State–Owned Housing
Roles and Responsibilities

This document describes the roles and responsibilities of participants in the State–Owned Housing (SOH) process. Those participants are the Site/Facility Manager or Supervisor (SM), Regional Administrative Officer (AO), Regional State–Owned Housing Coordinator (RSOHC), Regional Manager (RM), Accounting Services Branch (ASB) – Cash Receipts Unit, Human Resources Branch (HRB), Employee/Tenant, and the BMB Analyst.

SOH responsibilities are shared amongst all participants. It will benefit all participants to read this entire document to better understand the process and its collaborative nature.

Rental Agreement Types

DFW 215: The DFW**–**215 used for all Collective Bargaining Identifiers.

600A: a rarely used form for volunteers *only*.

FG–HRB 215: FG–HRB 215 will no longer be used for Supervisor rental agreements. All employee/tenants will utilize the 215 and select the appropriate employee type from the drop–down menu.

Rental Agreement Timeline

- **Minimum 20 Business Days Prior to Move–In:** The SM, working with the Tenant, will begin developing the appropriate documents for the rental agreement package. Once completed, the SM will then forward the documents to the RSOHC, who will review for completeness, request any edits, and capture any required signatures from the tenant, SM, and AO.

- **Minimum 10 Business Days Prior to Move–In:** The RSOHC will provide the completed packet, with the exception of the final RM signature, for BMB to review to the BMB inbox: bmbstateownedproperties@wildlife.ca.gov.

- **Within 5 Business Days of Receipt:** The BMB Analyst will review all documents ensuring the information is accurate, consistent and will work with the RSOHC obtaining corrections as needed.

- **Upon Completion of Edits:** Once the review and any required corrections (*if required*) are complete, the BMB Analyst will submit the completed Rental Agreement packet to the RM for the final executing signature and prepare the tenant payroll deduction notice. Once executed, the BMB Analyst will provide the completed rental agreement package to Region (RSOHC & AO).

- **Within 2 Business Days of Receipt:** The BMB Analyst will initiate the AskHR request on behalf of the Tenant for payroll deduction to begin.

- **Minimum 5 Business Days Prior to Move–In:** The RSOHC distributes the executed rental agreement package and the payroll deduction notice to the Tenant and the SM as appropriate. The RSOHC will request the payroll deduction letter be signed and returned by the Employee/Tenant within 10 days of tenant occupancy.

- **Within 10 Days of Occupancy:** The Employee/Tenant signs and returns the payroll deduction notice and submits the first month's rental payment via check or money order.

Move Out Timeline

- **Prior to Employee/Tenant Move Out:** the SM completes a walk through with the Employee/Tenant and completes the DFW 1026, identifying any items requiring repair or replacement and capturing the general condition of the unit.

- **Withing 7 Business Days of Move–Out:** the SM submits the DFW 1026 move–out document to the RSOHC for review. The RSOHC will review the document and submit to the BMB inbox: bmbstateownedproperties@wildlife.ca.gov and cc their respective BMB Analyst.

- **Within 2 Business Days of Receipt:** the BMB Analyst will update the appropriate records and submit a request to AskHR to cancel payroll deductions. The BMB Analyst will provide confirmation to the RSOHC that documents have been processed and capture items that the Employee/Tenant and SM note require repair or replacement for region to address or submit a facility maintenance request.

- **Post Execution:** It may take up to two pay cycles for deductions to cancel. However, it may cease immediately in which case the Employee/Tenant will be responsible for final rent payment by check or money order. If payroll deduction continues for any number of months following move–out, the BMB Analyst will provide the SM with the refund form and total refund amount. The SM will complete the refund form and submit it to ASB to process and issue the refund to the Employee/Tenant.

Site/Facility Manager or Supervisor (SM)

- Completes all required rental agreement documents identified on the Rental Agreement Checklist for all employees residing in State–Owned Housing.

