,809	244,677	Financial Transactions
-	-	-	-	4,492,093	Public Services
137,691	31,949	12,961	182,601	1,589,181	Interdepartmental Charges
154,588	120,592	51,204	326,384	10,594,408	Subtotal Operating expenditures
728,210	-		728,210	23,911,947	Capital Projects
882,798	120,592	51,204	1,054,594	34,506,355	**Gross Appropriations**
-	-	-	-	-	Less Interfund Transactions
-	-	-	-	-	Less Interdepartmental Charges
882,798	**120,592**	**51,204**	**1,054,594**	**34,506,355**	**Net Appropriations (1)**
$ 890,199	$ 357,353	$ -	$ 1,247,552	$ 6,461,372	**Estimated Fund Balance-December 31**

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2016 Fund Equity - Internal Services Funds

	Total Internal Services
RESOURCES	
Estimated Fund Balance - January 1	$ 5,432,448
Interest Revenue	111,000
Miscellaneous	22,000
Interdepartmental Charges	6,857,171
Net Transfers	895,723
Subtotal Operating Revenues	7,885,894
Defundings	634,702
Gross Resources	13,953,044
Less Interfund Transactions	(1,116,136)
Less Interdepartmental Charges	(5,741,035)
Net Resources (1)	**7,095,873**
APPROPRIATIONS	
Salaries and Benefits	6,035,400
Services and Supplies	2,594,953
Debt Service	1,044,669
Financial Transactions	93,258
Interdepartmental Charges	639,460
Subtotal Operating expenditures	10,407,740
Capital Projects	323,550
Gross Appropriations	10,731,290
Less Interfund Transactions	(1,116,136)
Less Interdepartmental Charges	(5,741,035)
Net Appropriations (1)	**3,874,119**
Estimated Fund Balance-December 31	$ 3,221,754

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.

Historical Resource Summary By Fund

Description	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
Enterprise					
City Public Housing	$ 12,215,128	$ 13,268,970	$ 13,964,948	$ 17,765,442	$ 19,111,197
City Local Housing	9,361,814	8,043,292	3,643,438	3,444,984	4,343,315
City Misc Housing	-	-	5,907,268	7,326,123	6,771,710
City Component Units	2,912,375	4,792,576	4,123,808	4,488,588	1,126,346
County Public Housing	5,939,197	6,937,270	7,105,510	6,623,794	7,745,824
County Choice Neighborhoods Initiative	-	-	-	-	2,100,000
County Local Housing	-	-	98,178	132,331	101,946
County Misc Housing	10,436,947	8,344,430	9,207,658	11,553,706	14,439,519
County Housing Choice Vouchers	119,421,982	119,861,569	108,112,002	118,318,011	114,645,656
County Shelter Plus Care	1,184,433	4,419,155	4,859,523	5,016,991	4,526,276
Sub total Enterprise	161,471,876	165,667,262	157,022,333	174,669,970	174,911,789
Other Governmental					
City CDBG	4,688,982	4,479,644	4,194,009	4,521,911	5,600,979
City CDBG - RLF	-	-	-	211,578	63,400
City CDBG-NSP 1	221,557	73,025	233,250	145,000	156,460
City CDBG-NSP 3	-	280,113	-	18,000	696,000
City CDBG-R	376,232	-	-	-	-
City HOME	3,474,930	2,216,512	2,007,709	1,818,295	1,813,714
City HOME- RLF	-	-	-	209,212	376,528
City Misc Grants	619,691	1,365,121	1,386,317	3,022,593	38,967
City Housing Trust	360,529	586,763	972,300	1,938,922	1,223,826
City Affordable Housing	-	51,647	7,014	1,162	501,000
City Housing Successor Agency	-	2,260,879	3,094,505	6,856,116	4,526,032
City HOPWA	-	-	-	-	1,759,255
City ESG	-	-	-	-	380,592
City CalHOME	-	-	-	-	172,323
County CDBG	4,641,800	5,233,367	4,763,472	5,252,596	5,771,618
County CDBG - RLF	-	-	-	2,485,718	967,997
County CDBG-NSP 1	578,156	267,380	216,382	134,999	95,000
County CDBG-NSP 3	-	377,366	-	-	55,000
County CDBG-R	459,567	-	-	-	-
County HOME	3,291,246	3,187,424	6,271,030	1,932,649	1,715,632
County HOME - RLF	-	-	-	810,444	822,004
County Misc Grants	2,956,207	5,088,334	1,266,304	4,377,115	1,017,820
County Housing Trust	563,019	1,197,205	1,091,000	2,777,505	2,159,927
County Affordable Housing	207,776	355,159	678,165	483,394	1,769,852
County Housing Successor Agency	-	564,024	482,689	869,500	1,003,672
County ESG	-	-	-	-	429,246
County CalHOME	-	-	-	-	210,083
City Capital Fund	3,213,593	4,777,915	4,326,734	4,315,397	3,778,255
City Competitive Capital Fund-ARRA	27,585	-	-	-	-
City Public Housing Homeownership	-	-	-	-	163,943
City Section 32	-	-	-	-	88,880
City Commerce Circle	-	-	-	-	1,307,576
County Capital Fund	1,811,521	2,480,051	1,382,988	1,373,927	1,772,997
County Public Housing Homeownership	-	-	-	-	477,945
County Section 32	-	-	-	-	51,204
Sub total Other Governmental	27,492,391	34,841,929	32,373,868	43,556,033	40,967,727
Redevelopment					
City RDA	55,953,442	-	-	-	-
County RDA	14,065,971	-	-	-	-
Joint City/County RDA	11,400,632	-	-	-	-
Sub total Redevelopment	81,420,045	-	-	-	-
Internal Services					
Sub total Internal Services	17,231,071	14,843,468	16,908,084	15,502,952	13,953,044
Gross Total (1)	$ 287,615,383	$ 215,352,659	$ 206,304,285	$ 233,728,955	$ 229,832,560
Less Interdepartmental Charges	(17,979,038)	(12,228,200)	(12,272,594)	(11,996,321)	(13,238,285)
Net Total (2)	$ 269,636,345	$ 203,124,459	$ 194,031,691	$ 221,732,634	$ 216,594,275

Note 1: Resources available in any given fund include the estimated revenue to be received in that fund for the current year plus the beginning balance of that fund, transfers to and from other funds, interdepartmental charges and the use of capital project defundings.
Note 2: Net total reflects resources net of interdepartmental charges.

Historical Appropriations Summary By Fund

Description	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget
Enterprise					
City Public Housing	$ 10,245,315	$ 10,065,947	$ 10,116,178	$ 10,591,115	$ 11,088,570
City Local Housing	5,207,087	5,738,102	2,035,483	2,284,532	2,343,884
City Misc Housing	-	-	4,138,267	3,461,088	4,577,996
City Component Units	1,182,713	1,599,302	1,873,320	2,569,099	720,580
County Public Housing	5,892,811	5,870,063	6,502,889	5,541,789	5,574,742
County Choice Neighborhoods Initiative	-	-	-	-	2,100,000
County Local Housing	-	-	56,423	53,666	101,946
County Misc Housing	5,460,762	5,357,217	6,319,307	5,705,294	6,288,277
County Housing Choice Vouchers	109,608,998	111,798,482	106,608,564	111,236,546	110,259,676
County Shelter Plus Care	1,184,433	4,419,155	4,859,523	5,016,991	4,526,276
Sub total Enterprise	138,782,119	144,848,268	142,509,954	146,460,120	147,581,947
Other Governmental					
City CDBG	4,688,982	4,418,216	4,194,009	4,521,911	5,600,979
City CDBG - RLF	-	-	-	211,578	63,400
City CDBG-NSP 1	221,557	73,025	233,250	145,000	156,460
City CDBG-NSP 3	-	280,113	-	18,000	696,000
City CDBG-R	161,843	-	-	-	-
City HOME	3,474,930	2,195,578	2,007,709	1,818,295	1,689,436
City HOME- RLF	-	-	-	209,212	376,328
City Misc Grants	525,793	2,660,729	1,386,317	2,972,974	20,494
City Housing Trust	360,529	586,763	972,300	1,938,922	421,031
City Affordable Housing	-	51,647	7,014	75	501,000
City Housing Successor Agency	-	2,260,879	3,094,505	6,856,116	4,526,032
City HOPWA	-	-	-	-	1,759,255
City ESG	-	-	-	-	380,592
City CalHOME	-	-	-	-	156,113
County CDBG	4,585,619	5,108,991	4,763,472	5,252,596	5,771,618
County CDBG - RLF	-	-	-	2,485,718	967,997
County CDBG-NSP 1	578,156	267,380	216,382	134,999	95,000
County CDBG NSP 3	175,159	377,366	-	-	55,000
County HOME	3,291,246	3,187,424	6,271,030	1,932,649	1,694,556
County HOME - RLF	-	-	-	810,444	822,004
County Misc Grants	2,639,127	3,009,811	708,748	3,787,000	275,177
County Housing Trust	563,019	1,197,205	1,091,000	2,777,505	2,129,609
County Affordable Housing	207,776	355,159	678,165	452,059	1,769,552
County Housing Successor Agency	-	564,024	482,689	869,500	1,003,672
County ESG	-	-	-	-	429,246
County CalHOME	-	-	-	-	192,462
City Capital Fund	1,857,974	1,732,398	1,679,508	1,612,740	1,686,757
City Competitive Capital Fund-ARRA	27,585	-	-	-	-
City Public Housing Homeownership	-	-	-	-	123,111
City Section 32	-	-	-	-	88,880
County Capital Fund	1,050,029	924,990	900,293	861,500	882,798
County Public Housing Homeownership	-	-	-	-	120,592
County Section 32	-	-	-	-	51,204
Sub total Other Governmental	24,409,324	29,251,698	28,686,391	39,668,793	34,506,355
Redevelopment					
City RDA	55,953,442	-	-	-	-
County RDA	14,065,971	-	-	-	-
Joint City/County RDA	11,400,632	-	-	-	-
Sub total Redevelopment	81,420,045	-	-	-	-
Internal Services					
Sub total Internal Services	9,274,652	7,813,234	8,709,715	9,938,061	10,731,290
Gross Total (1)	$ 253,886,140	$ 181,913,200	$ 179,906,060	$ 196,066,974	$ 192,819,592
Less Interdepartmental Charges	(17,979,038)	(12,228,200)	(12,272,594)	(11,996,321)	(13,238,285)
Net Total (2)	$ 235,907,102	$ 169,685,000	$ 167,633,466	$ 184,070,653	$ 179,581,307

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

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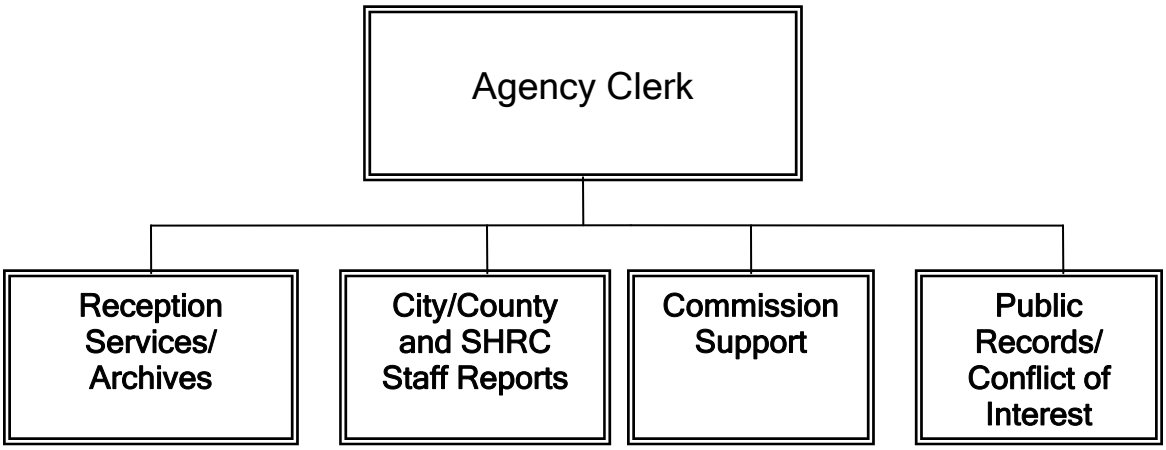
SECTION E

ADMINISTRATIVE SUPPORT

Agency Clerk



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- 2016 Goals and Objectives
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Agency Clerk

Department Summary

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

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Salaries and Benefits	$ 272,566	$ 187,196	$ 189,253	$ 207,706	$ 196,455
Services and Supplies	148,181	98,258	165,091	170,995	174,490
Subtotal	420,747	285,454	354,344	378,701	370,945
Interdepartmental Charges-Eliminations	(463,110)	(373,755)	(391,462)	(219,467)	(304,341)
Required Funding	$ (42,363)	$ (88,301)	$ (37,118)	$ 159,234	$ 66,604

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 Agency's Records Retention schedule.
- Management of Agency's public records request process.

2016 Goals and Objectives

- Update records retention policy to meet current standards and requirements.
- Utilize Electronic system to automate staff report process.

Agency Clerk

- In partnership with the Agency's IT department, complete configuration of centralized document management structure and train all staff on its use.
- Foster a culture that recognizes its employees for their contributions to the Agency.

2015 Accomplishments

- Managed process to generate approximately 150 staff reports for the Commission, City Council, Board of Supervisors and County Oversight Board.
- Assisted 150 staff and commissioners/consultants to complete their required conflict of interest filing.
- Coordinated access to City of Sacramento online document management and staff report review process. SHRA now has immediate access to City and Housing Authority resolutions and contracts and is fully integrated into City's internal electronic staff report review process which has improved communication and functionality of staff report review process.
- Completed next phase of electronic document management project. Added an additional 1000 documents to database and trained legal department staff on adding documents to their database.
- Completed Agency Facebook page with Public Information Officer and developed process for departments to add information to Facebook page.

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	Increase (Decrease)
Agency Clerk						
Agency Clerk	1.00	1.00	1.00	1.00	1.00	0.00
Assistant Agency Clerk	0.50	0.00	0.00	0.00	0.00	0.00
Confidential Administrative Assistant	0.00	0.00	0.00	0.00	0.50	0.50
Office Assistant	1.00	1.00	1.00	1.00	0.00	-1.00
Total Positions	2.50	2.00	2.00	2.00	1.50	-0.50

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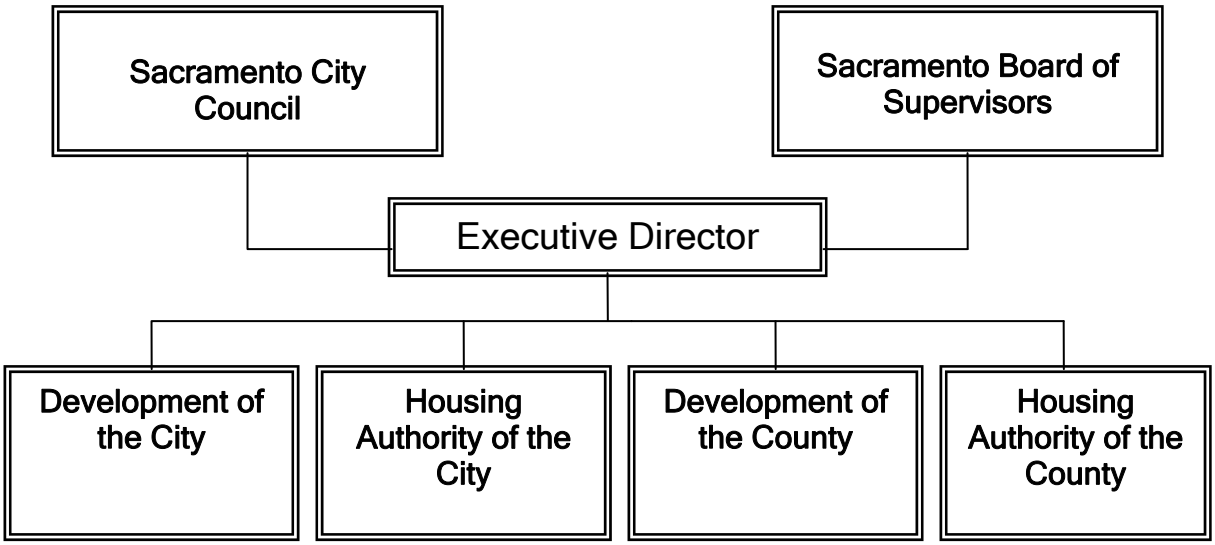
Executive Director



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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.

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Salaries and Benefits	$ 708,942	$ 461,257	$ 466,401	$ 486,859	$ 484,445
Services and Supplies	602,542	554,355	512,057	385,090	512,189
Subtotal	1,311,484	1,015,612	978,458	871,949	996,634
Interdepartmental Charges-Eliminations	(861,533)	(321,525)	(568,750)	(490,511)	(737,738)
Required Funding	$ 449,951	$ 694,087	$ 409,708	$ 381,438	$ 258,896

Activities Detail

- Maintaining collaborative partnerships with the City, County, State and Federal agencies in the effort to 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.

2016 Goals and Objectives

- Continue to serve as the SHRA employee representative to the Successor Agency Oversight Boards for redevelopment assets for the City and the County of Sacramento.

Executive Director

- Continue to provide leadership and strategic direction to staff on matters relating to high-impact projects and programs, including budget, federal stimulus funds, post redevelopment, development, and housing authority administation.

- Continue working at the federal and state levels to support initiatives for maintaining funding for development and affordable housing programs.

- Continue committing staff resources to position the Agency for federal, state, and local funding opportunities to revitalize and redevelop public housing communities.

- Continue to navigate the challenging economy through fiscal vigilance, careful planning and conservative budgeting; and continuous evaluation of Agency programs to help ensure cost efficiency.

- Work to successfully negotiate fair contracts with each of the Agency's employee bargaining units.

- Continue our commitment to informing and educating residents and community stakeholders on a variety of issues ranging from fiscal challenges and opportunities to affordable housing and development.

- Continue developing and implementing effective media and public relations strategies through proactive outreach and timely responses to inquiries and requests for public information.

- Continue providing accountability and transparency to the public in the use of federal recovery funds.

- Continue providing 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.

- Continue to 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.

2015 Accomplishments

- Provided critical analysis and strategic recommendations to State legislators on proposed bills to create post redevelopment funding mechanisms to support affordable housing production.

Executive Director

- Conducted strategic planning sessions for management staff to establish department objectives to achieve the Agency's organizational goals.

- Launched a Facebook page as part of a social media strategy to enhance communications with our customers and clients.

- Developed a digital Book of Projects publication to provide updates on Agency-assisted developer projects that are pending approval, under construction or completed.

- Developed a plan to implement a Volunteer Recognition Program to recognize employees who are contributing their time and talents as volunteers in the community.

- Provided internship opportunities through the Summer at City Hall program for five high school students in our Public Information Office, Public Housing, Housing Choice Voucher, Finance and Risk Management Departments.

- Received a $25,000 grant from the San Francisco Bay Area Super Bowl 50 Fund through a partnership with United Way California Capital Region to serve 900 children up to fifth grade with books and reading activity materials from the Summer in a Box program. The program is offered at Marina Vista, Alder Grove and Twin Rivers public housing communities, as well as six Agency-assisted multi-family housing communities.

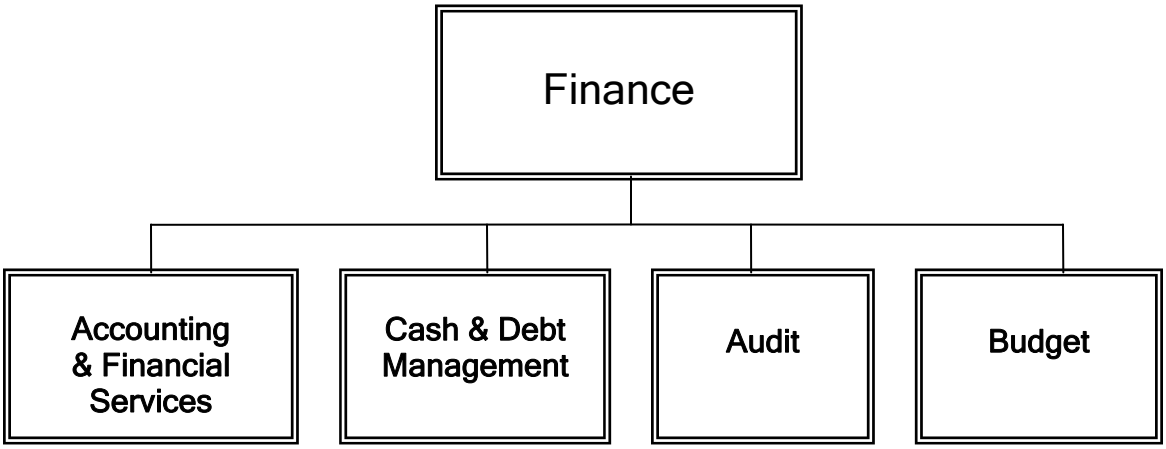
- Entered into a one-year partnership with the Dolly Parton Foundation through the United Way California Capital Region to offer the Imagination Library program to provide books for 300 children living in our smaller public housing communities.

- Responded to more than 120 inquiries to the Agency Ombudsman Program from housing assistance program residents and community members.

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	Increase (Decrease)
Executive Director						
Confidential Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
Deputy Executive Director	1.00	1.00	0.00	0.00	0.00	0.00
Executive Director	1.00	1.00	1.00	1.00	1.00	0.00
Public Information Officer	1.00	1.00	1.00	1.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00	0.00	0.00	0.00
Total Positions	5.00	5.00	3.00	3.00	3.00	0.00

Finance



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

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Salaries and Benefits	$ 1,424,833	$ 1,189,696	$ 1,173,478	$ 1,464,171	$ 1,488,150
Services and Supplies	355,559	182,920	210,884	199,308	257,110
Subtotal	1,780,392	1,372,616	1,384,362	1,663,479	1,745,260
Interdepartmental Charges-Eliminations	(1,848,623)	(1,543,061)	(1,625,392)	(1,395,826)	(1,547,379)
Required Funding	$ (68,231)	$ (170,445)	$ (241,030)	$ 267,653	$ 197,881

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 the 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.

Finance

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.

2016 Goals/Objectives

- Produce an adopted Annual Budget that meets the award standards of the CSMFO.
- Produce Comprehensive Annual Financial Report (CAFR) that meets the award standards of the Government Finance Officers Association (GFOA).
- Promote internal staff development and recognition.
- Enhance the efficiency of the accounts payable process.
- Upgrade our Timecard Online system to support our budget process.
- Support PHA with reports needed to estimate their PHAS scores throughout the year.
- Ensure the stability of the department and provide seamless services in the midst of impending retirements.

2015 Accomplishments

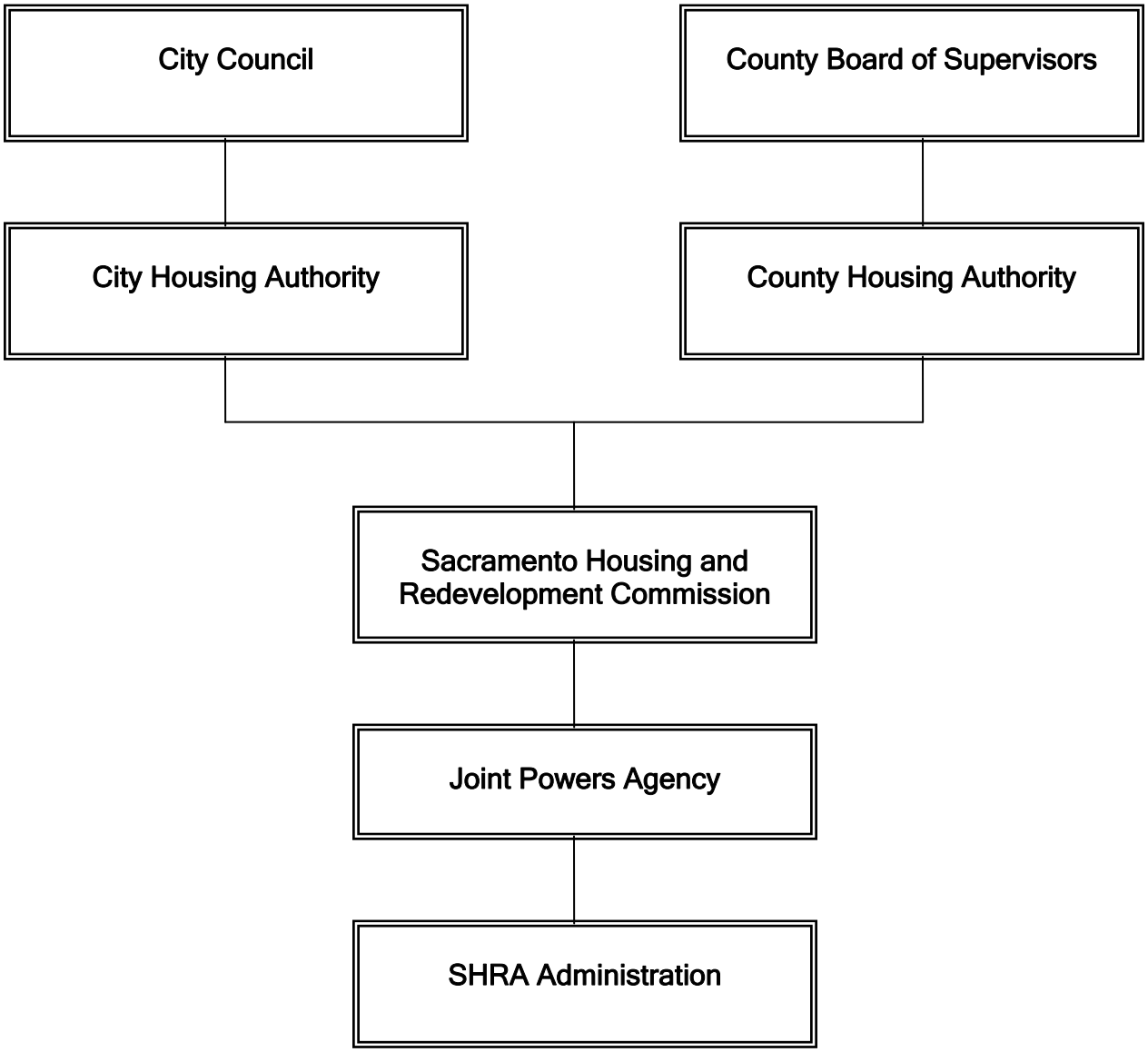
- Received the Government Finance Officers Award for Excellence in Financial Reporting.
- Received an unmodified audit opinion on the 2013 Comprehensive Annual Financial Report (CAFR).
- Successfully implemented a monthly Divisional Budget review process.
- Provided report training and training for time card online to agency staff.

Finance

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	Increase (Decrease)
Finance						
Accountant	3.00	3.00	4.00	4.00	5.00	1.00
Accounting Technician	3.00	3.00	3.00	3.00	2.00	-1.00
Director	1.00	1.00	1.00	1.00	1.00	0.00
Finance Analyst	0.00	0.00	0.00	0.00	1.00	1.00
Finance Specialist-Payroll	1.00	1.00	1.00	1.00	1.00	0.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	0.00
Office Technician	1.00	1.00	0.00	0.00	0.00	0.00
Program Manager	2.00	2.00	2.00	2.00	2.00	0.00
Principal Accountant	2.00	2.00	0.00	0.00	0.00	0.00
Total Positions	14.00	14.00	12.00	12.00	13.00	1.00

Governing Boards



- Department Summary
- Appropriation Summary
- Activities Detail

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.

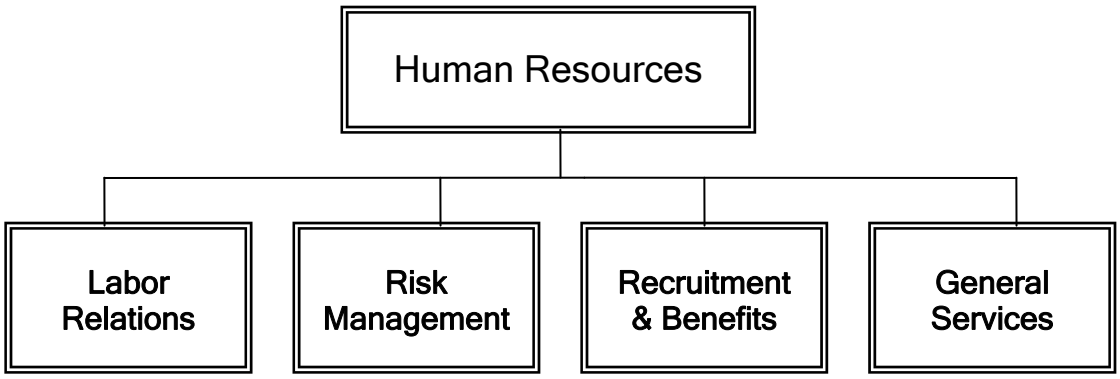
Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Services and Supplies	$ 179,430	$ 96,451	$ 76,000	$ 60,000	$ 65,000
Interdepartmental Charges-Eliminations	(136,840)	(175,007)	(87,810)	(35,427)	(47,029)
Required Funding	$ 42,590	$ (78,556)	$ (11,810)	$ 24,573	$ 17,971

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.

Human Resources



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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, risk management activities, and agency-wide mail, photocopy, and messenger services.

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Salaries and Benefits	$ 779,255	$ 764,830	$ 679,363	$ 712,075	$ 925,401
Services and Supplies	303,166	277,852	324,588	372,896	788,917
Subtotal	1,082,421	1,042,682	1,003,951	1,084,971	1,714,318
Interdepartmental Charges-Eliminations	(1,161,352)	(1,016,610)	(979,787)	(867,254)	(984,393)
Required Funding	$ (78,931)	$ 26,072	$ 24,164	$ 217,717	$ 729,925

Activities Detail

Personnel Rules and Labor Agreements

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

Employee Performance Appraisal System

Work with personnel managers throughout the Agency to assure that performance evaluations are timely and trigger appropriate changes in salary and/or benefit levels.

