



1 and the rule of construction to the effect that ambiguities are to be resolved against the drafting
2 party shall not be employed in interpreting this Agreement, all parties having been represented
3 by counsel in the negotiation and preparation hereof.

4 45. JURISDICTION AND VENUE. Any action at law or in equity arising
5 under this Agreement or brought by a party hereto for the purpose of enforcing, construing or
6 determining the validity of any provision of this Agreement shall be filed in the consolidated
7 Courts of Riverside County, State of California, and the parties hereto waive all provisions of
8 law providing for the filing, removal or change of venue to any other court or jurisdiction.

9 46. SEVERABILITY. Each paragraph and provision of this Agreement is
10 severable from each other provision, and if any provision or part thereof is declared invalid, the
11 remaining provisions shall nevertheless remain in full force and effect.

12 47. MINISTERIAL ACTS. The COUNTY's Assistant County Executive
13 Officer/EDA or designee(s) are authorized to take such ministerial actions as may be necessary
14 or appropriate to implement the terms, provisions, and conditions of this Agreement as it may
15 be amended from time to time by both parties.

16 48. MODIFICATION OF AGREEMENT. The COUNTY or RHA may
17 consider it in its best interest to change, modify or extend a term or condition of this
18 Agreement. Any such change, extension or modification, which is mutually agreed upon by the
19 COUNTY and RHA shall be incorporated in written amendments to this Agreement. Such
20 amendments shall not invalidate this Agreement, nor relieve or release the COUNTY or RHA
21 from any obligations under this Agreement, except for those parts thereby amended. No
22 amendment to this Agreement shall be effective and binding upon the parties, unless it
23 expressly makes reference to this Agreement, is in writing and is signed and acknowledged by
24 duly authorized representatives of all parties.

25 49. ASSIGNMENT. RHA will not make any sale, assignment, conveyance,
26 or lease of any trust or power, or transfer in any other form with respect to this Agreement or
27 the Project, other than the sale of Assisted Units to Qualified Homebuyers.

28 50. EXHIBITS AND ATTACHMENTS. Each of the attachments and



1 exhibits attached hereto is incorporated herein by this reference.

2 51. NOTICES. All notices, requests, demands and other communication
3 required or desired to be served by either party upon the other shall be addressed to the
4 respective parties as set forth below or the such other addresses as from time to time shall be
5 designated by the respective parties and shall be sufficient if sent by U.S. first class, certified
6 mail, postage prepaid, or express delivery service with a receipt showing the date of delivery.

7	<u>COUNTY</u>	<u>RHA</u>
8	Director of Housing Development	Executive Director
9	Riverside County	Rancho Housing Alliance, Inc.
10	Economic Development Agency	53-990 Enterprise Way, Suite 1
11	1325 Spruce Street, Suite 400	Coachella, CA 92236
12	Riverside, CA 92507	

13 52. MEDIA RELEASES. RHA agrees to allow COUNTY to coordinate all
14 media releases regarding the Project, with prior approval of RHA. Any publicity generated by
15 RHA for the Project must make reference to the contribution of COUNTY in making the
16 Project possible. COUNTY's name shall be prominently displayed in all pieces of publicity
17 generated by RHA, including flyers, press releases, posters, signs, brochures, and public
18 service announcements. RHA agrees to cooperate with COUNTY in any COUNTY-generated
19 publicity or promotional activities with respect to the Project.

20 53. COUNTERPARTS. This Agreement may be signed by the different
21 parties hereto in counterparts, each of which shall be an original but all of which together shall
22 constitute one and the same agreement.

23 54. EFFECTIVE DATE. The effective date of this Agreement is the date the
24 parties execute the Agreement. If the parties execute the Agreement on more than one date,
25 then the last date the Agreement is executed by a party shall be the effective date.

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27 ///

28 ///

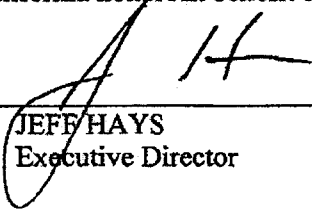


1 IN WITNESS WHEREOF, the COUNTY and RHA have executed this Agreement as of the
2 date first above written.

3
4
5 COUNTY OF RIVERSIDE

RANCHO HOUSING ALLIANCE, INC.
a California nonprofit benefit corporation

6
7 By: _____
8 JEFF STONE
Chairman, Board of Supervisors

By: 
9 JEFF HAYS
Executive Director

10 APPROVED AS TO FORM:

11
12 PAMELA J. WALLS
County Counsel

13
14 By: _____
15 Deputy

16
17 ATTEST:
18 KECIA HARPER-IHEM
19 Clerk of the Board

20
21 By: _____
22 Deputy

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

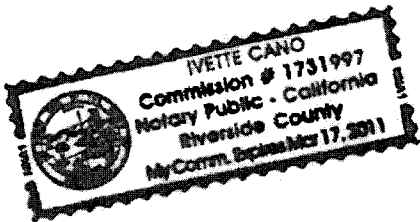
STATE OF CALIFORNIA)

COUNTY OF Riverside)

On July 2, 2009, before me, Ivette Cano, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Jeff Hays
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/hers/their authorized capacity(ies), and that by his/hers/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]

Signature of Notary Public

Place Notary Seal Above



1 IN WITNESS WHEREOF, the COUNTY and RHA have executed this Agreement as of the
2 date first above written.

3
4
5 COUNTY OF RIVERSIDE

RANCHO HOUSING ALLIANCE, INC.
a California nonprofit benefit corporation

6
7 By: Jeff Stone
8 JEFF STONE
Chairman, Board of Supervisors

By: _____
JEFF HAYS
Executive Director

9
10 APPROVED AS TO FORM:

11 PAMELA J. WALLS
12 County Counsel

13
14 Michael Clark 7/2/09
15 Deputy Michael Clark

16
17 ATTEST:
18 KECIA HARPER-IHEM
19 Clerk of the Board

20 By: Jane Skinner
21 Deputy



STATE OF CALIFORNIA

COUNTY OF RIVERSIDE

} §

On July 14, 2009, before me, Sandi Schlemmer, Deputy Clerk, personally appeared Jeff Stone, Chairman of the Board of Supervisors, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument; and that a copy of this paper, document or instrument has been delivered to the chairperson.

I certify under the penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: Sandi Schlemmer

Deputy Clerk

(SEAL)

2009-0505609
09/14/2009 09:00H
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EXHIBIT "E"
Tenant Selection

(behind this page)



Riverside's Neighborhood Developer

RESIDENT SELECTION CRITERIA

This community will not discriminate against any person based on Race; Color; Religion; Sex (gender); National Origin; Familial Status; Disability; Age; Marital Status; Ancestry; Source of Income; Sexual Orientation; Genetic; Arbitrary Factors

The following will be used to determine eligibility

1. **Occupancy Standards**-Units will be occupied in accordance with the following standards:

<u>Unit Size</u>	<u>Minimum</u>	<u>Maximum</u>
Studio	1	2
1Bedroom	1	3
2Bedroom	2 (Home 3)	5
3Bedroom	3	7

- Every household member will be counted when determining unit size

2. **2015 Income Chart State effective 5-24-16**

Number of Persons		1	2	3	4	5	6	7	8
120%	STATE	\$54,600	\$62,400	\$70,200	\$78,000	\$84,250	\$90,500	\$96,700	\$102,950
Median Income		\$45,500	\$52,000	\$58,500	\$65,000	\$70,200	\$75,400	\$80,600	\$85,800
80%		\$37,550	\$42,900	\$48,250	\$53,600	\$57,900	\$62,200	\$66,500	\$70,800
60%		\$28,140	\$32,160	\$36,180	\$40,200	\$43,440	\$46,680	\$49,860	\$53,100
50%		\$23,450	\$26,800	\$30,150	\$33,500	\$36,200	\$38,900	\$41,500	\$44,250
30%		\$14,100	\$16,100	\$20,160	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890

2016 Income Chart Home effective 5-13-16

80%	HOME	\$35,800	\$40,900	\$46,000	\$51,000	\$55,200	\$59,300	\$63,400	\$67,500
60%		\$26,880	\$30,720	\$34,560	\$38,340	\$41,460	\$44,520	\$47,580	\$50,640
50%		\$22,440	\$25,600	\$28,800	\$31,950	\$34,550	\$37,100	\$39,650	\$42,200
30%		\$13,450	\$15,350	\$17,250	\$19,150	\$20,700	\$22,250	\$23,750	\$25,300



- Funding source determines whether HOME or STATE income limits apply
 - Unit available at time of submission of application _____ Income spot _____
 - The income slot determined is based on unit availability at time of application
 - If an applicant is qualified as a very low-50% and no unit is available they will be slotted in a 60%-120% rental (Dependant on availability). If at any time a 50% income slot becomes available and household was determined income eligible at current year's income certification the property will undergo review to find the resident who has lived at the property the longest who now qualifies for the lower rent. If at current year recertification it is found that you are now exceeding income limits rents will be adjusted accordingly @ 60-120% of Rental amount.
3. **Income Requirements-** Each household applying must make two times the amount of current rent. If you have section 8 you will need to make two times the amount of your anticipated tenant portion.
4. **Income Verification-**
- All income must be verified in writing by your stated source of income on your application.
 - Must provide one month's worth of proof for stated income. Example paystubs, or award letter for benefits received. etc
 - If applicant has bank accounts we will need 6 months checking and 2 months savings(current)
 - Assets verification including bank statements will be verified
 - Income calculations are determined on your gross anticipated income for the next 12 months.
 - Self Employment will have to show previous years tax return or a current DBA document
4. **Rental History-** Last five years of rental history must be reported on application. Rental history including but not limited to non-payment of rent, repeated disruptive behavior, and chronic late payments may be grounds for denial of application. Evictions in the last two years will not be accepted. Evictions older than two years will be considered and a higher deposit will be required. Bankruptcies must have been discharged to be considered and a higher deposit will be charged. Foreclosures will be accepted and a higher deposit will be required.
5. **Credit History-** Any outstanding collections current/past totaling \$0-3500 will be subject to a deposit equal to one time the amount of current rent. Any outstanding collections current/past totaling between \$3501- \$8000 will be required to pay 1^{1/2} times the amount of current rental amount. Outstanding medical and or student loans will not be counted. Bad credit is subject to a higher deposit and or denial.
6. **Criminal Background check-** felony offenses and or continued criminal activity will be grounds for rejection if such offences involved physical violence, manufacture or sales of narcotics or, illegal weapons possession, any form of assault, breaking and entering, burglary or drug related criminal offenses prior to application. Consideration may be granted to applicants with past non-violent criminal records occurring ten or more years and no further criminal record.
- 7. Required Documentation to bring-**
- Completed Application with all contact information
 - Employment paystubs and or award benefit letters, unemployment, etc.
 - Bank statements if applicable
 - Tax return(Most current) or Profit & Loss statement(for self employed persons)
 - Picture Identification and Social Security cards for all persons in the home(verification purposes, this will be required to be on file if application is approved)
 - \$ 45.00 Money order payable to RHDC per adult, non-refundable credit check fee
 - \$100.00 Money Order to hold unit and take off the market while application is being processed. Only fill your name out and current address, do not make payable; if application is denied the \$100.00 will be given back to you. If approved the \$100.00 will be applied to move in costs. Failure to take up residency on an approved application will result in forfeit of holding fee.

Applications could be rejected, but not limited to the following reasons:



Revised 9/23/2016

- Blatant disrespect, disruptive or anti-social behavior toward management, the property, or other residents exhibited by an applicant or family member any time prior to move in or demonstrable history of such behavior.
- Falsification of any information on the application
- The name addresses and phone numbers of the past/present landlords not supplied
- Applicant has a negative credit history
- Applicant has a negative rental history
- Employment cannot be verified
- Income cannot be verified
- Applicant has a history of eviction, foreclosure or bankruptcy that was not reported on application
- Applicant has a felony criminal record or other crime not reported on application
- Any person whose tenancy would constitute a direct threat to the health and safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

All applications are verified through multiple credit interfaces

Addendum to application

Are you a current illegal abuser of a controlled substance? _____

Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? _____

Are you currently or ever been in a gang? _____

Been arrested, cited prosecuted, plead guilty to or been convicted of any crime? _____

Have you ever had a three day notice to pay rent or quit served to you? _____

If you have answered "yes" to any of the above questions, please provide a written explanation in the space provided below. _____

I understand and accept these qualifying standards and have truthfully answered the above questions, I further authorize RHDC to verify all above information as well as what has been obtained in the application itself.

Prospective Resident

Date

Agent for Owner

Date



**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



April 26, 2018

MEMORANDUM FOR: Interested parties

FROM: Zachary Olmstead, Deputy Director
Division of Housing Policy Development

SUBJECT: State Income Limits for 2018

Attached are briefing materials and State Income Limits for 2018 that are now in effect and replace 2017 State Income Limits. Income limits reflect updated median income and household income levels for extremely low-, very low-, low-, and moderate-income households for California's 58 counties. The 2018 State Income Limits are on the Department of Housing and Community Development (HCD) website at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>.

State Income Limits apply to designated programs, are used to determine applicant eligibility (based on the level of household income), and may be used to calculate affordable housing costs for applicable housing assistance programs. Use of State Income Limits are subject to a particular program's definition of income, family, family size, effective dates, and other factors. In addition, definitions applicable to income categories, criteria, and geographic areas sometimes differ depending on the funding source and program, resulting in some programs using other income limits.

The attached briefing materials detail California's 2018 Income Limits and were updated based on: (1) changes to income limits the U.S. Department of Housing and Urban Development (HUD) released on April 1, 2018 for its Public Housing and Section 8 Housing Choice Voucher Program and (2) adjustments HCD made based on State statutory provisions and its 2013 Hold Harmless (HH) Policy. Since 2013, HCD's HH Policy has held State Income Limits harmless from any decreases in household income limits and median income levels that HUD may apply to the Section 8 Income Limits. HUD determined its HH Policy was no longer necessary due to federal law changes in 2008 (Public Law 110-98) prohibiting rent decreases in federal or private activity bond funded projects.

For questions concerning State Income Limits, please contact HCD staff at (916) 263-2911.

2018 State Income Limits Briefing Materials California Code of Regulations, Title 25, Section 6932

Overview

The Department of Housing and Community Development (HCD), pursuant to Health & Safety Code Section 50093(c), must file updates to its State Income Limits with the Office of Administrative Law. HCD annually updates these income limits based on U.S. Department of Housing and Urban Development (HUD) revisions to the Public Housing and Section 8 Housing Choice Voucher Program that HUD released on April 1, 2018.

HUD annually updates its Section 8 Income Limits to reflect changes in median family income levels for different size households and income limits for extremely low, very low, and low-income households. HCD, pursuant to statutory provisions, makes the following additional revisions: (1) If necessary, increase a county's area median income to equal California's non-metropolitan median income, (2) adjusts area median income and household income category levels to not result in any decrease for any year after 2009 pursuant to HCD's February 2013 HH Policy. HCD's HH Policy was implemented to replace HUD's HH Policy, discontinued in 2009, to not decrease income limits and area median income levels below a prior year's highest level and, (3) determines income limits for California's moderate-income category.

Following are brief summaries of technical methodologies used by HUD and HCD in updating income limits for different household income categories. For additional information, please refer to HUD's briefing materials at <https://www.huduser.gov/portal/datasets/il/il18/IncomeLimitsMethodology-FY18.pdf>.

HUD Methodology

HUD Section 8 Income Limits begin with the production of median family incomes. HUD uses the Section 8 program's Fair Market Rent (FMR) area definitions in developing median incomes, which means developing median incomes for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. The 2018 FMR area definitions are unchanged from last year. HUD calculates Section 8 Income Limits for every FMR area with adjustments for family size and for areas with unusually high or low family income or housing-cost-to-income relationships.

Extremely Low-Income

In determining the extremely low-income limit, HUD uses the Federal Poverty Guidelines, published by the Department of Health and Human Services. HUD compares the appropriate poverty guideline with 60% of the very low-income limit and choose the greater of the two. The value may not exceed the very low-income level.

Very Low-Income

The very low-income limits are the basis for all other income limits. The very low-income limit typically reflects 50 percent of median family income (MFI) and HUD's MFI figure generally equals two times HUD's 4-person very low-income limit. HUD may adjust the very low-income limit for an area or county to account for conditions that warrant special considerations. As such, the very low-income limit may not always equal 50% MFI.

Low-Income

In general, most low-income limits represent the higher level of: (1) 80 percent of MFI or, (2) 80 percent of state non-metropolitan median family income. However, due to adjustments that HUD sometimes makes to the very low-income limit, strictly calculating low-income limits as 80 percent of MFI could produce unintended anomalies inconsistent with statutory intent (e.g. very low-income limits being higher than low-income limits). Therefore, HUD's briefing materials specify that, with some exceptions, the low-income limit reflect 160 percent of the very low-income limit.

**2018 State Income Limits Briefing Materials
California Code of Regulations, Title 25, Section 6932**

HUD may apply additional adjustments to areas with unusually high or low housing-costs-to-income relationships and for other reasons. This could result in low-income limits exceeding MFI.

Median Family Income/Area Median Income

HUD references and estimates the MFI in calculating the income limits. California law and State Income Limits reference Area Median Income (AMI) that, pursuant to Health & Safety Code 50093(c), means the MFI of a geographic area, estimated by HUD for its Section 8 Program.

HUD's calculations of Section 8 Income Limits begin with the production of MFI estimates. This year, MFI estimates use the 2015 American Community Survey. HUD then adjusts the survey data to account for anticipated income growth by applying the Consumer Price Index inflation forecast published by the Congressional Budget Office through mid-2018. HUD uses the MFI to calculate very low-income limits, used as the basis to calculate income limits for other income categories. For additional information, please see HUD's methodology describing 2018 MFI's at <https://www.huduser.gov/portal/datasets/il/il18/Medians-Methodology-FY18r.pdf>.

Adjustment Calculations

HUD may apply adjustments to areas with unusually high or low family income, uneven housing-cost-to-income relationship, or other reasons. For example, HUD applies an increase if the four-person very low-income limit would otherwise be less than the amount at which 35 percent of it equals 85 percent of the annualized two-bedroom Section 8 FMR (or 40th percentile rent in 50th percentile FMR areas). The purpose is to increase the income limit for areas where rental-housing costs are unusually high in relation to the median income.

In certain cases, HUD also applies an adjustment to the income limits based on the state non-metropolitan median family income level. In addition, HUD restricts adjustments so income limits do not increase more than five percent of the previous year's very low-income figure OR twice the increase in the national MFI, whichever is greater. For the 2018 income limits, the maximum increase is 11.5% from the previous year. This adjustment does not apply to the extremely low-income limits.

Please refer to HUD briefing materials for additional information on the adjustment calculations.

Income Limit Calculations for Household Sizes Other Than 4-Persons

The income limit statute requires adjustments for family size. The legislative history and conference committee report indicates that Congress intended that income limits should be higher for larger families and lower for smaller families. The same family size adjustments apply to all income limits, except extremely low-income limits, which are set at the poverty income threshold. They are as follows:

Number of Persons in Household:	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
Adjustments:	70%	80%	90%	Base	108%	116%	124%	132%

Income Limit Calculations for Household Sizes Greater Than 8-Persons

For households of more than eight persons, refer to the formula at the end of the table for 2018 Income Limits. Due to the adjustments HUD can make to income limits in a given county, table data should be the only method used to determine program eligibility. Arithmetic calculations are applicable only when a household has more than eight members. Please refer to HUD's briefing material for additional information on family size adjustments.

2018 State Income Limits Briefing Materials
California Code of Regulations, Title 25, Section 6932

HCD Methodology

State law (Health & Safety Code Section 50093, et. seq.) prescribes the methodology HCD uses to update the State Income Limits. HCD utilizes HUD's Section 8 Housing Choice Voucher Program Income Limits. HCD's methodology involves: (1) increasing a counties' median income established by HUD to equal California's non-metropolitan county median income determined by HUD, (2) applying HCD's HH Policy, in effect since 2013, to not allow decreases in area median income levels and household income category levels, and (3) determining income limit levels applicable to California's moderate-income households defined by law as household income not exceeding 120 percent of county area median income.

Area Median Income and Income Category Levels

HCD, pursuant to federal and State law, adjusts median income levels for all to counties so they are not less than the non-metropolitan county median income established by HUD (\$59,700 for 2018). Next, HCD, for all counties, applies its HH policy to ensure area median income and income limits for all household income categories do not fall below any level achieved in the prior year.

Moderate-Income Levels

HCD is responsible for establishing California's moderate-income limit levels. After calculating the 4-person area median income (AMI) level as previously described, HCD sets the maximum moderate-income limit to equal 120 percent of the county's AMI.

Applicability of California's Official State Income Limits

Applicability of the State Income Limits are subject to particular programs as program definitions of factors such as income, family, and household size, etc. vary. Some programs, such as Multifamily Tax Subsidy Projects (MTSPs), use different income limits. For MTSPs, separate income limits apply per provisions of the Housing and Economic Recovery Act (HERA) of 2008 (Public Law 110-289). Income limits for MTSPs are used to determine qualification levels as well as set maximum rental rates for projects funded with tax credits authorized under Section 42 of the Internal Revenue Code (Code). In addition, MTSP income limits apply to projects financed with tax-exempt housing bonds issued to provide qualified residential rental development under Section 142 of the Code. These income limits are available at <http://www.huduser.org/datasets/mtsp.html>.

Section 6932. 2018 Income Limits

County	Income Category	Number of Persons in Household							
		1	2	3	4	5	6	7	8
Last page instructs how to use income limits to determine applicant eligibility and calculate affordable housing cost and rent									

Alameda County 4-Person Area Median Income: \$104,400	Extremely Low	24400	27900	31400	34850	37650	40450	43250	46050
	Very Low Income	40700	46500	52300	58100	62750	67400	72050	76700
	Low Income	62750	71700	80650	89600	96800	103950	111150	118300
	Median Income	73100	83500	93950	104400	112750	121100	129450	137800
	Moderate Income	87700	100250	112750	125300	135300	145350	155350	165400

Alpine County 4-Person Area Median Income: \$94,900	Extremely Low	18150	20750	23350	25900	29420	33740	38060	42380
	Very Low Income	30250	34600	38900	43200	46700	50150	53600	57050
	Low Income	46100	52650	59250	65800	71100	76350	81600	86900
	Median Income	66450	75900	85400	94900	102500	110100	117700	125250
	Moderate Income	79750	91100	102500	113900	123000	132100	141250	150350

Amador County 4-Person Area Median Income: \$73,600	Extremely Low	15500	17700	20780	25100	29420	33740	38060	42380
	Very Low Income	25800	29450	33150	36800	39750	42700	45650	48600
	Low Income	41250	47150	53050	58900	63650	68350	73050	77750
	Median Income	51500	58900	66250	73600	79500	85400	91250	97150
	Moderate Income	61800	70650	79450	88300	95350	102450	109500	116550

Butte County 4-Person Area Median Income: \$62,600	Extremely Low	13200	16460	20780	25100	29420	33740	37550	41320
	Very Low Income	21950	25050	28200	31300	33850	36350	38850	41350
	Low Income	35100	40100	45100	50100	54150	58150	62150	66150
	Median Income	43800	50100	56350	62600	67600	72600	77600	82650
	Moderate Income	52550	60100	67600	75100	81100	87100	93100	99150

Calaveras County 4-Person Area Median Income: \$72,300	Extremely Low	15200	17400	20780	25100	29420	33740	38060	42380
	Very Low Income	25350	28950	32550	36150	39050	41950	44850	47750
	Low Income	40500	46300	52100	57850	62500	67150	71750	76400
	Median Income	50600	57850	65050	72300	78100	83850	89650	95450
	Moderate Income	60700	69400	78100	86750	93700	100650	107550	114500

Colusa County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Contra Costa County 4-Person Area Median Income: \$104,400	Extremely Low	24400	27900	31400	34850	37650	40450	43250	46050
	Very Low Income	40700	46500	52300	58100	62750	67400	72050	76700
	Low Income	62750	71700	80650	89600	96800	103950	111150	118300
	Median Income	73100	83500	93950	104400	112750	121100	129450	137800
	Moderate Income	87700	100250	112750	125300	135300	145350	155350	165400

Del Norte County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

County	Income Category	Number of Persons in Household							
		1	2	3	4	5	6	7	8
Last page instructs how to use income limits to determine applicant eligibility and calculate affordable housing cost and rent									

El Dorado County 4-Person Area Median Income: \$80,100	Extremely Low	16850	19250	21650	25100	29420	33740	38060	42380
	Very Low Income	28050	32050	36050	40050	43300	46500	49700	52900
	Low Income	44900	51300	57700	64100	69250	74400	79500	84650
	Median Income	56050	64100	72100	80100	86500	92900	99300	105750
	Moderate Income	67250	76900	86500	96100	103800	111500	119150	126850

Fresno County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Glenn County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Humboldt County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Imperial County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Inyo County 4-Person Area Median Income: \$72,000	Extremely Low	15150	17300	20780	25100	29420	33740	38060	42380
	Very Low Income	25200	28800	32400	36000	38900	41800	44650	47550
	Low Income	40350	46100	51850	57600	62250	66850	71450	76050
	Median Income	50400	57600	64800	72000	77750	83500	89300	95050
	Moderate Income	60500	69100	77750	86400	93300	100200	107150	114050

Kern County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Kings County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

County	Income Category	Number of Persons in Household							
		1	2	3	4	5	6	7	8

Last page instructs how to use income limits to determine applicant eligibility and calculate affordable housing cost and rent

Lake County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Lassen County 4-Person Area Median Income: \$69,400	Extremely Low	14600	16650	20780	25100	29420	33740	38060	42380
	Very Low Income	24300	27800	31250	34700	37500	40300	43050	45850
	Low Income	38850	44400	49950	55500	59950	64400	68850	73300
	Median Income	48600	55500	62450	69400	74950	80500	86050	91600
	Moderate Income	58300	66650	74950	83300	89950	96650	103300	109950

Los Angeles County 4-Person Area Median Income: \$69,300	Extremely Low	20350	23250	26150	29050	31400	33740	38060	42380
	Very Low Income	33950	38800	43650	48450	52350	56250	60100	64000
	Low Income	54250	62000	69750	77500	83700	89900	96100	102300
	Median Income	48500	55450	62350	69300	74850	80400	85950	91500
	Moderate Income	58200	66500	74850	83150	89800	96450	103100	109750

Madera County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Marin County 4-Person Area Median Income: \$118,400	Extremely Low	30800	35200	39600	44000	47550	51050	54600	58100
	Very Low Income	51350	58650	66000	73300	79200	85050	90900	96800
	Low Income	82200	93950	105700	117400	126800	136200	145600	155000
	Median Income	82900	94700	106550	118400	127850	137350	146800	156300
	Moderate Income	99450	113700	127900	142100	153450	164850	176200	187550

Mariposa County 4-Person Area Median Income: \$65,500	Extremely Low	13800	16460	20780	25100	29420	33740	38060	42380
	Very Low Income	22950	26200	29500	32750	35400	38000	40650	43250
	Low Income	36700	41950	47200	52400	56600	60800	65000	69200
	Median Income	45850	52400	58950	65500	70750	76000	81200	86450
	Moderate Income	55000	62900	70750	78600	84900	91200	97450	103750

Mendocino County 4-Person Area Median Income: \$60,600	Extremely Low	12800	16460	20780	25100	29420	33740	37600	40200
	Very Low Income	21350	24400	27450	30450	32900	35350	37800	40200
	Low Income	34100	39000	43850	48700	52600	56500	60400	64300
	Median Income	42400	48500	54550	60600	65450	70300	75150	80000
	Moderate Income	50900	58150	65450	72700	78500	84350	90150	95950

Merced County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

County	Income Category	Number of Persons in Household							
		1	2	3	4	5	6	7	8

Last page instructs how to use income limits to determine applicant eligibility and calculate affordable housing cost and rent

Modoc County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Mono County 4-Person Area Median Income: \$81,200	Extremely Low	17050	19500	21950	25100	29420	33740	38060	42380
	Very Low Income	28450	32500	36550	40600	43850	47100	50350	53600
	Low Income	44750	51150	57550	63900	69050	74150	79250	84350
	Median Income	56850	64950	73100	81200	87700	94200	100700	107200
	Moderate Income	68200	77950	87700	97450	105250	113050	120850	128650

Monterey County 4-Person Area Median Income: \$69,100	Extremely Low	17550	20050	22550	25100	29420	33740	38060	42380
	Very Low Income	29250	33400	37600	41750	45100	48450	51800	55150
	Low Income	46800	53450	60150	66800	72150	77500	82850	88200
	Median Income	48350	55300	62200	69100	74650	80150	85700	91200
	Moderate Income	58050	66300	74600	82900	89550	96150	102800	109450

Napa County 4-Person Area Median Income: \$91,000	Extremely Low	19600	22400	25200	27950	30200	33740	38060	42380
	Very Low Income	32600	37250	41900	46550	50300	54000	57750	61450
	Low Income	52150	59600	67050	74500	80500	86450	92400	98350
	Median Income	63700	72800	81900	91000	98300	105550	112850	120100
	Moderate Income	76450	87350	98300	109200	117950	126650	135400	144150

Nevada County 4-Person Area Median Income: \$73,500	Extremely Low	16100	18400	20780	25100	29420	33740	38060	42380
	Very Low Income	26850	30700	34550	38350	41450	44500	47600	50650
	Low Income	42950	49050	55200	61300	66250	71150	76050	80950
	Median Income	51450	58800	66150	73500	79400	85250	91150	97000
	Moderate Income	61750	70550	79400	88200	95250	102300	109350	116400

Orange County 4-Person Area Median Income: \$92,700	Extremely Low	23000	26250	29550	32800	35450	38050	40700	43300
	Very Low Income	38300	43750	49200	54650	59050	63400	67800	72150
	Low Income	61250	70000	78750	87450	94450	101450	108450	115450
	Median Income	64900	74150	83450	92700	100100	107550	114950	122350
	Moderate Income	77900	89000	100150	111250	120150	129050	137950	146850

Placer County 4-Person Area Median Income: \$80,100	Extremely Low	16850	19250	21650	25100	29420	33740	38060	42380
	Very Low Income	28050	32050	36050	40050	43300	46500	49700	52900
	Low Income	44900	51300	57700	64100	69250	74400	79500	84650
	Median Income	56050	64100	72100	80100	86500	92900	99300	105750
	Moderate Income	67250	76900	86500	96100	103800	111500	119150	126850

Plumas County 4-Person Area Median Income: \$63,300	Extremely Low	13300	16460	20780	25100	29420	33740	38060	41800
	Very Low Income	22200	25350	28500	31650	34200	36750	39250	41800
	Low Income	35500	40550	45600	50650	54750	58800	62850	66900
	Median Income	44300	50650	56950	63300	68350	73450	78500	83550
	Moderate Income	53150	60750	68350	75950	82050	88100	94200	100250

County	Income Category	Number of Persons in Household							
		1	2	3	4	5	6	7	8

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Riverside County 4-Person Area Median Income: \$65,800	Extremely Low	14150	16460	20780	25100	29420	33740	38060	42380
	Very Low Income	23600	27000	30350	33700	36400	39100	41800	44500
	Low Income	37750	43150	48550	53900	58250	62550	66850	71150
	Median Income	46050	52650	59200	65800	71050	76350	81600	86850
	Moderate Income	55250	63150	71050	78950	85250	91600	97900	104200

Sacramento County 4-Person Area Median Income: \$80,100	Extremely Low	16850	19250	21650	25100	29420	33740	38060	42380
	Very Low Income	28050	32050	36050	40050	43300	46500	49700	52900
	Low Income	44900	51300	57700	64100	69250	74400	79500	84650
	Median Income	56050	64100	72100	80100	86500	92900	99300	105750
	Moderate Income	67250	76900	86500	96100	103800	111500	119150	126850

San Benito County 4-Person Area Median Income: \$81,100	Extremely Low	19600	22400	25200	27950	30200	33740	38060	42380
	Very Low Income	32600	37250	41900	46550	50300	54000	57750	61450
	Low Income	52200	59650	67100	74550	80550	86500	92450	98450
	Median Income	56750	64900	73000	81100	87600	94100	100550	107050
	Moderate Income	68100	77850	87550	97300	105100	112850	120650	128450

San Bernardino County 4-Person Area Median Income: \$65,800	Extremely Low	14150	16460	20780	25100	29420	33740	38060	42380
	Very Low Income	23600	27000	30350	33700	36400	39100	41800	44500
	Low Income	37750	43150	48550	53900	58250	62550	66850	71150
	Median Income	46050	52650	59200	65800	71050	76350	81600	86850
	Moderate Income	55250	63150	71050	78950	85250	91600	97900	104200

San Diego County 4-Person Area Median Income: \$81,800	Extremely Low	20450	23400	26300	29200	31550	33900	38060	42380
	Very Low Income	34100	38950	43800	48650	52550	56450	60350	64250
	Low Income	54500	62300	70100	77850	84100	90350	96550	102800
	Median Income	57250	65450	73600	81800	88350	94900	101450	108000
	Moderate Income	68700	78500	88350	98150	106000	113850	121700	129550

San Francisco County 4-Person Area Median Income: \$118,400	Extremely Low	30800	35200	39600	44000	47550	51050	54600	58100
	Very Low Income	51350	58650	66000	73300	79200	85050	90900	96800
	Low Income	82200	93950	105700	117400	126800	136200	145600	155000
	Median Income	82900	94700	106550	118400	127850	137350	146800	156300
	Moderate Income	99450	113700	127900	142100	153450	164850	176200	187550

San Joaquin County 4-Person Area Median Income: \$66,300	Extremely Low	13950	16460	20780	25100	29420	33740	38060	42050
	Very Low Income	23250	26550	29850	33150	35850	38500	41150	43800
	Low Income	37150	42450	47750	53050	57300	61550	65800	70050
	Median Income	46400	53050	59650	66300	71600	76900	82200	87500
	Moderate Income	55700	63650	71600	79550	85900	92300	98650	105000

San Luis Obispo County 4-Person Area Median Income: \$83,200	Extremely Low	17500	20000	22500	25100	29420	33740	38060	42380
	Very Low Income	29150	33300	37450	41600	44950	48300	51600	54950
	Low Income	46600	53250	59900	66550	71900	77200	82550	87850
	Median Income	58250	66550	74900	83200	89850	96500	103150	109800
	Moderate Income	69900	79900	89850	99850	107850	115850	123800	131800

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San Mateo County 4-Person Area Median Income: \$118,400	Extremely Low	30800	35200	39600	44000	47550	51050	54600	58100
	Very Low Income	51350	58650	66000	73300	79200	85050	90900	96800
	Low Income	82200	93950	105700	117400	126800	136200	145600	155000
	Median Income	82900	94700	106550	118400	127850	137350	146800	156300
	Moderate Income	99450	113700	127900	142100	153450	164850	176200	187550

Santa Barbara County 4-Person Area Median Income: \$79,600	Extremely Low	21100	24100	27100	30100	32550	34950	38060	42380
	Very Low Income	35150	40150	45150	50150	54200	58200	62200	66200
	Low Income	56250	64250	72300	80300	86750	93150	99600	106000
	Median Income	55700	63700	71650	79600	85950	92350	98700	105050
	Moderate Income	66850	76400	85950	95500	103150	110800	118400	126050

Santa Clara County 4-Person Area Median Income: \$125,200	Extremely Low	27950	31950	35950	39900	43100	46300	49500	52700
	Very Low Income	46550	53200	59850	66500	71850	77150	82500	87800
	Low Income	66150	75600	85050	94450	102050	109600	117150	124700
	Median Income	87650	100150	112700	125200	135200	145250	155250	165250
	Moderate Income	105200	120200	135250	150250	162250	174300	186300	198350

Santa Cruz County 4-Person Area Median Income: \$87,000	Extremely Low	23450	26800	30150	33500	36200	38900	41550	44250
	Very Low Income	39100	44650	50250	55800	60300	64750	69200	73700
	Low Income	62650	71600	80550	89450	96650	103800	110950	118100
	Median Income	60900	69600	78300	87000	93950	100900	107900	114850
	Moderate Income	73100	83500	93950	104400	112750	121100	129450	137800

Shasta County 4-Person Area Median Income: \$61,800	Extremely Low	13000	16460	20780	25100	29420	33740	38060	40800
	Very Low Income	21650	24750	27850	30900	33400	35850	38350	40800
	Low Income	34650	39600	44550	49450	53450	57400	61350	65300
	Median Income	43250	49450	55600	61800	66750	71700	76650	81600
	Moderate Income	51900	59300	66750	74150	80100	86000	91950	97900

Sierra County 4-Person Area Median Income: \$71,800	Extremely Low	14800	16900	20780	25100	29420	33740	38060	42380
	Very Low Income	24650	28150	31650	35150	38000	40800	43600	46400
	Low Income	39400	45000	50650	56250	60750	65250	69750	74250
	Median Income	50250	57450	64600	71800	77550	83300	89050	94800
	Moderate Income	60300	68900	77550	86150	93050	99950	106850	113700

Siskiyou County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Solano County 4-Person Area Median Income: \$83,700	Extremely Low	17600	20100	22600	25100	29420	33740	38060	42380
	Very Low Income	29300	33500	37700	41850	45200	48550	51900	55250
	Low Income	46900	53600	60300	66950	72350	77700	83050	88400
	Median Income	58600	66950	75350	83700	90400	97100	103800	110500
	Moderate Income	70300	80350	90400	100450	108500	116500	124550	132600

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Sonoma County 4-Person Area Median Income: \$84,100	Extremely Low	20650	23600	26550	29450	31850	34200	38060	42380
	Very Low Income	34400	39300	44200	49100	53050	57000	60900	64850
	Low Income	55000	62850	70700	78550	84850	91150	97450	103700
	Median Income	58850	67300	75700	84100	90850	97550	104300	111000
	Moderate Income	70650	80700	90800	100900	108950	117050	125100	133200

Stanislaus County 4-Person Area Median Income: \$62,000	Extremely Low	13050	16460	20780	25100	29420	33740	37650	40100
	Very Low Income	21700	24800	27900	31000	33500	36000	38450	40950
	Low Income	34750	39700	44650	49600	53600	57550	61550	65500
	Median Income	43400	49600	55800	62000	66950	71900	76900	81850
	Moderate Income	52100	59500	66950	74400	80350	86300	92250	98200

Sutter County 4-Person Area Median Income: \$60,000	Extremely Low	12600	16460	20780	25100	29420	33740	37200	39600
	Very Low Income	21000	24000	27000	30000	32400	34800	37200	39600
	Low Income	33600	38400	43200	48000	51850	55700	59550	63400
	Median Income	42000	48000	54000	60000	64800	69600	74400	79200
	Moderate Income	50400	57600	64800	72000	77750	83500	89300	95050

Tehama County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Trinity County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Tulare County 4-Person Area Median Income: \$59,900	Extremely Low	12600	16460	20780	25100	29420	33740	37140	39550
	Very Low Income	21000	24000	27000	29950	32350	34750	37150	39550
	Low Income	33550	38350	43150	47900	51750	55600	59400	63250
	Median Income	41950	47900	53900	59900	64700	69500	74300	79050
	Moderate Income	50350	57500	64700	71900	77650	83400	89150	94900

Tuolumne County 4-Person Area Median Income: \$66,700	Extremely Low	13950	16460	20780	25100	29420	33740	38060	41750
	Very Low Income	23250	26600	29900	33200	35900	38550	41200	43850
	Low Income	37200	42500	47800	53100	57350	61600	65850	70100
	Median Income	46700	53350	60050	66700	72050	77350	82700	88050
	Moderate Income	56050	64050	72050	80050	86450	92850	99250	105650

Ventura County 4-Person Area Median Income: \$96,000	Extremely Low	21300	24350	27400	30400	32850	35300	38060	42380
	Very Low Income	35500	40600	45650	50700	54800	58850	62900	66950
	Low Income	56800	64900	73000	81100	87600	94100	100600	107100
	Median Income	67200	76800	86400	96000	103700	111350	119050	126700
	Moderate Income	80650	92150	103700	115200	124400	133650	142850	152050

County	Income Category	Number of Persons in Household							
		1	2	3	4	5	6	7	8
Last page instructs how to use income limits to determine applicant eligibility and calculate affordable housing cost and rent									

Yolo County 4-Person Area Median Income: \$85,100	Extremely Low	17500	20000	22500	25100	29420	33740	38060	42380
	Very Low Income	29150	33300	37450	41600	44950	48300	51600	54950
	Low Income	46600	53250	59900	66550	71900	77200	82550	87850
	Median Income	59550	68100	76600	85100	91900	98700	105500	112350
	Moderate Income	71450	81700	91900	102100	110250	118450	126600	134750

Yuba County 4-Person Area Median Income: \$60,000	Extremely Low	12600	16460	20780	25100	29420	33740	37200	39600
	Very Low Income	21000	24000	27000	30000	32400	34800	37200	39600
	Low Income	33600	38400	43200	48000	51850	55700	59550	63400
	Median Income	42000	48000	54000	60000	64800	69600	74400	79200
	Moderate Income	50400	57600	64800	72000	77750	83500	89300	95050

Instructions:

Eligibility Determination:

Use household size income category figures in this chart. Determine eligibility based on actual number of persons in household and total of gross income for all persons.

Determination of Income Limit for Households Larger than Eight Persons:

Per person (PP) adjustment above 8: (1) multiply 4-person income limit by eight percent (8%), (2) multiply result by number of persons in excess of eight, (3) add the amount to the 8-person income limit, and (4) round to the nearest \$50.

Yuba County

E X A M P L E	4 persons	8% PP Adj	+ 8 persons	=9 persons
Extremely Low	25,100	2008	39,550	41,550
Very Low Income	30,000	2400	39,550	41,950
Lower Income	48,000	3840	63,250	67,100
Moderate Income	72,000	5760	94,900	100,650

8 person +	8% Adj x 2	=10 persons
39,550	4016	43,550
39,550	4800	44,350
63,250	7680	70,950
94,900	11520	106,400

Calculation of Housing Cost and Rent:

Refer to Health & Safety Code Sections 50052.5 and 50053. Use benchmark household size and multiply against applicable percentages defined in H&SC using Area Median Income identified in this chart.

Determination of Household Size:

For projects with no federal assistance, household size is set at number of bedrooms in unit plus one.

For projects with federal assistance, household size may be set by multiplying 1.5 against the number of bedrooms in unit.

HUD Income Limits release: 4/1/2018

HUD FY 2018 California median incomes:

State median income: \$77,500

Metropolitan county median income: \$78,200

Non-metropolitan county median income: \$59,700

Note: Authority cited: Section 50093, Health and Safety Code. Reference: Sections 50079.5, 50093, 50105 and 50106, Health and Safety Code.

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EXHIBIT "F"
RHDC Policy and Procedures

(behind this page)



Riverside's Neighborhood Developer

RHDC Experience and Property Lists

The RHDC is a locally based community housing development organization (CHDO) created in 1991. RHDC's stated mission is to revitalize neighborhoods in the Inland Empire by improving the quantity, quality, and condition of affordable housing opportunities available for low- and moderate-income households. We achieve our mission by renovating blighted properties and making them available for purchase or lease to low income households. RHDC's programs cover a wide range of neighborhood housing issues; from the smallest single family home up to large apartment complexes.

RHDC owns and manages 434 multi-family rental units, and manages an additional 99 units for other entities, including the Housing Authority of the City of Riverside. RHDC's efforts are focused upon distressed neighborhoods that are suffering from blighted conditions, crime, and other social problems. By acquiring, renovating, and pro-actively managing troubled rental properties RHDC helps stabilize these neighborhoods. Taking the worst property in a neighborhood and transforming it into the best property has a positive "upward" effect that reverses the negative effect that blighted, neglected properties can have upon a neighborhood. The RHDC focuses on, and reinvests in, the quality of life for our residents.

Similarly, RHDC acquires and renovates distressed single family homes, and offers them with down payment assistance to make homeownership for low-income households a reality. The extensive renovation of these homes improves their future marketability and extends their economic life. **Throughout the Neighborhood Stabilization Program (NSP) specifically, RHDC has rescued and renovated over 80 distressed foreclosed single-family homes** which were updated and resold at affordable prices to low- and moderate-income families. RHDC's partnership with the Economic Development Agency (EDA) of Riverside County's NSP program has enabled our continued efforts to revitalize neighborhoods in Riverside County, and through them RHDC has assisted hundreds of low-income households in obtaining and/or maintaining a decent, safe, and affordable home to live in.

BUSINESS PLAN

Mission Statement – RHDC's stated mission is to revitalize neighborhoods in the Inland Empire by improving the quantity, quality, and condition of affordable housing opportunities available for low- and moderate-income households. We achieve our mission by renovating blighted properties and making them available for purchase or lease to low income households. RHDC's programs cover a wide range of neighborhood housing issues; from the smallest single family home up to large apartment complexes.

Company Information – The RHDC is a locally based community housing development organization (CHDO) created in 1991. We are governed by a Board of Directors, comprised of community residents, community businesses and civic leaders. We are a 501©3 organization, and have 22 employees, that include property management staff, development, administration and accounting. Our main office is located in Riverside CA, however, our property managers are located in Hemet, Riverside and Moreno Valley.

Growth Highlights – RHDC's housing portfolio has been steadily growing in the past 5 years. We currently own and manage 447 multi-family housing units. Our latest housing projects include Mobley Lane Apartments, LP, a 42 unit tax credit project, and Orange Blossom 4, a 3 unit apartment building, both in Hemet CA. Currently, we are in the process of acquiring Properties using Neighborhood Stabilization Program funds through the County of Riverside. These properties are rehabilitated and re-sold. We are also in the initial stage of securing funds to purchase and rehabilitate a 16 unit apartment complex in Riverside CA, specifically for Veteran's housing. If successful, this will be RHDC's first project serving this population group. RHDC is also in contact with the City of Perris, in order to purchase homes under their Neighborhood Stabilization Program. This is a new relationship.

Products/Services – RHDC develops affordable housing projects for rent and sale to low income individuals. We are also an experienced Property Manager. We self-manage all of our properties- we currently manage 102 units for other entities, including the Housing Authority of the City of Riverside.

Financial Information – RHDC secures funding for our projects through public agency grants and private banks, as well as tax credit equity. Currently, we have acquired financing through the County of Riverside, HOME funds, CA Tax Credit Allocation Committee, Citi, Provident Savings Bank, Pacific Premier and Clearing House CDFI, to name a few.

TAB 2

In depth description of project:

This Proposal is for Property Management Services for 35 residential units within single and multi-family properties on scattered sites (duplex, triplex, four-plex) primarily within the cities of Desert Hot Springs and Cathedral City, along with one single family home located in Blythe. These properties will be managed in accordance with the HUD Neighborhood Stabilization Program, and are subject to Deed restrictions limiting maximum rents and occupancy. The properties are available as affordable rental housing for individuals and households with income of not more than 50% of the area median income (AMI) as set forth annually by HUD.