- If occupancy **is a requirement** of employment, the Duty Statement must include a statement indicating that State–Owned Housing is a condition of employment, such as:

  "*This position requires the employee to reside in State–Owned Housing at (name your facility, for example "Warm Springs Hatchery").*"

- The SM inspects the unit with the Employee/Tenant and completes the Residence Inspection Checklist (DFW 1026) prior to Employee/Tenant move–in (commencement or move–in date) and upon move–out (move–out date). The SM will address repair or required provision items appropriately within the "Comments/Findings" section of the 1026, following any maintenance repair requests to facilities.

- Reviews each required rental agreement document with the Employee/Tenant(s) for completeness and accuracy, then forwards the signed rental agreement packet to their RSOHC (*all signatures except the RSOHC and the RM*).

- Provides all Employee/Tenant(s) with a printed copy of the State-Owned Housing Guide to Possessory Interest Tax Bills that is located on the SOH Intranet and SharePoint site. This document explains that **the rental of CDFW State-Owned Housing may create a "Possessory Interest" tax each year. The Employee/Tenant is responsible for paying the possessory interest tax to the County** unless the Employee/Tenant is a member of SEIU Bargaining Unit (BU) 11 (**Excluding CBID 11**). Then, CDFW pays the SOH possessory interest tax for BU 11 employees.

- The SM informs the Employee/Tenant(s) who are **not required** to reside in SOH that the housing is considered a taxable fringe benefit. Provides the Tenant with a printed copy of the Guide to State-Owned Housing as a Taxable Fringe Benefit that is located on the SOH Intranet and SharePoint site. This is critical information for the Employee/Tenant because it may affect their federal income tax liability.

- Monitors and ensures ongoing Employee/Tenant compliance with the provisions/conditions of their rental agreement.

- **A Minimum of 7 Days Prior to Any Employee/Tenant or Housing Changes:** the SM will inform the RSOHC of any changes at the facility.

- **No More Than 7 Days After Move–Out:** Upon Employee/Tenant move–out, the SM develops and provides the complete Residence Inspection Checklist (DFW 1026) to the RSOHC.

- Oversees and directs the maintenance and repair of SOH units.

- Provides Employee/Tenant with Job Aids on how to submit a Facility Maintenance Request using the Facility Maintenance Request System.

- Reviews Employee/Tenant Facility Maintenance Requests using the Facility Maintenance Request System and takes the appropriate action to begin the requested maintenance or repair of a SOH unit.

- Updates and monitors the Facility Maintenance Requests through the Facility Maintenance Ticketing System.

- Coordinates the dates of the Office of State Fire Marshall (OSFM) Fire Panic Safety Inspections with the BMB Analyst and Employee/Tenant. Accompany the State Fire Marshall and the Employee/Tenant during the inspection. If the Employee/Tenant is unavailable on the date of the inspection, obtains permission from the Tenant to attend the inspection without the Employee/Tenant.

Administrative Officer (AO)

- For new hires or current employees relocating from one SOH to another, verify the following:

    - Comment section on the Request for Personnel Action includes that SOH is a condition of employment.

    - Duty Statement includes the condition of employment, and expected conditions at the facility such as:
      "This position requires the employee to reside in State–Owned Housing at (name your facility, for example "Warm Springs Hatchery")."

    - For new hires or current employees relocating from one SOH to another, reviews, signs, and forward the completed Taxable Fringe Benefit Notice/Designation (DFW 1116) form to the RM for approval and signature.

    - After the RM signs the DFW 1116, forwards to the RSOHC (who maintains a copy for their file and includes in the submittal to their BMB Analyst).

Regional State–Owned Housing Coordinator (RSOHC)

- Reviews all required rental agreement documents for completeness and accuracy, initials off on the Rental Agreement Checklist and DFW 633.

- Emails the reviewed rental agreement package to their assigned BMB Analyst for review. The BMB Analyst will address any needed edits to any of the rental

agreement documents as applicable with the RSOHC. The rental agreement is not considered executed or valid until the RM signs.