Safety and Wellness Programs

Administer the Agency's Safety Committee and Wellness Programs. Coordinate safety training as needed. Provide ongoing safety and wellness program information and training.

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.

Human Resources

Temporary Services Contracts

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

Risk Management Services

In addition to performing the daily task of contract and policy review along with claim adjusting there are several ongoing task that must be completed.

- Yearly Property, liability and auto renewal for all Agency owned properties.
- Yearly Property and liability renewal for all Agency Non-profit sites.
- Yearly National Flood coverage protection for Agency and non profit sites.
- Yearly claims review process of all property, general liability and auto claims.
- End of year Risk Control Dividend Report for Housing Authority Insurance Group.
- Review and update all schedules with any changes to correctly reflect current property owned by the Agency.
- Flood Renewal - Analyze the most current flood protection maps yearly to determine the need of flood protection insurance.

General Services

Manage the Agency's U.S. mail processing services and equipment, in-house photocopy and reproduction services and coordinates the Agency's use of outside photocopy, reproduction and binding services. The department also operates and maintains a vehicle pool for downtown staff for short-term and occasional use.

2016 Goals and Objectives

- Foster a culture that recognizes its employees for their contributions to the Agency.
- Continue Management and Supervisory training to support Individual Development Plans and improve supervisory skills.
- Continue Agency-Wide Wellness Program activities.
- Develop methods to measure customer service and feedback for the HR department.
- Continue Agency Risk Management activities.
- Development and completion of Agency Business Continuity Plan
- Defensive Driving Training/Behind the Wheel Course (Housing Maintenance Staff)

Human Resources

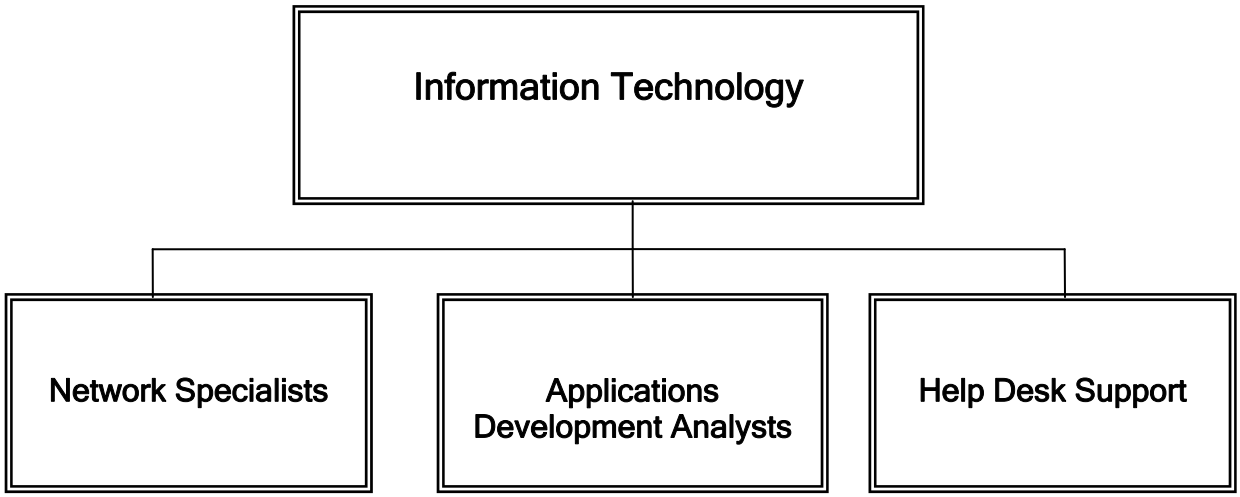
2015 Accomplishments

- Launched the Agency's Wellness Program
- Successful recruited and hired over 30 new Agency employees
- Created new positions (Resident Services Technician, Semi-Skilled Labor and Maintenance Lead)
- Re-Introduced a Benefits & Wellness Fair in September
- Re-introduced Agency's Newsletter
- Completed Supervisor/Staff Training – AB 1825
- Completed All Agency Ethics Training
- Successfully defended lawsuit demand of $1.2 Million and settled for $50.000 (Risk Management, Agency Counsel)
- Developed new Agency Asbestos Notification Program and trained all HA management staff.
- Scheduled and completed CPR/AED training for eighteen employees (801 and 630 I Street Locations).

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	Increase (Decrease)
Human Resources						
Confidential Administrative Assistant	0.00	0.00	0.00	0.00	1.00	1.00
Director	1.00	1.00	0.60	0.60	0.60	0.00
Human Resources Assistant	1.00	1.00	1.00	1.00	1.00	0.00
Human Resources Technician	0.00	0.00	0.00	0.00	0.00	0.00
Mail/Photocopy Clerk	0.50	0.00	0.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	0.00	1.00	1.00
Office Assistant	0.00	0.00	0.00	0.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00	1.00	0.00
Risk Services Manager	0.00	0.00	0.00	0.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00	0.00	-1.00
Senior Human Resources Analyst	2.00	2.00	2.00	2.00	1.00	-1.00
Total Positions	6.50	6.00	5.60	5.60	7.60	2.00

Information Technology



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Information Technology

Department Activities

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

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Salaries and Benefits	$ 980,435	$ 756,274	$ 749,692	$ 1,047,049	$ 1,150,250
Services and Supplies	698,842	515,394	571,523	599,413	815,149
Subtotal	1,679,277	1,271,668	1,321,215	1,646,462	1,965,399
Interdepartmental Charges-Eliminations	(1,288,083)	(853,188)	(972,969)	(1,063,130)	(1,136,214)
Required Funding	$ 391,194	$ 418,480	$ 348,246	$ 583,332	$ 829,185

Activities Detail

- Implement and maintain reliable voice and data networks.
- Enhance Agency productivity by incorporating computing and telecommunication applications that support a technologically smart workplace.
- Ensure that critical systems and data necessary to conduct Agency operations are secure.
- Provide access to information and data in a form that facilitates decision making and effective operational management.
- Enable the Agency to better communicate and exchange information with the public and its constituents via the Internet.

2016 Goals and Objectives

- Develop and implement Phase 1 of Applicant Portal to improve the current on-line Public Housing Authority application process by improving the family's ability to apply for existing a program(s) and the integration with existing waiting lists. Families who have already applied to a program will be able to sign into the portal and update any of their contact or family demographics information which is currently being managed via a paper request form. This will greatly improve our customer service for families and save hundreds of hours of labor for Housing Authority staff annually.

Information Technology

- Complete the implementation of Windows 7 and Office 2010 PC "image" for the agency desktops.

- Continue to define processes and procedures to automate manual document management with electronic workflows and project collaboration from within the SaaS applications Box.com, DocuSign and Clio through 2016.

- Foster a culture that recognizes its employees for their contributions to the Agency.

2015 Accomplishments

- IT completed a large portion of the implementation of Windows 7 and Office 2010 PC "image" to the agency desktops. These images are controlled by VMWare VDI and Unidesk software on clustered servers which are centrally managed by IT. The maintenance of desktop images will now be managed within minute's verses hours and will eliminate the need for IT Help Desk staff to visit the desktop. In addition, IT entered into a Microsoft Enterprise Agreement for Windows and Office licenses which will provide the flexibility for the agency to upgrade to newer releases of Windows and Office as required. Upgrades to Windows and Office can potentially be accomplished within weeks rather than many months.

- IT and the Agency Clerk implemented Box.com to the first of many departments namely the Public Housing Authority, Housing Choice Voucher, Federal Programs and Human Resources departments. Box.com provides a secure and redundant, cloud based solution for collaboration on programs and projects with both internal staff and external partners along with version control, file exchanges, convenient messaging and task management and robust permissions management.

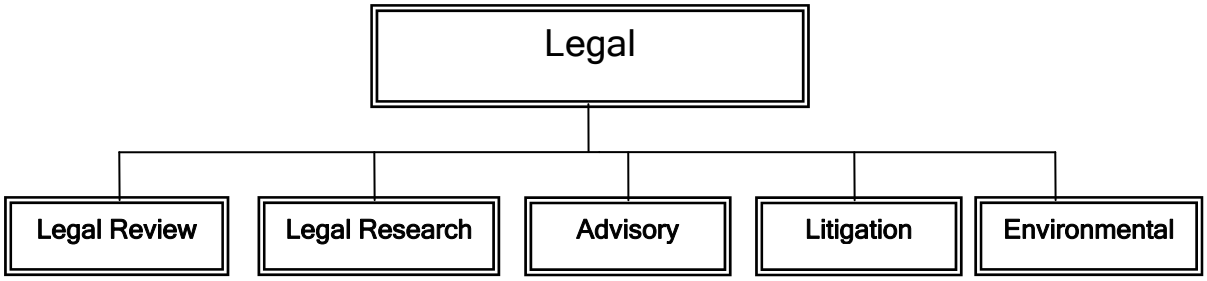
- DocuSign was also implemented to the Public Housing Authority, Federal Programs and IMTS to create and manage electronic workflows for the review and e-signature approvals for contracts, and the electronic archives of executed contracts. Staff's productivity has increased by automating these currently manual processes. Beta tests have proven that the use of DocuSign for contract management has reduced the routing and signature time from a week or more to one to two days.

Information Technology

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	Increase (Decrease)
Information Technology						
IT Applications & Development Analyst	3.00	3.00	2.00	3.00	3.00	0.00
IT Business Analyst	0.00	0.00	0.00	0.00	1.00	1.00
IT Customer Services Support Specialist	1.00	1.00	1.00	2.00	2.00	0.00
IT Network/Midrange Specialist	2.00	2.00	2.00	2.00	2.00	0.00
Principal IT Customer Support Specialist	1.00	1.00	0.00	0.00	0.00	0.00
Program Manager	1.00	1.00	1.00	1.00	1.00	0.00
Total Positions	8.00	8.00	6.00	8.00	9.00	1.00

Legal



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Legal

Department Activities

The Legal Department is responsible for the administration of all legal services for all Agency internal and external activities, both community development and housing; to ensure that the legal interests of the Agency are protected and that its activities are in compliance with applicable federal, state and local laws and regulations.

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Salaries and Benefits	$ 565,677	$ 387,932	$ 401,660	$ 486,841	$ 500,774
Services and Supplies	162,439	100,823	108,103	103,090	261,853
Subtotal	728,116	488,755	509,763	589,931	762,627
Interdepartmental Charges-Eliminations	(842,963)	(751,648)	(523,972)	(427,922)	(472,151)
Required Funding	$ (114,847)	$ (262,893)	$ (14,209)	$ 162,009	$ 290,476

Activities Detail

Document Preparation & Review

Provide transactional legal services for Agency real property transactions, affordable housing and community development in targeted areas, and review contracts and other agreements for appropriate authorities, legal and environmental 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, routine services and procurement.
- Prepare legal opinions and legal documentation necessary to implement Agency projects and programs.

Legal Research & Counseling

Serve as legal advisor to governing boards and Agency staff on housing and community development issues. Coordinate with other Agency departments to ensure legal compliance in real estate transactional 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.

Legal

- Advise governing boards.
- Provide legal support to project staff for housing and community development projects.
- Negotiate and Document real estate transaction such as property transfer, development, and funding agreements.
- Analyze complex legal issues and provide opinions to staff.

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

- Monitor claims and litigation involving the Agency.
- Manage outside counsel assigned to the litigation.
- Counsel Agency employees involved in Agency related litigation.
- Attend hearings, review pleadings and rulings and conduct legal research.
- Work with insurance claims adjusters.
- Participate in settlement conferences and administrative hearings.

2016 Goals and Objectives

- Work with ITMS to integrate CLIO 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.
- Re-create the legal department with a public housing focus and build expand capacity to and expertise to include other types of affordable housing and funding mechanisms including public housing disposition and more public-private partnering.
- Conduct minimum of four training sessions, to assist with and clarify regulatory compliance in specific programs and Agency activities.
- Federal and state fair housing agencies generally recognize and determine Agency compliance with fair housing law and legal will continue to work with appropriate staff to develop more efficient procedures for resolution of fair housing law complaints.

Legal

- 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 update and standardize Agency contracts, grants, and procurement practices.

2015 Accomplishments

- Provided transactional and advisory services to the Agency (and its constituent members), valued at over $500,000 on a wide variety of housing, community development and public infrastructure projects and programs.

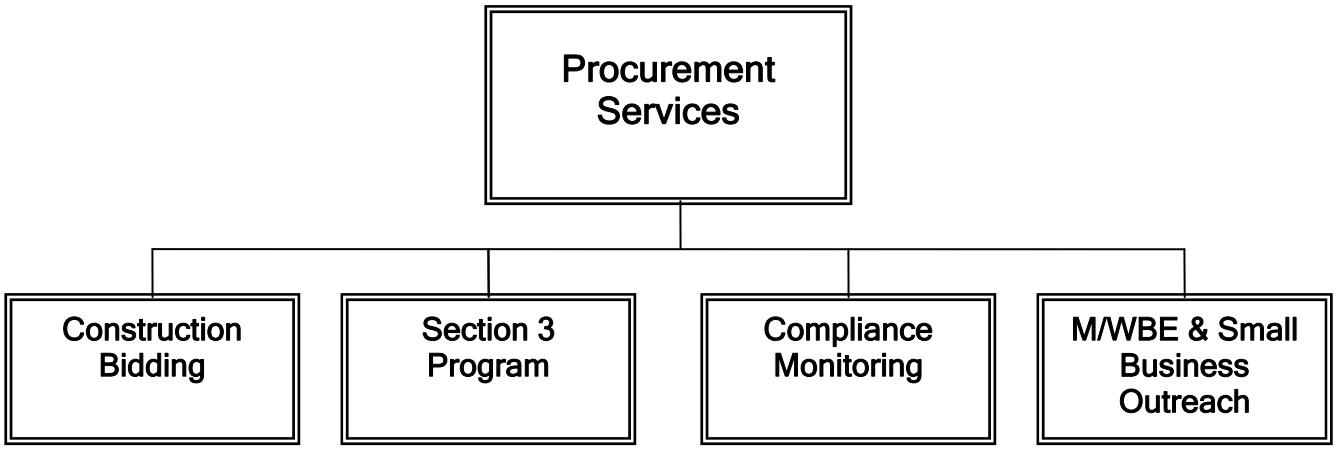
- Provided legal advisory services and monitored for compliance with multiple external audits of the Agency and Agency administered projects and programs.

- Defended Agency and disposed of federal and state fair housing complaints with federal and state determination of Agency compliance with fair housing law.
- Provided in-house training sessions to assist housing management staff in the handling of procedures and presentations regarding hearings.

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	Increase (Decrease)
Legal						
Administrative Secretary	1.00	1.00	1.00	0.00	0.00	0.00
Agency Counsel	1.00	1.00	1.00	1.00	1.00	0.00
Confidential Administrative Assistant	0.00	0.00	0.00	1.00	0.50	-0.50
Environmental Analyst	1.00	1.00	0.00	0.00	0.00	0.00
General Counsel	1.00	1.00	1.00	1.00	1.00	0.00
Management Analyst	0.00	0.00	0.00	0.00	1.00	1.00
Total Positions	4.00	4.00	3.00	3.00	3.50	0.50

Procurement Services



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Procurement Services

Department Summary

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

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

Appropriation Summary

Type of Expense	Budget 2014	Budget 2015	Budget 2016
Salaries and Benefits	$ 374,521	$ 356,086	$ 405,032
Services and Supplies	83,973	$ 122,830	129,831
Subtotal	458,494	478,916	534,863
Interdepartmental Charges-Eliminations	-	-	(511,790)
Required Funding	$ 458,494	$ 478,916	$ 23,073

Procurement Services was moved to Administrative Support in 2014.