- a) RHDC currently owns and manages 447 single and multi-family properties with income restrictions at 50% of AMI or below. Currently, RHDC works with the County of Riverside's NSP program to purchase and rehabilitate properties for resale to low income, first-time homebuyers. RHDC is currently submitting a new proposal to the City of Perris' NSP Program. RHDC manages residential units for very low, low, and moderate income households. RHDC manages a variety of multi-family units in properties ranging in size from 3 units up to 102 units including scattered sites. Unit types range from one bedroom up to four bedrooms, from 450 square feet up to 1,400 square feet in size. Currently RHDC manages 99 scattered site units for the City of Riverside Housing Authority. RHDC is very knowledgeable in the regulations and restrictions governing most HUD, RDA, and Tax Credit monitoring programs. RHDC manages affordable housing units with multiple layers of public and private financing that are subject to a variety of thorough reporting requirements and detailed housing-compliance issues. All of RHDC's multi-family communities are financed with a combination of Low Income Housing Tax Credit Equity, HUD HOME funds, Local Agency funds, or private CRA loans geared towards community development. Thus, RHDC has a unique and extensive background in managing low-income affordable housing units in compliance with government funded programs.
- b) Comprehensive List of Specific Services provided- Attached

Services to be provided

- RHDC will facilitate the execution of prepared leases, rental agreement, amendments, renewals, and cancellations with existing tenants and future tenants and collect security/damage deposits and monthly rent payments in accordance to RCHC's NSP requirements.
- RHDC will pursue and collect delinquent rents;
- RHDC will ensure service of eviction notices and carrying out of the eviction process;
- RHDC will ensure that all tenants are eligible persons or families and are income-qualified pursuant to RCHC's NSP income criteria and that rents meet HUD's and/or State's definition of affordable;
- RHDC will create affirmative marketing plans and tenant selection procedures that ensures that prospective tenants are not discriminated against due to their race, religion, national origin, familial status, etc, knowledge of the Fair Housing Act is required;
- RHDC will develop accurate and concise operating budgets including costs for general maintenance, repair, and compensation;
- RHDC will maintain accurate records pursuant to HUD and California Redevelopment Law requirements, SHP guidelines and including procedures for reporting monthly rent collection, enforcing the terms of the rental agreements, annual income and rent re-certifications, and annual inspections of the units to ensure compliance with the Housing Quality Standards;
- RHDC will participate in the City's Crime-Free Multifamily Housing Program;
- RHDC will conduct annual property inspections;
- RHDC will ensure that all properties are well maintained, provide safe and sanitary living conditions, perform, necessary repairs, and address any tenant issues;
- RHDC will supervise and arrange the routine maintenance and minor repairs or properties, including arrangement for janitorial services and landscaping services;
- RHDC will remove graffiti within twenty-four (24) hours of it appearing;
- RHDC will request approval for repair expenditures above a specified amount;
- RHDC will prepare accommodations inspection reports for incoming and outgoing tenants;
- RHDC will provide written monthly income and expenditure reports to RCHC within ten (10) working days of the end of the month including a precise description of the services provided to the property, number of employees/subcontractors involved, and the costs incurred; **we will include reports that show income/expense broken out into categories: NSP, and Non Grant funds (or as required)**
- RHDC will complete and submit all welfare exemption forms and related documentation to the Riverside County Assessor in a timely manner;
- RHDC will provide emergency services as needed on a twenty-four (24) hour, seven (7) days a week basis. The Organization agrees to provide an emergency telephone service on a twenty-four (24) hour, seven (7) days a week basis;
- RHDC will review all invoices for services, work and supplies ordered in connection with maintaining and operating the properties and cause such invoices to be paid from funds in an Operating Expense Account;
- All accounting will be audited by a qualified firm

- c) Details regarding technical approach to property management services (labor categories, estimated hours, skill mix)

RHDC expects to hire 1 experienced, full-time manager to manage the 35 units. If this person is required to live on-site, then they will be income qualified and meet the criteria for tenancy.

Our understanding is that all 35 units are income restricted to 50% AMI. Therefore, a scenario that includes an on-site manager will require either the manager's household income qualify below 50% AMI, or that the owner authorize one designated manager's unit to be exempt from the income limitation.

If the manager lives off-site, they will not need to be income qualified. Each of these two scenarios are considered and are presented on the following pages.

In addition, we will have 1 experienced, part-time maintenance person, as well as a 24 hour Emergency call number. All of RHDC management staff undergo regular training and certification in Fair Housing Law, Tax Credit Compliance and Crime free prevention.

Please see attached Operating Pro-forma and Rental Assumptions Summary

- d) Work plan- Attached

RENTAL ASSUMPTIONS SUMMARY

SCENARIO 1- Management Living On-Site

- low rents for the 9 vacant units
- Annual Income for 34 units = \$276,276
- Vacancy (3 months of Actual) = \$16,905
- Staffing with Benefits = \$51,605 (1 Manager 5x/week, 1 Maintenance 3x/week)
- Management Fee = \$21,000 (\$50/pu/py)
- Lease-Up Fee = half of 1 month's rent (\$5,635/2 based on 9 vacancies)

*Replacement Reserves = \$10,000 at initial Capitalization and contributions of \$300/pu/py thereafter.

SCENARIO 2- Management Not Living On-Site

- low rents for the 9 vacant units
- Annual Income for 35 units = \$281,436
- Vacancy (3 months of Actual) = \$16,905
- Staffing with Benefits = \$51,605 (1 Manager 5x/week, 1 Maintenance 3x/week)
- Management Fee = \$21,000 (\$50/pu/py)
- Lease-Up Fee = half of 1 month's rent (\$5,635/2 based on 9 vacancies)

*Replacement Reserves = \$10,000 at initial Capitalization and contributions of \$300/pu/py thereafter.

**35 Units- Scattered Sites - 50% AMI with Manager living On Site
FIRST YEAR ESTIMATED OPERATING BUDGET**

DIRECT CAPITALIZATION TECHNIQUE							
RENTAL ASSUMPTIONS							
Unit Type	Rent/ Unit/Mo.	# of Units	Monthly Rent	Percentage of Total	Cap. Rate	Blended Cap. Rate	
(@ 50% AMI)	\$1,000.00	1	\$1,000	4.34%	7.500%	0.33%	
(@ 50% AMI)	\$900.00	1	\$900	3.91%	7.500%	0.29%	
(@ 50% AMI)	\$875.00	3	\$2,625	11.40%	7.500%	0.86%	
(@ 50% AMI)	\$855.00	1	\$855	3.71%	7.500%	0.28%	
(@ 50% AMI)	\$850.00	1	\$850	3.69%	7.500%	0.28%	
(@ 50% AMI)	\$815.00	1	\$815	3.54%	7.500%	0.27%	
(@ 50% AMI)	\$810.00	1	\$810	3.52%	7.500%	0.26%	
(@ 50% AMI)	\$790.00	1	\$790	3.43%	7.500%	0.26%	
(@ 50% AMI)	\$700.00	2	\$1,400	6.08%	7.500%	0.46%	
(@ 50% AMI)	\$675.00	1	\$675	2.93%	7.500%	0.22%	
(@ 50% AMI)	\$650.00	11	\$7,150	31.06%	7.500%	2.33%	
(@ 50% AMI)	\$640.00	1	\$640	2.78%	7.500%	0.21%	
(@ 50% AMI)	\$626.00	1	\$626	2.72%	7.500%	0.20%	
(@ 50% AMI)	\$600.00	1	\$600	2.61%	7.500%	0.20%	
(@ 50% AMI)	\$520.00	1	\$520	2.26%	7.500%	0.17%	
(@ 50% AMI)	\$500.00	1	\$500	2.17%	7.500%	0.16%	
(@ 50% AMI)	\$482.00	1	\$482	2.09%	7.500%	0.16%	
(@ 50% AMI)	\$480.00	1	\$480	2.08%	7.500%	0.16%	
(@ 50% AMI)	\$445.00	1	\$445	1.93%	7.500%	0.14%	
(@ 50% AMI)	\$430.00	2	\$860	3.74%	7.500%	0.28%	
Manager Unit	\$0.00	1	\$0	0.00%	7.500%	0.00%	
TOTAL/AVERAGE	\$657.80	35	\$23,023	100.00%	NA	7.50%	
	Units at 30%	0					
	Units at 50%	34					
	Units at 60%	0					
	Units at 80%	0					
	Units at 120%	0					
ADDITIONAL FACTORS							
Number of units		35					
Blended Vacancy & Coll. Loss Rate							
Off Site Management Expense							
Tax Rate							
Assumed Tax Value							
Implied Taxes							
Reimbursable Base							
Rent	Reimburse	Total	% of Total	Vacancy	Total Vacancy		
INCOME							
Annual Rent: 35 units		\$276,276				Per Unit	
Laundry		\$0					
Reimburse : All Units		\$0					
		\$0					
		\$0					
Sub-Total		\$276,276					
Vacancy & Coll. Loss	3 months of Act	(\$16,905)					
EGI		\$259,371					
EXPENSES							
PAYROLL, STAFFING		\$51,605				Based on Manager 5x/week and Maintenance 3x/week	
ASSET MGMT. (RHDC)		\$21,000					
ADMIN. (Legal, advert, taxes, ins.)		\$44,484					
MAINT. (Repairs, Trash, Landscaping)		\$71,269					
UTIL. - (Common Area Gas, Elect, Water)		\$27,776					
RESERVES (Capital Expense)							
Lease-up fee based on initial 9 vacants		\$2,850					
Other		\$0					
TOTAL EXPENSES		\$218,984					
Expenses/%EGI		84.43%					
NET OPERATING INCOME		\$40,387					

**35 Units- Scattered Sites - 50% AMI with No Manager living On Site
FIRST YEAR ESTIMATED OPERATING BUDGET**

DIRECT CAPITALIZATION TECHNIQUE						
RENTAL ASSUMPTIONS						
Unit Type	Rent/ Unit/Mo.	# of Units	Monthly Rent	Percentage of Total	Cap. Rate	Blended Cap. Rate
(@ 50% AMI)	\$1,000.00	1	\$1,000	4.26%	7.500%	0.32%
(@ 50% AMI)	\$900.00	1	\$900	3.84%	7.500%	0.29%
(@ 50% AMI)	\$875.00	3	\$2,625	11.19%	7.500%	0.84%
(@ 50% AMI)	\$855.00	1	\$855	3.65%	7.500%	0.27%
(@ 50% AMI)	\$850.00	1	\$850	3.62%	7.500%	0.27%
(@ 50% AMI)	\$815.00	1	\$815	3.48%	7.500%	0.26%
(@ 50% AMI)	\$810.00	1	\$810	3.45%	7.500%	0.26%
(@ 50% AMI)	\$790.00	1	\$790	3.37%	7.500%	0.25%
(@ 50% AMI)	\$700.00	2	\$1,400	5.97%	7.500%	0.45%
(@ 50% AMI)	\$675.00	1	\$675	2.88%	7.500%	0.22%
(@ 50% AMI)	\$650.00	11	\$7,150	30.49%	7.500%	2.29%
(@ 50% AMI)	\$640.00	1	\$640	2.73%	7.500%	0.20%
(@ 50% AMI)	\$626.00	1	\$626	2.67%	7.500%	0.20%
(@ 50% AMI)	\$600.00	1	\$600	2.56%	7.500%	0.19%
(@ 50% AMI)	\$520.00	1	\$520	2.22%	7.500%	0.17%
(@ 50% AMI)	\$500.00	1	\$500	2.13%	7.500%	0.16%
(@ 50% AMI)	\$482.00	1	\$482	2.06%	7.500%	0.15%
(@ 50% AMI)	\$480.00	1	\$480	2.05%	7.500%	0.15%
(@ 50% AMI)	\$445.00	1	\$445	1.90%	7.500%	0.14%
(@ 50% AMI)	\$430.00	3	\$1,290	5.50%	7.500%	0.41%
TOTAL/AVERAGE	\$670.09	35	\$23,453	100.00%	NA	7.50%
	Units at 30%	0				
	Units at 50%	35				
	Units at 60%	0				
	Units at 80%	0				
	Units at 120%	0				
ADDITIONAL FACTORS						
Number of units		35				
Blended Vacancy & Coll. Loss Rate						
Off Site Management Expense						
Tax Rate						
Assumed Tax Value						
Implied Taxes						
Reimbursable Base						
Rent	Reimburse.	Total	% of Total Vacancy	Total Vacancy		
INCOME						
			Per Unit			
Annual Rent: 35 units	\$281,436					
Laundry	\$0					
Reimburse. : All Units	\$0					
	\$0					
	\$0					
Sub-Total	\$281,436					
Vacancy & Coll. Loss	3 months of Act	(\$16,905)				
EGI		\$264,531				
EXPENSES						
PAYROLL, STAFFING	\$51,605				Based on Manager 5x/week and Maintenance 3x/week	
ASSET MGMT. (RHDC)	\$21,000					
ADMIN. (Legal, advert, taxes, ins.)	\$44,484					
MAINT. (Repairs, Trash, Landscaping)	\$71,269					
UTIL. - (Common Area Gas, Elect, Water)	\$27,776					
RESERVES (Capital Expense)						
Lease-up fee based on initial 9 vacants	\$2,850					
Other	\$0					
TOTAL EXPENSES	\$218,984					
Expenses/%EGI		82.78%				
NET OPERATING INCOME	\$45,547					

Work Plan

RHDC will ensure that all properties are well maintained, in a clean and sanitary condition at all times. RHDC will oversee initiation and completion of all necessary property or unit repairs, and respond to all residents' complaints in a timely and efficient manner. RHDC has the expertise to carry out all aspects of affordable housing, and any construction related issues that may arise or need to be overseen.

RHDC will create and implement all appropriate affirmative marketing plans and tenant selection procedures required to ensure prospective tenants are not discriminated against due to race, color, sex, religion, or national origin. All of RHDC's property management staff is fully trained and knowledgeable in compliance with Fair Housing requirements and procedures. RHDC will calculate prospective tenant's household income to ensure compliance with all funding source requirements for low income eligibility.

RHDC will maintain accurate records pursuant to all funding source requirements (HUD, non-grant funds, NSP, etc), including procedures for reporting monthly rent collections, enforcing terms of all rental agreements, annual income and rent re-certifications, and annual inspections of all units to ensure compliance with Housing Quality Standards.

RHDC will also create detailed budgets for maintenance and maintain financial records for each property. RHDC will submit monthly one financial report that will break down components of the budget performance outlining, NSP units and non-grant funded units.

RHDC will comply with all insurance requirements including Commercial General Liability and Automobile Insurance and Worker's Compensation Insurance. RHDC will obtain applicable business licenses with the respective Cities, as required.

In order to manage the 35 units RHDC is prepared to staff the entire project with (1) full time employee, 1 part-time maintenance person and a 24 hour emergency service. We will employ applicable staffing that would be required to obtain the maximum occupancy, assuming all units are in a "rent ready" condition at the time RHDC begins managing the properties.

RHDC maintains an active relationship with local police agencies in each neighborhood where we manage property and participates in community events, such as National Night Out.



Riverside's Neighborhood Developer

List of Principal Staff & Their Resumes

CEO (formerly Executive Director) - Bruce Kulpa, 34 years' experience in banking, real estate, and organization management. He has twenty-one years' experience in administration of governmental housing programs. Mr. Kulpa's knowledge of administrating government programs comes from his volunteer service as President of Habitat for Humanity Riverside and his eighteen years of direct employment experience as Executive Director of the Riverside Housing Development Corporation. Previously, Mr. Kulpa was Section Manager for Bank of America's Commercial Appraisal Group covering all of Riverside and San Bernardino counties. He has a Bachelor's Degree in Finance & Real Estate from the University of Denver. Mr. Kulpa has been with the organization since 1996.

Vice President / Chief Operations Officer— Miranda Hundley, 17 years' experience in real property management, fair housing laws, landlord/tenant relations, ongoing compliance, rehabilitation construction methods, and construction management. Ms. Hundley's knowledge of affordable housing programs comes from her 14 years of direct employment experience as an Onsite Property Manager and Supervising Property Manager of the Riverside Housing Development Corporation. Ms. Hundley formerly served as the Vice President of the Crime Free Partners Association of Riverside (on board as an advisor now), volunteered for a variety of committee's; most recently, the 2015 Housing Conference hosted by the local Fair Housing Council of Riverside. Ms. Hundley currently has Professional Certifications or Designations in the following areas: for TCS (Tax Credit Specialist) , Certified in LIHTC Compliance, training in Mixed Finance (managing HOME and CDBG properties), Fair Housing, CCRM (California Certified Residential Manager), CPO (Certified Professional of Occupancy, NAHMA) and Asset Management. All professional certifications and designations are held current and updated yearly by CEU's. Ms. Hundley has been with the organization since 1999.

Vice President / Director of Construction— Cleve Stevens, 39 years of combined experience in the construction industry; 7 years direct experience with Riverside Housing Development Corporation. Mr. Stevens has his A and B California state contractor's license. Through his experience in construction management, he has completed over 750 projects throughout California and Nevada. His collective background includes all phases of construction from rehabilitation construction methods, onsite, offsite entitlement and development, grading and construction management; his background includes working with grading contractor, McCoy Construction, as well as developers William Lyons and DR Horton. His development and construction experience includes commercial properties, single family housing tracts, and multi-family units, public as well as private. His strengths are in customer relations, project design, entitlement, planning, estimating and cost control. Mr. Stevens has been with the organization since 2009.

Housing Project Administrator – Tawney Markham, 7 years’ experience in project and office administration. She has 4 years’ experience with RHDC specifically as the Housing Project Administrator, following several years’ intermittent paid and volunteer work for RHDC. She has a Bachelor’s Degree from LeTourneau University in Digital Writing, which is a combination of a Communications & Technical Writing degree. She has experience preparing and overseeing the documentation and administration in property acquisition, rehabilitation and resale. She has prior experience in project organization as a technical writer, marketing assistant, and office administrator with Johnson & Pace Engineering. Tawney’s strengths are in project planning, office administration, and preparing proposals and marketing materials.

Housing Project Manager – Grace Allende, 4 years of experience in the Low Income Housing Tax Credit Program as Asset Manager. Ms. Allende has managed up to 30 tax credit properties, focusing on post-construction operations and TCAC compliance. Ms. Allende has been with the organization for 10 months, and assists in the acquisition and development of projects, as well as in the construction draw process.

Office Administrator - Jean Barry, 35 years’ experience in real estate escrow and office administration. Ms. Barry’s knowledge of administrating government programs comes from her 21 years of direct employment experience as Office Administrator of the Riverside Housing Development Corporation.

c) PAST COLLABORATION

Attached is the list of NSP properties that we have rehabilitated and sold under the County of Riverside.

We also own and manage the Orange Blossom Apartment Complex, which includes HOME funding under the County of Riverside, Economic Development Agency.

NSP PROPERTIES - REHABILITATED HOMES (Purchased and Affordably Re-Sold)
Units with double asterisk () and box outlines were acquired through HUD**

VAL VISTA (Hemet)

Address	Zip Code	Acq. Date	Purchase Price	Rehab Cost	Sales Date	Sales Price
44514 Grovewood	92544	8/31/2009	\$128,500	\$49,522	9/3/2010	\$120,000
25557 Orangewood	92544	8/28/2009	\$82,000	\$64,447	9/7/2010	\$117,500
24851 Tigris Ln	92544	9/22/2009	\$145,000	\$51,092	6/11/2010	\$162,000
24814 Danube Ct	92544	11/23/2009	\$128,700	\$72,294	11/5/2010	\$155,000
44487 Galicia Dr	92544	12/16/2009	\$111,500	\$41,772	7/14/2010	\$140,000
43249 Etna Ct	92544	12/31/2009	\$129,000	\$106,444	8/12/2010	\$175,000
42781 Acacia Ave	92544	12/22/2009	\$161,370	\$47,601	10/1/2010	\$189,000
25925 Joanne Dr	92544	2/9/2010	\$104,000	\$67,849	12/23/2010	\$129,000
43285 Babcock, Hemet	92544	3/8/2011	\$140,682	\$79,527	12/7/2012	\$159,000
42285 Acacia Ave	92544	8/7/2015	\$207,900	\$78,696	4/12/2016	\$235,000

LAKE ELSINORE

Address	Zip Code	Acq. Date	Purchase Price	Rehab Cost	Sales Date	Sales Price
19947 Crestwood,	92530	9/29/2009	\$157,000	\$59,189	4/27/2010	\$188,900
32410 Cape Dr.	92530	11/30/2009	\$135,000	\$69,032	6/17/2010	\$175,000
33166 Spinnaker Dr.	92530	11/20/2009	\$185,900	\$50,987	6/18/2010	\$219,000
45015 Altissimo Way	92532	1/5/2010	\$180,000	\$30,812	8/4/2010	\$215,000
33569 Cedar Creek Ln.	92532	1/5/2010	\$180,000	\$45,786	11/8/2010	\$182,000
3370 Fern Cr.	92530	1/6/2010	\$225,000	\$30,100	8/6/2010	\$255,000
34238 Sweet Acacia Ct.	92532	1/5/2010	\$199,000	\$49,120	10/20/2010	\$215,000
35413 Saddle Hill Rd.	92532	1/15/2010	\$215,000	\$35,180	10/6/2010	\$258,000
15436 Regatta Way	92530	1/15/2010	\$228,000	\$68,788	8/9/2010	\$246,000
1037 Meadowlake Ln.	92530	1/29/2010	\$209,000	\$26,200	7/23/2010	\$237,000
804 Quail Dr.	92530	3/24/2010	\$88,500	\$70,331	12/28/2010	\$117,500
34237 Toyon Ct.	92532	4/27/2010	\$220,000	\$47,456	3/23/2011	\$210,000
15120 Mimosa Dr.	92530	5/5/2010	\$195,000	\$78,944	5/2/2012	\$195,000
15093 Lincoln	92530	6/10/2011	\$132,502	\$78,579	3/26/2012	\$165,000
29173 Sunswept	92530	6/30/2011	\$145,891	\$49,011	5/2/2012	\$195,000
15071 Christina	92530	3/9/2012	\$178,200	\$73,264	10/19/2012	\$220,000
3448 Harrison	92530	11/13/2012	\$148,500	\$93,683	7/15/2013	\$192,000
3595 Cherry Blossom Ln	92530	1/25/2013	\$169,290	\$46,866	8/5/2013	\$230,000
3528 Lake Crest**	92530	7/19/2013	\$169,500	\$75,016	1/7/2014	\$235,000

TEMECULA

Address	Zip Code	Acq. Date	Purchase Price	Rehab Cost	Sales Date	Sales Price
27503 Senna Court	92591	3/19/2010	\$213,840	\$76,774	12/17/2010	\$253,000
29043 Deer Creek	92584	12/10/2010	\$167,097	\$70,719	5/27/2011	\$194,900
44734 Corte Gutierrez	92592	1/28/2011	\$143,725	\$67,804	8/26/2011	\$233,000
25941 Coombe Hill	92586	3/31/2011	\$114,840	\$68,915	12/23/2011	\$162,000
31126 Corte Anza	92592	6/15/2011	\$164,469	\$70,061	2/14/2012	\$180,000
34289 Canyon Rim	92532	6/10/2011	\$176,220	\$32,045	1/29/2013	\$210,000

