



## Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA  
MONO | STANISLAUS | TUOLUMNE COUNTIES

Date: June 26, 2025

To: Board of Commissioners

From: Jim Kruse, Executive Director

Subject: Action Item #2: Proposed Housing Choice Voucher Program  
Operating Budget for Fiscal Year 2025-2026

Prepared By: Linh Luong, Director of Finance

Resolution No. 24-25-09

### RECOMMENDATION

After review and discussion, staff recommends the Board of Commissioners adopt the attached resolution approving the United States Department of Housing & Urban Development (HUD) Housing Choice Voucher Operating Budget for Fiscal Year 2025-2026.

### SUMMARY

The 2025-2026 Fiscal Year Budget was prepared with the following assumptions:

1. The inflation factor used in estimating the budget proposal is 4%.
2. Fringe Benefits - PERS retirement expense estimate is 18.6%.
3. Insurance – The rate for liability insurance increased 9.1% for 2025-2026 fiscal year.
4. Employee benefits included employee wellness program.

The following are recap of the Authority's proposed budget for the Fiscal Year 2025-2026 as compared to the 2024-2025 budget.



## **HOUSING CHOICE VOUCHER (SECTION 8)**

The HAP (Housing Assistance Payments) budgeted at 99% funding proration and is based on anticipated voucher utilization.

Admin. Fee – This fee is calculated based on a 91% lease up of vouchers, and 90% funding level from HUD from October 2025 through December 2025 and a 82% funding level for January through September 2026. This fee could change for calendar year 2026.

The total revenue for the 2025-2026 fiscal year is increased by \$3,990,640 or 7.77% due to the increase in HAP Contribution, and offset by decreases in administrative fees from HUD and other revenue. The increase in expenditure is \$4,323,890 or 8.43% due to increases in HAP expense, administrative expense, and insurance expense. This budget is projected to utilize reserves from Housing Voucher Program administrative fee of \$262,155.

## **HOUSING CHOICE VOUCHER (SECTION 8) - CENTRAL OFFICE COST CENTER**

The total revenue for the 2025-2026 fiscal year is decreased by \$58,890 or 5.09% due to decrease in management fee income and other revenue. The increase in expenditures is \$87,620 or 7.59% due to increase in administrative expense, contract costs, and insurance expense. This budget is projected to utilize reserves from Housing Choice Voucher administrative fee of \$144,410.

## **ATTACHMENTS**

1. Proposed Fiscal Year 2025-2026 Operating Budget
2. Resolutions 24-25-09

**HOUSING CHOICE VOUCHER  
BUDGET COMPARISON  
2025 VS. 2026**

| LINE # | ITEM                          | BUDGET<br>2024-2025 | BUDGET<br>2025-2026 | BUDGET VS.<br>BUDGET | DIFF. &       | COMMENTS   |
|--------|-------------------------------|---------------------|---------------------|----------------------|---------------|--|
|        |                               | HCV                 | HCV                 | DIFF.                |               |  |
|        | <b>OPERATING RECEIPTS</b>     |                     |                     |                      |               |  |
|        |                               |                     |                     |                      |               |  |
| 1      | OTHER RECEIPTS                | \$42,170            | \$39,470            | -\$2,700             | -6.40%        | Decrease in miscellaneous income over the last 12 months of operations   |
| 2      | TOTAL OPERATING REC.          | <b>\$42,170</b>     | <b>\$39,470</b>     | <b>-\$2,700</b>      | <b>-6.40%</b> |  |
| 3      | HAP CONTRIBUTION              | \$45,964,800        | \$50,048,840        | \$4,084,040          | 8.89%         | HAP projected based on 99% funding level.  |
| 4      | ADMIN. FEE HUD                | \$5,377,885         | \$5,287,185         | -\$90,700            | -1.69%        | Projected lower lease-up rate  |
| 5      | TOTAL RECEIPTS                | <b>\$51,384,855</b> | <b>\$55,375,495</b> | <b>\$3,990,640</b>   | <b>7.77%</b>  |  |
|        |                               |                     |                     |                      |               |  |
|        | <b>OPERATING EXPENDITURES</b> |                     |                     |                      |               |  |
|        | <b>ADMINISTRATION:</b>        |                     |                     |                      |               |  |
| 6      | SALARIES                      | \$2,040,540         | \$2,122,440         | \$81,900             | 4.01%         | Increase due to COLA and merit increases   |
| 7      | FRINGE BENEFITS               | \$1,029,590         | \$1,211,830         | \$182,240            | 17.70%        | Increase due to salary changes, per above, increase in Employer PERS contribution, Unfunded Liability contribution, medical expense and increase in payroll taxes. |
| 8      | OTHER ADMIN. EXP.             | \$614,690           | \$614,690           | \$0                  | 0.00%         |  |
| 9      | MANAGEMENT FEE EXP.           | \$1,156,430         | \$1,097,540         | -\$58,890            | -5.09%        | Decrease due to a decrease in lease up rate  |
| 10     | TOTAL ADMIN. EXP.             | <b>\$4,841,250</b>  | <b>\$5,046,500</b>  | <b>\$205,250</b>     | <b>4.24%</b>  |  |
|        |                               |                     |                     |                      |               |  |
|        | <b>ORDINARY MAINTENANCE:</b>  |                     |                     |                      |               |  |
| 11     | MATERIALS                     | \$11,410            | \$11,410            | \$0                  | 0.00%         |  |
| 12     | CONTRACT COSTS                | \$406,610           | \$406,610           | \$0                  | 0.00%         |  |
| 13     | TOTAL ORDINARY MAINT.         | <b>\$418,020</b>    | <b>\$418,020</b>    | <b>\$0</b>           | <b>0.00%</b>  |  |
|        |                               |                     |                     |                      |               |  |
|        | <b>GENERAL EXPENSE:</b>       |                     |                     |                      |               |  |
| 14     | INSURANCE                     | \$73,050            | \$81,390            | \$8,340              | 11.42%        | Increase in workers compensation and liability insurance   |
| 15     | OTHER GENERAL EXPENSES        | \$16,640            | \$42,900            | \$26,260             | 157.81%       | Increase was due to increase in actual administrative fee paid for outgoing portable vouchers that are administered by other Housing Authorities                   |
| 16     | TOTAL GENERAL EXPENSES        | <b>\$89,690</b>     | <b>\$124,290</b>    | <b>\$34,600</b>      | <b>38.58%</b> |  |
|        |                               |                     |                     |                      |               |  |
| 17     | TOTAL ROUTINE EXPENSES        | <b>\$5,348,960</b>  | <b>\$5,588,810</b>  | <b>\$239,850</b>     | <b>4.48%</b>  |  |
|        |                               |                     |                     |                      |               |  |
| 18     | HOUSING ASSISTANCE PAYMENTS   | \$45,964,800        | \$50,048,840        | <b>\$4,084,040</b>   | <b>8.89%</b>  | Based on current average per unit month HAP expense and 91% voucher utilization  |
|        |                               |                     |                     |                      |               |  |
| 19     | TOTAL EXPENSES                | <b>\$51,313,760</b> | <b>\$55,637,650</b> | <b>\$4,323,890</b>   | <b>8.43%</b>  |  |
|        |                               |                     |                     |                      |               |  |