Activities Detail

Procurement Services

The Procurement Services Division centralizes most Agency construction bidding activities into a single administrative unit and procures commercial and professional services, supplies and equipment for the Agency. The Division is also responsible for monitoring procurement and labor activities for compliance with all applicable federal, state and local regulations. Additionally, the Division ensures that the Agency provides effective outreach for Minority – and Women-owned Business Enterprises (M/WBE) and Small Business utilization, as well as enforcement of applicable labor standards required for federal- and state-funded projects.

2016 Goals and Objectives

- Conduct the Agency's solicitation of services, supplies and construction contracts.
- Compile the data and submit the Federal funding reports for Minority/Women's Business Enterprises, Labor Compliance and Section 3 programs for the Agency.
- Manage the cell phones for the Agency.

Procurement Services

- Partner in the SacPAC, with other local public agencies, outreaching to small businesses in the City and County of Sacramento. Participate in the organization of SacPAC's annual small business expos, Connecting Point and Building Connections Construction Expo, which have an average attendance of over 600 small business people each year.

- Coordinate with other departments of the Agency and SETA in developing and implementing the First Source program.

- Update General Procurement Policy and Procedures so they are in compliance with 2 CFR Part 200 and California Labor Code revisions per Senate Bill 854.

- Revise / update all Supplemental General Conditions and Instructions to HUD forms for solicitations.

- Foster a culture that recognizes its employees for their contributions to the Agency.

2015 Accomplishments

- Completed 15 Invitation for Bids' solicitations.

- Completed 11 Requests for Proposals' and Requests for Qualifications' solicitations.

- In partnership with SacPAC, participated in the Small Business Enterprise – Connecting Point Expo that had over 800 attendees from throughout Northern California and the Building Connections Construction Expo with over 500 attendees, and participated on two (2) outreach panels. Also participated in the Blue Book Building & Construction Showcase with over 400 attendees.

Employee Services Schedule

	2014 Budget	2015 Budget	2016 Budget
Procurement Services			
Compliance/Procurement Analyst	3.00	3.00	3.00
Supervisor	1.00	1.00	1.00
Total Positions	4.00	4.00	4.00

Procurement Services was moved to Administrative Support in 2014.

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SHRA Administrative Building

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.

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Services and Supplies	$ 515,993	$ 452,151	$ 446,031	$ 499,415	$ 523,813
Debt Service	1,044,669	1,044,669	1,044,669	1,044,669	1,044,669
Subtotal	1,560,662	1,496,820	1,490,700	1,544,084	1,568,482
Interdepartmental Charges-Eliminations	(1,500,000)	(928,428)	(1,116,136)	(1,116,136)	(1,116,136)
Intergovernmental Charges-Eliminations	-	(571,572)	(383,864)	(383,864)	(383,864)
Required Funding	$ 60,662	$ (3,180)	$ (9,300)	$ 44,084	$ 68,482

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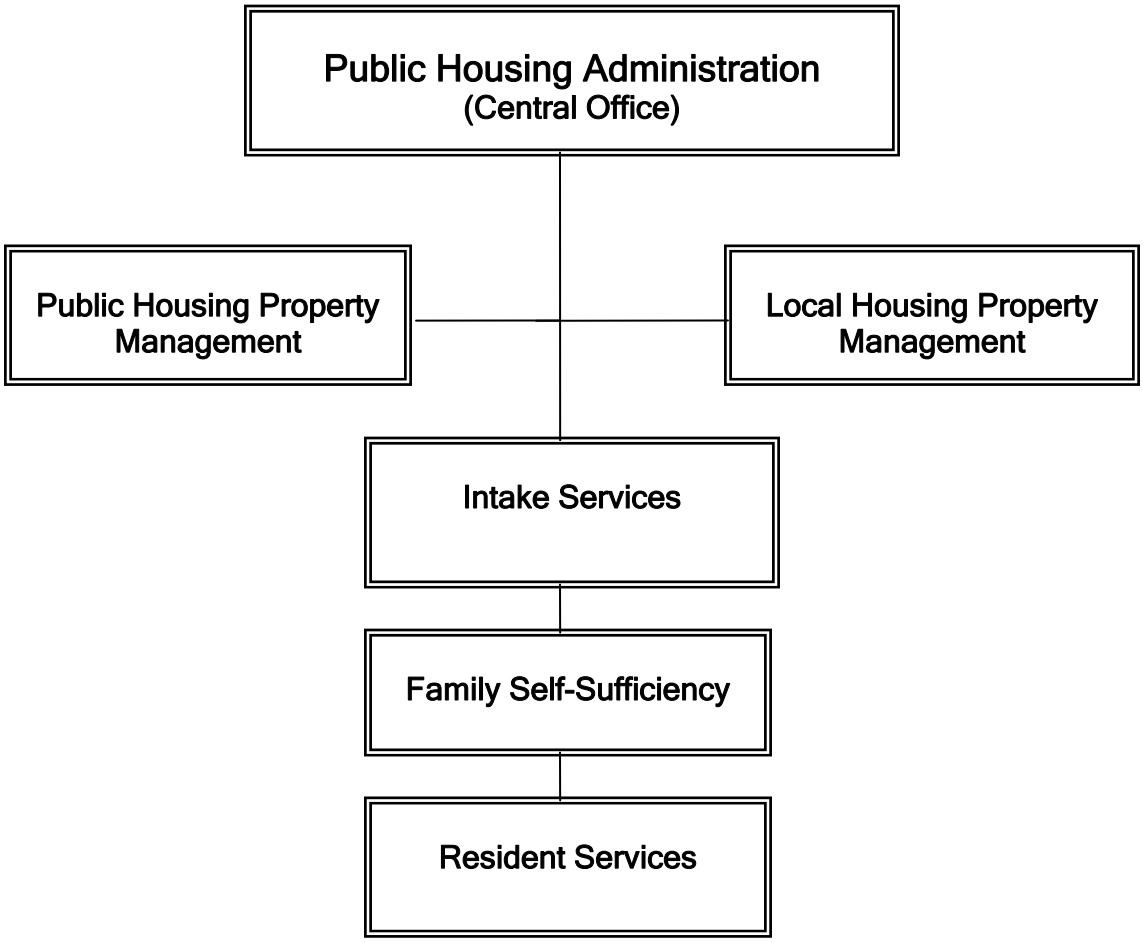
SECTION F

HOUSING AUTHORITY

Public Housing



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Public Housing

Department Summary

The Housing Authority provides a total of 3218 units of affordable housing for over 7600 extremely low-, very low- and low-income persons, including children, seniors, and disabled individuals. The Public Housing Program provides 2720 apartments, duplexes, and some single family homes to qualified low income families. This housing is owned, managed, and maintained by the Housing Authority, making it one of the largest landlords in Sacramento County. The Housing Authority also owns and manages 264 affordable units comprising of tax credits, and local funds. The non-profit arm, Sacramento Housing Authority Repositioning Program Inc. (SHARP), owns and manages 3 project based voucher high-rise consisting of 234 elderly only units.

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Public Housing Authority					
Salaries and Benefits	$ 7,519,296	$ 7,576,432	$ 7,330,186	$ 7,191,949	$ 7,270,205
Services and Supplies	10,704,607	10,824,022	11,143,789	11,526,793	11,717,734
Interdepartmental Charges	6,615,144	6,883,665	6,733,364	6,824,313	7,350,856
Subtotal	24,839,047	25,284,119	25,207,339	25,543,055	26,338,795
Interdepartmental Charges-Eliminations	(4,892,175)	(5,173,308)	(4,871,447)	(5,087,230)	(4,938,494)
Subtotal Public Housing Authority	19,946,872	20,110,811	20,335,892	20,455,825	21,400,301
Intake Services					
Salaries and Benefits	428,551	390,103	395,984	312,171	359,618
Services and Supplies	26,140	133,370	111,870	106,049	126,049
Subtotal	454,691	523,473	507,854	418,220	485,667
Interdepartmental Charges-Eliminations	(454,691)	(523,473)	(507,854)	(418,220)	(485,667)
Subtotal Intake	-	-	-	-	-
Grand Total	$ 19,946,872	$ 20,110,811	$ 20,335,892	$ 20,455,825	$ 21,400,301

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 conduct 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:

- Maintaining a 97% occupancy rate.
- Modernizing the public housing stock.
- Collecting rents and rent collection enforcement.
- Using energy efficient appliances, doors, and windows.

- Preparing and leasing vacant units with 21 days.
- Responding to requests for maintenance within 24 hours.
- Inspecting all units and building systems annually.
- Keeping tenant accounts receivable low.
- Maintaining appropriate levels of operating reserves.
- Keeping operating expenses within resources and established budgets.
- Carrying out a program of Resident Initiatives.
- Maintaining a capacity to develop additional units.

Administrative and PHA Plans

Annually the Housing Authority updates its Admissions and Continued Occupancy Program (ACOP) and Public Housing Authority Plan (PHA Plan) 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, and the Annual Plan, which is submitted to HUD every year. It is through the Annual Plan that SHRA receives capital funding.

Site Inspections, Maintenance & Capital Improvements

General up-keep and maintenance of property is important for curb appeal and resident satisfaction. Regular site inspections using standard checklists are conducted at least annually by property management and maintenance staff. Inspection results are used to create the PHA Plan for capital improvements.

Audit

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

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. Today, to be successful a Housing Authority must apply asset management principles in the same way that a private investor does. As a result of the asset repositioning study SHRA has:

- Extended the useful life of some aging properties.

- Altered and/or retrofitted facilities to consolidate space or accommodate new functions and technologies.

Public Housing

- Improved residential property-based standards for safety, environmental quality, and accessibility.

- Disposed of excess property.

- Found innovative ways and technologies to maximize limited resources.

2016 Goals and Objectives

- Complete activities in related to the Choice Neighborhood Grant in anticipation of applying for the Choice Neighborhoods Implementation Grant for Marina Vista and Alder Grove.

- Continue with Choice Neighborhood Initiative activities with the successful award of up to $30,000,000 Implementation Grant for the Twin Rivers public housing development.

- Continue with efforts to revise the area immediately surrounding the Twin Rivers development.

- Develop a plan to strategically dispose of PHA-owned properties while developing others.

- Continue to implement new ways to support our residents in the areas of
  - Health
  - Education
  - Employment

- Obtain “high performer” status in both the City and the County Housing Authorities.

- Increase efficiencies
  - In how applicants update their information while they remain on the wait list
  - In how residents communicate with Housing Staff.
  - In how work orders are tracked and completed.
  - In tracking inventory within our rental units

2015 Accomplishments

- We scored 90% and higher on all the HUD inspections of our units this year.

- Approximately 28 children in public housing created a poster for the annual “What Housing Means to Me” poster contest and one of our posters won at the Chapter and Regional level of the National Association of Housing and Redevelopment Officials (NAHRO) and now goes on to the national competition.

Public Housing

- Implemented two new literacy/reading programs for children in public housing.

- Issued a "Request for Proposals" for Youth Services at our three big housing sites to ensure that we are involving a variety of providers to offer the best services to the youth living at Marina Vista, Alder Grove and Twin Rivers.

- Scored 90% or higher on all of our site inspections completed by HUD.

- Installed drop boxes at all of our housing sites so residents can make payments at their site office any time of the day or night. We have terminated the contract with our third party vendor who received rent payments so this process is more efficient and less costly.

- Created a new lease for residents, creating efficiencies by

    - Changing the date rent is due and how rent is paid to align with the new check scanning process.
    - Holding residents accountable–in the lease–for repayment agreements and damage claims tied to their previous unit.
    - Adding language making it illegal to grow marijuana.
    - Consolidating several separate documents in the Lease
    - Giving the Housing Authority discretion to discontinue leasing to a resident who has significant caused damage to a unit.

- Received renewal funding from the U.S. Department of Housing and Urban Development for a city and county Family Self Sufficiency (FSS) Coordinator to develop FSS program. The FSS program is a five year program that assists residents with job searches and links to social services, and allows residents to save a portion of rent subsidy towards future major purchases such as a home, car, or college tuition.

- Submitted the Transformation Plan for Marina Vista and Alder Grove to HUD.

- Added new classifications to the Maintenance positions, allowing for promotions and more efficient management of work load.

- Installed one lock system for all of our public housing residences so we change the code when residents move out or when residents lose their keys. We no longer have to replace the whole lock. This has created a time savings for our maintenance staff.

- Began the process to dispose of 76 single family homes to the Purchase and Resale Entity.

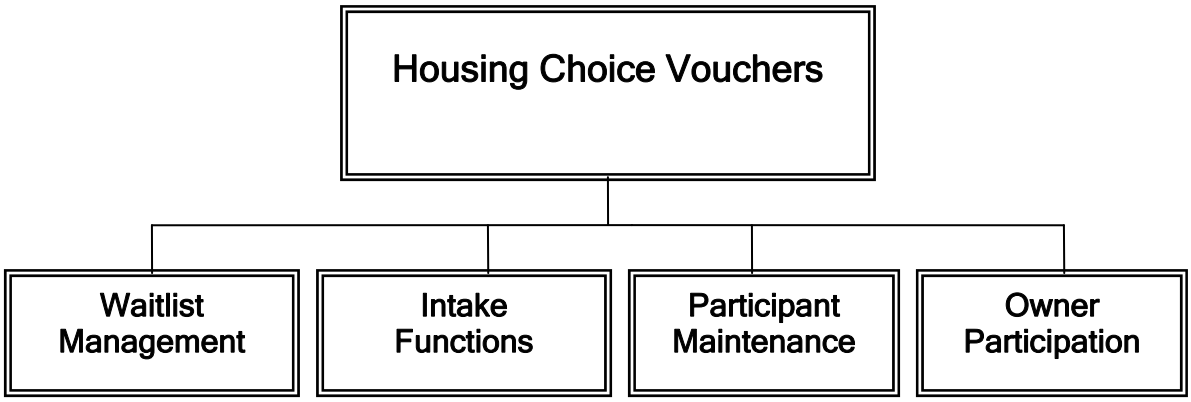
Public Housing

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget		Increase (Decrease)
Public Housing Authority							
Assistant Director	1.20	1.20	1.20	1.20	1.20		0.00
Assistant Site Manager	3.00	3.00	3.00	3.00	0.00		-3.00
Director	0.00	0.00	0.00	0.00	0.00		0.00
Housing Assistant	3.00	2.00	1.50	0.00	0.00		0.00
Housing Authority Analyst	2.00	2.00	1.00	1.00	1.00		0.00
Housing Authority Specialist	3.00	3.00	0.00	0.00	0.00		0.00
Housing Program Specialist	0.00	0.00	3.00	2.00	4.00		2.00
Housing Authority Supervisor	0.00	0.00	0.00	0.00	0.00		0.00
Housing Technician	15.00	16.00	17.00	18.00	14.00	(1)	-4.00
Leasing Agent	0.00	0.00	0.00	3.00	3.00		0.00
Maintenance Specialist	2.00	2.00	2.00	2.00	2.00		0.00
Maintenance Technician	38.00	38.00	39.00	34.00	29.00	(2)	-5.00
Maintenance Worker	8.00	8.00	6.00	10.00	7.00	(3)	-3.00
Management Analyst	1.00	2.00	1.80	2.00	2.00	(4)	0.00
Principal Housing Authority Analyst	1.00	1.00	0.00	0.00	0.00		0.00
Program Manager	3.00	3.00	3.00	3.00	3.00		0.00
Program Technician	1.20	1.20	1.20	1.20	1.20		0.00
Resident Services Technician	0.00	0.00	0.00	0.00	4.00		4.00
Semi-Skilled Laborer	0.00	0.00	0.00	0.00	7.00		7.00
Senior Management Analyst	0.00	0.50	0.50	0.00	0.00		0.00
Site Manager	12.00	12.00	13.00	13.00	0.00		-13.00
Site Manager I	0.00	0.00	0.00	0.00	7.00	(5)	7.00
Site Manager II	0.00	0.00	0.00	0.00	6.00		6.00
Total PHA Positions	93.40	94.90	93.20	93.40	91.40		-2.00
Intake Services							
Housing Assistant	2.00	2.00	2.50	2.00	2.00		0.00
Housing Authority Specialist	2.00	1.00	0.00	0.00	0.00		0.00
Housing Program Specialist	0.00	0.00	1.00	1.00	1.00		0.00
Principal Housing Authority Analyst	0.50	0.50	0.00	0.00	0.00		0.00
Program Manager	0.25	0.50	0.60	0.50	0.50		0.00
Supervisor	0.50	0.50	0.75	0.40	0.50		0.10
Total Intake Positions	5.25	4.50	4.85	3.90	4.00		0.10
Total Positions	98.65	99.40	98.05	97.30	95.40		-1.90

(1) 1 position was left unfunded for 2016.
(2) 2 positions were left unfunded for 2016.
(3) 1 position was left unfunded for 2016.
(4) 1 position was left unfunded for 2016.
(5) 1 position was left unfunded for 2016.

Housing Choice Vouchers



- Department Summary
- Appropriation Summary
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- 2016 Goals and Objectives
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Housing Choice Vouchers

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 12,063 vouchers and usually maintains utilization at 98-100% of the vouchers available. Currently there are:

- 399 Veterans Affairs Supportive Housing (VASH) vouchers to assist homeless, disabled, veterans.

- 100 non-elderly disabled vouchers to serve families meeting these criteria who are either living in public housing or who are on the public housing waiting list.

- 648 project-based vouchers for the following properties:

    - 284 at Phoenix Park (serving homeless/rent burdened families)
    - 56 at Saybrook (serving previously homeless families)
    - 40 at Serna (also serving previously homeless families)
    - 76 at Washington Plaza (serving elderly homeless/rent burdened families)
    - 77 at Sutterview (serving elderly homeless/rent burdened families)
    - 37 at 7th and H Streets (serving homeless adults)
    - 78 at Sierra Vista (serving elderly homeless/rent burdened families)

- 10,916 tenant-based vouchers.

- In addition, the Housing Authority provides certificates to homeless, severely disabled families through the Shelter Plus Care (SPC) program which serves families most in need of supportive housing to maintain housing. In 2015:

    - 574 families received SPC assistance through the tenant-based program.
    - 22 families received SPC assistance at the Shasta Hotel.
    - 22 families received SPC assistance at Boulevard Court.

Housing Choice Vouchers

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Housing Choice Vouchers					
Salaries and Benefits	$ 4,756,299	$ 4,563,424	$ 3,911,469	$ 4,030,119	$ 4,477,794
Services and Supplies	2,378,631	2,525,347	2,416,095	2,404,504	2,770,326
Debt Service	-	200,000	200,000	200,000	200,000
Interdepartmental Charges	1,700,000	1,700,000	1,427,655	1,603,222	1,750,000
Subtotal Housing Choice Vouchers	8,834,930	8,988,771	7,955,219	8,237,845	9,198,120
Intake Services					
Salaries and Benefits	198,282	320,832	324,674	458,489	525,580
Services and Supplies	12,094	-	-	74,199	91,699
Subtotal Intake	210,376	320,832	324,674	532,688	617,279
Interdepartmental Charges-Eliminations	(210,376)	(320,832)	(324,674)	(532,688)	(617,279)
Subtotal Intake	-	-	-	-	-
Grand Total	$ 8,834,930	$ 8,988,771	$ 7,955,219	$ 8,237,845	$ 9,198,120

Activities Detail

HCV Waitlist Management

It is important to manage a current waiting list of sufficient number to fill vacancies in order to maintain maximum usage of the vouchers received from HUD within the limitations of the HCV reduced budget. There are currently six waiting lists available for the HCV program enabling staff to be responsive and efficient to help low-income families.

Intake Functions

When vacancies occur, staff “pull” families from the waiting list and begin the process to determine their eligibility to participate in the program. Staff may meet with families on an individual basis or in larger groups to explain the program rules and regulations.

Maintenance of Participating Families

Participating families must annually recertify that they are still eligible to participate in the program. This documentation is electronically submitted to HUD. Participating families must also have their rental unit inspected to ensure that it meets Housing Quality Standards. Families must promptly report any changes in household composition and/or income to ensure that the housing is appropriate and affordable for the family.

Owner Participation

The HCV program could not exist without participating landlords so continuing to market the programs to the landlord community via proactive owner outreach and education is critical to have a good pool of landlords assisting our clients. Issuing timely and accurate payments and providing assistance when there are questions or problems are also key elements of providing good customer service to our landlords.

Housing Choice Vouchers

2016 Goals and Objectives

- Refine the landlord portal launched in 2015 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 and reviewing past inspections. Future refinements will enable owners to track pending rent increase requests, lease and contract generations, and be able to proactively schedule future inspections.
- Enroll all 5,500 landlords participating in the HCV program to electronically receive their Housing Assistance Payment through direct deposit.
- Continue enhancements to the SHRA website to provide maximum resources online to HCV tenants, applicants and landlords. This includes direct links to the landlord portal, all relevant tenant/landlord forms, and answering frequently asked questions online.
- Launch Phase 1 of the Housing Opportunities (Applicant) Portal in order to manage changes in address, income and family members online directly by prospects/applicants.
- Promote enrollment in the First Source program for participants in the Resident Trainee Program, Family Self Sufficiency, Shelter Plus Care and HCV programs.
- Prioritize the recognition of employees on a regular basis to value their hard work and good performance.
- Launch the implementation of confidential electronic signatures for landlord/tenant documents through the vendor portal.
- Maximize the utilization of vouchers with a limited budget.
- Monitor inspections of rental units conducted on a biennial schedule per the 2014 Appropriations Act to create efficiencies within the program with limited administrative resources.

2015 Accomplishments

- Received high performer status from HUD for receiving maximum Section Eight Management Assessment Plan (SEMAP) points.
- Received award from HUD for maintaining over 92 percent lease up of VASH vouchers to serve the homeless disabled veterans in Sacramento County.
- Pulled 2,000 families off the HCV tenant based waitlist and increased the utilization of HCV vouchers to 99.6 percent post sequestration.
- Signed up over 80 percent of the (5,500) landlords to utilize the landlord portal. This portal provides a secure avenue for landlords and payees to track payments, review past inspections, access tenant ledgers, sign up for direct deposit, change contact information and complete other information online.

Housing Choice Vouchers

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget		Increase (Decrease)
Housing Choice Vouchers							
Assistant Director	0.80	0.80	0.80	0.80	0.80		0.00
Assistant Site Manager	1.00	1.00	0.00	0.00	0.00		0.00
Housing Assistant	13.00	11.00	7.00	7.00	5.00	(1)	-2.00
Housing Authority Analyst	2.00	2.00	2.00	1.00	1.00		0.00
Housing Authority Specialist	35.00	38.00	0.00	0.00	0.00		0.00
Housing Program Specialist	0.00	0.00	24.00	16.00	13.00		-3.00
Housing Program Technician I	0.00	0.00	12.00	17.00	16.00		-1.00
Housing Program Technician II	0.00	0.00	0.00	3.00	7.00		4.00
Management Analyst	0.00	0.00	0.20	1.00	1.00		0.00
Office Technician	0.00	0.00	0.00	0.00	1.00		1.00
Principal Housing Authority Analyst	2.00	2.00	2.00	1.00	2.00		1.00
Program Integrity Analyst	0.00	0.00	1.00	1.00	1.00		0.00
Program Manager	1.00	1.00	1.00	1.00	1.00		0.00
Program Technician	0.80	0.80	0.80	0.80	0.80		0.00
Supervisor	4.00	4.00	4.00	4.00	4.00		0.00
Subtotal Housing Choice Voucher Positions	59.60	60.60	54.80	53.60	53.60		0.00
Intake Services							
Housing Assistant	0.00	1.00	0.00	0.00	0.00		0.00
Housing Authority Specialist	0.00	1.00	0.00	0.00	0.00		0.00
Housing Program Specialist	0.00	0.00	2.00	3.00	2.00		-1.00
Housing Program Technician I	0.00	0.00	1.00	1.00	2.00		1.00
Housing Program Technician II	0.00	0.00	0.00	0.00	1.00		1.00
Principal Housing Authority Analyst	0.50	0.50	0.00	0.00	0.00		0.00
Program Manager	0.75	0.50	0.40	0.50	0.50		0.00
Supervisor	0.50	0.50	0.25	0.60	0.50		-0.10
Subtotal Intake Positions	1.75	3.50	3.65	5.10	6.00		0.90
Total Positions	61.35	64.10	58.45	58.70	59.60		0.90

(1) 1 position was left unfunded for 2016.

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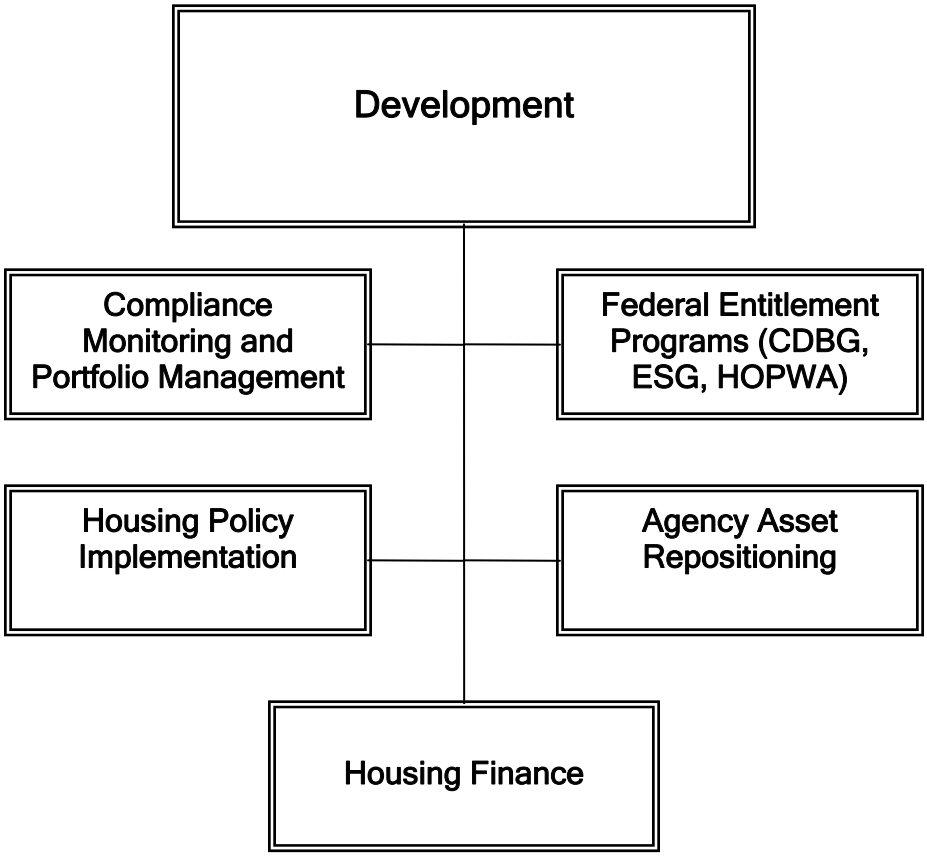
SECTION G

DEVELOPMENT

Development



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Development

Department Summary

The Development Department is comprised of three divisions, Community Development, Housing Finance and Portfolio Management, 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/rehab of the agency's existing housing stock. It also is responsible for coordinating funding from Federal programs, reviewing and funding mixed financing for development projects and new initiatives including the Choice Neighborhood development projects.

As a result of the elimination of redevelopment funding the Development Department is actively exploring opportunities to establish and expand our network of strategic partners and funding sources. Internally, we are in the process of aligning our staff to reflect the funding streams and goals of the organization. We are also taking deliberate actions to create and support a work environment that acknowledges and celebrates the achievements of its employees.

The Community Development Department (Department) works with various stakeholders to bring about positive change through investments in targeted neighborhoods. The primary responsibilities of the department include redevelopment successor agency assistance to the City and County of Sacramento, federally-funded programs including Community Development Block Grant (CDBG) and Neighborhood Stabilization Program (NSP), community outreach, and SHRA's Brownfields Program. In addition, the department is responsible for implementing a repositioning strategy for the public housing inventory of the City and County Housing Authorities

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

Development

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Salaries and Benefits	$ 3,573,947	$ 1,908,050	$ 1,700,948	$ 2,122,076	$ 2,733,413
Services and Supplies	492,705	354,108	419,633	660,692	906,002
Interdepartmental Charges	2,411,875	1,249,660	1,403,711	739,935	1,193,786
Total	$ 6,478,527	$ 3,511,818	$ 3,524,292	$ 3,522,703	$ 4,833,201

Activities Detail

Federal Entitlement 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 construction, housing rehabilitation, homeownership assistance, public services, and planning activities, among others.

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, though not currently, 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.

Development Finance

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

Development

Multifamily Affordable Housing Financing
Facilitate issuance of Mortgage Revenue Bonds and provide gap financing for affordable housing developments throughout the City and unincorporated County of Sacramento.

Affordable Housing Policy Implementation
Administer the City of Sacramento's Mixed Income Ordinance and County of Sacramento's Affordable Housing Ordinance to ensure new developments in the unincorporated County and City of Sacramento meet required affordable housing obligations. Qualify residents and montior regulated single and multifamily units produced as a result of local ordinances. Monitor and report on adopted polices such as the Housing Trust Fund, Preservation, and Single Room Occupancy (SRO) Ordinances.

Single Family Development Financing and Homeownership Services
Monitor the development and financing of the Del Paso Nuevo single family residential subdivisions. Provide a variety of homebuyer assistance programs to income qualified families. Implement the Neighborhood Stabilization Program and Property Recycling Programs (PRE) by disposing of boarded and vacant single family homes to non-profit for rehabilitation and sale to income qualified buyers.

Compliance Monitoring and Portfolio Management
Provide ongoing monitoring of completed housing projects and servicing actions as required for the loan portfolio.