26354 Baldy Peak	92586	6/10/2011	\$126,900	\$79,462	7/6/2012	\$170,000
32067 Meadow Wood	92532	6/17/2011	\$191,070	\$63,494	8/14/2012	\$224,000
35418 Ocotillo	92532	6/20/2011	\$199,664	\$25,980	8/9/2012	\$210,000
32070 Poppy	92532	9/15/2011	\$182,160	\$36,484	4/19/2012	\$199,000
29826 Buena Tierra	92586	8/31/2011	\$148,500	\$76,445	3/16/2012	\$170,000
29983 Kratka Ridge	92586	10/5/2011	\$106,330	\$75,141	9/7/2012	\$175,000
29640 Morning Breeze	92584	11/29/2011	\$188,100	\$62,374	7/6/2012	\$215,000
32033 Poppy	92586	1/9/2012	\$183,150	\$36,995	8/16/2012	\$210,000
29512 McGalliard	92586	3/29/2012	\$113,670	\$60,430	9/25/2012	\$170,000
27189 Via Valeroso	92586	2/16/2012	\$112,410	\$50,712	8/30/2012	\$142,000
32104 Poppy	92532	3/23/2012	\$162,000	\$32,300	10/4/2012	\$180,000
27630 Connie Way	92586	12/14/2012	\$91,080	\$91,401	8/9/2013	\$180,000
27594 Genevieve	92586	12/24/2012	\$77,300	\$87,854	7/25/2013	\$125,000
27221 Coronado Way	92586	7/15/2013	\$77,133	\$63,381	2/21/2014	\$128,000
27211 El Puento St.**	92586	8/23/2013	\$82,000	\$52,234	9/25/2014	\$128,000
27459 Cabrillo Dr.	92586	9/12/2014	\$240,000	\$62,235	6/10/2015	N/A

SAN JACINTO

Address	Zip Code	Acq. Date	Purchase Price	Rehab Cost	Sales Date	Sales Price
656 Wamblee	92582	4/27/2010	\$143,762	\$76,309	12/30/2010	\$199,000
1975 Bronte Rd	92583	5/25/2010	\$128,700	\$61,821	12/17/2010	\$151,000
305 Ivy Crest	92582	5/6/2010	\$112,860	\$46,463	1/7/2011	\$143,000
244 La Clarita	92582	5/4/2010	\$176,220	\$60,605	11/19/2010	\$203,000
976 Telluride Ct.	92583	5/21/2010	\$118,081	\$66,192	1/7/2011	\$153,000
1450 Western Village	92583	3/24/2011	\$97,868	\$70,737	12/30/2011	\$120,000
177 N. Brinton St.	92583	4/19/2011	\$62,866	\$82,987	12/16/2011	\$102,000
1946 Carroll	92583	5/20/2011	\$90,690	\$78,009	12/30/2011	\$159,000
983 Eden Valley Way	92582	9/28/2011	\$104,551	\$56,412	6/27/2012	\$165,000
199 N. Brinton	92583	11/9/2012	\$76,219	\$81,532	6/28/2013	\$142,000
251 E. 1st Street	92583	12/20/2012	\$61,466	\$104,845	9/17/2013	\$147,000
479 San Remo Ave.	92582	5/2/2013	\$162,700	\$47,763	12/16/2013	\$237,000
169 S. Jordan Ave	92583	5/26/2016	105,844	N/A	N/A	N/A

BANNING / BEAUMONT

Address	Zip Code	Acq. Date	Purchase Price	Rehab Cost	Sales Date	Sales Price
4447 W. Gilman	92220	6/10/2010	\$190,000	\$54,570	12/15/2010	\$200,000
378 N. 41st	92220	6/11/2010	\$105,000	\$118,964	12/17/2010	\$157,000
101 E. 12th St.	92223	12/3/2010	\$96,000	\$102,572	12/27/2011	\$143,000
943 Montclair	92220	7/27/2011	\$78,000	\$87,428	7/23/2012	\$112,000
1360 Palm Ave	92223	10/13/2011	\$155,000	\$86,916	6/6/2012	\$181,000
764 N. Blanchard	92220	12/1/2011	\$60,000	\$57,121	8/17/2012	\$103,000
1762 W. George	92220	11/23/2011	\$80,000	\$89,301	11/20/2012	\$125,000
151 E. 11th St.	92223	11/15/2012	\$95,000	\$115,560	6/28/2013	\$163,000
289 Meadow Lark Ln.	92220	4/17/2013	\$99,000	\$96,319	11/27/2013	\$155,000
168 Roosevelt Rd.	92220	5/16/2013	\$74,394	\$89,591	12/2/2013	\$135,000
365 4th St.**	92220	1/9/2014	\$80,100	\$132,942	11/26/2014	\$145,000
713 W. George St.	92220	4/15/2014	\$98,010	\$95,247	N/A	N/A

Continuing Ownership and/or Rehabilitation in the Past Five Years

RIVERSIDE HOUSING DEVELOPMENT CORPORATION

Rental Management

RENTAL UNITS

		City	Zip Code	Desc.	Acq. Date
Oaktree	1946 7th St.	Riverside	92507	51 Units	3/25/1996
	10594 Burton	Riverside	92505	4-plex	7/28/1994
Riverbrook	10661 Burton	Riverside	92505	4-plex	6/1/1995
La Sierra	10680 Collett	Riverside	92505	4-plex	6/6/1996
	10560-10590 Burton	Riverside	92505	16 units	11/25/1997
	4171 Lively	Riverside	92505	4-plex	3/24/1999
	4205 Lively	Riverside	92505	4-plex	3/24/1999
	8893/95 Indiana	Riverside	92503	4-plex	3/5/1999
	8911/13 Indiana	Riverside	92503	4-plex	3/8/1999
	8947/49 Indiana	Riverside	92503	4-plex	3/5/1999
	8935-37 Indiana	Riverside	92503	4-plex	3/5/1999
	8797 Indiana	Riverside	92503	4-plex	8/25/1999
	8835 Indiana	Riverside	92503	4-plex	9/3/1999
	8879 Indiana	Riverside	92503	4-plex	8/27/1999
Autumn Ridge Indiana	8859 Indiana	Riverside	92503	4-plex	1/25/2000
	8845 Indiana Ave	Riverside	92503	4-plex	7/18/2003
	8851 Indiana Ave.	Riverside	92503	4-plex	10/24/2003
	8871 Indiana	Riverside	92503	4-plex	12/28/2004
	8813 Indiana Ave.	Riverside	92503	4-plex	12/29/2008
	8969 Indiana Ave.	Riverside	92503	4-plex	12/29/2008
	8981 Indiana Ave.	Riverside	92503	4-plex	12/29/2008
	9035 Indiana Ave.	Riverside	92503	4-plex	12/29/2008
	9057 Indiana Ave.	Riverside	92503	4-plex	12/29/2008
	9077 Indiana Ave.	Riverside	92503	Garages	12/29/2008
	9089 Indiana Ave.	Riverside	92503	4-plex	12/29/2008
	9097 Indiana Ave.	Riverside	92503	4-plex	12/29/2008
	22791 Allies	Moreno Valley	92552	4 units	12/23/1998
	22801 Allies	Moreno Valley	92552	4 units	12/23/1998
	22839 Bay Ave.	Moreno Valley	92552	4-plex	10/23/2002
	22813 Adrienne	Moreno Valley	92552	4-plex	4/20/2007
Sun Ridge Moreno Valley	22827 Adrienne	Moreno Valley	92552	4-plex	4/20/2007
	22898 Allies	Moreno Valley	92552	4-plex	10/19/2007
	22801 Adrienne	Moreno Valley	92552	4-plex	10/19/2007
	15360 Perris	Moreno Valley	92552	4-plex	8/10/2007
	15414 Perris	Moreno Valley	92552	4-plex	8/10/2007
	15359 Sheila	Moreno Valley	92552	4-plex	2/7/2008
	15385 Sheila	Moreno Valley	92552	4-plex	2/7/2008
	22877 Allies	Moreno Valley	92552	4-plex	10/21/2013
	22862 Adrienne	Moreno Valley	92552	4-plex	8/12/2014
	22889 Allies	Moreno Valley	92552	4-plex	10/17/2014
	41896 Orange Blossom	Hemet	92544	4-plex	10/30/2008
	41897 Orange Blossom	Hemet	92544	3-plex	10/30/2008
	41908 Orange Blossom	Hemet	92544	4-plex	10/30/2008
	41909 Orange Blossom	Hemet	92544	3-plex	4/30/2008
Orange Blossom Hemet	41920 Orange Blossom	Hemet	92544	4-plex	3/12/2008
	41921 Orange Blossom	Hemet	92544	3-plex	10/30/2008
	41956 Orange Blossom	Hemet	92544	4-plex	4/30/2008



41957 Orange Blossom	Hemet	92544	3-plex	4/30/2008
41981 Orange Blossom	Hemet	92544	3-plex	4/30/2008
41992 Orange Blossom	Hemet	92544	4-plex	1/11/2008
41993 Orange Blossom	Hemet	92544	3-plex	10/30/2008
41969 Orange Blossom	Hemet	92544	3-plex	4/5/2010
41882 Orange Blossom	Hemet	92544	4-plex	4/25/2011
41932 Orange Blossom	Hemet	92544	4-plex	3/28/2013
41968 Orange Blossom	Hemet	92544	4-plex	3/28/2013
41980 Orange Blossom	Hemet	92544	4-plex	3/28/2013
41883 Orange Blossom	Hemet	92544	4-plex	2/17/2015
41933 Orange Blossom	Hemet	92544	3-plex	2/17/2015

Mobley Lane	575 Mobley Lane	Hemet	92543	4-plex	12/16/2013
Apartments	598 Mobley Lane	Hemet	92543	4-plex	12/16/2013
Hemet	599 Mobley Lane	Hemet	92543	4-plex	12/16/2013

TAX CREDIT PROJECT	*TAX CREDIT PROJECT*				
Cypress Springs	7850 Cypress Avenue	Riverside	92503	101 units	12/01/2007
Riverside					

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EXHIBIT "G"
Operating Budget

(behind this page)



Riverside's Neighborhood Developer

April 27, 2018

Riverside Community Housing Corp
5555 Arlington Avenue
Riverside, CA 92503
Attn: Tommie Lines

RE: March 2018 Financials for Rancho NSP Properties

Please find enclosed the March 2018 submittal of the financials for Rancho NSP Property Management. The financials included are Balance Sheet, AP & AR Aging and Profit & Loss Budget vs. Actual Report, Profit & Loss Detail, General Ledger, Rent Roll, and Check Register for the month.

For this submittal we have additional notes for your information:

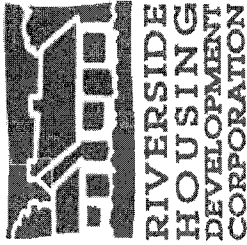
1. AR aging-Riverside Community Housing Corp owes on the accounts receivable \$5,696.75.
2. AP Aging-K & S shows 90 days past due on invoices that we are waiting for the monies from RCHC-\$4348.75. RCHC released the funds and we paid 4/11/18.
3. 13740A-Balance due \$2120-in eviction-January.
4. 66780-B Balance due \$1628.57-in eviction.
5. 68150-D Balance paid 2 months in April.
6. 68160-D Balance due \$2600-in eviction.
7. The collection loss on the Profit & Loss is for 3 tenants who moved out this year with rental due, cleaning and damages which exceeded their security deposits. Total of \$9,123.
8. Total budget is 56,465 and to date we have \$35,297 which is a difference of \$21,168. Please remember that RCHC sent us a January bill for taxes, salaries, benefits and board charges in the amount of \$21,871 that we did not include in our budget.

If you have any questions or require further information, please contact me.

Sincerely,

Miranda Hundley
Vice President, Chief Operations Officer

4250 Brockton Avenue, Riverside, CA 92501 (951) 341-0170 Fax (951) 341-0171



Rancho NSP Property Management

Monthly Report March 2018

4250 Brockton Avenue Riverside, CA 92501 (951) 341-0170 fax (951) 341-0171

Rancho NSP Properties
Balance Sheet Rancho NSP
 As of March 31, 2018

10:00 AM
 04/27/18
 Accrual Basis

	Mar 31, 18	Mar 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings	58,526.67	33,885.03	24,641.64
1023 - Provident 1519 Operating	25,949.25	1,384.00	24,565.25
1024 - Provident 5571 Security Dep	84,475.92	35,269.03	49,206.89
Total Checking/Savings	168,951.84	70,538.06	98,413.78
Accounts Receivable	15,623.42	52,456.55	-36,833.13
1040 - accounts receivable	15,623.42	52,456.55	-36,833.13
Total Accounts Receivable	15,623.42	52,456.55	-36,833.13
Other Current Assets			
Current Asset	0.00	89.97	-89.97
1041 - RHDC Receivable	236.00	16.00	220.00
1057 - Refunds due	236.00	105.97	130.03
Total Current Asset	236.00	105.97	130.03
Total Other Current Assets	236.00	105.97	130.03
Total Current Assets	100,335.34	87,831.55	12,503.79
TOTAL ASSETS	100,335.34	87,831.55	12,503.79

Rancho NSP Properties
Balance Sheet Rancho NSP
As of March 31, 2018

	Mar 31, 18	Mar 31, 17	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	13,779.83	56,142.12	-42,362.29
2200 - Accounts Payable	13,779.83	56,142.12	-42,362.29
Total Accounts Payable			
Other Current Liabilities			
2045 - Tenant Security Deposits Held	27,286.25	3,351.00	23,935.25
2060 - Pro-Rated/Prepd Rent	824.63	2,817.68	-1,793.05
Total Current Liability	28,110.88	5,968.68	22,142.20
Total Other Current Liabilities	28,110.88	5,968.68	22,142.20
Total Current Liabilities	41,890.71	62,110.80	-20,220.09
Total Liabilities	41,890.71	62,110.80	-20,220.09
Equity			
3003 - Unrestricted Net Assets	23,147.44	0.00	23,147.44
Net Income	35,237.19	25,720.75	9,516.44
Total Equity	58,444.63	25,720.75	32,723.88
TOTAL LIABILITIES & EQUITY	100,335.34	87,831.55	12,503.79

10:01 AM
04/27/18

**Rancho NSP Properties
A/R Aging Summary
As of March 31, 2018**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
James Williams	0.00	0.00	0.00	0.00	1,368.18	1,368.18
Riverside Community Housing Corp	0.00	0.00	0.00	0.00	5,696.75	5,696.75
Tenants Receivable	8,558.49	0.00	0.00	0.00	0.00	8,558.49
TOTAL	8,558.49	0.00	0.00	0.00	7,064.93	15,623.42

Rancho NSP Property Management
1040-Tenant Receivables (occupied) Black

March 2018

Original		Unit #	Class	Open Balance
Date				
06/01/2017		13740-A	Mark Drive	2,120.00
09/01/2017		66061-2	3rd Street	1,368.18
02/01/2017		66061-9	3rd Street	10.00
05/01/2017		66780-B	Desert Hot Springs	1,628.57
03/01/2018		68150-D	CalleLas Tiendas	625.00
12/01/2017		68160-C	CalleLas Tiendas	49.49
08/01/2017		68160-D	CalleLas Tiendas	2,600.00
04/01/2017		68170-A	Desert Hot Springs	7.25
03/01/2017		68685-B	Cathedral City	150.00
TOTAL				8,558.49
General Ledger				8,558.49

0.00

Rancho NSP Properties
A/P Aging Summary
As of March 31, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ASAP Pumping, Inc	500.00	0.00	0.00	0.00	0.00	500.00
Desert Valley Disposal	556.01	0.00	0.00	0.00	0.00	556.01
HD Supply Facilities Maintenance	604.19	0.00	0.00	0.00	0.00	604.19
Home Depot	474.85	0.00	0.00	0.00	0.00	474.85
K & S Construction Services, Inc	270.00	0.00	0.00	0.00	4,348.75	4,618.75
Mission Springs Water District	269.53	0.00	0.00	0.00	0.00	269.53
RHDC	6,593.25	0.00	0.00	0.00	0.00	6,593.25
SoCalGas	35.54	0.00	0.00	0.00	0.00	35.54
Southern California Edison	127.91	0.00	0.00	0.00	0.00	127.91
TOTAL	9,431.08	0.00	0.00	0.00	4,348.75	13,779.83

**Rancho NSP Properties
Profit & Loss-Complex**
July 2017 through March 2018

10:07 AM
04/27/18
Accrual Basis

	13740 Ma...	28660 La...	32425 Mo...	33380 Cal...	424 Chap...	60061 3rd...	66780 4th...	68150 Cal...	69160 Cal...	68170 Cal...	68665 Ca...	Rancho	Unclassif...	TOTAL
Ordinary Income/Expense														
Income														
4000 - Rental Income	11,217.50	14,169.67	9,872.94	13,639.60	5,071.51	41,071.58	15,467.75	21,814.09	22,370.79	23,575.00	15,770.00	0.00	2,942.50	187,082.93
4310 - Rental Income-Gross Potential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4320 - NSF-Rentals	0.00	0.00	0.00	-2,700.70	0.00	-763.77	-5,659.46	0.00	0.00	0.00	0.00	0.00	0.00	-8,123.93
4330 - Condo Fees	0.00	0.00	0.00	0.00	0.00	114.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223.45
4330 - Laundry Income	0.00	0.00	250.00	1,920.70	0.00	568.43	1,834.48	0.00	0.00	0.00	0.00	0.00	0.00	4,566.99
4350 - Cleaning & Damages	0.00	0.00	0.00	0.00	103.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 4000 - Rental Income	11,217.50	14,169.67	10,122.94	12,759.90	5,071.51	41,174.58	15,467.75	21,847.87	18,860.52	23,575.00	15,770.00	0.00	2,942.50	182,779.44
4200 - Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.88	0.00	91.88
Total Income	11,217.50	14,169.67	10,122.94	12,759.90	5,071.51	41,174.58	15,467.75	21,847.87	18,860.52	23,575.00	15,770.00	91.88	2,942.50	182,871.42
Expense														
Administration Expense														
5016 - Answering Service	4.99	4.99	4.97	7.74	2.49	22.41	7.46	8.87	8.97	9.87	4.95	0.00	0.00	87.14
5020 - Property Supplies	7.73	7.73	7.73	23.98	30.98	34.81	11.60	15.46	16.46	16.46	0.73	0.00	0.00	153.74
5021 - Credit Verification	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5022 - Postage and Delivery	1.22	1.22	1.22	4.23	2.11	3.00	1.53	4.79	2.85	2.45	1.23	0.00	0.00	28.77
5031 - RCHC Board & Ancillary Charges	427.00	427.00	423.66	423.66	211.83	1,907.36	635.79	847.71	847.71	847.71	403.85	0.00	0.00	4,465.00
5032 - Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5033 - Legal Services	373.57	373.57	373.57	373.57	185.79	1,681.07	560.38	747.14	747.14	747.14	373.59	0.00	0.00	1,805.00
5070 - Fees and charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5070 - News and charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5090 - tenant relations	13.74	13.74	13.74	13.74	6.87	81.82	20.61	27.47	27.47	27.47	13.73	0.00	0.00	240.40
5120 - Property Taxes	303.08	713.78	860.85	549.97	392.64	2,186.16	755.72	560.75	560.37	1,070.78	235.78	0.00	0.00	8,022.88
Total Administration Expense	1,128.19	1,539.45	1,557.50	2,234.05	858.95	5,929.61	1,993.09	2,328.64	3,290.50	2,745.98	1,050.84	45.00	0.00	24,783.20
General Maintenance														
5044 - New Appliances/AC - heaters	0.00	0.00	0.00	625.00	0.00	0.00	86.96	625.00	1,037.90	0.00	0.00	0.00	0.00	2,377.46
5301 - AC & heating repair	372.50	5,578.00	0.00	1,190.00	957.62	1,065.00	256.00	495.00	395.00	0.00	0.00	0.00	0.00	10,239.12
5302 - Home repair	0.00	0.00	0.00	1,996.46	0.00	0.00	0.00	951.00	618.15	388.02	0.00	0.00	0.00	3,979.63
5303 - Electrical repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5304 - Plumbing/Septic	0.00	0.00	0.00	1,620.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5305 - Hardware/service & repair	83.86	115.00	0.00	0.00	0.00	2,039.50	0.00	718.99	125.50	59.00	4.40	0.00	0.00	576.75
5307 - Exterior Building Repair	0.00	54.97	85.50	2,277.30	0.00	1,119.00	183.25	1,298.50	466.50	577.41	0.00	0.00	0.00	6,530.81
5308 - Windows & Doors	0.00	0.00	0.00	964.00	0.00	0.00	0.00	2,039.00	2,360.00	2,384.00	0.00	0.00	0.00	7,050.00
5310 - Office Clean/repair	0.00	0.00	0.00	989.00	0.00	167.87	0.00	75.00	0.00	0.00	0.00	0.00	0.00	1,555.87
5311 - carpet/clean/repair	0.00	0.00	0.00	1,570.00	0.00	103.00	0.00	1,300.00	560.00	0.00	0.00	0.00	0.00	3,773.00
5315 - Landscaping Maintenance	0.00	0.00	0.00	156.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.00
5316 - Pest Control	945.00	2,245.00	945.00	945.00	0.00	1,045.42	945.00	325.00	150.00	1,050.00	945.00	0.00	0.00	9,580.42
5321 - Keys & Locks	190.00	56.25	56.25	56.25	0.00	240.00	150.00	250.00	220.00	175.00	86.25	0.00	0.00	1,410.00
5324 - emergency repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General Maintenance	1,581.16	8,050.22	2,126.60	11,408.18	962.14	6,836.39	1,629.19	7,637.22	7,232.92	5,814.43	5,430.30	0.00	0.00	58,985.98
Management Fees														
5002 - Allocation Fee	183.71	183.71	183.71	183.71	96.86	871.71	260.57	387.43	387.43	387.43	183.73	0.00	0.00	3,390.00
5003 - Property Management Fees	900.00	900.00	900.00	900.00	450.00	4,950.00	1,350.00	1,800.00	1,800.00	1,800.00	900.00	0.00	0.00	15,750.00
5104 - Leasing/Marketing Fee	0.00	370.00	334.25	350.50	296.00	297.00	0.00	937.50	312.50	0.00	0.00	0.00	0.00	2,697.75
Total Management Fees	1,083.71	1,463.71	1,427.96	1,444.21	842.86	5,218.71	1,640.57	3,124.93	2,496.93	2,187.43	1,083.73	0.00	0.00	22,037.75
Payroll														
5009 - RCHC Salaries	9.98	9.98	9.98	9.98	4.98	44.90	14.96	19.96	19.96	19.96	9.99	0.00	0.00	174.63
5010 - RCHC Insurance Benefits	1.58	1.58	1.58	1.58	0.79	7.13	2.36	3.17	3.17	3.17	1.58	0.00	0.00	27.72
5010 - RCHC HR	1.15	1.15	1.15	1.15	0.57	5.16	1.72	2.29	2.29	2.29	1.15	0.00	0.00	20.07
5010 - Management Salary	1,123.20	1,123.20	1,123.20	1,123.20	561.60	5,054.49	1,684.80	2,246.40	2,246.40	2,246.40	1,123.20	0.00	0.00	19,656.00
5013 - maintenance	1,087.74	1,087.74	1,087.74	1,087.74	543.87	4,664.74	1,631.61	2,175.39	2,175.39	2,175.39	1,087.65	0.00	0.00	19,036.00
5013 - RCHC workers comp	1.80	1.80	1.80	1.80	0.90	8.08	2.69	3.59	3.59	3.59	1.80	0.00	0.00	31.44
Total Payroll	2,225.46	2,225.46	2,225.46	2,225.46	1,112.71	10,014.41	3,338.16	4,450.80	4,450.80	4,450.80	2,225.38	0.00	0.00	38,944.68

