

HOUSING AUTHORITY OF THE COUNTY OF BUTTE (HACB)
Board of Commissioners Meeting
2039 Forest Avenue
Chico, California 95928

MEETING AGENDA

September 16, 2021
2:00 p.m.

Members of the Board of Commissioners and HACB staff will be participating either in person or remotely. The Board of Commissioners welcomes and encourages public participation in the Board meetings either in person or remotely from a safe location.

Members of the public may be heard on any items on the Commissioners' agenda. A person addressing the Commissioners will be limited to 5 minutes unless the Chairperson grants a longer period of time. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Commissioners. Members of the public desiring to be heard on matters under jurisdiction of the Directors, but not on the agenda, may address the Commissioners during agenda item 6.

Please join my meeting from your computer, tablet or smartphone.

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If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email marysolp@butte-housing.com or call 530-895-4474 x.210.

Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

NEXT RESOLUTION NO. 4837

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of August 19, 2021

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- 3.2 Checks written for:
 - 3.2.1 Accounts Payable (General) – \$390,733.02
 - 3.2.2 Accounts Payable (FLH) – \$64,099.12
 - 3.2.3 Landlords – \$1,173,378.41
 - 3.2.4 Payroll – \$131,341.19
- 3.3 Financial Statements
- 3.4 Section 8 Housing Choice Voucher Program
- 3.5 Property Vacancy Report
- 3.6 Public Housing
- 3.7 Construction Projects
- 3.8 Capital Fund Improvement Projects
- 3.9 Farm Labor Housing Report
- 3.10 HACB Owned Properties
- 3.11 Tax Credit Properties
- 3.12 Family Self Sufficiency
- 3.13 Rental Assistance Programs
- 4. CORRESPONDENCE
 - 4.1 San Francisco Office of Public Housing (SF OPH) 3rd Quarter Newsletter
- 5. REPORTS FROM EXECUTIVE DIRECTOR
 - 5.1 Family Self-Sufficiency (FSS) Graduate – Recognition of FSS Graduate Tricia Lopez.
 Recommendation: Resolution No. 4837
 - 5.2 Section 8 Administrative Plan (AP) – Port Policy Amendment.
 Recommendation: Resolution No. 4838
 - 5.3 Gridley Farm Labor Housing (FLH) – FLH Rehab Phase II & III Resolution of Acceptance.
 Recommendation: Resolution No. 4839

- 5.4 Gridley Farm Labor Housing (FLH) – Management Agreement with AWI for Property Management of USDA-RD and Demonstration Housing.

Recommendation: Resolution No. 4841

- 5.6 Cal-Osha Required Policies (8) – Adoption of workplace safety policies (3): Covid Prevention Policy, Respirator Policy and Heat Illness Prevention Policy.

5.7 Strategic Asset Plan – Status update regarding Asset Repositioning.

5.8 Development Activity – Status Review.

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

9. REPORTS FROM COMMISSIONERS

- 9.1 Executive Director Compensation – Motion authorizing a one-time \$10,000 cash bonus and an additional eighty (80) hours of Administrative Leave Time to be used within the next twelve (12) months.

Recommendation:	Motion

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

12. COMMISSIONERS' CALENDAR

- **Next Meeting – October 21, 2021**

13. ADJOURNMENT

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BOARD OF COMMISSIONERS MEETING**

MEETING MINUTES OF August 19, 2021

The meeting was noticed pursuant to State Public Health COVID-19 pandemic health directives as authorized by Governor Gavin Newsom’s Executive Orders N-25-20 and N-29-20, providing for Brown Act exceptions, in observing “social distancing” protocols, to be conducted via teleconference, web-conference, and in person. Though the State directives were lifted on June 15, 2021, the meeting was conducted via teleconference, web-conference and in person, as noticed.

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:23 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Kate Anderson, Theresa Ayers, Larry Hamman, Laura Moravec, Rich Ober and David Pittman. Commissioners Alford, Hamman, Moravec and Pittman attended in person. Commissioners Anderson, Ayers, and Ober attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Hope Stone, Finance Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; Jerry Martin, Modernization Coordinator and Angie Little, Section 8 Manager.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Pittman moved that the Consent Calendar, including Resolution No. 4830 “ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES”, and Resolution No. 4831 “FNC CORPORATE RESOLUTION CERTIFICATE, be accepted as presented. Commissioner Hamman seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

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5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Housing Choice Voucher (HCV) & Emergency Housing Voucher (EHV) Payment Standards – Area Fair Market Rents (FMR's) by bedroom size for Butte and Glenn Counties are issued by HUD annually. HACB analyzes them to set Payment Standards for purposes of program administration, in this case, the EHV program, such Standards to fall within +/- 20% of the FMR's. Section 8 Housing Manager Angie Little reviewed market rental data to arrive at a recommendation for EHV Payment Standards for both Butte and Glenn Counties, recommended at 120% of FMR for all bedroom sizes. The justification is based on the systemic lack of area housing opportunity in general, and the layered difficulty in leasing up special-needs, formerly homeless households, who often require special considerations to be accepted by a landlord. The recommended Payment Standards would become effective October 1st.