> ***NOTE:*** *The rental agreement's timely execution allowing for compliance with the timeline detailed above is contingent on all parties returning needed edits in a timely manner.*

- Distributes executed Rental Agreement and supporting documents to the SM, Employee/Tenant, and AO. Requests the signed Payroll Deduction Notice from the Employee/Tenant and forwards to their assigned BMB Analyst once signed.

- **A Maximum of 7 Days After Move–Out:** the RSOHC receives the move–out document and provides the reviewed Residence Inspection Checklist (DFW 1026) to their assigned BMB Analyst through the BMB inbox: bmbstateownedproperties@wildlife.ca.gov.

- **A Minimum of 7 Days Prior to Any Tenant, Housing Changes, or Employee/Tenant Vacating:** Informs their BMB Analyst of any Employee/Tenant or housing changes at the facility. If any of the below events occur, a new Rental Agreement including all required documents must be submitted.

    - Additional occupant(s) moving in/out.
    - Employee/Tenant movement between SOH units/Regions.
    - Birth/adoption/fostering of additional minors.
    - Note: this does NOT include emergency relocations.

  Monitors the Facility Maintenance Requests through the Facility Maintenance Ticketing System, as necessary. See Job Aids for more details.

Regional Manager (RM)

- For new hires or current employees relocating from one SOH unit to another, verify the following:

    - Verify the Request for Personnel Action to hire includes a comment similar to, "The employee will be required to live in SOH as a condition of employment and should expect these conditions: example here."

    - Verify that the Employee/Tenant's Duty Statement includes this statement in the Additional Requirements section similar to, "This position requires the employee to reside in SOH at (name your facility, for example "Warm Springs Hatchery")."

    - Authorizes tenancy at their discretion, for employees and non–employees who are **not required** to live in SOH.

- Signs the DFW 1116 for all Employee/Tenant(s) residing in SOH, whether or not residency is a condition of employment. This form ***SHALL*** be completed in conjunction with and included with the Rental Agreement.

- Signs the Rental Agreement packet for execution. Once review is completed and initialed by the BMB Analyst.

- Signs and approves or denies the DFW 633

- **Consent by STATE:**

  - Wherever the Rental Agreement requires the consent or approval of STATE to a use, act or activity of Employee/Tenant, such consent shall be requested and given only in writing at the discretion of the RM, **NOT** their designee.

  - Any consent by STATE may be given upon and subject to such conditions as STATE may reasonably require. The person(s) authorized to provide consent or approval on behalf of STATE shall be the RM, **NOT** their designee.

  - The word "State" as referenced in the Rental Agreement is defined as the State of California, acting by and through its Department of Fish and Wildlife.

Accounting Services Branch (ASB) – Cash Receipts Unit

- Receives and credits rent payments to the Employee/Tenant's reporting structure and the project code assigned to their position. Updates the daily deposits spreadsheet(s) and saves copies of all SOH checks in the daily deposits folder.

- Updates the monthly Abatement Report, located on the ASB intranet page – Abatement Tab, and emails the monthly payroll deduction spreadsheet to the BMB State–Owned Properties Unit.

- Notifies Tenants of missing rent or refunds due, as appropriate (*BMB Analyst will send ASB a missing rent letter to review, sign, and send*).

Human Resources Branch (HRB/AskHR)

- Prepares and submits the Miscellaneous Deduction Change Report (STD 650) to the State Controller's Office (SCO) to establish payroll deduction for rent.

- Receives the executed Rental Agreement package from the BMB Analyst.

- Receives the request for payroll deduction cancellation and DFW 1026 from the BMB Analyst.

- Reports the monthly taxable fringe benefit to SCO if occupancy is not a requirement of SOH.

- Prepares and submits documents to the SCO to begin or cancel payroll deduction for rent, as applicable.

Employee/Tenant

- All Tenants 18 years and older complete and sign the Rental Agreement and Residence Inspection Checklist (DFW 1026) prior to move–in (occupancy).

- Payment of Rent:

    - If payroll deduction is not yet established arranges for the collection of rent via check, money order, or cashier's check. (For example, collection from non–State employees, new employees, or current employees relocating from one SOH to another).