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04/27/18
Account Basis

Rancho NSP Properties
Profit & Loss-Complex
July 2017 through March 2018

	13740 Ma...	29860 La...	32425 No...	331890 Cal...	424 Chap...	65061 3rd...	65780 4th...	68150 Cal...	68160 Cal...	68170 Cal...	68883 Ca...	Rancho	Unclassif...	TOTAL
Utilities														
5035 - Electric	0.00	0.00	0.00	270.86	0.00	0.00	0.00	287.11	312.86	271.27	0.00	0.00	0.00	1,142.02
5036 - gas	0.00	0.00	0.00	0.00	0.00	690.42	175.68	190.96	190.96	0.00	10.33	0.00	0.00	1,067.39
5037 - water/sewer	1,002.01	184.15	151.92	222.00	0.00	1,147.37	656.83	1,353.09	906.62	630.13	230.98	0.00	0.00	6,916.10
5317 - Trash Removal	359.62	0.00	125.00	450.00	0.00	1,130.11	906.87	678.12	678.12	678.12	0.00	0.00	0.00	4,387.86
Total Utilities	1,361.63	184.15	276.92	942.86	0.00	2,957.90	1,165.50	2,524.00	2,088.66	1,579.52	241.31	0.00	0.00	13,302.47
6006 - Replacement Reserves	235.00	450.00	450.00	450.00	225.00	2,025.00	900.00	900.00	900.00	900.00	450.00	0.00	0.00	7,875.00
Total Expense	7,975.14	13,912.98	8,095.03	18,707.57	4,002.86	33,082.02	10,086.51	20,865.99	20,463.01	17,478.16	10,491.56	45.00	0.00	165,449.23
Net Ordinary Income	3,842.36	256.69	2,057.91	-5,841.97	1,068.85	8,082.56	4,801.24	882.28	-1,802.49	6,086.84	5,278.44	46.98	2,942.50	27,422.19
Other Income														
Other Income/Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,875.00	0.00	7,875.00
4271 - replacement reserves deposited	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,875.00	0.00	7,875.00
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,875.00	0.00	7,875.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,875.00	0.00	7,875.00
Net Income	3,842.36	256.69	2,057.91	-5,841.97	1,068.85	8,082.56	4,801.24	882.28	-1,802.49	6,086.84	5,278.44	7,921.98	2,942.50	35,297.19

**Rancho NSP Properties
Profit & Loss Detail-Rancho NSP
March 2018**

16:03 AM
04/27/18
Accrual Basis

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
Ordinary Income/Expense								
Income								
4000 - Rental Income								
4310 - Rental Income-Gross Potential								
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	424 Chaparral Drive		617.00	617.00
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	13740 Mark Drive		242.00	242.00
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	66061 3rd Street	375.00	3,201.42	3,443.42
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	66760 4th Street		68.83	3,502.35
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	68150 Calle Las Tiendas		4,441.71	7,944.06
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	68170 Calle Las Tiendas		2,042.22	9,986.28
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	68170 Calle Las Tiendas		3,327.75	13,314.03
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	29660 Landau Blvd		868.00	14,202.03
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	33560 Montevista Road		15,111.55	29,313.58
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	33590 Cathedral Canyon		2,840.92	32,154.50
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppts to actual rent rolls	68685 Cedar Road		590.00	32,744.50
Deposit (rents)	03/06/2018	DEP		rental income	13740 Mark Drive		1,789.00	34,533.50
Deposit (rents)	03/06/2018	DEP		rental income	66061 3rd Street		626.00	35,159.50
Deposit (rents)	03/06/2018	DEP		rental income	68150 Calle Las Tiendas		3,12.55	35,292.05
Deposit (rents)	03/06/2018	DEP		rental income	68170 Calle Las Tiendas		1,865.00	37,157.05
Deposit (rents)	03/06/2018	DEP		rental income	29660 Landau Blvd		892.00	38,049.05
Deposit (rents)	03/06/2018	DEP		rental income	33560 Montevista Road		1,793.00	39,842.05
Deposit (rents)	03/06/2018	DEP		rental income	33590 Cathedral Canyon		414.55	40,256.60
Deposit (rents)	03/06/2018	DEP		rental income	68685 Cedar Road		312.55	40,569.15
Deposit (rents)	03/09/2018	DEP		rental income	66061 3rd Street		436.00	41,005.15
Deposit (rents)	03/09/2018	DEP		rental income	66061 3rd Street		360.00	41,365.15
Deposit (rents)	03/09/2018	DEP		rental income	68150 Calle Las Tiendas		430.00	41,795.15
Deposit (rents)	03/09/2018	DEP		rental income	68170 Calle Las Tiendas		390.00	42,185.15
Deposit (rents)	03/09/2018	DEP		rental income	29660 Landau Blvd		625.00	42,810.15
Deposit (rents)	03/12/2018	DEP		rental income	66061 3rd Street		228.00	43,038.15
Deposit (rents)	03/12/2018	DEP		rental income	424 Chaparral Drive		592.00	43,630.15
Deposit (rents)	03/12/2018	DEP		rental income	66061 3rd Street		1,474.40	45,104.55
Deposit (rents)	03/12/2018	DEP		rental income	68150 Calle Las Tiendas		640.00	45,744.55
Deposit (rents)	03/12/2018	DEP		rental income	68170 Calle Las Tiendas		1,413.00	47,157.55
Deposit (rents)	03/12/2018	DEP		rental income	29660 Landau Blvd		1,030.00	48,187.55
Deposit (rents)	03/12/2018	DEP		rental income	32425 Montevista Road		1,560.00	49,747.55
Deposit (rents)	03/12/2018	DEP		rental income	33590 Cathedral Canyon		810.00	50,557.55
Deposit (rents)	03/12/2018	DEP		rental income	68685 Cedar Road		850.00	51,407.55
Deposit (rents)	03/12/2018	DEP		rental income	88160 Calle Las Tiendas		925.00	52,332.55
Deposit (rents)	03/27/2018	DEP		rental income	88160 Calle Las Tiendas		30.00	52,362.55
Deposit (rents)	03/28/2018	DEP		rental income	88160 Calle Las Tiendas		100.00	52,462.55
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	424 Chaparral Drive	617.00		51,845.55
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	13740 Mark Drive		732.50	52,578.05
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	66061 3rd Street	3,661.82		56,239.87
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	66760 4th Street		379.62	56,619.49
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	68150 Calle Las Tiendas	3,528.75		60,148.24
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	68170 Calle Las Tiendas	1,064.77		61,213.01
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	68170 Calle Las Tiendas	3,382.75		64,595.76
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	29660 Landau Blvd	1,645.00		66,240.76
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	32425 Montevista Road	2,641.70		68,882.46
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	33560 Montevista Road	2,428.92		71,311.38
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	33590 Cathedral Canyon	1,515.00		72,826.38
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	68685 Cedar Road		2,942.50	75,768.88
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		2,942.50	78,711.38
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		41,147.75	119,859.13
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		41,147.75	160,996.88
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		37,968.25	198,965.13
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		34,888.25	233,853.38
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		33,833.73	267,687.11
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		30,440.98	298,128.09
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		28,795.88	326,923.97
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		26,154.28	353,078.25
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		23,727.38	376,805.63
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		22,212.36	399,018.00
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	88160 Calle Las Tiendas		21,039.71	420,057.71
Payment	03/31/2018			Guastavo, Melissa, Celia Flores	33560 Cathedral Canyon	2,700.70		417,357.01
Payment	03/31/2018			Shirley Johnson	68150 Calle Las Tiendas	763.27		416,593.74
Payment	03/31/2018			Tulencia Plummer	68160 Calle Las Tiendas	5,659.48		410,934.26
Total 4326 - Collections Less						9,123.93	0.00	399,810.33
Total 4000 - Rental Income						30,165.64	43,252.07	432,975.97
4200 - Interest Income								432,975.97

**Rancho NSP Properties
Profit & Loss Detail-Rancho NSP
March 2018**

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04/27/18
Accrual Basis

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
Deposit	03/31/2018			Interest	Rancho	0.00	11.06	11.06
Total 4200 - Interest Income						0.00	11.06	11.06
Total Income						30,163.64	43,283.73	13,099.49
Expense								
Administration Expense								
5016 - Answering Service								
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	424 Chaparral Drive	0.29		0.29
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	13740 Melk Drive	0.99		0.99
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	69061 3rd Street	2.65		2.65
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	68760 4th Street	0.98		0.98
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	68760 4th Street	5.49		5.49
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	68160 Calle Las Tiendas	1.18		1.18
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	68160 Calle Las Tiendas	6.77		6.77
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	68160 Calle Las Tiendas	1.18		1.18
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	68170 Calle Las Tiendas	0.59		0.59
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	29660 Landau Blvd	8.34		8.34
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	32425 Montevista Road	9.13		9.13
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	33590 Cathedral Canyon	9.72		9.72
Bill	03/15/2018	180300343101	Inland Desert Security & Communications	Answering service for after hours	68685 Cedar Road	0.59		0.59
Total 5016 - Answering Service						10.31	0.00	10.31
5020 - Property Supplies								
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	424 Chaparral Drive	0.65		0.65
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	13740 Melk Drive	0.74		0.74
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	69061 3rd Street	7.25		7.25
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	68760 4th Street	1.94		1.94
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	68760 4th Street	9.69		9.69
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	68160 Calle Las Tiendas	2.59		2.59
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	68160 Calle Las Tiendas	14.85		14.85
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	68170 Calle Las Tiendas	17.43		17.43
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	29660 Landau Blvd	16.72		16.72
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	32425 Montevista Road	20.01		20.01
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	33590 Cathedral Canyon	21.90		21.90
Bill	03/12/2018	032738162	Safeguard Business Systems	green sheets	68685 Cedar Road	22.58		22.58
Total 5020 - Property Supplies						22.58	0.00	22.58
5021 - credit verification								
Bill	03/01/2018	TSS-109100-318	Credit Source-The Screening Prox, LLC	68160-B Adams, Summer S. credit, evdcton, multi state criminal ...	68160 Calle Las Tiendas	17.99		17.99
Total 5021 - credit verification						17.99	0.00	17.99
Total Administration Expense						60.86	0.00	60.86
General Maintenance								
5044 - New Appliances/AC -heaters								
Bill	03/02/2018	9161334393	HD Supply Facilities Maintenance	68160-B new gas rang, attachments for range, flaming gas leak...	68160 Calle Las Tiendas	574.20		574.20
Total 5044 - New Appliances/AC -heaters						574.20	0.00	574.20
5302 - Home repair								
Bill	03/05/2018	32425-1Bmitreposts	K & S Construction Services, Inc	32425-B-removestill new kick plate at bottom of lit cabs com...	32425 Montevista Road	386.00		386.00
Total 5302 - Home repair						386.00	0.00	386.00
5304 - Plumbing/Septic								
Bill	03/10/2018	25665	ASAP Pumping, Inc	68685- septic pumping, Leach system failing.	68685 Cedar Road	500.00		500.00
Total 5304 - Plumbing/Septic						500.00	0.00	500.00
5305 - Hardware/service & repair								
Bill	03/01/2018	9161337495	HD Supply Facilities Maintenance	68150-A new verticle blind	68150 Calle Las Tiendas	29.99		29.99
Bill	03/28/2018	0326181TG	Tim Garrison (reimburse)	69061-3 toilet wax ring extender	69061 3rd Street	6.61		6.61
Bill	03/26/2018	0326181TG	Tim Garrison (reimburse)	hardware & repair	68160 Calle Las Tiendas	4.90		4.90
Bill	03/26/2018	0326181TG	Tim Garrison (reimburse)	hardware & repair	424 Chaparral Drive	2.04		2.04
Bill	03/26/2018	0326181TG	Tim Garrison (reimburse)	hardware & repair	68685 Cedar Road	67.40		67.40
Bill	03/26/2018	0326181TG	Tim Garrison (reimburse)	hardware & repair	68760 4th Street	5.33		5.33
Bill	03/26/2018	0326181TG	Tim Garrison (reimburse)	hardware & repair	68150 Calle Las Tiendas	81.70		81.70
Bill	03/26/2018	0326181TG	Tim Garrison (reimburse)	hardware & repair	68160 Calle Las Tiendas	89.87		89.87
Bill	03/26/2018	0326181TG	Tim Garrison (reimburse)	hardware & repair	68170 Calle Las Tiendas	89.04		89.04

**Rancho NSP Properties
Profit & Loss Detail-Rancho NSP
March 2018**

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04/27/18
Actual Balts

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
Bll	03/26/2018	032618TC	Tim Gamson (reimburse)	hardware & repair	29660 Landau Blvd	4.08		102.12
Bll	03/26/2018	032618TC	Tim Gamson (reimburse)	hardware & repair	33580 Montevista Canyon	4.08		106.20
Bll	03/26/2018	032618TC	Tim Gamson (reimburse)	hardware & repair	68885 Cedar Road	4.10		110.30
Bll	03/26/2018	032618TC	Home Depot	hardware & repair	68885 Cedar Road	1.31		111.69
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	424 Chaparral Drive	2.63		114.32
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	13740 Mark Drive	11.81		116.32
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	68061 3rd Street	3.94		130.13
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	68160 Calle Las Tendras	5.25		134.07
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	68170 Calle Las Tendras	125.92		139.32
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	68170 Calle Las Tendras	5.25		265.24
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	29660 Landau Blvd	5.25		270.49
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	33580 Montevista Canyon	5.25		275.74
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	33580 Montevista Canyon	283.64		323.75
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	68885 Cedar Road	586.42		586.42
Bll	03/26/2018	2589 0318	Home Depot	hardware & repair	68885 Cedar Road	2.61		589.03
Bll						589.03	0.00	589.03
Sll	03/01/2018	68160-1-unitB&D-paint	K & S Construction Services, Inc	68160-B paint all stair stringers, bottom of stairs, treads, one lan...	88160 Calle Las Tendras	585.00		585.00
Bll	03/01/2018	68160-1-unitB&D-paint	K & S Construction Services, Inc	68160-D paint all stair stringers, bottom of stairs, treads, one lan...	88160 Calle Las Tendras	585.00		1,190.00
Bll	03/01/2018	68170-1-unitB&D-paint	K & S Construction Services, Inc	68170-B paint all stair treads, one landing, all stair stringers & bo...	88170 Calle Las Tendras	595.00		1,785.00
Bll	03/01/2018	68170-1-unitB&D-paint	K & S Construction Services, Inc	68170-D paint all stair treads, one landing, all stair stringers & bo...	88170 Calle Las Tendras	595.00		2,380.00
Bll	03/01/2018	68150-1-unitB&D-paint	K & S Construction Services, Inc	68150-B paint all stair treads, one landing, paint all stair stringer...	88150 Calle Las Tendras	585.00		2,965.00
Bll	03/01/2018	68150-1-unitB&D-paint	K & S Construction Services, Inc	68150-D paint all stair treads, one landing, paint all stair stringer...	88150 Calle Las Tendras	585.00		3,570.00
Bll						3,570.00	0.00	3,570.00
Bll	03/05/2018	33425-1-Bencrestair	K & S Construction Services, Inc	33425-B: install 4 window screens@\$48 each, install 1-6" slidin...	32425 Montevista Road	354.00		354.00
Bll	03/27/2018	33580-1-mandoor	K & S Construction Services, Inc	33580-: replace main door/paraga, haul off trash, door, gas fee	33580 Cathedral Canyon	270.00		524.00
Bll						624.00	0.00	624.00
Bll						250.00	0.00	250.00
Bll						250.00	0.00	250.00
Bll						135.00		135.00
Bll						135.00		270.00
Bll						135.00		405.00
Bll						50.00		455.00
Bll						50.00		505.00
Bll						135.00		640.00
Bll						135.00		775.00
Bll						135.00		910.00
Bll						135.00		1,045.00
Bll						300.00		1,345.00
Bll						1,095.00	0.00	1,095.00
Bll						45.00		1,140.00
Bll						45.00	0.00	1,185.00
Bll						7,643.23	0.00	7,643.23
Bll						6.00		1,191.00
Bll						12.00		1,203.00
Bll						54.00		1,257.00
Bll						18.00		1,275.00
Bll						24.00		1,300.00
Bll						24.00		1,324.00
Bll						24.00		1,348.00
Bll						12.00		1,360.00
Bll						12.00		1,372.00

**Rancho NSP Properties
Profit & Loss Detail-Rancho NSP
March 2018**

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Accrual Basis

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
B/H	03/31/2018	MF 0318	RHDC	Allocation Fee	33580 Cathedral Canyon	12.00		186.00
B/H	03/31/2018	MF 0318	RHDC	Allocation Fee	66585 Cedar Road	12.00		210.00
						210.00	0.00	210.00
Total 5002 - Allocation Fee								
5003 - Property Management Fees								
B/H	03/31/2018	MF 0318	RHDC	Management fee	424 Chaparral Drive	50.00		50.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	13740 Mint Drive	100.00		150.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	66061 3rd Street	450.00		600.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	66780 4th Street	150.00		750.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	66150 Calle Las Tiendas	200.00		950.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	66160 Calle Las Tiendas	200.00		1,150.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	66170 Calle Las Tiendas	200.00		1,350.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	29660 Landau Blvd	100.00		1,450.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	32425 Montevista Road	100.00		1,550.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	33580 Cathedral Canyon	100.00		1,650.00
B/H	03/31/2018	MF 0318	RHDC	Management fee	66685 Cedar Road	100.00		1,750.00
						1,750.00	0.00	1,750.00
Total 5003 - Property Management Fees								
B/H	03/31/2018	LU 0318	RHDC	32425-B lease up in March 2018	32425 Montevista Road	334.25		334.25
						334.25	0.00	334.25
Total 5004 - Leasing/Marketing Fee								
Payroll								
5010 - Management Salary								
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	424 Chaparral Drive	62.40		62.40
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	13740 Mint Drive	124.80		187.20
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	66061 3rd Street	561.60		748.80
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	66780 4th Street	187.20		936.00
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	66150 Calle Las Tiendas	249.60		1,185.60
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	66160 Calle Las Tiendas	249.60		1,435.20
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	66170 Calle Las Tiendas	249.60		1,684.80
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	29660 Landau Blvd	124.80		1,809.60
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	32425 Montevista Road	124.80		1,934.40
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	33580 Cathedral Canyon	124.80		2,059.20
B/H	03/31/2018	PR 0318	RHDC	compensation for manager	66685 Cedar Road	124.80		2,184.00
						2,184.00	0.00	2,184.00
Total 5010 - Management Salary								
5013 - maintenance								
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	424 Chaparral Drive	60.43		60.43
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	13740 Mint Drive	120.86		181.29
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	66061 3rd Street	543.88		725.15
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	66780 4th Street	181.29		906.44
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	66150 Calle Las Tiendas	241.71		1,148.15
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	66160 Calle Las Tiendas	241.71		1,389.86
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	66170 Calle Las Tiendas	241.71		1,631.57
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	29660 Landau Blvd	120.86		1,752.43
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	32425 Montevista Road	120.86		1,873.29
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	33580 Cathedral Canyon	120.86		1,994.15
B/H	03/31/2018	MT 0318	RHDC	compensation for Maintenance	66685 Cedar Road	120.86		2,115.00
						2,115.00	0.00	2,115.00
Total 5013 - maintenance								
Total Payroll								
Utilities								
5035 - Electric								
B/H	03/31/2018	2-30-058-4422 0318	Southern California Edison	33580 HM electric	33580 Cathedral Canyon	27.86		27.86
B/H	03/31/2018	2-30-058-4422 0318	Southern California Edison	66150 HM electric	66150 Calle Las Tiendas	32.16		60.02
B/H	03/31/2018	2-30-058-4422 0318	Southern California Edison	66170 HM electric	66170 Calle Las Tiendas	36.36		96.36
						127.51		127.51
Total 5035 - Electric								
5036 - gas								
B/H	03/08/2018	66061-3rd gas 0318	SoCalGas	66061-3rd gas bills	66061 3rd Street	59.50		59.50

**Rancho NSP Properties
Profit & Loss Detail-Rancho NSP
March 2018**

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Accrual Basis

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
Bill	03/06/2018	66061-3rd gas 0318	SoCalGas	66061-3rd middle gas bills	66061 3rd Street	16.06		77.66
Bill	03/06/2018	66061-3rd gas 0318	SoCalGas	66061-3rd gas bills	66061 3rd Street	97.40		175.06
Bill	03/31/2018	66160-3rd gas 0318	SoCalGas	66160-3rd gas bills	66160 Calle Las Tiendas	18.44		193.62
Bill	03/31/2018	66160-3rd gas 0318	SoCalGas	66160-3rd gas bills	66160 Calle Las Tiendas	18.44		177.77
							0.00	177.77
Total 5036 - gas								
5037 - water/sewer								
Bill	03/12/2018	645215-506902 0318	Coachella Valley Water District	33560 Cathedral Canyon water service	33560 Cathedral Canyon	26.48		26.48
Bill	03/12/2018	659591-557804 0318	Coachella Valley Water District	32425 Monte Vista Rd water service	32425 Monte Vista Road	40.08		40.08
Bill	03/13/2018	646279-539002 0318	Coachella Valley Water District	29660 Landau Blvd water service	29660 Landau Blvd	24.05		64.13
Bill	03/13/2018	646277-569690 0318	Coachella Valley Water District	69665 Cedar Road water service	69665 Cedar Road	28.12		93.25
Bill	03/14/2018	Various water 0318	Mission Springs Water District	13740- water bill	13740 Mark Drive	106.94		201.79
Bill	03/14/2018	Various water 0318	Mission Springs Water District	68780-B water bill	68780 4th Street	56.41		260.20
Bill	03/14/2018	Various water 0318	Mission Springs Water District	68981-B water bill	68981 3rd Street	71.75		331.95
Bill	03/29/2018	Las Tiendas water 0318	Mission Springs Water District	68150 Calle Las Tiendas water bill	68150 Calle Las Tiendas	118.90		450.85
Bill	03/29/2018	Las Tiendas water 0318	Mission Springs Water District	68160 Calle Las Tiendas water bill	68160 Calle Las Tiendas	83.95		534.80
Bill	03/29/2018	Las Tiendas water 0318	Mission Springs Water District	68170 Calle Las Tiendas water bill	68170 Calle Las Tiendas	65.68		600.48
						678.96	0.00	678.96
Total 5037 - water/sewer								
5317 - Trash Removal								
Bill	03/05/2018	32425-18184mpalms	K & S Construction Services, Inc	32425-B- haul off all trash/debris used for construction	32425 Monte Vista Road	125.00		125.00
Bill	03/31/2018	Trash 0318	Desert Valley Disposal	13740 Mark Dr. trash service	13740 Mark Drive	48.18		173.18
Bill	03/31/2018	Trash 0318	Desert Valley Disposal	66061 3rd trash service	66061 3rd Street	147.04		320.22
Bill	03/31/2018	Trash 0318	Desert Valley Disposal	68780 4th trash service	68780 4th Street	72.19		392.41
Bill	03/31/2018	Trash 0318	Desert Valley Disposal	68150 Calle Las Tiendas trash service	68150 Calle Las Tiendas	66.20		458.61
Bill	03/31/2018	Trash 0318	Desert Valley Disposal	68160 Calle Las Tiendas trash service	68160 Calle Las Tiendas	96.20		554.81
Bill	03/31/2018	Trash 0318	Desert Valley Disposal	68170 Calle Las Tiendas trash service	68170 Calle Las Tiendas	96.20		651.01
						681.01	0.00	681.01
						1,665.85	0.00	1,665.85
Total Utilities								
6006 - Replacement Reserves								
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	425 Chequamegon Drive	25.00		25.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	13740 Mark Drive	50.00		50.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	66061 3rd Street	225.00		275.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	68780 4th Street	100.00		375.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	68150 Calle Las Tiendas	100.00		475.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	68160 Calle Las Tiendas	100.00		575.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	68170 Calle Las Tiendas	100.00		675.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	29660 Landau Blvd	50.00		725.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	32425 Monte Vista Road	50.00		775.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	33560 Cathedral Canyon	50.00		825.00
General Journal	03/31/2018	03-01		replacement reserves for July (\$25*35units)	69665 Cedar Road	50.00		875.00
						875.00	0.00	875.00
						16,828.01	0.00	16,828.01
						46,991.65	43,263.13	-3,728.52
Total Expense								
Net Ordinary Income								
Other Income/Expense								
Other Income								
General Journal	03/31/2018	03-01		replacement reserves deposited	Rancho		875.00	875.00
General Journal	03/31/2018	03-01		replacement reserves deposited		0.00	875.00	875.00
						0.00	875.00	875.00
						46,991.65	44,138.13	-2,853.52
Net Income								

**Rancho NSP Properties
General Ledger
As of March 31, 2018**

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Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1023 - Provident 1519 Operating							
Bill Pmt-Check	03/02/2018	3813	K & S Construction Services, Inc			3,570.00	56,298.30
Bill Pmt-Check	03/02/2018	3814	Piedilla Tree Service			1,185.00	62,728.30
Deposit	03/06/2018	DEP	Desert Valley Disposal	rental income			51,533.30
Bill Pmt-Check	03/06/2018	3815	Home Depot	trash service for various addresses	8,749.55		60,282.85
Bill Pmt-Check	03/06/2018	3817	Mission Springs Water District	Various water bills 28-797351-17, 28-797361-18, 28-797401-18		555.01	59,728.84
Bill Pmt-Check	03/06/2018	3818	RHDC			488.63	59,237.21
Bill Pmt-Check	03/06/2018	3819	Credit Source-The Screening Pros, L...	Various water bills 28-797351-17, 28-797361-18, 28-797401-18		396.98	58,860.23
Deposit	03/09/2018	DEP	Deposit (rents)	TSS-109100-318		6,299.00	52,601.23
Deposit	03/09/2018	DEP	Deposit (rents)	Deposit	414.80	17.99	52,988.04
Deposit	03/12/2018	DEP	Deposit (rents)	Deposit	2,871.55		55,869.59
Deposit	03/15/2018	DEP	Deposit (rents)	rental income	8,194.40		64,063.99
Bill Pmt-Check	03/15/2018	3820	Express Contractors, Inc	rental income		250.00	63,813.99
Bill Pmt-Check	03/15/2018	3821	Inland Desert Security & Communicat...	374759		10.31	63,803.68
Bill Pmt-Check	03/15/2018	3822	K & S Construction Services, Inc	180300343101		875.00	62,928.68
Bill Pmt-Check	03/15/2018	3823	Palm Springs Pest Control	32425-18misrepairs		46.00	62,882.68
Bill Pmt-Check	03/15/2018	3824	SoCalGas	111534		186.81	62,696.87
Bill Pmt-Check	03/15/2018	3825	Southern California Edison	2330594422 combined electric bill		122.86	62,574.01
Bill Pmt-Check	03/16/2018	3826	RHDC	leave up fees for February 2018		81,836.51	61,836.51
Check	03/16/2018	3827	Riverside Housing Development Corp...	Feb 2018 Sec. Dep- Trans to Sec Dep Acct	4,552.00		57,064.51
Bill Pmt-Check	03/23/2018	3828	Coachella Valley Water District			93.25	56,991.26
Bill Pmt-Check	03/23/2018	3829	Mission Springs Water District			316.18	56,675.08
Bill Pmt-Check	03/23/2018	3830	Piedilla Tree Service	Various water bills		1,095.00	55,580.08
Bill Pmt-Check	03/23/2018	3831	Sequard Business Systems	232738182		22.58	55,557.50
Bill Pmt-Check	03/26/2018	3832	Tim Garrison (reimburse)	032618TG		64.39	55,473.11
Deposit	03/27/2018	DEP	Deposit (rents)	rental income	100.00		55,573.11
Deposit	03/29/2018	DEP	Deposit (rents)	rental income	11.08		56,516.61
Deposit	03/31/2018	DEP	Deposit (rents)	Interest		21,055.49	58,526.67
Total 1023 - Provident 1519 Operating							
1024 - Provident 5571 Security Dep							
Check	03/16/2018	3827	Riverside Housing Development Corp...	Feb 2018 Sec. Dep- Trans to Sec Dep Acct	23,283.86		21,387.25
Total 1024 - Provident 5571 Security Dep							
1040 - accounts receivable							
General Journal	03/01/2018	02-02R	Tenants Receivable	adjust sec dep, receivables & ppsd to actual rent rolls		8,784.64	24,953.50
General Journal	03/31/2018	03-02	Tenants Receivable	adjust security deposits, prepaids & receivables to rent rolls	8,558.43		16,198.86
Discount	03/31/2018		Gustavo, Matilde, Carla Flores			2,700.70	24,747.35
Discount	03/31/2018		Santra Johnson			763.77	22,046.65
Discount	03/31/2018		Taleatha Palmer			5,658.46	21,282.88
Total 1040 - accounts receivable							
Current Asset							
1057 - Refunds due							
Total 1057 - Refunds due							
1421 - Tenant Rec-utilities/damages							
Total 1421 - Tenant Rec-utilities/damages							
Total Current Asset							
2200 - Accounts Payable							
Bill	03/01/2018	68160-Unit...	K & S Construction Services, Inc	68160-unitB&D-paint		1,190.00	-14,330.31
Bill	03/01/2018	68170-Unit...	K & S Construction Services, Inc	68170-unitB&D-paint		1,190.00	-15,520.31
Bill	03/01/2018	68150-Unit...	K & S Construction Services, Inc	68150-unitB&D-paint		1,190.00	-16,710.31
Bill	03/01/2018	TSS-10910...	Credit Source-The Screening Pros, L...	TSS-109100-318		17.99	-17,900.31
Total 2200 - Accounts Payable							

**Rancho NSP Properties
General Ledger
As of March 31, 2018**

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Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	03/01/2018	9161307495	HD Supply Facilities Maintenance	9161307495		29.99	-17,948.29
Bill Pmt-Check	03/02/2018	3813	K & S Construction Services, Inc		3,570.00		-14,378.29
Bill Pmt-Check	03/02/2018	3814	Paullia Tree Service		1,196.00		-13,183.29
Bill	03/02/2018	111534	Palm Springs Pest Control	111534		45.00	-13,228.29
Bill	03/02/2018	9161334393	HD Supply Facilities Maintenance	9161334393 88160-B		574.20	-13,802.49
Bill	03/05/2018	32425-18mispairs	K & S Construction Services, Inc	32425-18mispairs		875.00	-14,677.49
Bill	03/05/2018	374759	Express Contractors, Inc	374759		250.00	-14,927.49
Bill	03/09/2018	66061-3rd g...	SocCalGas	66061-3rd gas 0218	556.01		-15,069.72
Bill Pmt-Check	03/09/2018	3815	Desert Valley Disposal	trash service for various addresses	489.63		-14,044.08
Bill Pmt-Check	03/09/2018	3816	Home Depot	2589 0218	386.98		-13,647.10
Bill Pmt-Check	03/09/2018	3817	Mission Springs Water District	Various water bills 26-797351-17, 26-797361-18, 26-797401-18	6,299.00		-7,368.10
Bill Pmt-Check	03/09/2018	3818	RHDC		17.99		-7,370.11
Bill	03/10/2018	25665	Credit Source-The Screening Pos, L...	TSS-09100-318		500.00	-7,870.11
Bill	03/12/2018	646215-5600	ASAP Pumping, Inc	25665		26.48	-7,896.59
Bill	03/12/2018	659891-557804	Coachella Valley Water District	646215-560002		13.60	-7,910.19
Bill	03/12/2018	032738162	Coachella Valley Water District	659891-557804		22.58	-7,932.77
Bill	03/13/2018	646279-536002	Safeguard Business Systems	032738162		24.05	-7,956.82
Bill	03/13/2018	646277-559680	Coachella Valley Water District	646279-536002		29.12	-7,985.94
Bill	03/14/2018	Various wat...	Coachella Valley Water District	646277-559680		316.18	-8,302.12
Bill	03/15/2018	180300343101	Mission Springs Water District	Various water bills		10.31	-8,312.43
Bill Pmt-Check	03/15/2018	3820	Inland Desert Security & Communicat...	180300343101	250.00		-8,062.43
Bill Pmt-Check	03/15/2018	3821	K & S Construction Services, Inc	180300343101	10.31		-8,052.12
Bill Pmt-Check	03/15/2018	3822	Palm Springs Pest Control	32425-18mispairs	875.00		-7,177.12
Bill Pmt-Check	03/15/2018	3823	SocCalGas	111534	45.00		-7,132.12
Bill Pmt-Check	03/15/2018	3824	Southern California Edison		186.81		-6,945.31
Bill Pmt-Check	03/15/2018	3825	Paullia Tree Service	lease up fees for February 2018	122.86		-6,822.45
Bill	03/20/2018	2757 0318	RHDC	2757 0318	937.50		-5,884.95
Bill Pmt-Check	03/23/2018	3826	Coachella Valley Water District	Various water bills	93.25		-5,978.20
Bill Pmt-Check	03/23/2018	3829	Mission Springs Water District	2757 0318	316.18		-6,370.52
Bill Pmt-Check	03/23/2018	3830	Paullia Tree Service	032738162	1,093.00		-5,475.52
Bill Pmt-Check	03/23/2018	3831	Safeguard Business Systems	0326181G	22.58		-5,452.94
Bill	03/26/2018	0326181G	Tim Garrison (reimburse)	0326181G		84.39	-5,537.33
Bill	03/26/2018	33580-1ma...	K & S Construction Services, Inc	33580-1ma indoor		270.00	-5,722.84
Bill	03/29/2018	Las Tiendas ...	Mission Springs Water District	Various water bills 26-797351-17, 26-797361-18, 26-797401-18	269.53		-5,992.47
Bill	03/29/2018	2589 0318	Home Depot	2589 0318	474.65		-6,467.12
Bill	03/31/2018	Trash 0318	Desert Valley Disposal	trash service for various addresses	556.01		-7,023.13
Bill	03/31/2018	2-38-059-44...	Southern California Edison	accounts 124-124-3498 6, 134 524 3422 9	127.91		-7,151.04
Bill	03/31/2018	CallLaundr...	RHDC	Compensation for Manager March 2018	35.54		-7,186.58
Bill	03/31/2018	PR 0318	SocCalGas	Compensation for Manager March 2018	2,184.00		-9,370.58
Bill	03/31/2018	MF 0318	RHDC	Management fee/Allocation fee for March 2018	1,960.00		-11,330.58
Bill	03/31/2018	MT 0318	RHDC	Management fee/Allocation fee for March 2018	2,115.00		-13,445.58
Bill	03/31/2018	LU 0318	RHDC	lease ups fees for March 2018	334.25		-13,779.83
Total 2200 - Accounts Payable							-13,779.83
Current Liability							
2045 - Tenant Security Deposits Held							
General Journal	03/01/2018	02-02R		-MLK TIPLE-	25,949.25		-27,256.59
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls		27,286.25	-25,949.25
Total 2045 - Tenant Security Deposits Held							27,286.25
2060 - Pro-Rated/Prepd Rent							
General Journal	03/01/2018	02-02R		adjust sec dep, receivables & ppds to actual rent rolls	1,307.34		-1,307.34
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls		824.63	0.00
Total 2060 - Pro-Rated/Prepd Rent							824.63

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 2080 - Pro-Rated/Prepd Rent					1,307.34	824.63	-824.63
2204 - Rehabilitation Payable							0.00
Total 2204 - Rehabilitation Payable							0.00
Total Current Liability					27,256.59	28,110.88	-28,110.88
3003 - Unrestricted Net Assets							-23,147.44
Total 3003 - Unrestricted Net Assets							-23,147.44
4800 - Rental Income							-179,691.01
4310 - Rental Income-Gross Potential							-174,870.57
General Journal	03/01/2018	02-02R					-193,362.52
Deposit	03/06/2018	DEP	Deposit (rents)	adjust sec dep, receivables & ppsd to actual rent rolls	375.00	18,866.85	-183,362.52
Deposit	03/09/2018	DEP	Deposit (rents)	rental income		8,748.55	-202,112.07
Deposit	03/09/2018	DEP	Deposit (rents)	RentSylvia Balkran, 33530 A		414.80	-202,526.87
Deposit	03/12/2018	DEP	Deposit (rents)	-MJJ, TPI LE-		2,871.55	-205,398.42
Deposit	03/27/2018	DEP	Deposit (rents)	rental income		8,184.40	-213,582.82
Deposit	03/28/2018	DEP	Deposit (rents)	rental income		100.00	-213,682.82
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls	20,664.71	2,942.50	-198,670.61
General Journal	03/31/2018	03-02		adjust security deposits, prepaids & receivables to rent rolls		1,112.32	-197,052.93
Total 4310 - Rental Income-Gross Potential					21,039.71	43,252.07	-197,052.93
4325 - Collections Loss							0.00
Payment	03/31/2018		Gustavo, Matilde, Carla Flores		2,700.70		2,700.70
Payment	03/31/2018		Santra Johnson		763.77		3,464.47
Payment	03/31/2018		Taleetha Palmer		5,659.46		9,123.93
Total 4325 - Collections Loss					9,123.93	0.00	9,123.93
4330 - Laundry Income							-223.45
Total 4330 - Laundry Income							-223.45
4350 - Cleaning & Damages							-4,596.99
Total 4350 - Cleaning & Damages							-4,596.99
Total 4000 - Rental Income					30,163.64	43,252.07	-192,779.44
4200 - Interest Income							-90.92
Deposit	03/31/2018			Interest		11.06	-91.98
Total 4200 - Interest Income					0.00	11.06	-91.98
Administration Expense							24,652.32
5016 - Answering Service	03/15/2018	1803003431...	Inland Desert Security & Communicat...	Answering service for after hours			76.83
Total 5016 - Answering Service					10.31	0.00	87.14
5020 - Property Supplies	03/12/2018	032738162	Safeguard Business Systems	green sheets	22.58		112.76
Total 5020 - Property Supplies					22.58	0.00	135.34
5021 - credit verification	03/01/2018	TSS-10910...	Credit Source-The Screening Pros, L...	68160-B Adams, Summer S. credit, eviction, multi state criminal credit c...	17.99		270.78
Total 5021 - credit verification					17.99	0.00	288.77
5023 - Postage and Delivery							48.65

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 5023 · Postage and Delivery							48.65
5031 · RCHC Board & Ancillary Charges							7,417.50
Total 5031 · RCHC Board & Ancillary Charges							7,417.50
5042 · Legal Services							1,805.00
Total 5042 · Legal Services							1,805.00
5060 · Insurance Expense							6,537.51
Total 5060 · Insurance Expense							6,537.51
5070 · fees and charges							120.00
Total 5070 · fees and charges							120.00
5090 · tenant relations							240.40
Total 5090 · tenant relations							240.40
5120 · Property Taxes							8,022.88
Total 5120 · Property Taxes							8,022.88
Total Administration Expense					50.88	0.00	24,703.20
General Maintenance							50,942.72
5044 · New Appliances/AC heaters					574.20		1,903.28
Total 5044 · New Appliances/AC heaters					574.20	0.00	2,377.46
5301 · AC & heating repair							10,239.12
Total 5301 · AC & heating repair							10,239.12
5302 · Home repair					396.00		3,523.63
Total 5302 · Home repair					396.00	0.00	3,919.63
5303 · Electrical repairs							516.75
Total 5303 · Electrical repairs							516.75
5304 · Plumbing/Septic					500.00		9,124.89
Total 5304 · Plumbing/Septic					500.00	0.00	9,624.89
5305 · Hardware/service & repair					28.89		6,249.96
Total 5305 · Hardware/service & repair					28.89		6,279.97
5307 · Exterior Building Repair					474.65		6,354.36
Total 5307 · Exterior Building Repair					474.65		6,839.01
5309 · Windows & Doors					589.03	0.00	6,839.01
Total 5309 · Windows & Doors					589.03	0.00	6,839.01
5310 · Multiple Units					1,190.00		3,514.00
Total 5310 · Multiple Units					1,190.00		4,704.00
5311 · Multiple Units					1,190.00		5,894.00
Total 5311 · Multiple Units					1,190.00		7,084.00
5312 · Multiple Units					3,570.00	0.00	7,084.00
Total 5312 · Multiple Units					3,570.00	0.00	7,084.00
5313 · Multiple Units					354.00		931.67
Total 5313 · Multiple Units					354.00		1,285.67

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	03/27/2018	33580-1ma...	K & S Construction Services, Inc	33580- replace man door/garage, haul off trash,door, gas fee	270.00		1,565.67
					624.00	0.00	1,565.67
Bill	03/05/2018	374758	Express Contractors, Inc	32425- clean complete unit, (S) blinds, walls, stove, dishwasher, floors	250.00		3,523.00
					250.00	0.00	3,773.00
Bill	03/20/2018	2757 0318	Padilla Tree Service	-MULTIPLE-	1,095.00		156.00
					1,095.00	0.00	156.00
Bill	03/02/2018	111584	Palm Springs Pest Control	68061-1 roach clean out service	45.00		8,485.42
					45.00	0.00	9,580.42
							1,365.00
							1,410.00
							1,410.00
							50.00
							50.00
							1,460.00
							1,460.00
							58,585.96
							19,743.50
							3,180.00
							3,390.00
							3,390.00
							3,390.00
							14,000.00
							15,750.00
							15,750.00
							2,663.50
							2,897.75
							2,897.75
							22,037.75
							34,845.88
							174.83
							174.83
							27.72
							27.72
							20.07
							20.07
							17,472.00
							19,656.00
							19,656.00
							2,184.00
							2,184.00

**Rancho NSP Properties
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Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
5013 - maintenance	03/31/2018	MT 0316	RHDC	compensation for Maintenance	2,115.00		18,920.00
Total 5013 - maintenance					2,115.00	0.00	19,035.00
5062 - RCHC workers comp							31.44
Total 5062 - RCHC workers comp							31.44
Total Payroll					4,299.00	0.00	36,944.86
Utilities							11,636.82
5035 - Electric	03/31/2018	2-39-059-44...	Southern California Edison	-MULTIPLE-	127.91		1,014.11
Total 5035 - Electric					127.91	0.00	1,142.02
5036 - gas	03/08/2018	66061-3rd g...	SoCalGas	-MULTIPLE-	142.23		879.62
	03/31/2018	CellsLaundr...	SoCalGas	-MULTIPLE-	35.54		1,021.85
Total 5036 - gas					177.77	0.00	1,057.39
5037 - water/sewer	03/12/2018	646215-560...	Coachella Valley Water District	33560 Cathedral Canyon water service	26.48		5,836.14
	03/12/2018	66891-567...	Coachella Valley Water District	32425 Monté Vista Rd water service	13.60		5,862.62
	03/13/2018	646279-336...	Coachella Valley Water District	29660 Lantau Blvd. water service	24.05		5,876.22
	03/13/2018	646277-359...	Coachella Valley Water District	68685 Cedar Road water service	29.12		5,900.27
	03/14/2018	Various wat...	Mission Springs Water District	-MULTIPLE-	316.18		5,829.39
	03/29/2018	Las Tiendas ...	Mission Springs Water District	-MULTIPLE-	269.53		6,246.57
Total 5037 - water/sewer					678.96	0.00	6,515.10
5317 - Trash Removal	03/05/2018	32425-18ml...	K & S Construction Services, Inc	32425-B- haul off all trash/debris used for construction	125.00		3,906.95
	03/31/2018	Trash 0318	Desert Valley Disposal	-MULTIPLE-	556.01		4,031.95
Total 5317 - Trash Removal					681.01	0.00	4,587.96
Total Utilities					1,665.65	0.00	13,302.47
6006 - Replacement Reserves	03/31/2018	03-01		replacement reserves for July (\$25*35units)	875.00		7,000.00
General Journal	03/31/2018				875.00		7,875.00
Total 6006 - Replacement Reserves					875.00	0.00	7,875.00
4271 - replacement reserves deposited	03/31/2018	03-01		replacement reserves for July (\$25*35units)	0.00	875.00	-7,000.00
General Journal	03/31/2018				0.00	875.00	-7,875.00
Total 4271 - replacement reserves deposited					0.00	875.00	-7,875.00
TOTAL					127,146.08	127,146.08	0.00

County Of Riverside-Bercho MSP Properties												
Rent Roll												
March 2018												
	Address & Tenant Name:	Monthly Rent:	Description of Payment:	Tenant Payment Made:	Outside Payment Made:	Description of RMC Payment:	Amount of RMC Payment:	More by/Other Concessions:	Previous Balance:	Current Balance Due:	Move In Date:	Security Deposit:
ELYNE												
434 E Chippewal Drive, Blythe, CA 92225												
House:	Smith, Brenda	592.00	Rent	592.00	0.00		0.00	0.00	0.00	0.00	7/14/2017	617.90
		592.00		592.00	0.00	App./C/ ck/hold dep.	0.00	0.00	0.00	0.00		617.00
	Sub-Total						0.00	0.00	0.00	0.00		617.90
DESERT HOT SPRINGS												
1740 Hark Drive, Desert Hot Springs, CA 92240												
A	Reyes, Antonio-EVICTION	557.50	Rent	0.00	0.00		0.00		1,762.50	2,120.00	11/9/2016	487.50
B	Titez, Celia	875.00	Rent	875.00	0.00		0.00		0.00	0.00	4/12/2014	900.00
		1,232.50		875.00	0.00	App./C/ ck/hold dep.	0.00		1,762.50	2,120.00		1,387.50
	Sub-Total						0.00	0.00	1,762.50	2,120.00		1,387.50
60651 1st Street, Desert Hot Springs, CA 92240												
1	Danals, Rebecca	594.00	Rent	594.00	0.00		0.00		0.00	0.00	5/19/2017	619.00
2	Williams, James	390.00	Rent	0.00	390.00		0.00		1,358.18	1,358.18	11/7/2016	390.00
3	Lower, Jeremiah & Salanga, Dina	390.00	Rent	0.00	390.00		0.00		0.00	0.00	11/7/2016	390.00
4	Carrasco, Caleb	888.40	Rent	888.40	0.00		0.00		94.40	0.00	8/3/2017	813.00
5	Reynolds, Michael	496.00	Rent	496.00	1,027.00		0.00		0.00	0.00	2/15/2017	521.00
6	Johnston, Edward	430.00	Rent	0.00	430.00	Key fees fee	35.00		396.00	(100.00)	1/27/2017	521.00
7	Granger, Greg	430.00	Rent	0.00	430.00		0.00		0.00	0.00	5/24/2017	860.00
8	Jordan, Allan	482.00	Rent	254.00	228.00		0.00		0.00	0.00	12/8/2011	540.00
9	French, Myra	600.00	Rent	600.00	0.00	paid towards tenant charges	100.00		110.00	10.00	8/6/2013	700.00
		4,472.00		2,692.40	2,465.00	App. Credit/hold	0.00		1,954.58	1,288.18		5,180.00
	Sub-Total				0	App./C/ ck/hold dep.	100.00	35.00	1,954.58	1,288.18		5,180.00
8780 4th Street, Desert Hot Springs, CA 92240												
A	Bassendens, Rodney & Lorraine	626.00	Rent	626.00	0.00		0.00		0.00	0.00	9/27/2013	650.00
B	Vazquez, Chris-EVICTION	438.75	Rent	0.00	0.00		0.00		1,189.82	1,628.57	11/2/2016	438.75
C	Lightfoot, Theresa	640.00	Rent	640.00	0.00		0.00		0.00	0.00	6/1/2010	160.00
		1,704.75		1,266.00	0.00	App./C/ ck/hold dep.	0.00		0.00	0.00		1,248.75
	Sub-Total					App./C/ ck/hold dep.	0.00	0.00	1,189.82	1,628.57		1,248.75
68150 Chilo Len Therese, Desert Hot Springs, CA 92240												
A	Haddis, Kysal	625.00	Rent	312.50	0.00		0.00		(54.21)	(41.76)	2/16/2018	650.00
B	Bradford, Lachetecia	625.00	Rent	563.00	0.00	promised rent	0.00		(62.49)	(0.49)	2/4/2018	1,250.00
C	Williams, Markus & Thompson, Ebony	625.00	Rent	650.00	0.00		0.00		25.00	0.00	6/30/2017	1,250.00
D	Hermesillo, Jamie	625.00	Rent	0.00	0.00		0.00		0.00	625.00	6/9/2017	962.50
		2,500.00		1,525.50	0.00	App./C/ ck/hold dep.	0.00		(62.49)	(82.75)		4,112.50
	Sub-Total					App./C/ ck/hold dep.	0.00	(62.49)	(82.75)	(82.75)		4,112.50