RESOLUTION NO. 4832

Commissioner Ober moved that Resolution No. 4832 be adopted by reading of title only: "DETERMINATION OF 2022 PAYMENT STANDARDS FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND EMERGENCY HOUSING VOUCHER PROGRAM". Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.2 Personnel – The Board of Commissioners is responsible for the establishments of all positions, position descriptions, and salaries of the Authority. With the recent departure of Finance Director Kemp, and to provide new Finance Director Stone with the necessary support in the Accounting Department, it is recommended to change the organizational structure of the Accounting Department. The following actions are recommended to address workload, 1) eliminate Accountant position, 2) establish a second Senior accountant position, and 3) establish an Accounting Technician position. The recommended changes have no significant budget impact.

RESOLUTION NO. 4833

Commissioner Hamman moved that Resolution No. 4833 be adopted by reading of title only: "RE-ORGANIZATION OF ACCOUNTING DEPARTMENT, INCLUDING ADOPTION OF POSITION DESCRIPTION FOR ACCOUNTING TECHNICIAN". Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.3 HACB Consolidated Budget – The FY 2021-22 budget was presented for approval. The proposed budge is effective October 1st, and was reviewed and discussed by the Board's Budget Review Committee. The budget presented is a status quo budget in that HACB has received notice of adequate HUD funding for both Section 8 and Public Housing. It appears that the Section 8 HCV program, is finally taking on new life three (3) years post disaster, with much credit given to Administrative Operations Director Tamra Young and Section 8 Housing Manager Angie Little for their hardwork in rebuilding the program. A current area of concern is Gridley Farm

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Labor, with USDA shifting administration and its lack of response to HACB's \$3 million grant proposal for completion of the next rehab phase. HACB has reached out to Congressman LaMalfa's office regarding funding FLH improvements by means of a Congressional appropriation "earmark" (\$20 million?). HACB is also evaluating application for State Joe Serna Junior Farmworker Housing funds, which may provide up to \$10 million in rehab monies. On another note, insurance costs are assumed to see a 15% increase in premiums. Deputy Executive Director Guanzon thinks the increases affect both property and liability insurance and flood insurance. Commissioner Pittman shared that insurance underwriters are not renewing policies and walking out of the area because of the wildfires; Deputy Director Guanzon also informed the Board that the HACB is also shopping for insurance on the Kathy Court rebuild, because HAARP will not re-insure the property. Executive Director Mayer added that the plan with Kathy Court is to move forward in submitting plans to "grandfather" the property's multi-family status, and look at insurance a year or two down the line, when markets have settled. Commissioner Anderson added that in Paradise insurance policy issuance is on hold because of the active wildfires, she also commended former Finance Director Kemp on an amazing job on assembling the budget.

RESOLUTION NO. 4834

Commissioner Anderson moved that Resolution No. 4834 be adopted by reading of title only: "APPROVAL OF FISCAL YEAR 2021-22 CONSOLIDATED OPERATING BUDGET INCLUDING THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, HUD CONVENTIONAL LOW RENT PUBLIC HOUSING PROGRAM, USDA FARM LABOR HOUSING PROGRAM, AUTHORITY OWNED PROJECTS, AND OTHER AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS". Commissioner Alford seconded. The vote in favor was unanimous.

- 5.4 Liberty Bell Courtyards, Orland – Liberty Bell Apartment is a development project that will be located at North 6th Street, Orland. Pacific West Communities (PWC) entered into a Memorandum of Understanding with HACB's non-profit instrumentality, BCAHDC, to develop a thirty-two (32) unit affordable housing property serving seniors. PWC has requested the HACB approve a monthly utility allowance schedule specific to the development, based on use of the CTCAC-sanctioned California Utility Allowance Calculator (CUAC), where utility allowances are calculated by a California CUAC-certified engineer. The requested action is consistent with HACB establishment of utility allowances at other LIHTC-regulated properties in which it or its instrumentalities are involved.

RESOLUTION NO. 4835

Commissioner Ober moved that Resolution No. 4835 be adopted by reading of title only: "LIBERTY BELL COURTYARD APARTMENTS, ORLAND – UTILITY ALLOWANCES". Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.5 Woodward Family Apartments, Orland – Woodward Family Apartments is a development project that will be located at 211 Swift Street, Orland. Pacific West Communities (PWC) entered into a Memorandum of Understanding with HACB’s not profit instrumentality, BCAHDC, to develop thirty-six (36) units of affordable housing. PWC has requested the HACB approve a monthly utility allowance schedule specific to the development, based on use of the CTCAC-sanctioned California Utility Allowance Calculator (CUAC), where utility allowances are calculated by a California CUAC-certified engineer. The requested action is consistent with HACB establishment of utility allowances at other LIHTC-regulated properties in which it or its instrumentalities are involved.

RESOLUTION NO. 4836

Commissioner Anderson moved that Resolution No. 4836 be adopted by reading of title only: “WOODWARD FAMILY APARTMENTS, ORLAND – UTILITY ALLOWANCES”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.6 Strategic Asset Plan – Executive Director Mayer indicated that next month the HACB will bring forward for consideration a plan on how to advance the repositioning of the Walker Commons Apartments, Chico Commons Apartments and 1200 Park Avenue Apartments, all in Chico. The HACB is Investor Limited Partner (ILP) in the three tax-credit regulated properties. Its instrumentalities, BCAHDC and Banyard Management, will consider retaining the California Affordable Housing Agency (CalAHA) to reposition the properties. CalAHA will complete a renovation/refinancing plan for consideration by the respective owning partnerships, including HACB as ILP, BCAHDC and Banyard Management as Managing General Partners, and the partnership lenders.
- 5.7 Development Activity – