



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org

APPLICATION TO THE REGIONAL HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Name: _____ Phone: Home: _____

Address: _____ Work: _____

City, Zip: _____ Email: _____

Are you currently serving on a board/commission/committee/council? Yes _____ No _____

Employment experience: _____

Community and organization volunteer experience: _____

Education: _____

Other experience or training: _____

COMMISSIONER QUALIFICATIONS AND REQUIREMENTS

Commissioner appointments to the Regional Housing Authority have certain statutory and regulatory qualifications and requirements that must be met by candidates. These qualifications and requirements include but are not limited to:

1. If applying for the Tenant Commissioner position, you must be a resident at one of the properties owed/managed by the Regional Housing Authority
2. Able to participate in public meetings and willing to make necessary time commitment.
3. Able to work as a team member with other commissioners and Executive Director on building consensus towards the best stewardship of scarce public resources to address local housing needs.
4. Prior public commission or committee experience is desirable.
5. Knowledge of local community and interest in affordable housing issues. Specialized knowledge of real estate, construction, landlord/tenant, finance, or Social Services is beneficial.
6. Cannot have any Conflict of Interest with any housing programs (See Code of Conduct attached)



The Housing Authority is an equal opportunity employer and housing provider.





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SUPPLEMENTAL QUESTIONNAIRE Regional Housing Authority– Board of Commissioners

Name: _____
Address: _____
City, Zip: _____

Phone: Home: _____
Work: _____
Email: _____

Please answer the following questions (use additional sheets, if necessary):

Describe why you are interested in becoming a Commissioner of the Regional Housing Authority (RHA). _____

Describe some of the issues facing RHA and indicate how you would address them.

Certification: I certify that all of the above statements made on this supplemental questionnaire are true to the best of my knowledge. I understand that any incorrect statements made may disqualify me from appointments to the Regional Housing Authority Board of Commissioners.

Signature _____

Date _____

Thank you for completing the supplemental questionnaire. **Please mail or hand deliver this document and your résumé (or a detailed list of your educational background, employment history, and volunteer activities) to Regional Housing Authority, 1455 Butte House Road, Yuba City, CA 95993.**



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CODE OF CONDUCT

I. PURPOSE

To protect the integrity of the Regional Housing RHA (RHA) information and services and employee efforts and to reduce the risk of litigation.

II. SCOPE

This policy applies to all employees, appointed officials and agents.

III. POLICY

Employees, appointed officials and agents are expected to devote their best efforts to the interests of the RHA and the conduct of its affairs. The RHA recognizes the rights of employees, appointed officials and agents to engage in activities outside of their employment which are of a private nature and unrelated to RHA business. However, a policy of full disclosure will be followed to assess and prevent potential conflicts of interest from arising.

No employee, appointed officials or agent of the RHA shall participate in selection, or in the award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when (i) the employee, appointed officials, or agent, (ii) any member of his/her immediate family, (iii) his/her partner, or (iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in any contract selected for award.

- a. Immediate family is defined as persons related by blood, marriage, or adoption, e.g. husband, wife, daughter, son, brother, sister, grandparents, grandchildren, cousins, etc. Family also includes significant others defined as person(s) with whom you have a close personal relationship, e.g. live-ins, fiancées, etc.

Note that it is impossible to outline all possible or potential conflicts of interest or the appearance of such conflicts. All employees, appointed officials and agents are required to exercise sound and reasonable judgement in determining whether a potential conflict, actual conflict or prospective conflict may exist which may have an influence on his or her decisions or actions as an employee of the RHA, or which could give the appearance of conflict.

If potential, actual or prospective conflict situations arise, an employee shall inform his or her department head and complete a Statement of Conflict of Interest.

Failure to disclose in writing such information may, after consideration of all pertinent facts, result in disciplinary action, up to and including dismissal.