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From 03/01/2018 through 03/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/02/2018	3813	K & S Construction Services...	2200 · Accounts Payable		3,570.00 X		52,728.30
03/02/2018	3814	Padilla Tree Service	2200 · Accounts Payable		1,195.00 X		51,533.30
03/06/2018	DEP	Deposit (rents)	-split-	rental income	X	8,749.55	60,282.85
			Rental Income-Gross Potential	rental income		875.00	
			Rental Income-Gross Potential	rental income		1,789.00	
			Rental Income-Gross Potential	rental income		626.00	
			Rental Income-Gross Potential	rental income		312.55	
			Rental Income-Gross Potential	rental income		625.00	
			Rental Income-Gross Potential	rental income		1,965.00	
			Rental Income-Gross Potential	rental income		802.00	
			Rental Income-Gross Potential	rental income		1,755.00	
03/09/2018	DEP	Deposit (rents)	4000 · Rental Income-4310 · R...	Deposit	X	414.80	60,697.65
03/09/2018	DEP	Deposit (rents)	-split-	Deposit	X	2,871.55	63,569.20
			Rental Income-Gross Potential	Adame/68160 #B Ca...		312.55	
			Rental Income-Gross Potential	Johnston/ 66061 3rd ...		496.00	
			Rental Income-Gross Potential	Durham, Mary/ 6606...		390.00	
			Rental Income-Gross Potential	Grainger, G/ 66061 3...		430.00	
			Rental Income-Gross Potential	Lowe, J/ 66061 3rd #3		390.00	
			Rental Income-Gross Potential	Weems, T/ 68170 Ca...		625.00	
			Rental Income-Gross Potential	HUD rent/ Jordan, AL...		228.00	
03/09/2018	3815	Desert Valley Disposal	2200 · Accounts Payable	trash service for vari...	556.01 X		63,013.19
03/09/2018	3816	Home Depot	2200 · Accounts Payable	2589 0218	469.63 X		62,543.56

Rancho NSP Properties

Register: 1023 - Provident 1519 Operating

From 03/01/2018 through 03/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/09/2018	3817	Mission Springs Water District	2200 - Accounts Payable	Various water bills 2...	396.98	X		62,146.58
03/09/2018	3818	RHDC	2200 - Accounts Payable		6,259.00	X		55,887.58
03/09/2018	3819	Credit Source-The Screening...	2200 - Accounts Payable	TSS-109100-318	17.99	X		55,869.59
03/12/2018	DEP	Deposit (rents)	-split-	rental income		X	8,194.40	64,063.99
			Rental Income-Gross Potential	rental income			592.00	
			Rental Income-Gross Potential	rental income			1,474.40	
			Rental Income-Gross Potential	rental income			640.00	
			Rental Income-Gross Potential	rental income			1,213.00	
			Rental Income-Gross Potential	rental income			100.00	
			Rental Income-Gross Potential	rental income			1,560.00	
			Rental Income-Gross Potential	rental income			810.00	
			Rental Income-Gross Potential	rental income			850.00	
			Rental Income-Gross Potential	rental income			925.00	
			Rental Income-Gross Potential	rental income			30.00	
03/15/2018	3820	Express Contractors, Inc	2200 - Accounts Payable	374759	250.00	X		63,813.99
03/15/2018	3821	Inland Desert Security & Co...	2200 - Accounts Payable	180300343101	10.31	X		63,803.68
03/15/2018	3822	K & S Construction Services...	2200 - Accounts Payable	32425-1Bmisrepairs	875.00	X		62,928.68
03/15/2018	3823	Palm Springs Pest Control	2200 - Accounts Payable	111534	45.00	X		62,883.68
03/15/2018	3824	SoCalGas	2200 - Accounts Payable		186.81	X		62,696.87

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Rancho NSP Properties

Register: 1023 - Provident 1519 Operating
 From 03/01/2018 through 03/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/15/2018	3825	Southern California Edison	2200 - Accounts Payable	2390594422 combin...	122.86 X		62,574.01
03/15/2018	3826	RHDC	2200 - Accounts Payable	lease up fees for Febr...	937.50 X		61,636.51
03/16/2018	3827	Riverside Housing Develop...	1024 - Provident 5571 Security ...	Feb 2018 Sec. Dep- ...	4,552.00 X		57,084.51
03/23/2018	3828	Coachella Valley Water Distr...	2200 - Accounts Payable		93.25 X		56,991.26
03/23/2018	3829	Mission Springs Water District	2200 - Accounts Payable	Various water bills	316.18		56,675.08
03/23/2018	3830	Padilla Tree Service	2200 - Accounts Payable	2757 0318	1,095.00		55,580.08
03/23/2018	3831	Safeguard Business Systems	2200 - Accounts Payable	032738162	22.58 X		55,557.50
03/26/2018	3832	Tim Garrison (reimburse)	2200 - Accounts Payable	0326181TG	84.39		55,473.11
03/27/2018	DEP	Deposit (rents)	4000 - Rental Income-4310 - R...	rental income	X	100.00	55,573.11
03/29/2018	DEP	Deposit (rents)	4000 - Rental Income-4310 - R...	rental income	X	2,942.50	58,515.61
03/31/2018			4200 Interest Income	Interest	X	11.06	58,526.67

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EXHIBIT "H"
Insurance Guidelines
(behind this page)

INSURANCE. Without limiting or diminishing the PROPERTY MANAGER'S obligation to indemnify or hold the OWNER and the Indemnitees harmless, PROPERTY MANAGER shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Contract. As respects to the insurance section only, the OWNER herein refers to the Riverside Community Housing Corp., the Housing Authority of the County of Riverside, the County of Riverside, their respective Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, Board of Commissioners, employees, elected or appointed officials, agents or representatives as Additional Insureds.

Workers' Compensation. If the PROPERTY MANAGER has employees as defined by the State of California, the PROPERTY MANAGER shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the OWNER.

Commercial General Liability. Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, employment practices liability, and cross liability coverage, covering claims which may arise from or out of PROPERTY MANAGER'S performance of its obligations hereunder. Policy shall name the OWNER, as Additional Insureds. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit.

Vehicle Liability. If vehicles or mobile equipment are used in the performance of the obligations under this Contract, then PROPERTY MANAGER shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit. Policy

shall name the OWNER, as Additional Insureds.

Professional Liability. PROPERTY MANAGER shall maintain Professional Liability Insurance providing coverage for the PROPERTY MANAGER'S performance of work included within this Contract, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If PROPERTY MANAGER'S Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Contract and PROPERTY MANAGER shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Contract; or 3) demonstrate through Certificates of Insurance that PROPERTY MANAGER has maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

General Insurance Provisions - All lines.

- a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- b. The PROPERTY MANAGER must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$2,500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Contract. Upon notification of self-insured retention unacceptable to the OWNER, and at the election of the County's Risk Manager, PROPERTY MANAGER'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Contract with the OWNER, or 2) procure a bond which guarantees payment of losses and

related investigations, claims administration, and defense costs and expenses.

- c. PROPERTY MANAGER shall cause PROPERTY MANAGER'S insurance carrier(s) to furnish the OWNER with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the OWNER prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Contract shall terminate forthwith, unless the OWNER receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. ***PROPERTY MANAGER shall not commence operations until the OWNER has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section, showing that such insurance is in full force and effect. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.***
- d. It is understood and agreed to by the Parties hereto that the PROPERTY MANAGER'S insurance shall be construed as primary insurance, and the

OWNER'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

- e. If, during the term of this Contract or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Contract, including any extensions thereof, exceeds five (5) years; the OWNER reserves the right to adjust the types of insurance and the monetary limits of liability required under this Contract, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the PROPERTY MANAGER has become inadequate.
- f. PROPERTY MANAGER shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Contract.
- g. The insurance requirements contained in this Contract may be met with a program(s) of self-insurance acceptable to the OWNER.
- h. PROPERTY MANAGER agrees to notify OWNER of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Contract.

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EXHIBIT "I"
SCOPE OF SERVICES

Riverside Housing Development Corporation, a California corporation ("Property Manager") shall provide the following services to Riverside Community Housing Corp ("Owner") as required in that certain Agreement ("Agreement") for Property Management Services, (hereafter the "Project" or the "Property"):

1. **General.** Ensure that all rental units of the Project are well maintained, provide safe and sanitary living conditions for all Tenants, perform any necessary minor repairs, and address any other Tenant issues.
2. **Emergencies.** Identify and address emergency situations immediately and provide follow-up to Owner's staff as soon as possible.
3. **Leasing.** Facilitate the execution of Leases, rental agreements, amendments, renewals, and cancellations with existing Tenants and future Tenants and collect monthly rent payments as well as delinquent rent payments.
4. **Evictions:** Facilitate eviction of non-paying tenants, and Tenants who violate terms of their Lease, to include obtaining of legal services related to the processing of evictions as necessary.
5. **Eligibility:** Ensure that all Tenants are eligible persons or families and are income-qualified pursuant to the RCHC's NSP plan, and that rental rates meet HUD's definition of affordable.

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- 6. **Tenant Selection:** Create Tenant selection procedures that ensure that prospective Tenants are not discriminated against due to their race, religion, national origin, familial status, or any other protected class. Knowledge of the Fair Housing Act as well as other applicable non-discrimination laws is required.

- 7. **Maintenance:** Supervise and arrange the routine maintenance and minor repairs of the Project, including arrangement for landscaping services.

- 8. **Janitorial Services:** Supervise and arrange janitorial services for the Project as necessary.

- 9. **Crime Free Multi-Housing Program:** Participate with and obtain certification in a Crime-Free Multifamily Housing Program for the Project.

- 10. **Budgeting:** Develop accurate and concise operating budgets, including costs for general maintenance, repair, and compensation. Each operating budget shall include suggested capital improvements, detailed suggestions for the improved operation of the Project and a detailed narrative. Prior to the beginning of each fiscal year, which commences on July 1, submit a proposed operating budget to Owner for approval. The proposed budget shall set forth the anticipated gross income of all units and a detailed estimate of all expenses. Upon approval by the Owner, this proposed budget shall be the Operating Budget for the upcoming fiscal year.

- 11. **Reports:** Submit a monthly revenue and expenditures report of the Project to Owner.

- 12. **Record Keeping:** Maintain accurate records pursuant to NSP requirements, including procedures for reporting monthly rent collections, enforcing the terms of the Lease agreements, annual income and rent re-certifications, and annual inspections of the

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rental units to ensure compliance with Housing Quality Standards, (HQS). Transmit said records and reports to Owner on a regular basis. All financial records shall be available to be audited annually by an independent certified public accountant licensed in California and designated by Owner.

13. Welfare Exemption Form: For each unit of the Project, complete and submit in a timely manner the annual Welfare Exemption Form, and any related documentation so required, with the Riverside County Assessor's Office.

14. Security Standards: Maintain acceptable security standards as dictated by HUD for the security of records and Tenants' personal information.

15. Language: Ensure that bilingual staff (English/Spanish) are available during business hours.

16. Rehabilitation of Vacant Rental Units: Property Manager shall be responsible for all labor and materials needed for any units requiring routine rehabilitation after a Tenant has moved out of the rental unit but shall notify Owner in a timely manner prior to beginning rehabilitation to obtain expense authorization. All major rehabilitations that may require the replacement of fixtures or other major repairs shall be first authorized by the Owner or its designee.

17. Perform all services and obligations of Property Manager set forth in the Agreement.

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EXHIBIT "J"
RFP NO. 2016-001
(behind this page)



**Request for Proposals (RFP)
RFP No. 2016-001**

**PROPERTY MANAGEMENT SERVICE FOR SCATTERED SITE
RESIDENTIAL UNITS**

Riverside Community Housing Corp. (RCHC)
5555 Arlington Avenue
Riverside, CA 92504

Request for Proposals (RFP) No. 2016-001
Property Management Service For Scattered Site Residential Units

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Request for Proposals (RFP) No. 2016-001
Property Management Service For Scattered Site Residential Units

RFP INFORMATION AT A GLANCE

Designated RCHC Contact Person:	George Eliseo, Contracting Officer Email: gceliseo@rivcoeda.org Phone: (951) 343-5481
How to Obtain the RFP Documents:	Online at: www.harivco.org or via e-mail from the designated RCHC contact person listed above.

PRE-PROPOSAL CONFERENCE

- Job Walk No job walk will be conducted as a majority of the units are occupied and we will not have access to view the interiors. Proposers are encouraged to visit the sites (exterior) on their own if they wish to familiarize themselves with the properties.

DEADLINES

Submission Deadline for: ▪ Questions ▪ Requests for Interpretation or Modification	August 5th, 2016 at 5:00 PM Questions and requests for interpretation or modification must be submitted to George Eliseo via e-mail at gceliseo@rivcoeda.org Full instructions for questions and requests for interpretation or modification are in <i>Section 4</i> of this RFP document.
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Submission Deadline for: ▪ Proposal	August 18, 2016 at 5:00 PM The Proposal must be submitted to George Eliseo in one of the following two ways: (1) Physically delivered to: Riverside Community Housing Corp. 5555 Arlington Avenue, Riverside, CA 92504 Attention: George Eliseo; or (2) Mailed to: Riverside Community Housing Corp. 5555 Arlington Avenue, Riverside, CA 92504 Attention: George Eliseo Proposals sent by email will not be accepted. Instructions for proposal submission are in <i>Section 6</i> and <i>Section 7</i> of this RFP document.
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**RCHC reserves the right to modify this timeline at any time.
Notice of any such modifications will be located at www.harivco.org**

1.0 BACKGROUND AND DESCRIPTION

The Riverside Community Housing Corp. (hereinafter, "RCHC") is a California nonprofit public benefit corporation that was formed in 1992 as an affiliate of the Housing Authority of the County of Riverside ("HA"). RCHC's purpose is to create and preserve affordable housing for extremely low, low and moderate income persons within the County of Riverside, and to augment services and housing programs sponsored by the HA and/or the County of Riverside Economic Development Agency. As our mission, we believe that affordable housing, economic opportunity and health are matters of unalienable human dignity. Through the creation and preservation of affordable housing and community development initiatives, RCHC strives to eradicate barriers to the pursuit of actualizing these essential liberties, to galvanize vibrant communities and to expand access in the transition towards self-sufficiency.

Consolidated Plan and Action Plan Priorities

RCHC's objectives are based on the *priorities* that are included in the County of Riverside Economic Development Agency Five Year Consolidated Plan for 2014-2019 (hereinafter "Consolidated Plan") and Action Plan, including:

1. To provide a suitable living environment through (a) safer, more livable neighborhoods; (b) greater incorporation of lower-income residents throughout Riverside County communities; (c) increased housing opportunities; (d) reinvestment in deteriorating neighborhoods; and (e) improving the condition of substandard housing.
2. To provide decent housing by (a) expanding and preserving the affordable housing stock; (b) increasing the availability of affordable housing; (c) reducing discriminatory barriers; (d) increasing the supply of supportive housing for those with special needs; (e) sheltering the homeless; (f) addressing the needs of those who are at risk of homelessness; and (g) addressing farmworker and migrant farm worker housing needs.
3. To expand economic opportunities through (a) employment opportunities that pay self-sufficiency wages; (b) homeownership opportunities for low and moderate income first time homebuyers; (c) development activities that promote long-term community sustainability; and (d) the empowerment of lower-income persons to achieve self-sufficiency.

Community Concerns

RCHC's objectives are further based on *community concerns* that are addressed by Consolidated and Action Plan priorities, including:

1. A need for additional decent, safe, and affordable housing;
2. Alleviation of rent burdens, homelessness, and deteriorating housing stock;
3. Programs that improve community facilities and services in low-income areas;
4. A network of shelters, housing, and services that prevent homelessness, including (a) rapid re-housing and permanent housing; and (b) elimination of homelessness
5. Programs that promote economic development and create jobs and programs that increase the job skills level of potential employees; and
6. Supportive services that increase the ability of seniors, persons with disabilities, and others with special needs to live independently.

Request for Proposals (RFP) No. 2016-001
Property Management Service For Scattered Site Residential Units

RCHC is now soliciting proposals from qualified, licensed and insured proposers ("Proposers") in the County of Riverside to submit a written proposal demonstrating their eligibility, qualifications and interest for projects that are consistent with the Consolidated Plan and Action Plan priorities and community concerns.

In particular, this request for proposal ("RFP") addresses the aforementioned priorities and concerns by providing a full range of property management services for thirty-five (35) residential units within single and multi-family properties on scattered sites (duplex, triplex, four-plex) primarily within the cities of Desert Hot Springs and Cathedral City along with one single family home located in Blythe, as more fully described in *Attachment A* of this RFP (collectively, "Properties"). The Properties were previously owned by a now defunct non-profit organization. The previous owner was provided funds by the County of Riverside Economic Development Agency to acquire and rehabilitate the Properties. These funds were derived from the Neighborhood Stabilization Program ("NSP") sponsored by the U.S. Department of Housing and Urban Development ("HUD"), thus the Properties are subject to Deed restrictions limiting maximum rents and occupancy. The Properties are available as affordable rental housing for individuals and households with income of not more than 50% of the area median income ("AMI") as set forth annually by HUD. Use and management of the Properties is subject to NSP requirements. Information about NSP may be found on HUD's website at <https://www.hudexchange.info/programs/nsp/>.

Details regarding the RFP, specifications, and proposal requirements are set forth in this RFP document and any attachments or amendments to it. Proposals submitted in response to this solicitation must conform to all of the required specifications outlined within this document and any designated attachments or amendments in their entirety.

2.0 RCHC'S RESERVATION OF RIGHTS

- 2.1 Right to Reject, Waive, or Terminate the RFP.** RCHC reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, in its sole and absolute discretion, if deemed by RCHC to be in its best interests.
- 2.2 Right to Not Award.** RCHC reserves the right not to award a contract pursuant to this RFP.
- 2.3 Right to Postpone or Cancel.** RCHC reserves the right to postpone or cancel the final determination of successful proposal at its convenience.
- 2.4 Right to Terminate.** RCHC reserves the right to terminate a contract awarded pursuant to this RFP at any time for its convenience upon 5 business day's written notice to the successful Proposer(s).
- 2.5 Right to Incorporate Attachments and Addenda.** Each of this RFP document's attachments, addenda and exhibits are incorporated herein by this reference.
- 2.6 Right to Determine Time and Location.** RCHC reserves the right to determine the days, hours and locations that the successful Proposer(s) shall provide the services called for in this RFP. RCHC reserves the right to modify the timelines provided in this RFP. Notice of any such modifications will be located at www.harivcoeda.org. All times provided in this RFP document, its attachments and addenda are Pacific Standard Time ("PST").
- 2.7 Right to Modify Scope.** RCHC reserves the right to modify the scope of services at any time. Notice of any such modifications will be located at www.harivcoeda.org.
- 2.8 Right to Determine Financial Responsibility and Viability.** RCHC reserves the right to require of Proposer information regarding financial responsibility and viability or such other information as RCHC determines is necessary to ascertain whether a proposal is in fact the lowest responsive and responsible proposal submitted.
- 2.9 Right to Retain Written Proposals.** RCHC reserves the right to retain all written proposals submitted to RCHC by all Proposers in response to this RFP, and not permit the withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said proposals. RCHC may permit the withdrawal of proposals if requested in writing by the Proposer and such request is approved in writing by RCHC's Contracting Officer ("CO") in his/her sole and absolute discretion.
- 2.10 Right to Negotiate Fees.** RCHC reserves the right to negotiate the fees proposed by the Proposer.

- 2.11 Right to Reject Any Proposal.** RCHC reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 2.12 No Obligation to Compensate.** RCHC shall have no obligation to compensate any Proposer for any costs incurred in responding to this RFP.
- 2.13 Right to Prohibit.** RCHC shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a Proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing RCHC's internet system (hereinafter, the "noted Internet System" or the "System") and by downloading this document, each prospective Proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that Proposer will inform the CO in writing within 5 business days of the discovery of any item listed herein or of any item that is issued thereafter by RCHC that Proposer feels needs to be addressed. Failure to abide by this time frame shall relieve RCHC, but not the prospective Proposer, of any responsibility pertaining to such issue.
- 2.14 No Guarantee of Amount of Work.** RCHC does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract will be a requirements contract, in that RCHC shall retain one Proposer only and shall retain the right to order from that Proposer any amount of services the RCHC requires.
- 2.15 Public Disclosure of Proposal Documents.** To the extent applicable, documents submitted in connection with this RFP may be subject to disclosure pursuant to the California Public Records Act.

3.0 SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

- 3.1 General Purpose and Objectives.** This project's general purpose is to address certain priorities and community concerns that are included in the County of Riverside Economic Development Agency (EDA) Five Year Consolidated Plan for 2014-2019 and Action Plan, which are enumerated in the Funding Opportunity Description section of this RFP. RCHC's general objectives for this project include:
- 3.1.1** Creating and preserving affordable housing units;
 - 3.1.2** Seeking projects that will provide RCHC with continuing income streams over time; and
 - 3.1.3** Maximally leveraging external funds in accomplishing these goals.

3.2 Specific Purpose and Objectives. This project's specific purpose and objectives are to provide a full range of property management services for thirty-five (35) residential units within single and multi-family properties on scattered sites (duplex, triplex, four-plex) primarily within the cities of Desert Hot Springs and Cathedral City along with one single family home located in Blythe (collectively, "Properties"). The Properties were previously owned by a now defunct non-profit organization. The previous owner was provided funds by the County of Riverside Economic Development Agency to acquire and rehabilitate the Properties. These funds were derived from the Neighborhood Stabilization Program ("NSP") sponsored by the U.S. Department of Housing and Urban Development ("HUD"), thus the Properties are subject to Deed restrictions limiting maximum rents and occupancy. The Properties are available as affordable rental housing for individuals and households with income of not more than 50% of the area median income ("AMI") as set forth annually by HUD. Use and management of the Properties is subject to NSP requirements. Information about NSP may be found on HUD's website at <https://www.hudexchange.info/programs/nsp/>.

Proposers should take the foregoing purposes and objectives, both general and specific, into consideration when formulating proposals and ensure that the proposal contents appropriately correspond with Consolidated and Action Plan priorities and community concerns.

3.3 RCHC's Preferences. RCHC has the following project-related preferences:

3.3.1 Proposers with experience managing properties under NSP or equivalent federal programs.

3.3.2 Proposers with experience in submitting annual claims for the Welfare Exemption to the Riverside County Assessor's office within the most recent ten (10) years.

3.3.3 Proposers with demonstrated understanding of the needs of the Property residents (i.e., individuals and households with income of not more than 50% AMI) who will be served (hereinafter, "Project Beneficiaries"), which needs may include but are not limited to supportive services.

3.3.4 Proposers with established access to relevant resources in the eastern portion of Riverside County that will enable timely, efficient provision of services to Project Beneficiaries.

3.4 Funding. Funding for this project comes from federal NSP funds.

3.5 Program Description. The Properties are available as affordable rental housing for individuals and households with income of not more than 50% of the AMI as set forth annually by HUD. Use and management of the Properties is subject to NSP requirements. Information about NSP may be found on HUD's website at <https://www.hudexchange.info/programs/nsp/>.

3.6 Community Description. The Properties consist of thirty-five (35) residential units within single and multi-family properties on scattered sites (duplex, triplex, four-plex) primarily within the cities of Desert Hot Springs and Cathedral City along with one single family home located in Blythe.