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

- Annual Housing Trust Fund Reports.
- Annual Single Room Occupancy (SRO) Preservation Report.
- Bi-Annual County Affordable Housing Report.
- County Fee Waivers Tracking.
- Annual City and County Housing Element Updates.
- Monthly Portfolio Management Activities/Trend Report.
- Consolidated Annual Performance and Evaluation Report (CAPER) of HOME (federal funds) accomplishments.
- Quarterly and Annual Performance Reports for Mortgage Credit Certificate, CalHOME, and BEGIN awards.

Development

Agency Asset Repositioning

Continue to 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.
- Locate new units into sustainable and livable communities that meet the specific needs of residents.
- Incorporate smart growth principles (i.e. energy efficiency, 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, resident advisory boards.

2016 Goals and Objectives

- Implement the 2013-2017 Consolidated Plan for federal Commuinity Planning and Development funding originating from the U.S. Department of Housing and Urban Development (HUD).

- Continue third round of the Neighborhood Stabilization Program by rehabilitating 45 single family homes in an effort to address vacant and foreclosed properties.

- Begin the update of the new Assessment of Fair Housing tool to support the Agency's commitment to Affirmatively Further Fair Housing.

Development

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.

- Partner with the City of Sacramento to create implementation guidelines for the Mixed Income Housing Ordinance as needed; and to review and updated the City's Housing Preservation Ordinance, SRO Ordinance, and Housing Trust Fund Ordinance. In addition, investigate creating a Vacancy Assessment Ordinance…

- Continue to pursue funding resources allowing for the administration and financing of Home Buyers Assistance Program.

- Complete update of Resident Service Providers quarterly reports and facilitation of automated compliance review.

- Incorporate new Uniform Physical Conditions Standards and HUD Utility Allowance requirements into HOME monitoring inspections.

- Begin construction and sales of 11 new single family homes as part of the Del Paso Nuevo IV subdivision and 20 new single family homes as part of Del Paso Nuevo V.

- Develop and implement eligibility review process for Purchase & Resale Entity (PRE) program homebuyers.

Agency Asset Repositioning

- Close on financing and begin construction (rehabilitation) of Sutterview and Sierra Vista senior high-rise buildings.

- Submit funding applications to implement River District-Railyards (Twin Rivers) Choice Neighborhoods Transformation Plan.

- Complete Choice Neighborhoods planning requirements for Upper Land Park-Broadway (Marina Vista/Alder Grove) begin implementation.

- Launch Affordable Homeownership Program through the Purchase & Resale Entity (PRE) program.

- Update Asset Repositioning Strategy to reflect work completed, take advantage of new opportunities, and formalize policies and procedures for affiliate entities.

Development

2015 Accomplishments

Federal Programs

- Transitioned the administration of the Comprehensive Alcohol Treatment Center from the County Department of Human Assistance (DHA) to SHRA.

- Began the implementation of Coordinated Entry in partnership with the Sacramento Continuum of Care.

- Began the coordination of the Rapid Rehousing Program as part of ESG with DHA's Housing Support Program (HSP) as part of CalWorks.

- Reconstituted a comprehensive City and unincorporated County of Sacramento Fair Housing program in partnership with Legal Services of Northern California, Self Help Housing, and the Rental Housing Association.

- Continued ongoing infrastructure improvements in the County such as the Florin Road Streetscape, the City of Galt Quiet Zone and Central Corridor improvements, as well as initiating the Neighborhood Livability Initiative (NLI) consisting of a series of improvements throughout targeted neighborhoods in the unincorporated County, and continued strategic projects in the City such as the design of improvments along12th Street in the River District as well as for the Dos Rios Light Rail Station.

- Began public facilities improvements such as the Bing Kong Tong Phase II project, the kitchen improvements for the Rio Linda Community Center, the Colonial Heights Library, Downtown Street Lighting, the Meadowview Manorside Traffic Signal, and the Main Avenue Ball Fields.

- Completed improvements such as the Jean Harvey Community Center Well and Waterline, Eagles Nest Road Design, McComber/Florin Road Parking Lot, the South Sacramento Lighting Project, and R Street Phase III.

Development Finance

Multifamily

- Provided approximately $16.6 million in Multifamily Loan assistance to 5 projects totaling 430 of affordable units (Anton Arcade, Olivewood, Sutter Place, Land Park Woods, and Ethan Terrace).

Development

- Issued $ $42.5 million in Mortgage Revenue Bonds for rehabilitation and construction of multifamily developments (Anton Arcade, Olivewood, Ethan Terrace and Mutual Housing at Foothill Farms).

- Completed renovation and/or construction of 4 multifamily developments totally 326 newly affordable or preserved units (Arbor Creek Senior, Woodhaven, Sutterview, Sierra Vista. and Olivewood).

Housing Policy Implementation

- Worked with the development community to approve housing plans in support of the City's Mixed-Income Housing Ordinance and assisted in the updating of the Ordinance. Also assisted in the updating of the City's Housing Trust Fund Ordinance.

- Developed guidelines for the implementation of the County's revised Affordable Housing Ordinance.

- Certified homebuyers, calculated sales prices, and coordinated recording of regulatory agreements on 4 new and 8 resale single family homes per the City's Mixed Income and County Affordable Housing Ordinances.

Single Family

- Approved financing for 70 families for Home Buyer and MCC programs.

- Managed the disposition, rehabilitation, loans and income certifications necessary to facilitate the rehabilitation and sale of over 15 owner-occupied single family homes in the NSP programs.

- Facilitated the rehabilitation and sale of 3 owner-occupied single family homes through the Foreclosure Access Program.

- Disposed of property to Habitat for Humanity allowing for the future construction of 5 affordable single family homes in the Avenues neighborhood.

- Began construction of 14 new single family homes in Del Paso Nuevo Phase IV and selected a developer and began construction of 5 model homes for Phase V.

Portfolio Management

- Managed a portfolio of over 1,300 loans totally $309 million.

Development

- Physically inspected over 2,250 residential units in 198 multifamily properties consisting of over 22,800 units.
- Audited over 2,300 tenant files to ensure compliance with income eligibly and property management procedures.
- Monitored resident services at 85 multifamily properties.
- Completed annual audit confirmations for 75 multifamily developments.
- Calculated and invoiced for the Supplemental Annual Administrative Fee at 52 multifamily bond developments.
- Completed CDLAC Certification on 80 Mortgage Revenue Bond Projects.
- Processed 20 loan subordination requests for existing single family home loans.
- Monitored compliance of over 1,100 single family home loans.
- Managed Rental Subsidy Agreements with three service providers providing supportive housing for 208 extremely low income households.

Agency Asset Repositioning

- Completed Choice Neighborhoods Planning Grant requirements for River District-Railyards (Twin Rivers).
- Launched Choice Neighborhoods Planning process for Upper Land Park-Broadway, including Marina Vista & Alder Grove public housing sites.
- Closed on financing, began construction (rehabilitation) of Washington Plaza senior high-rise (completion anticipated December 2014).

Development

Employee Services Schedule

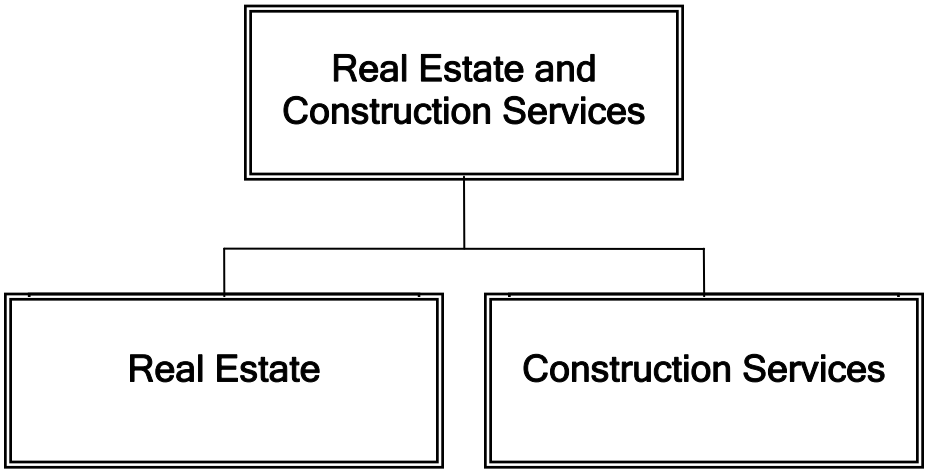
	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget		Increase (Decrease)
Development							
Assistant Director	3.00	2.00	1.00	1.00	2.00		1.00
Community Development Analyst	0.00	0.00	1.00	2.00	2.00		0.00
Community Development Specialist	0.00	0.00	2.00	0.00	0.00		0.00
Development Analyst	0.00	0.00	0.00	0.00	1.00		1.00
Director	0.00	0.00	0.00	1.00	1.00		0.00
GIS Analyst	1.00	1.00	0.00	0.00	1.00	(1)	1.00
Housing Finance Analyst	4.00	4.00	3.00	3.00	3.00		0.00
Loan Processing Analyst	2.00	2.00	1.00	1.00	0.00		-1.00
Loan Servicing Analyst	1.00	1.00	1.00	1.00	2.00		1.00
Management Analyst	1.00	2.00	1.00	2.00	3.00		1.00
Office Technician	2.00	1.00	1.00	1.00	1.00		0.00
Principal Loan Processing Analyst	1.00	1.00	0.00	0.00	0.00		0.00
Principal Regulatory Compliance Analyst	1.00	1.00	0.00	0.00	0.00		0.00
Program Manager	3.00	4.00	3.00	2.00	2.00		0.00
Program Technician	1.00	1.00	1.00	1.00	0.00		-1.00
Redevelopment Analyst	3.00	3.00	0.00	0.00	0.00		0.00
Redevelopment Planner	6.00	6.00	3.00	2.00	2.00		0.00
Regulatory Compliance Analyst	1.00	1.00	2.00	2.00	2.00		0.00
Senior Management Analyst	1.00	0.50	0.50	2.00	0.00		-2.00
Supervisor	1.00	1.00	1.00	1.00	0.00		-1.00
Total Positions	32.00	31.50	21.50	22.00	22.00		0.00

(1) .4 of 1 position was left unfunded for 2016

SECTION H

REAL ESTATE AND CONSTRUCTION SERVICES

Real Estate and Construction Services



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Real Estate and Construction Services

Department Summary

The Real Estate and Construction Services Department works 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
- Historical preservation
- Design and construction of projects

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Salaries and Benefits	$ 2,055,363	$ 1,421,366	$ 779,130	$ 889,415	$ 791,442
Services and Supplies	404,216	372,829	176,975	249,255	290,586
Interdepartmental Charges	1,287,526	622,147	461,859	224,620	177,181
Total	$ 3,747,105	$ 2,416,342	$ 1,417,964	$ 1,363,290	$ 1,259,209

Procurement services was moved to Administrative Support in 2014.

Activities Detail

Real Estate

The Real Estate Department is a resource for all Agency departments, and provides 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 performs site reviews, prepares and approves escrow instructions, grant deeds and legal descriptions, and manages consulting Brokers.

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. Projects include rehabilitation and new construction loans to owners and developers, Rehabilitation Loans and various Single Family Loan Programs, the design and delivery of capital improvement projects and modernization of the conventional Public housing stock, and the design, rehabilitation, and sale of Agency owned single family homes to first-time, low income homebuyers.

Real Estate and Construction Services

2016 Goals and Objectives

- Launch the Purchase and Resale Entity (PRE) program: rehabilitate single family homes and sell to first-time, low income homebuyers.
- Manage the modernization of Public Housing properties for the Housing Authority.
- Promote the First Source program for all applicable RECS related activities.
- Manage the Agency's vacant properties.
- Oversee the rehabilitation of the two remaining SHARP high rises: Sutterview and Sierra Vista.
- Manage the Property Recycling Program with real estate and construction services for the rehabilitation of single family homes, leading to homeownership.
- Provide construction oversight for the many lending programs the Agency offers.
- Work with interested parties to lease available space at 600 I Street
- Work with the Agency's property disposition team to create a Disposition Plan that will identify Agency-owned properties most eligible for sale, and market and sell these properties.
- Provide Agency-wide access to database of plans for Agency-owned properties.
- Produce Multi-Family budget analysis guide for use on outside developer projects
- Foster a culture that recognizes its employees for their contributions to the Agency.

2015 Accomplishments

- Oversaw the rehabilitation of 10 single family homes sold through the Property Recycling Program.
- Monitored various construction and rehabilitation projects for the Agency's Housing and Community Development Department, including, but not limited to:
    - Completion of Washington Plaza (SHARP)
    - Completion of Garden Village Apartments
    - Completion of Arbor Creek senior apartments

Real Estate and Construction Services

- Broadway Triangle (final phases)
- 700 K Street block
- Curtis Park multi-family construction
- Olivewood apartments rehab and new Community center
- Woodhaven apartments rehab and new Community center
- Sutterview and Sierra Vista (SHARP)
- Del Paso Nuevo single-family home construction

- Managed the rehabilitation and modernization of various Public Housing projects, including the renovation of several duplexes and single family homes, as well as several projects within the multi-family sites.

- Managed the maintenance of the Agency's many vacant properties.

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget		Increase (Decrease)
Real Estate and Construction Services							
Assistant Director	1.00	0.00	0.00	0.00	0.00		0.00
Director	0.00	0.00	0.40	0.40	0.40		0.00
Engineering Project Manager	0.00	0.00	0.00	0.00	1.00		1.00
Management Analyst	0.00	0.00	0.00	0.00	0.00		0.00
Real Estate Analyst	1.00	1.00	1.00	0.00	0.00		0.00
Real Estate Coordinator	0.00	0.00	0.00	0.00	1.00	(1)	1.00
Construction Technician	7.00	7.00	4.00	3.00	2.00		-1.00
Office Technician	0.00	1.00	1.00	1.00	0.00		-1.00
Principal Construction Technician	1.00	1.00	1.00	1.00	1.00		0.00
Program Manager	1.00	1.00	1.00	1.00	1.00		0.00
Senior Management Analyst	3.00	3.00	3.00	3.00	0.00		-3.00
Subtotal RE & CS Administration	14.00	14.00	11.40	9.40	6.40		-3.00
Procurement Services							
Buyer	1.00	2.00	0.00	0.00	0.00		0.00
Compliance Analyst	2.00	2.00	0.00	0.00	0.00		0.00
Principal Procurement Services Analyst	1.00	0.00	0.00	0.00	0.00		0.00
Supervisor	1.00	1.00	0.00	0.00	0.00		0.00
Subtotal Procurement	5.00	5.00	0.00	0.00	0.00		0.00
Total Positions	19.00	19.00	11.40	9.40	6.40		-3.00

(1) .2 of 1 position was left unfunded for 2016

Procurement services moved to Administrative Support in 2014.

SECTION I

COMMUNITY SOCIAL SERVICES

Community Social Services

- Department Summaries
- Appropriation Summary
- 2016 Goals and Objectives
- 2015 Accomplishments
- Employee Services Schedule

Department Summaries

Community Social Services

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, SHRA began assuming specific programs previously administered by DHA.