- **A Minimum of 7 Days Before Vacating:** Informs the RSOHC and completes the DFW 1026 prior to move–out with their SM.

- Reviews and complies with the Internal Revenue Service Taxable Fringe Benefit obligations.

- Signs the Acknowledgment form confirming receipt of the Guide to State-Owned Housing as a Taxable Fringe Benefit as part of the Rental Agreement package.

- Reviews and complies with Possessory Interest Tax obligations, as applicable.

- Signs the Acknowledgment form confirming receipt of the State-Owned Housing Guide to Possessory Interest Tax Bills as part of the Rental Agreement package.

- Ensures ongoing Employee/Tenant and guest compliance with the requirements of the Rental Agreement.

- For emergency repair, maintenance and/or replacement, immediately contacts their SM. The SM has **five** business days to enter this information into the Facility Maintenance Ticketing System after the repair, maintenance and/or replacement have been completed.

- Escorts the SM or Supervisor during the Office of State Fire Marshall (OSFM) Fire Panic Safety Inspections or gives permission for the SM or Supervisor to

attend the inspection without the Employee/Tenant. Coordinates the dates of such inspections with the SM or Supervisor.

- Submits a check or money order for the first month's rent, within **10** days of occupancy and continues to keep their rent current on a month–to–month basis until payroll deduction is active.

- Pay rent in real–time by check or money by the **10th** of the month if payroll deduction is not yet established. Includes the physical SOH address and SOH structure number on the check. Mails check/money order to:

  California Department of Fish and Wildlife
  Attn: Accounting Services Branch – Cash Receipts
  P.O. Box 944209
  Sacramento, CA 94244–2090

BMB Analyst

The SOH Program is administered by the BMB Analyst, under the BMB State–Owned Facilities Unit.

- Verifies the Rental Agreement received is on the correct template for the Employee/Tenant's bargaining unit and classification, includes all the required attachments and acknowledgements, and verifies the monthly rental amount listed on the Rental Agreement is correct. The BMB Analyst may need to return the Rental Agreement to the RSOHC if correction(s) are needed. The BMB Analyst submits the documents for review to the State–Owned Facilities Unit Supervisor. After approval, the BMB Analyst obtains the executing signature from the RM (*the Rental Agreement may be received through email from the RSOHC*).

- Saves the executed Rental Agreement package on the U:drive and distributes electronic copies of the executed Rental Agreement package to the RSOHC and the AO, and submits the executed Rental Agreement to AskHR for HRB to create the STD 650. The BMB Analyst requests that the RSOHC provide copies to the Employee/Tenant and the SM.

  - Emails must be formatted with the following Subject Line: "Executed SOH Rental Agreement Package [Tenant's Last Name]"
  - BMB Analyst generates the Payroll Deduction Notice and provides the amount of rent owed for Employee/Tenant's first month and requests the RSOHC to obtain the Employee/Tenant's signature and return the signed form to the BMB Analyst.

- *A maximum of **2 business** days after receipt of the move–out documents:* Upon Employee/Tenant move–out, submits the Residence Inspection Checklist (DFW 1026) to AskHR for HRB to cancel payroll deductions.

- Maintains the templates for the Rental Agreement and associated documents on the SOH Intranet and SharePoint site.

- Reports Department housing data (e.g., appraisal information, monthly rent, unit specs) and updates the California Department of Human Resources (CalHR) database with residence and Employee/Tenant information.

- Updates the internal SOH master spreadsheet and files with residence and Employee/Tenant information as the Rental Agreements are executed or Employee/Tenants vacate or move to a different SOH unit.

- Reports Annual Possessory Interest Tax (PIT) information to Counties.

- Coordinates with and informs the RSOHC of all SOH issues.

- Serves as Contract Manager for the five–year housing appraisals, which includes coordinating with regional staff and approval of invoices (*if applicable*).

- Reports all Temporary/Emergency SOH Employee/Tenant relocations to CalHR and Labor Relations.

- Prepares reports to meet all CalHR reporting requirements.