HOUSING CHOICE VOUCHER  
BUDGET COMPARISON  
2025 VS. 2026

| LINE # | ITEM                       | BUDGET       | BUDGET       | BUDGET VS.  | DIFF. & | COMMENTS |
|--------|----------------------------|--------------|--------------|-------------|---------|----------|
|        |                            | 2024-2025    | 2025-2026    | BUDGET      |         |          |
|        |                            | HCV          | HCV          | DIFF.       |         |          |
|        | NONROUTINE MAINTENANCE:    |              |              |             |         |          |
| 20     | EXTRAORDINARY MAINT.       | \$0          | \$0          | \$0         | 0.00%   |          |
|        |                            |              |              |             |         |          |
|        | CAPITAL EXPENDITURES       |              |              |             |         |          |
| 21     | REPLACEMENT EQUIPMENT      | \$0          | \$0          | \$0         | 0.00%   |          |
| 22     | PROPERTY BETTERMENTS       | \$0          | \$0          | \$0         | 0.00%   |          |
| 23     | TOTAL CAPITAL EXPEND.      | \$0          | \$0          | \$0         | 0.00%   |          |
|        |                            |              |              |             |         |          |
| 24     | TOTAL EXPENDITURES         | \$51,313,760 | \$55,637,650 | \$4,323,890 | 8.43%   |          |
|        |                            |              |              |             |         |          |
| 25     | RESERVE FROM HCV ADMIN FEE |              | \$262,155    |             |         |          |
|        |                            |              |              |             |         |          |
| 26     | GAIN OR LOSS               | \$71,095     | \$0          |             |         |          |

**HOUSING CHOICE VOUCHER COCC  
BUDGET COMPARISON  
2025 VS. 2026**

| LINE # | ITEM                    | BUDGET             | BUDGET             | BUDGET VS.       | DIFF. &       | COMMENTS   |
|--------|-------------------------|--------------------|--------------------|------------------|---------------|--|
|        |                         | 2024-2025          | 2025-2026          | BUDGET           |               |  |
|        |                         | HCV                | HCV                | DIFF.            |               |  |
|        | COCC                    | COCC               |                    |                  |               |  |
|        | OPERATING RECEIPTS      |                    |                    |                  |               |  |
| 1      | MANAGEMENT FEE          | \$1,156,430        | \$1,097,540        | -\$58,890        | -5.09%        | Decrease in lease-up rate  |
| 2      | TOTAL RECEIPTS          | <b>\$1,156,430</b> | <b>\$1,097,540</b> | <b>-\$58,890</b> | <b>-5.09%</b> |  |
|        |                         |                    |                    |                  |               |  |
|        | OPERATING EXPENDITURES  |                    |                    |                  |               |  |
|        | ADMINISTRATION:         |                    |                    |                  |               |  |
| 3      | SALARIES                | \$702,930          | \$753,480          | \$50,550         | 7.19%         | Increase due to COLA and merit increases   |
| 4      | FRINGE BENEFITS         | \$305,210          | \$337,030          | \$31,820         | 10.43%        | Increase due to salary changes, per above, increase in Employer PERS contribution, Unfunded Liability contribution, medical expense and increase in payroll taxes. |
| 5      | OTHER ADMIN. EXP.       | \$120,070          | \$120,070          | \$0              | 0.00%         |  |
| 6      | TOTAL ADMIN. EXP.       | <b>\$1,128,210</b> | <b>\$1,210,580</b> | <b>\$82,370</b>  | <b>7.30%</b>  |  |
|        |                         |                    |                    |                  |               |  |
|        | ORDINARY MAINTENANCE:   |                    |                    |                  |               |  |
| 7      | MATERIALS               | \$3,720            | \$3,720            | \$0              | 0.00%         |  |
| 8      | CONTRACT COSTS          | \$3,830            | \$6,750            | \$2,920          | 76.24%        | Increase in expense over the last 12 months of operations  |
| 9      | TOTAL ORDINARY MAINT.   | <b>\$7,550</b>     | <b>\$10,470</b>    | <b>\$2,920</b>   | <b>38.68%</b> |  |
|        |                         |                    |                    |                  |               |  |
|        | GENERAL EXPENSE:        |                    |                    |                  |               |  |
| 10     | INSURANCE               | \$18,570           | \$20,900           | \$2,330          | 12.55%        | Increase in workers compensation due to salary changes and rate, and increase in liability insurance   |
| 11     | TOTAL GENERAL EXPENSES  | <b>\$18,570</b>    | <b>\$20,900</b>    | <b>\$2,330</b>   | <b>12.55%</b> |  |
|        |                         |                    |                    |                  |               |  |
| 12     | TOTAL ROUTINE EXPENSES  | <b>\$1,154,330</b> | <b>\$1,241,950</b> | <b>\$87,620</b>  | <b>7.59%</b>  |  |
|        |                         |                    |                    |                  |               |  |
|        | NONROUTINE MAINTENANCE: |                    |                    |                  |               |  |
| 13     | EXTRAORDINARY MAINT.    | \$0                | \$0                | \$0              | 0.00%         |  |
|        |                         |                    |                    |                  |               |  |
|        | CAPITAL EXPENDITURES    |                    |                    |                  |               |  |
| 14     | REPLACEMENT EQUIPMENT   | \$0                | \$0                | \$0              | 0.00%         |  |
| 15     | PROPERTY BETTERMENTS    | \$0                | \$0                | \$0              | 0.00%         |  |
| 16     | TOTAL CAPITAL EXPEND.   | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>       | <b>0.00%</b>  |  |
|        |                         |                    |                    |                  |               |  |
| 17     | TOTAL EXPENDITURES      | <b>\$1,154,330</b> | <b>\$1,241,950</b> | <b>\$87,620</b>  | <b>7.59%</b>  |  |
|        |                         |                    |                    |                  |               |  |
| 18     | RESERVE FROM COCC HCV   |                    | <b>\$144,410</b>   |                  |               |  |
|        |                         |                    |                    |                  |               |  |
| 19     | GAIN OR LOSS            | <b>\$2,100</b>     | <b>\$0</b>         |                  |               |  |



## Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA  
MONO | STANISLAUS | TUOLUMNE COUNTIES

### RESOLUTION NO. 24-25-09

#### RESOLUTION APPROVING THE STANISLAUS REGIONAL HOUSING AUTHORITY HOUSING CHOICE VOUCHER PROGRAM OPERATING BUDGET FOR FISCAL YEAR 2025-2026

**WHEREAS**, the Stanislaus Regional Housing Authority is administering and will continue to administer a Housing Choice Voucher Assistance Payments Program, consisting of projects designated as CA26-V026-78, and providing rental assistance to families living throughout Stanislaus County; and

**WHEREAS**, it is necessary in the operation of said project that a Housing Choice Voucher Assistance Program Operating Budget, therefore, be adopted, subject to approval of the Department of Housing and Urban Development; and

**WHEREAS**, a budget has been prepared for said projects.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Stanislaus Regional Housing Authority, that:

1. Proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families.
2. The financial plan is reasonable in that:
  - a. It indicates a source of funding adequate to cover all proposed expenditures.
  - b. It does not provide for funding in excess of income.
3. All proposed charges and expenditures will be consistent with provisions of law and the Annual Contributions Contract.
4. The Housing Choice Voucher Program Operating Budget as herein designated be, and the same is hereby ratified, confirmed and approved.
5. Said Housing Choice Voucher Payments Program Operating Budget is submitted to the Department of Housing and Urban Development for consideration and approval.
6. Said Housing Choice Voucher Payments Program Operating Budget is filed in the office Stanislaus Regional Housing Authority and is more particularly identified as follows:

| TERM                      | PROGRAM  | AMOUNT       |
|---------------------------|--|--------------|
| 10/01/2025 thru 9/30/2026 | Housing Choice Voucher                               | \$55,637,650 |
| 10/01/2025 thru 9/30/2026 | Housing Choice Voucher<br>Central Office Cost Center | \$ 1,241,950 |



**DULY AND REGULARLY ADOPTED** by the Board of Commissioners of the Stanislaus Regional Housing Authority this 26th day of June 2025. On motion of Commissioner \_\_\_\_, seconded by Commissioner \_\_\_\_\_, and on the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Secretary