SSF will coordinate various funding sources including Agency funds to support the continuum of care programs including: transitional housing programs and permanent supportive housing programs.

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

Other non-profits will administer Senior Nutrition programs.

Starting in July 2016, the administration of the Comprehensive Alcohol Treatment Center, also known as the “Detox Program”, transferred from DHA to SHRA.

Community Social Services

Appropriation Summary

Type of Expense	Budget 2012	Budget 2013	Budget 2014	Budget 2015	Budget 2016
Public Services	$ 3,562,536	$ 5,131,797	$ 4,934,613	$ 5,237,669	$ 5,707,190

2016 Goals and Objectives

Community Social Services

- Continue to implement the Coordinated Entry System in partnership with Sacramento Steps Forward.
- Complete evaluation of the Continuum of Care in partnership with Sacramento Steps Forward to right-size the homeless system related to the spectrum of services available; specifically the appropriate level of funding for shelter beds, transitional housing, rapid-rehousing, and permanent supportive housing based upon need and resources.

2015 Accomplishments

- Completed the transition of the Comprehinsive Alcohol Treatment Center program to SHRA
- Began the implementation of the Coordinated Entry System in partnership with Sacramento Steps Forward.

Employee Services Schedule

	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	Increase (Decrease)
Community Social Services						
Account Clerk	1.00	0.00	0.00	0.00	0.00	0.00
Program Manager	1.00	0.00	0.00	0.00	0.00	0.00
Total Positions	2.00	0.00	0.00	0.00	0.00	0.00

PUBLIC SERVICES BY CATEGORY

	City	County	Total	Source
Administration				
HOPWA Administration	$ 46,740	$ -	$ 46,740	HOPWA-City
Community Services				
Downtown SRO Supportive Services	120,000	-	120,000	CDBG - City
DHA Medical Detox	-	200,000	200,000	CDBG - County
Natomas Boys and Girls Club	194,000	-	194,000	MFSAF - City
	314,000	200,000	514,000	
Rental Assistance				
HOPWA Short-term Rent Mortgage Utilities (STRMU)	229,500	-	229,500	HOPWA-City
HOPWA Tenant Based (TBRA)	72,950	-	72,950	HOPWA-City
Homeless Prevention & Rapid Re-Housing	137,965	-	137,965	ESG-City
Homeless Prevention & Rapid Re-Housing	-	155,602	155,602	ESG- County
LSS	194,421	-	194,421	Housing Successor-City
Transitional Living Community Support	237,307	-	237,307	Housing Successor-City
VOA Readiness	244,272	-	244,272	Housing Successor-City
Boulevard Court	396,864	-	396,864	Housing Successor-City
Shasta Hotel	100,000	-	100,000	Housing Successor-City
Mutual Housing at the Highlands	-	296,000	296,000	Housing Successor-County
Subtotal Rental Assistance	1,613,279	451,602	2,064,881	
Senior Nutrition				
Senior Nutrition Administration	391,043	-	391,043	CDBG - City
Senior Nutrition Program	-	430,000	430,000	CDBG - County
Senior Nutrition Services	94,000	-	94,000	MFSAF - City
Subtotal Senior Nutrition	485,043	430,000	915,043	
Homeless				
Shelter / COC	62,566	-	62,566	CDBG - City
Shelter / COC	-	162,434	162,434	CDBG - County
Shelter / COC	-	433,000	433,000	MFSAF - County
Shelter / COC	214,083	-	214,083	ESG-City
Shelter / COC	-	241,451	241,451	ESG-County
Shelter / COC	392,151	-	392,151	PILOT - City
Shelter / COC	-	101,946	101,946	PILOT - County
Subtotal Homeless	668,800	938,831	1,607,631	
Suppportive Services				
HOPWA Supportive Services	427,540	-	427,540	HOPWA-City
Operations				
HOPWA Operations	106,355	-	106,355	HOPWA-City
Planning				
Promise Zone Planning	25,000	-	25,000	CDBG - City
Totals	$ 3,686,757	$ 2,020,433	$ 5,707,190	

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SECTION J

DEBT SERVICE

Debt Service

	Interest	Principal	Total
Local Housing Mortgages:			
San Jose/Broadway	$ 18,103	$ 51,297	$ 69,400
Riverview Plaza - Residential & Dining - CHFA	27,982	-	27,982
Total Local Housing Mortgages	$ 46,085	$ 51,297	$ 97,382
Loan Repayments:			
HUD 108 Del Paso Nuevo 2008-A	$ 20,269	$ 145,000	$ 165,269
HUD 108 Del Paso Nuevo 2011-A	29,787	190,000	219,787
CalHFA HELP Loan	1,617	53,893	55,510
SHDC advance repayment	-	101,700	101,700
Housing Choice Vouchers Advance Repayment-MRB	-	200,000	200,000
HUD 108 Globe Mills	212,020	251,000	463,020
Bank of America-Public Capital corp (801 12th St)	483,651	561,018	1,044,669
Total Loan Repayments	$ 747,344	$ 1,502,611	$ 2,249,955
Total Debt Service	$ 793,429	$ 1,553,908	$ 2,347,337

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SECTION K

PROJECTS AND PROGRAMS SCHEDULE

PROJECTS BY TYPE

Project Type	Funding Source	Description	Appropriation
Housing Authority Capital Projects	Conventional Housing - Capital Fund Program - City - 2016	Modernization	$ 1,375,468
	Conventional Housing - Capital Fund Program - County - 2016	Modernization	728,210
	Riverview Plaza - Residential & Dining	Elevator Repair	35,000
		Subtotal	$ 2,138,678
Infrastructure and Public Improvements	801 12Th Street	Carpet replacement-801 12th Street	$ 10,000
	801 12Th Street	Stair towers lighting-801 12th Street	10,000
	Community Development Block Grant - City - 2014	Environmental delivery	150,000
	Community Development Block Grant - City - 2014	Mack Road Pedestrian Lighting	125,000
	Community Development Block Grant - City - 2014	North 16th Streetscape Design Plan	300,000
	Community Development Block Grant - City - 2016	Capital Improvement Project Scoping	100,000
	Community Development Block Grant - City - 2016	Capital Reserve	277,571
	Community Development Block Grant - City - 2016	Consolidated Planning	100,000
	Community Development Block Grant - City - 2016	Coordinated Exit	50,000
	Community Development Block Grant - City - 2016	Edgewater Electric Vehicle Charging Stations	50,000
	Community Development Block Grant - City - 2016	Emergency Shelter Planning	50,000
	Community Development Block Grant - City - 2016	Fourth Street Pedestian Access Project Planning	300,000
	Community Development Block Grant - City - 2016	Franklin Boulevard Complete Street	250,000
	Community Development Block Grant - City - 2016	Mack Road Pedestrian Lighting	225,000
	Community Development Block Grant - City - 2016	Meadowview Streetscape Project	300,000
	Community Development Block Grant - City - 2016	Multi-Site Water Cross-Connection Improvement Project	425,000
	Community Development Block Grant - City - 2016	Public Facility Notice of Funding Availability (NOFA)	100,000
	Community Development Block Grant - City - 2016	Valley Hi Safety and Park Improvement Project	275,000
	Community Development Block Grant - County - 2016	Capital Improvement Scoping	100,000
	Community Development Block Grant - County - 2016	Capital Reserve	264,313
	Community Development Block Grant - County - 2016	Consolidated Planning	100,000
	Community Development Block Grant - County - 2016	Coordinated Exit	50,000
	Community Development Block Grant - County - 2016	District 3 Pavement Overlays	850,000
	Community Development Block Grant - County - 2016	Emergency Shelter Planning	50,000
	Community Development Block Grant - County - 2016	Family Resource Center	150,000
	Community Development Block Grant - County - 2016	Florin Area New Streetlight Project	700,000
	Community Development Block Grant - County - 2016	Folsom Seniors Helping Seniors Handyman Program	150,000
	Community Development Block Grant - County - 2016	Multi-family Housing Acquisition and Rehabilitation	200,000
	Community Development Block Grant - County - 2016	Public Facility Notice of Funding Availability (NOFA)	100,000
	Community Development Block Grant - County - 2016	Watt Avenue Complete Street Improvements	460,000
	Community Development Block Grant-County-Program Income	44th Avenue Pedestrian/Beautification Project-Phase 1	280,000
	Community Development Block Grant-County-Program Income	Hood ADA Restroom	175,000
	Community Development Block Grant-County-Program Income	Jean Harvey Community Center Water Line	30,000
	Community Development Block Grant-County-Program Income	Multi-family Housing Acquisition and Rehabilitation	36,306
	Community Development Block Grant-County-Program Income	Rio Linda Community Center Rehabilitation Project	300,000
	Equipment Reserve	Desktop Replacement Hardware	70,750
	Equipment Reserve	Software/system upgrade	92,800
	Equipment Reserve	VMWare Server and SAN hardware	140,000
		Subtotal	$ 7,396,740

PROJECTS BY TYPE

Project Type	Funding Source	Description	Appropriation
Housing Development and Preservation	Affordable Housing Program Entitlement	Housing Development Assistance	$ 1,618,113
	American Dream Downpayment Revolving Loan - City	First-time Homebuyer Assistance Program	1,795
	American Dream Downpayment Revolving Loan - County	First-time Homebuyer Assistance Program	1,272
	BEGIN	First-time Homebuyer Assistance Program	19,841
	CalHOME Revolving Loan Fund - City	First-time Homebuyer Assistance Program	120,247
	CalHOME Revolving Loan Fund - County	First-time Homebuyer Assistance Program	156,721
	CDBG- Neighborhood Stabilization Program 1-City	Purchase and Resale Entity (PRE)	71,460
	CDBG- Neighborhood Stabilization Program 3 RLF-City	Purchase and Resale Entity (PRE)	640,000
	Choice Neighborhoods Initiative Grant-County	Choice Neighborhood Initiative (Twin Rivers)	1,925,000
	City Inclusionary Housing	Housing Development Assistance	401,000
	Community Development Block Grant - City - 2014	Emergency Repair Program/Accessibility Grant Program (ERP-A)	50,000
	Community Development Block Grant - City - 2014	Multi-Family Housing Acquisition and Rehabilitation	500,000
	Community Development Block Grant - City - 2016	Fair Housing Activities	100,000
	Community Development Block Grant - City - 2016	Minor Repair & ADA for Seniors & Low Income Homeowners Program	46,000
	Community Development Block Grant - County - 2014	Emergency Repair Program/Accessibility Grant Program (ERP-A)	50,000
	Community Development Block Grant - County - 2014	Galt-Central Corridor Street Improvements	150,000
	Community Development Block Grant - County - 2014	Isleton Bing Kong Tong Historic Rehabilitation	100,000
	Community Development Block Grant - County - 2014	Multi-family Housing Acquisition and Rehabilitation	400,000
	Community Development Block Grant - County - 2016	Fair Housing Activities	100,000
	Community Development Block Grant - County - 2016	Minor Repair & ADA for Seniors & Low Inc. Homeowners Program	46,000
	HOME - City 2016	Multi-family Housing Acquisition and Rehabilitation	720,871
	HOME - City 2016	Multi-family Housing New Construction	720,871
	HOME - County 2016	City of Citrus Heights First Time Home-Buyer Program	148,392
	HOME - County 2016	Multi-family Housing Acquisition and Rehabilitation	678,689
	HOME - County 2016	Multi-family Housing New Construction	678,689
	HOME Revolving Loans - City	Multi-family Housing Acquisition and Rehabilitation	268,085
	HOME Revolving Loans - City	Multi-family Housing New Construction	88,562
	HOME Revolving Loans - County	Multi-family Housing Acquisition and Rehabilitation	369,902
	HOME Revolving Loans - County	Multi-family Housing New Construction	369,902
	HOPWA	Multi-family Housing Acquisition and Rehabilitation	840,000
	HOPWA	Reserve	9,035
	Housing Trust Fund - City	Housing Development Assistance	282,610
	Housing Trust Fund - County	Housing Development Assistance	1,869,740
	HSA-Project Fund - City	Housing Development Assistance	2,572,136
	HSA-Project Fund - County	Housing Development Assistance	545,146
		Subtotal	$ 16,660,079
		TOTAL	$ 26,195,497

PROJECTS BY FUNDING SOURCE

Funding Source	Project Type	Description	Appropriation	Environmental
Equipment Reserve	Infrastructure and Public Improvements	VMWare Server and SAN hardware	$ 140,000	Completed[1]
Equipment Reserve	Infrastructure and Public Improvements	Desktop Replacement Hardware	70,750	Completed[1]
Equipment Reserve	Infrastructure and Public Improvements	Software/system upgrade	92,800	Completed[1]
		Subtotal	$ 303,550	
801 12Th Street	Infrastructure and Public Improvements	Carpet replacement-801 12th Street	$ 10,000	Completed[1]
801 12Th Street	Infrastructure and Public Improvements	Stair towers lighting-801 12th Street	10,000	Completed[1]
		Subtotal	$ 20,000	
HSA-Project Fund - City	Housing Development and Preservation	Housing Development Assistance	$ 2,572,136	Not completed
		Subtotal	$ 2,572,136	
HSA-Project Fund - County	Housing Development and Preservation	Housing Development Assistance	$ 545,146	Not completed
		Subtotal	$ 545,146	
Community Development Block Grant - City - 2014	Housing Development and Preservation	Multi-Family Housing Acquisition and Rehabilitation	$ 500,000	Not completed
Community Development Block Grant - City - 2014	Housing Development and Preservation	Emergency Repair Program/Accessibility Grant Program (ERP-A)	50,000	Completed
Community Development Block Grant - City - 2014	Infrastructure and Public Improvements	Mack Road Pedestrian Lighting	125,000	Not completed
Community Development Block Grant - City - 2014	Infrastructure and Public Improvements	North 16th Streetscape Design Plan	300,000	Completed
Community Development Block Grant - City - 2014	Infrastructure and Public Improvements	Environmental delivery	150,000	Completed
		Subtotal	$ 1,125,000	
Community Development Block Grant - City - 2016	Housing Development and Preservation	Minor Repair & ADA for Seniors & Low Income Homeowners Program	$ 46,000	Completed
Community Development Block Grant - City - 2016	Housing Development and Preservation	Fair Housing Activities	100,000	Completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Multi-Site Water Cross-Connection Improvement Project	425,000	Not completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Meadowview Streetscape Project	300,000	Not completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Fourth Street Pedestian Access Project Planning	300,000	Completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Valley Hi Safety and Park Improvement Project	275,000	Not completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Franklin Boulevard Complete Street	250,000	Completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Mack Road Pedestrian Lighting	225,000	Not completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Consolidated Planning	100,000	Completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Edgewater Electric Vehicle Charging Stations	50,000	Completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Emergency Shelter Planning	50,000	Completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Coordinated Exit	50,000	Completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Public Facility Notice of Funding Availability (NOFA)	100,000	Completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Capital Improvement Project Scoping	100,000	Completed
Community Development Block Grant - City - 2016	Infrastructure and Public Improvements	Capital Reserve	277,571	Not subject[3]
		Subtotal	$ 2,648,571	
Community Development Block Grant - County - 2014	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	$ 400,000	Not completed
Community Development Block Grant - County - 2014	Housing Development and Preservation	Galt-Central Corridor Street Improvements	150,000	Completed
Community Development Block Grant - County - 2014	Housing Development and Preservation	Emergency Repair Program/Accessibility Grant Program (ERP-A)	50,000	Completed
Community Development Block Grant - County - 2014	Housing Development and Preservation	Isleton Bing Kong Tong Historic Rehabilitation	100,000	Not completed
		Subtotal	$ 700,000	