3.7 Scope of Services.

3.7.1 General. Ensure that the Properties are well maintained, provide safe and sanitary living conditions for all Project Beneficiaries, perform any necessary minor repairs, and address any other tenant issues.

3.7.2 Emergencies. Identify and address emergency situations immediately and provide follow-up to RCHC staff as soon as possible.

3.7.3 Leasing. Facilitate the execution of leases, rental agreements, amendments, renewals, and cancellations with existing Project Beneficiaries and future tenants and collect monthly rent payments as well as delinquent rent payments.

3.7.4 Evictions: Facilitate eviction of non-paying tenants, and tenants who violate terms of the lease agreement, to include obtaining of legal services related to the processing of evictions as necessary.

3.7.5 Eligibility: Ensure that all Project Beneficiaries are eligible persons or families and are income-qualified pursuant to the RCHC's NSP plan, and that rental rates meet HUD's definition of affordable.

3.7.6 Tenant Selection: Create tenant selection procedures that ensures that prospective tenants are not discriminated against due to their race, religion, national origin, familial status, or any other protected class. Knowledge of the Fair Housing Act as well as other applicable non-discrimination laws are required.

3.7.7 Maintenance: Supervise and arrange the routine maintenance and minor repairs of Properties, including arrangement for landscaping services.

3.7.8 Janitorial Services: Supervise and arrange janitorial services as necessary.

3.7.9 Crime Free Multi-Housing Program: Participate with and obtain certification in a Crime-Free Multifamily Housing Program.

3.7.10 Budgeting: Develop accurate and concise operating budgets, including costs for general maintenance, repair, and compensation. Each operating budget shall include suggested capital improvements, detailed suggestions for the improved operation of the properties covered and a detailed narrative. Prior to the beginning of each fiscal year, which commences on

July 1, submit a proposed operating budget to RCHC for approval. The proposed budget shall set forth the anticipated gross income of all units and a detailed estimate of all expenses. Upon approval by the RCHC, this proposed budget shall be the operating budget for the upcoming fiscal year.

- 3.7.11 Reports:** Submit a monthly revenue and expenditures report to the RCHC.
- 3.7.12 Record Keeping:** Maintain accurate records pursuant to NSP requirements, including procedures for reporting monthly rent collections, enforcing the terms of the rental agreements, annual income and rent re-certifications, and annual inspections of the units to ensure compliance with Housing Quality Standards. Transmit said records and reports to the RCHC on a regular basis. All financial records shall be available to be audited annually by an independent certified public accountant licensed in California and designated by the RCHC.
- 3.7.13 Welfare Exemption Form:** For each Property, complete and submit in a timely manner the annual Welfare Exemption Form, and any related documentation so required, with the Riverside County Assessor's Office.
- 3.7.14 Security Standards:** Maintain acceptable security standards as dictated by HUD for the security of records and Project Beneficiaries' personal information.
- 3.7.15 Language:** Ensure that bi-lingual staff (English/Spanish) is available during business hours.
- 3.7.16 Rehabilitation of Vacant Units:** The successful Proposer shall be responsible for all labor and materials needed for any units requiring rehabilitation but shall notify the RCHC in a timely manner prior to rehabilitation to obtain expense authorization.
- 3.7.17 RCHC Responsibility:** RCHC shall make all reasonable efforts to cooperate with the successful Proposer. RCHC will provide the successful Proposer access to non-privileged and/or non-confidential data necessary for the successful Proposer to carry out successful Proposer's responsibilities under this RFP and the resulting contract. To the extent that RCHC determines necessary, RCHC will be responsible for providing or causing to be provided, information and completing or causing to be completed, tasks requested by the successful Proposer necessary to provide the property management service.

- 3.8 Project Limitations.** The Properties are subject to Deed restrictions limiting their use. The Properties are available as affordable rental housing for individuals and households with income of not more than 50% of the AMI as set forth annually by HUD. Use and management of the Properties is subject to NSP requirements. Information about NSP may be found on HUD's website at <https://www.hudexchange.info/programs/nsp/>.

3.9 Funding-Related Requirements. Use and management of the Properties is subject to NSP requirements. Information about NSP may be found on HUD's website at <https://www.hudexchange.info/programs/nsp/>.

3.10 Ineligible Uses/Activities. Uses and management of the Properties that are not allowable pursuant to NSP guidelines are ineligible.

4.0 PROPOSER QUESTIONS AND REQUESTS

4.1 Designated RCHC Contact Person. The designated RCHC contact person for all inquiries regarding this RFP is George Eliseo, who may be contacted by email at gceliseo@rivcoeda.org or by phone at (951) 343-5481.

4.2 Submission Method and Deadline for Questions. Proposers with questions, requests for interpretation or requests for modifications must notify RCHC of these questions or requests no later than 5:00 PM PST on August 5th, 2016 via e-mail to George Eliseo at gceliseo@rivcoeda.org.

5.0 PRE-PROPOSAL CONFERENCE

5.1 Job Walk. No job walk will be conducted as a majority of the units are occupied and we will not have access to view the interiors. Proposers are encouraged to visit the sites (exterior) on their own if they wish to familiarize themselves with the properties.

6.0 PROPOSAL FORMAT

6.1 Proposal Cover Sheet. Complete the top half of *Attachment B*, Proposal Submission Cover Sheet, and place it on the front of the submittal package.

6.2 Body of Proposal and Inclusions. The body of the proposal shall include information as set forth in *Attachment C*, Proposal Inclusions. If any such questions are unanswered or if any such required information or inclusions are not provided, the proposal will be considered deficient and ineligible to compete in this RFP process. Answers and information may be provided on a separate sheet of paper as long as each item is numbered in consistency with *Attachment C*, Proposal Inclusions.

6.3 Attachments. It is the responsibility of each Proposer to verify that Proposer has downloaded all attachments pertaining to this RFP, which are hereby incorporated herein by this reference.

6.4 Supportive Documents. By submitting a proposal and signing the Summary Form attached hereto as *Exhibit 1* of *Attachment C* of the RFP document, the Proposer is affirming that they agree to provide any documentation requested by RCHC upon notification of contract award to ensure compliance with all

applicable requirements. Proposers may be asked to submit additional information to help facilitate the proposal review.

6.5 Submittal Condition. Proposal contents should be organized neatly and in order as set forth in *Attachment C*, Proposal Inclusions. Do not fold or make any additional marks or notations on the documents to be submitted. Proposers are not allowed to change any requirements or forms contained herein, either by marking or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to RCHC by the Proposer, such may invalidate that proposal. If, after accepting such a proposal, RCHC decides that any such entry has not changed the intent of the proposal that RCHC intended to receive, RCHC may accept the proposal and the proposal shall be considered by RCHC as if those additional marks, notations or requirements were not entered on such. By accessing the noted Internet System, registering and downloading these documents, each prospective Proposer that does so is thereby agreeing to confirm all notices that RCHC delivers to him/her as instructed, and by submitting a proposal, the Proposer is thereby agreeing to abide by all terms and conditions published herein and by any addenda pertaining to this RFP.

7.0 PROPOSAL SUBMISSION

7.1 Submission Deadline and Method. A formal proposal must be submitted to and received by RCHC's office no later than 5:00 PM PST on August 18th, 2016. All proposals must be submitted and time-stamped as received in the designated RCHC office by no later than the submittal deadline stated herein (or within any ensuing addendum). The proposal submittal shall consist of a total of (a) one (1) original copy (marked "ORIGINAL"); (b) three (3) exact copies of the proposal; and (c) one CD containing an exact electronic copy of the proposal. The proposal submittal package shall be placed in its entirety, unfolded, in a sealed package, the exterior of which shall clearly reference "RFP No. 2016-001, Property Management Services for Scattered Site Residential Units" The package must be mailed or hand delivered to the address below:

Riverside Community Housing Corp.
5555 Arlington Avenue, Riverside, CA 92504
Attention: George Eliseo

Proposals received after the published deadline will not be accepted. Email delivery shall not be a substitute for or waive physical delivery of the proposal by the deadline. Proposals submitted after the deadline indicated above will not be accepted. Delays in mail service or other methods of delivery will not excuse a late proposal delivery.

8.0 PROPOSER RESPONSIBILITIES

- 8.1 Submission.** It shall be the responsibility of each Proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by RCHC, including but not limited to this RFP document, the documents listed within the following sections, and any addenda and required attachments submitted by the Proposer. By virtue of completing, signing and submitting the completed documents, the Proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents.
- 8.2 Proprietary Information.** To the extent not prohibited by applicable law, if a Proposer does not desire that certain proprietary information in their proposal be disclosed, the Proposer is required to identify all proprietary information in the proposal, which identification shall be submitted concurrently with the proposal. If the Proposer fails to identify its proprietary information, it agrees by submission of its proposal that those sections shall be deemed non-proprietary and may be made available upon public request after a contract award. Any proposals and documents received in connection with this RFP may be subject to disclosure pursuant to the California Public Records Act (Government Code Section 6250 et seq.)
- 8.3 Contact with RCHC:** It is the responsibility of the Proposer to address all communication and correspondence pertaining to this RFP process to RCHC contact person designated herein. Proposers must not make inquiry or communicate with any other RCHC staff member or official (including members of RCHC's Board of Directors) pertaining to this RFP. Failure to abide by this requirement may be cause for RCHC to not consider a proposal received from any Proposer who has not abided by this directive.
- 8.3.1** During the RFP solicitation process, the designated RCHC contact person will not conduct any substantive conversations with a prospective Proposer when other prospective Proposers are not present. Such conversations may give one prospective Proposer an advantage over other prospective Proposers. Any communication with RCHC regarding this RFP must be conducted in the manner set forth in this RFP document.
- 8.3.2** If an inquiry from a prospective Proposer poses a question or concern that should be, but is not addressed within this RFP document, the designated RCHC contact person will provide a response issued to all prospective Proposers in writing by addendum.
- 8.4 Registration as a California Business Entity.** Registration with the California Secretary of State as a California business entity is mandatory to do business with RCHC. More information regarding business entity registration may be found on the Secretary of State website at <http://www.sos.ca.gov/>.

- 8.5 Registered as a California Property Manager.** Valid and active registration with the California Department of Real Estate as a property manager is mandatory as part of this RFP.
- 8.6 Business License.** If applicable, Proposers must possess a valid and active city or county license allowing the Proposer entity to conduct business.
- 8.7 Responsive and Compliant.** The Proposer is responsible for submitting a proposal that is fully responsive and compliant with the terms of this RFP document, its addenda and any amendments thereto. If RCHC finds that a proposal is non-responsive or non-compliant with this RFP, written selection criteria and/or procedures, or NSP requirements, it will be rejected and returned to the Proposer with notification stating the reason for rejection. RCHC reserves the right to reject proposals at any time, no matter how far they have been processed, for misinformation, errors, or omissions of any kind, in its sole and absolute discretion.
- 8.8 Number of Allowable Proposal Submittals.** Proposers are limited to one proposal in response to this RFP.
- 8.9 Proposer's Agreement to Terms.** By completing, executing and submitting *Exhibit 1 of Attachment C, Summary Form*, the Proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by RCHC.

9.0 PROPOSAL EVALUATION

- 9.1 Evaluation Factors.** The factors and points allotted that are listed in *Attachment D, Scoring Factors*, will be utilized by RCHC to evaluate each proposal; award of points for each listed factor will be based upon the documentation that the Proposer submits within his/her proposal submittal as attached herein.
- 9.2 Evaluation Method.**
- 9.2.1 Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (e.g., the extent to which the proposal meets the minimum of the published requirements). RCHC reserves the right to reject any proposals deemed by RCHC not minimally responsive. RCHC will notify such Proposers in writing of any such rejection.
- 9.2.2 Evaluation Committee.** RCHC will select a committee to evaluate each of the responsive proposals submitted in response to this RFP. The committee will consist of a minimum of three members. The Evaluation Committee will review, evaluate, rank, and select the proposals according to the scoring criteria outlined in this RFP, RCHC policy, and NSP regulations.

- 9.2.2.2** The Evaluation Committee's scoring decisions are final and not subject to negotiation.
- 9.2.2.3** The Evaluation Committee shall remain free from undue influence of any Proposer or agent of any such Proposer.
- 9.2.2.4** No Proposer shall be informed at any time during or after the RFP process as to the identity of any Evaluation Committee member. If, by chance, a Proposer does become aware of the identity of such person(s), Proposer shall not make any attempt to contact or discuss with such person anything related to this RFP. As detailed within *Section 4* of this RFP document, George Eliseo is the only person at RCHC that the Proposers shall contact pertaining to this RFP.
- 9.2.2.5** Failure to abide by the requirements of this section shall cause Proposer(s) to be eliminated from consideration for award.
- 9.2.2.6** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a Proposer entity will be excluded from participation on RCHC evaluation committee. Similarly, all persons having ownership interest in and/or contract with a Proposer entity will be excluded from participation on RCHC evaluation committee.
- 9.2.3** **Evaluation Packet for Proposals Deemed Responsive.** RCHC shall prepare an evaluation packet for each member of the Evaluation Committee, including the following documents:
- 9.2.3.1** Instructions to Evaluators;
- 9.2.3.2** *Attachment B*, Proposal Submission Coversheet, as submitted;
- 9.2.3.3** Recap of each Proposer's responsiveness; and
- 9.2.3.4** Copy of all pertinent RFP documents as set forth in *Attachment C*, Proposal Inclusions.
- 9.2.4** **Evaluation.** Proposals that meet the program requirements outlined in this RFP will be evaluated and ranked according to the rating and selection factors described in *Attachment D*, Scoring Factors.
- 9.2.4.1** A ranking list will be prepared according to points awarded to each proposal.

9.2.4.2 Certain evaluation criteria may be comprised of several components with an associated point value. The total points awarded to a proposal will be the aggregate of the component subtotals for each criterion.

9.2.5 Minimum Evaluation Result. To be considered to receive an award, a Proposer must receive a calculated total of at least 80 points of the 140 total possible points detailed within *Attachment D* of this RFP.

9.2.6 Ties. In the case of a tie score between two or more proposals, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

10.0 DETERMINATION OF SUCCESSFUL PROPOSAL

10.1 Procedure. The following procedures will be followed in determining the successful proposal:

10.1.1 Only proposals that meet all requirements set forth in this RFP, its attachments and addenda will be considered for award.

10.1.2 Proposals will be evaluated and ranked according to the rating and selection factors described in *Attachment D*, Scoring Factors (incorporated herein by this reference).

10.1.3 A ranking list will be prepared according to the number of points awarded to each proposal.

10.1.4 Certain evaluation criteria may be comprised of several components with an associated point value. The total points awarded to a proposal will be the aggregate of the component subtotals for each criterion.

10.1.5 A contract will be conditionally awarded to the proposal scoring the highest points, subject to approval by RCHC’s Board of Directors (hereinafter “Board”) and all requirements set forth in this RFP document, its attachments, and addenda.

10.1.6 Once a contract award is conditionally determined, all Proposers will receive by e-mail either a notification of a successful award or denial of application.

10.2 Minimum Evaluation Result. To be considered to receive an award, a Proposer must receive a calculated total of at least ## points of the ## total possible points detailed within *Attachment D* of this RFP.

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- 10.3 Ties.** In the case of a tie score between two or more proposals, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."
- 10.4 Notice of Results of Evaluation:** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform proposers of the following:
- 10.4.1** Which Proposer received the award;
 - 10.4.2** Where each Proposer placed in the process as a result of the evaluation of the proposals received;
 - 10.4.3** The cost or financial offers received from each Proposer; and
 - 10.4.4** Each Proposer's right to a debriefing and to protest.
- 10.5 Right to Make No Selection.** RCHC may, in its sole and absolute discretion, select none of the proposals submitted.
- 10.6 Right to Postpone or Cancel.** RCHC reserves the right to postpone or cancel the final determination of successful proposal at its convenience.
- 10.7 Proposal Protest.** Any prospective or actual Proposer, who is allegedly aggrieved in connection with the solicitation of a proposal or award of a contract, shall have the right to protest. To be eligible to file a protest with RCHC pertaining to an RFP or contract, the alleged aggrieved protestant must have been involved in the RFP process in some manner as a prospective proposed buyer (i.e. registered, downloaded and received the RFP documents) when the alleged situation occurred. The alleged aggrieved protestant must file, in writing, to RCHC the exact reason for the protest, attaching any supportive data. The protestant must state within the written protest document specifically (not by inference) what action by RCHC or condition is being protested as inequitable, making, where appropriate, specific reference to the RFP documents issued and including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The protest document must also state the corrective action requested. Failure by the alleged aggrieved protestant to fully submit such information shall relieve RCHC from any responsibility to take any corrective action, and as a result of noncompliance, the appeal will be dismissed without further review. RCHC has no obligation to consider a protest filed by any party that does not meet these criteria. Any protest against a solicitation must be received before the due date for the receipt of proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the successful Proposer receives notice of the contract award, or the protest will not be considered. All proposal protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her sole discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. All appeals

shall be marked as follows and delivered to the address listed below by mail or by hand:

Appeal of RFP No. 2016-001
Riverside Community Housing Corp.
5555 Arlington Avenue Riverside, CA 92504
Attn: George Eliseo

11.0 CONTRACT INFORMATION

- 11.1 Proposer's Agreement to Terms.** By completing, executing and submitting *Exhibit 1 of Attachment C, Summary Form*, the Proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by RCHC, including an agreement to execute the standard RCHC Contract form (hereinafter "Contract").
- 11.2 Mandatory RCHC Contract Form.** RCHC will only execute agreements prepared by RCHC, which are substantially approved as to form and substance by RCHC and its legal counsel. RCHC will not execute the successful Proposer's contract form.
- 11.3 RCHC's Right to Amend.** RCHC reserves the right to amend the RCHC Contract form as RCHC deems necessary.
- 11.4 No Negotiations of Contract.** RCHC has no responsibility to conduct any negotiations pertaining to the Contract clauses.
- 11.5 Contract Period:** RCHC anticipates that, subject to approval by its Board, it will initially award a contract for the period of one (1) year with the option, at RCHC's discretion, of two (2) additional one-year option periods, for a maximum total of three (3) years.
- 11.6 Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 11.7 Assignment of Personnel:** The RCHC shall retain the right to demand and receive a change in personnel assigned to the work performed pursuant to this RFP and the contract if the RCHC believes that such change is in the best interest of the RCHC and the completion of the contracted work.
- 11.8 Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO in his/her sole and absolute discretion. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the RCHC, or may result in the full or partial forfeiture of funds paid to the

successful proposer as a result of the proposed contract; as determined by the CO in his/her sole and absolute discretion.

11.9 Contract Procedure. First, Proposer must provide evidence of insurance as required in the Insurance section. Second, any and all post-award conditions provided herein must be completed by the Proposer to RCHC's satisfaction. Lastly, depending on the amount of the award, RCHC will forward the Contract to the RCHC Board for review and approval/disapproval, in their sole and absolute discretion, prior to signing the Contract with the successful Proposer. The Contract shall be awarded subject to a resolution or minute order to that effect duly adopted by RCHC Board, in their sole and absolute discretion. Execution of the Contract documents shall constitute a written memorial thereof.

11.10 Insurance. Without limiting or diminishing the Proposer's obligation to indemnify or hold RCHC harmless, Proposer shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of the Contract. Evidence of such insurance coverages must be provided to RCHC prior to any individual contract award (but is not required as a part of the proposal submission).

11.10.1 References to RCHC in this Section. With respect to the insurance section only, RCHC herein refers to the Riverside Community Housing Corp, its Board of Directors, officers, employees, elected or appointed officials, agents or representatives as additional insureds.

11.10.2 Workers' Compensation. If the Proposer has employees as defined by the State of California, the Proposer shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of RCHC.

11.10.3 Commercial General Liability. The Proposer shall maintain Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, employment practices liability, and cross liability coverage, covering claims which may arise from or out of Proposer's performance of its obligations hereunder. Such policy shall name RCHC, its Board of Directors, officers, employees, elected or appointed officials, agents or representatives as additional insureds. The policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to the Contract or be no less than two (2) times the occurrence limit.

11.10.4 Vehicle Liability. If vehicles or mobile equipment are used in the performance of the obligations under the Contract, then Proposer shall

maintain liability insurance for all owned, non-owned or hired vehicles so used, in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to the Contract or be no less than two (2) times the occurrence limit. Policy shall name RCHC, its Board of Directors, officers, employees, elected or appointed officials, agents or representatives as Additional Insureds.

11.10.5 Professional Liability. Proposer shall maintain Professional Liability Insurance providing coverage for the Proposer's performance of work included within the Contract, with a limit of liability not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Proposer's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of the Contract and the Proposer shall purchase at her/his sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of the Contract; or 3) demonstrate through Certificates of Insurance that the Proposer has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) will continue as long as the law allows.

11.10.6 General Insurance Provisions - All lines.

11.10.6.1 Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the Riverside County Risk Manager ("Risk Manager"). If the Risk Manager waives a requirement for a particular insurer, such waiver is only valid for that specific insurer and only for one policy term.

11.10.6.2 The Successful Proposer must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the Risk Manager before the commencement of operations under the Contract. Upon notification of self-insured retention unacceptable to RCHC, and at the election of the Risk Manager, Proposer's carriers shall either; 1) reduce or eliminate such self-insured retention as respects the Contract with RCHC, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

11.10.6.3 Proposer shall cause Proposer's insurance carrier(s) to furnish RCHC with either 1) a properly executed original Certificate(s)

of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to RCHC prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, the Contract shall terminate forthwith, unless RCHC receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect.

- 11.10.6.4** Proposer shall not commence operations until RCHC has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this section, showing that such insurance is in full force and effect. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.
- 11.10.6.5** It is understood and agreed to by the parties hereto that the Proposer's insurance shall be construed as primary insurance, and RCHC's insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.
- 11.10.6.6** If, during the term of the Contract or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of the work; or, the term of the Contract, including any extensions thereof, exceeds five (5) years; RCHC reserves the right to adjust the types of insurance and monetary limits of liability required under the Contract, if, in the Risk Manager's reasonable judgment, the amount of type of insurance carried by the Proposer has become inadequate.
- 11.10.6.7** Proposer shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the Contract.

11.10.6.8 The insurance requirements contained in the Contract may be met with a program(s) of self-insurance acceptable to RCHC.

11.10.6.9 Proposer agrees to notify RCHC of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the Contract.

12.0 Attachments

Each of the attachments and exhibits attached to this RFP is incorporated herein by the reference. Attachments contained herein:

Attachment A	Property List and Rental Matrix
Attachment B	Proposal Submission Cover Sheet
Attachment C	Proposal Inclusions Exhibit C1- Summary Form Exhibit C2- Proposer Profile
Attachment D	Scoring Factors
Attachment E	Sample Contract

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ATTACHMENT A
Property List and Rental Matrix

APN	Address	# of Units	Vacancies
639-222-006	66061 Third Street Desert Hot Springs, CA 92240	9	2
639-302-012	66780 4th Street Desert Hot Springs, CA 92240	3	0
641-311-023	13740 Mark Drive Desert Hot Springs, CA 92240	2	1
644-141-013	68170 Calle Las Tiendas Desert Hot Springs, CA 92240	4	2
644-141-014	68160 Calle Las Tiendas Desert Hot Springs, CA 92240	4	1
644-141-015	68150 Calle Las Tiendas Desert Hot Springs, CA 92240	4	2
675-251-009	29660 Landau Boulevard Cathedral City, CA 92234	2	0
680-272-032	32425 Monte Vista Road Cathedral City, CA 92234	2	0
680-396-003	68685 Cedar Road Cathedral City, CA 92234	2	0
680-452-047	33580 Cathedral Canyon Cathedral City, CA 92234	2	0
842-216-001	424 Chaparral Drive Blythe, CA 92225	1	1

Totals: 35 9