IV. **PROCEDURE**

A. The following circumstances and conditions are not all-inclusive, and are set forth to guide employees, appointed officials and agents:

1. Employees, appointed officials and agents have an obligation to devote their full time to employment with the RHA.
2. No employee shall be employed in a dual employment capacity within RHA. That is, no one employee shall hold two RHA positions whether the positions are part-time, full-time or temporary.
3. No employee shall engage in outside work that will interfere with his or her primary job with the RHA. Nor will any employee engage in any activity of a nature that is in some way hostile or adverse to the RHA.
4. No employee of the RHA shall accept a retainer, commission, consulting fee or any other fee arrangement or remuneration from any job or service that may be a conflict without full written disclosure to the Executive Director. Full written disclosure must occur prior to any arrangement that may be a conflict. In the case of the Executive Director, full written disclosure shall be made to the Board of Commissioners.
5. No employee of the RHA shall neither solicit nor accept cash, gifts or favors of substantial value from clients, contractors, potential contractors or vendors. All gifts of substantial value must be declined politely. Employees, appointed officials and agents who receive consumable gifts shall share the gifts amongst all employees, appointed officials and agents. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.
6. No employee, appointed officials or agent who exercises or has exercised any function or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from a RHA activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with

whom he or she has family or business ties, during his or her tenure. Such conflict would arise when a financial or other interest in a firm selected by RHA for award is held by:

a. An employee, appointed officials, or agent involved in making the award;

b. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister or grandchild).

c. His/her partner; or

d. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

7. No outside work shall be done during an employee's work hours and no RHA facilities, equipment, labor or supplies shall be used to conduct this outside activity.
8. RHA equipment, supplies, materials (including excess materials and materials to be disposed) are property of the RHA. No RHA property shall be used for an employee's personal use or outside work activities.
9. An employee must disclose in writing any acquisition of or retention of ownership interest in property leased or offered for lease to the RHA or subsidized by the Section 8 or successor programs.
10. An employee, appointed officials or agent must not rent to a Section 8 client.
11. No employee shall make an employment decision regarding a relative or supervise a relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister or grandchild).
12. Managers must identify and address cases that can have a potential or appearance of a potential conflict of interest.

13. A special case management plan will be produced to address each case that has a potential or appearance of a potential conflict of interest.
- B. Any questions regarding a possible conflict of interest or outside work should be discussed with the immediate supervisor, manager, Executive Assistant/HR Coordinator or Executive Director.
- C. Failure to disclose in writing information related to any of the above points may lead to disciplinary action up to and including termination. Disclosure must take place once an employee has knowledge of a possible conflict of interest. Disclosure must take place for each occurrence.
- D. A questionnaire dealing with conflict of interest will be completed annually by all employees, appointed officials and agents covered by the scope of this policy as a continuing reminder and control on this important subject. However, an employee must disclose any potential conflict of interest any time they have knowledge of a potential conflict. A questionnaire must be completed under any circumstances that may present a potential conflict.

V. Administration

- A. Any employee, appointed officials or agent of the RHA shall report violations of this Code of Conduct to his/her supervisor, manager, Executive Assistant/HR Coordinator, Executive Director or the Board Chair and the Executive Director shall report any cases of possible conflict of interest concerning himself or herself in writing to the Board Chair.
- B. There will be no retaliation against any party who makes a good faith report or complaint concerning violations of this Code of Conduct, regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct.
- C. All RHA's supervisors/manager have a responsibility to be sensitive to and deal with violations of this Code of Conduct. This responsibility includes monitoring all relevant work activities and contacting a higher-level manager, Executive Assistant/HR Coordinator, Executive Director or the Board Chair, if it is reasonably believed that a violation of the Code of Conduct has occurred. Any such report shall be investigated regardless of whether a formal report or complaint has been made.

VI. Dissemination

- A. Any employee, appointed officials or agent of the RHA shall be informed of this Code of Conduct when he/she is initially retained by the RHA, and on an annual basis thereafter.

VII. Contact Information

Grantee Legal Name:	Regional Housing Authority
DUNS #:	621882174
Address:	1455 Butte House Road, Yuba City, CA 95993
Phone #:	(530) 671-0220
Email Address:	g.becerra@regionalha.org
Authorized Official and Title:	Gustavo Becerra, Executive Director

**REGIONAL HOUSING AUTHORITY
STATEMENT OF CONFLICT OF INTEREST**

Employee Name: _____ **Job Classification:** _____

STATEMENT OF EMPLOYEE AND FAMILY PARTICIPATION IN HOUSING RHA ASSISTANCE PROGRAMS

Immediate family is defined as persons related by blood, marriage, or adoption, e.g. husband, wife, daughter, son, brother, sister, grandparents, grandchildren, cousins, etc. Family also includes significant others defined as person(s) with whom you have a close personal relationship, e.g. live-ins, fiancées, etc.

1. Do you, your spouse, or any member of your immediate family (parents, spouse, children, siblings, grandparents, grandchildren, significant other or domestic partner) engage in any outside business that may be a conflict of interest, or a potential appearance of a conflict of interest?

_____ Yes _____ No

If yes, please list the individual(s) involved, their relationship to you and the nature of the business.

2. Are you an applicant on the RHA's Waiting List?

_____ Yes _____ No

3. Are you currently receiving housing assistance from the RHA?

_____ Yes _____ No

4. Do you currently own or have an interest in property that is being subsidized by the RHA?

_____ Yes _____ No

If yes, please list the property address(es) and the name(s) of any person(s) with whom you own the property.

5. Are any of your immediate family members applicants on the RHA's Waiting list?

_____ Yes _____ No

If yes, please list name and relationship of those persons.

6. Are any of your immediate family members participants in any of the RHA's programs?

_____ Yes _____ No

If yes, please list name and relationship of those persons.

7. Do any of your immediate family members own or have an interest in any property being subsidized by the RHA?

_____ Yes _____ No

If yes, please list the property address and name and relationship of those persons.

8. Are you related to or have a close personal relationship with any other RHA employees, appointed officials or agents?

_____ Yes _____ No

If yes, please list name and relationship of those persons.

9. Other (please explain): _____

STATEMENT OF EMPLOYEE AWARENESS OF PROPER USE OF RHA MATERIALS AND EQUIPMENT

I understand that RHA materials including RHA equipment, supplies, materials (including excess materials and materials to be disposed) are property of the RHA. I also understand that no RHA property shall be used for an employee's personal use or outside work activities.

Signed: _____ Date: _____
Employee's Signature

CONFLICT OF INTEREST REVIEW

(To be completed by Manager)

Note: If the answer to any of the questions on the Statement of Conflict of Interest is “Yes”, there is a potential conflict of interest, the Manager will indicate required follow-up action.

_____ No apparent conflict of interest.

_____ Potential or potential appearance of a conflict of interest.

_____ There is a conflict of interest.

DESCRIPTION OF CONFLICT OF INTEREST, POTENTIAL CONFLICT OF INTEREST OR POTENTIAL APPEARANCE OF A CONFLICT OF INTEREST:

_____ (Manager’s Initials)

_____ (Executive Director’s Initials)

FOLLOW-UP ACTION: _____

CASE MANAGEMENT PLAN: _____

Employee’s Signature/Date

Executive Director’s Signature/Date

Certification: I certify that all of the above statements made on this application are true to the best of my knowledge. I understand that any incorrect statements made may disqualify me from appointments to the Board of Commissioners of the Regional Housing Authority.

Signature _____

Date _____

Thank you for your application. Applications are only good for one year. Your application will be considered by the Regional Housing Authority if a vacancy exists and you meet the requirements. **Please mail or deliver your completed application to Regional Housing Authority, 1455 Butte House Road, Yuba City, CA 95993.**