PROJECTS BY FUNDING SOURCE

Funding Source	Project Type	Description	Appropriation	Environmental
Community Development Block Grant - County - 2016	Housing Development and Preservation	Minor Repair & ADA for Seniors & Low Inc. Homeowners Program	46,000	Completed
Community Development Block Grant - County - 2016	Housing Development and Preservation	Fair Housing Activities	100,000	Completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Watt Avenue Complete Street Improvements	460,000	Not completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Florin Area New Streetlight Project	700,000	Not completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	District 3 Pavement Overlays	850,000	Not completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Family Resource Center	150,000	Not completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Consolidated Planning	100,000	Completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Capital Improvement Scoping	100,000	Completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Multi-family Housing Acquisition and Rehabilitation	200,000	Not completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Folsom Seniors Helping Seniors Handyman Program	150,000	Completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Public Facility Notice of Funding Availability (NOFA)	100,000	Completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Emergency Shelter Planning	50,000	Completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Coordinated Exit	50,000	Completed
Community Development Block Grant - County - 2016	Infrastructure and Public Improvements	Capital Reserve	264,313	Not subject[3]
		Subtotal	$ 3,320,313	
CDBG- Neighborhood Stabilization Program 1-City	Housing Development and Preservation	Purchase and Resale Entity (PRE)	$ 71,460	Completed
		Subtotal	$ 71,460	
CDBG- Neighborhood Stabilization Program 3 RLF-City	Housing Development and Preservation	Purchase and Resale Entity (PRE)	$ 640,000	Completed
		Subtotal	$ 640,000	
Community Development Block Grant-County-Program Income	Infrastructure and Public Improvements	Multi-family Housing Acquisition and Rehabilitation	$ 36,306	Not completed
Community Development Block Grant-County-Program Income	Infrastructure and Public Improvements	44th Avenue Pedestrian/Beautification Project-Phase 1	280,000	Not completed
Community Development Block Grant-County-Program Income	Infrastructure and Public Improvements	Rio Linda Community Center Rehabilitation Project	300,000	Completed
Community Development Block Grant-County-Program Income	Infrastructure and Public Improvements	Jean Harvey Community Center Water Line	30,000	Completed
Community Development Block Grant-County-Program Income	Infrastructure and Public Improvements	Hood ADA Restroom	175,000	Not completed
		Subtotal	$ 821,306	
HOME Revolving Loans - City	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	$ 268,085	Not completed
HOME Revolving Loans - City	Housing Development and Preservation	Multi-family Housing New Construction	88,562	Not completed
		Subtotal	$ 356,647	
American Dream Downpayment Revolving Loan - City	Housing Development and Preservation	First-time Homebuyer Assistance Program	$ 1,795	Completed
		Subtotal	$ 1,795	
BEGIN	Housing Development and Preservation	First-time Homebuyer Assistance Program	$ 19,841	Completed
		Subtotal	$ 19,841	
HOME Revolving Loans - County	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	$ 369,902	Not completed
HOME Revolving Loans - County	Housing Development and Preservation	Multi-family Housing New Construction	369,902	Not completed
		Subtotal	$ 739,804	
American Dream Downpayment Revolving Loan - County	Housing Development and Preservation	First-time Homebuyer Assistance Program	$ 1,272	Completed
		Subtotal	$ 1,272	

PROJECTS BY FUNDING SOURCE

Funding Source	Project Type	Description	Appropriation	Environmental
HOME - City 2016	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	$ 720,871	Not completed
HOME - City 2016	Housing Development and Preservation	Multi-family Housing New Construction	720,871	Not completed
		Subtotal	$ 1,441,742	
HOME - County 2016	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	$ 678,689	Not completed
HOME - County 2016	Housing Development and Preservation	Multi-family Housing New Construction	678,689	Not completed
HOME - County 2016	Housing Development and Preservation	City of Citrus Heights First Time Home-Buyer Program	148,392	Completed
		Subtotal	$ 1,505,770	
CalHOME Revolving Loan Fund - City	Housing Development and Preservation	First-time Homebuyer Assistance Program	$ 120,247	Completed
		Subtotal	$ 120,247	
CalHOME Revolving Loan Fund - County	Housing Development and Preservation	First-time Homebuyer Assistance Program	$ 156,721	Completed
		Subtotal	$ 156,721	
Housing Trust Fund - City	Housing Development and Preservation	Housing Development Assistance	$ 282,610	Not completed
		Subtotal	$ 282,610	
Housing Trust Fund - County	Housing Development and Preservation	Housing Development Assistance	$ 1,869,740	Not completed
		Subtotal	$ 1,869,740	
City Inclusionary Housing	Housing Development and Preservation	Housing Development Assistance	$ 401,000	Not completed
		Subtotal	$ 401,000	
Affordable Housing Program Entitlement	Housing Development and Preservation	Housing Development Assistance	$ 1,618,113	Not completed
		Subtotal	$ 1,618,113	
HOPWA	Housing Development and Preservation	Reserve	$ 9,035	Not completed
		Subtotal	$ 9,035	
HOPWA	Housing Development and Preservation	Multi-family Housing Acquisition and Rehabilitation	$ 840,000	Not completed
		Subtotal	$ 840,000	
Riverview Plaza - Residential & Dining	Housing Authority Capital Projects	Elevator Repair	$ 35,000	Not completed
		Subtotal	$ 35,000	
Choice Neighborhoods Initiative Grant-County	Housing Development and Preservation	Choice Neighborhood Initiative (Twin Rivers)	$ 1,925,000	Not completed
		Subtotal	$ 1,925,000	

PROJECTS BY FUNDING SOURCE

Funding Source	Project Type	Description	Appropriation	Environmental
Conventional Housing - Capital Fund Program - City - 2016	Housing Authority Capital Projects	Modernization	$ 1,375,468	Completed
		Subtotal	$ 1,375,468	
Conventional Housing - Capital Fund Program - County - 2016	Housing Authority Capital Projects	Modernization	$ 728,210	Completed
		Subtotal	$ 728,210	
		TOTAL	$ 26,195,497	

Notes:

Not Completed:

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.

Completed:
1) Completed and it is not a project under California Environmental Quality Act (CEQA) Guideline 15378 and it its exempt pursuant to 24 CFR 35(b)(3).
2) CEQA and NEPA completed.

Not Subject:
3) Reserves that prior to use shall be subject to the appropriate level of environmental as applicable

DEFUNDING

Funding Source	Project Type	Description	Appropriation
Support Services	Commercial	HCV Facility Tenant Improvements	$ 374,702
Support Services	Commercial	Zero emission vehicles and charging stations	240,000
		Subtotal	$ 614,702
Headquarters-801 12th St	Commercial	Headquarters operations	$ 20,000
		Subtotal	$ 20,000
Community Dev Block Grant - City	Infrastructure and Public Improvements	Unallocated Capital Reserve	$ 1,150,000
		Subtotal	$ 1,150,000
Community Dev Block Grant - County	Infrastructure and Public Improvements	Unallocated Capital Reserve	$ 700,000
		Subtotal	$ 700,000
Community Development Block Grant NSP1 - City	Housing Development and Preservation	PRP Rehab	$ 71,460
		Subtotal	$ 71,460
Community Development Block Grant NSP3 RLF - City	Housing Development and Preservation	NSP PRP Rehab	$ 640,000
		Subtotal	$ 640,000
Multi-Family Rental Rehab Program - County	Housing Development and Preservation	Multi-Family Rehabilitation Loans	$ 785,000
		Subtotal	$ 785,000
HOME Revolving Loans - City	Housing Development and Preservation	Single-Family Rehabilitation Revolving Loans	$ 179,522
		Subtotal	$ 179,522
Community Development - Misc. Grants - County	Commercial	Auburn Garfield Acquisition	$ 958
		Subtotal	$ 958
MHSA	Housing Development and Preservation	Mental Health Services Act (MHSA)	$ 51,751
		Subtotal	$ 51,751
County State/Local Housing Grants	Housing Development and Preservation	County SF Project	$ 108,367
County State/Local Housing Grants	Housing Development and Preservation	Rehab & Mod Housing Authority Properties	381
		Subtotal	$ 108,748

DEFUNDING

Funding Source	Project Type	Description	Appropriation
Public housing homeownership-City	Housing Development and Preservation	Public housing homeownership program	$ 150,000
		Subtotal	$ 150,000
Public housing homeownership-County	Housing Development and Preservation	Public housing homeownership program	$ 150,000
		Subtotal	$ 150,000
City State/Local Housing Grants	Housing Development and Preservation	County SF Project	$ 21,253
City State/Local Housing Grants	Housing Development and Preservation	Rehab & Mod Housing Authority Properties	41
		Subtotal	$ 21,294
Mortgage Revenue Bonds	Infrastructure and Public Improvements	Railyard Administration	$ 100,000
Mortgage Revenue Bonds	Housing Development and Preservation	Affordable Housing Program	108,000
Mortgage Revenue Bonds	Infrastructure and Public Improvements	Housing Project Loans/Advances	900,000
Mortgage Revenue Bonds	Infrastructure and Public Improvements	Pre-Apprenticeship	94,323
Mortgage Revenue Bonds	Infrastructure and Public Improvements	Fruitridge Vista Project	42,326
Mortgage Revenue Bonds	Infrastructure and Public Improvements	Auburn Garfield Acquisition	1,127
		Subtotal	$ 1,245,776
		TOTAL	$ 5,889,211

SECTION L

GLOSSARY

GLOSSARY

ADMINISTRATIVE CONTINGENCY - Funds set aside for the current fiscal year to be used for unanticipated expenditures and new programs. The Community Development Block Grant (CDBG) program is the only program permitted to have an administrative contingency.

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.

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 of the approved budget as a result of an increase in appropriations and revenues.

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

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

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 on-going plan of single and multiple year capital expenditure 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 – Community Development Block Grant

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

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, Capital Expenditures, Other Charges, and Expenditure Transfers and Reimbursements.

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

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.

EMPLOYEE SERVICES - The personnel costs of an Agency program, including wage/salary and the cost 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 of a more or less permanent nature, other than land or buildings and improvements thereon. Examples are 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.

FEE FOR SERVICE - HUD has mandated that public housing authorities implement an administrative fee for centralized services to internal customers. The fees imposed are to reflect the true cost for recovering the service costs but should not exceed that which can 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 his services in 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.

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.

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.

HAP - See Housing Assistance Payment.

HSA – Housing Successor Agency as determined by assembly bill 26X1

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

HPRP - Homelessness Prevention and Rapid Re-Housing Program.

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM - Begun in 2009 by HUD, funding may be used to help families maintain current housing or to find new housing. Some of the types of assistance provided include: 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 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.

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.

INTERDEPARTMENTAL CHARGES – Charges for services one department provides another department. Net appropriations reflect the elimination of interdepartmental charges as they double count the same dollar which is budgeted in two places.

INTERNAL SERVICE FUNDS – Proprietary fund type that may be used to report 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.

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

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.

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 in general normally liquidate the related liability rather than when that liability is first incurred.

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

NSP – Neighborhood Stabilization Program

NEIGHBORHOOD STABILIZATION PROGRAM – HUD's Neighborhood Stabilization Program provides emergency assistance to state and local governments to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities. The Neighborhood Stabilization Program (NSP) provides grants to every state and certain local communities to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of house values of neighboring homes.

OBJECT CODE - A classification of expenditure or revenue. Examples of expenditures are Rental of Real Property (object code 5040) and Out-Of-Town Travel (object code 5305). Revenue examples would be Rental Income (object code 3500) and Interest Income - Investments (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 on-going 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.

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 would be 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 different 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.

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.

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. Literally – person entrusted with the stakes of bettors.

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 included in Employee Services in the Budget. NOTE: These positions are not counted as Agency employees.

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

SECTION M

APPENDIX

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY GOALS

THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY IS COMMITTED TO PARTNER WITH THE COMMUNITY AND THE CITY AND THE COUNTY OF SACRAMENTO TO ACCOMPLISH THE FOLLOWING GOALS:

GOAL 1

DEVELOP, PRESERVE, AND FINANCE A CONTINUUM OF AFFORDABLE HOUSING OPPORTUNITIES FOR SACRAMENTO CITY/COUNTY RESIDENTS

- Target resources to increase the supply of housing for large families.
- Acquire, rehabilitate, and/or otherwise improve deteriorating properties.
- Increase homeownership opportunities through homebuyer assistance programs.
- Participate in the development of housing strategies and policies.
- Partner with public and non-profit organizations to expand supportive housing.

GOAL 2

PROVIDE AND MAINTAIN AGENCY OWNED HOUSING AND TENANT BASED RENTAL ASSISTANCE PROGRAMS IN THE CITY AND COUNTY OF SACRAMENTO

- Achieve maximum lease-up in Housing Choice Voucher programs (formerly Section 8).
- Achieve maximum lease-up in public housing programs.
- Maximize the efficient use of our public housing stock by improving the delivery of quality, decent and safe public housing units.
- Increase Agency ownership and management of mixed-income housing.
- Improve and expand economic and social opportunities for housing authority residents.
- Participate in supportive housing programs by partnering with public and non-profit organizations.

GOAL 3

REVITALIZE LOWER INCOME NEIGHBORHOODS TO CREATE HEALTHY AND SUSTAINABLE COMMUNITIES

- Identify neighborhoods that need help and work with residents to tailor solutions that meet the needs of each community.
- Lead neighborhood efforts to realize an array of quality housing choices.
- Support programs that deliver neighborhood services, strengthen families, provide future opportunities for youth, and enhance local employment opportunities.
- Plan, rehabilitate, and construct capital improvement projects.
- Facilitate citizen participation practices and promote leadership and a shared vision for the community.

GOAL 4

PROMOTE ECONOMIC DEVELOPMENT THROUGH STRATEGIC INFRASTRUCTURE AND PUBLIC FACILITY IMPROVEMENTS

- Facilitate investment in infrastructure and capital improvements.
- Develop and market financial incentives to maximize private investment.
- Establish and strengthen partnerships to support a vibrant and sustainable business environment.
- Target and market key sites and opportunities for mixed use and higher intensity development.
- Link Agency assistance to jobs and business opportunities for low-income and local residents.

GOAL 5

IMPLEMENT EFFECTIVE AND EFFICIENT MANAGEMENT PRACTICES TO ENHANCE CUSTOMER SERVICE AND PROJECT DELIVERY.

- Improve and increase the external flow of information to enhance public relations and marketing.
- Develop and utilize technology tools to maximize efficiency.
- Improve and develop staff resources within the Agency.
- Simplify and expedite document preparation, review and file management.
- Improve and increase internal information flow.
- Improve asset management
- Evaluate and review administrative processes for improved efficiency.

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INVESTING IN COMMUNITIES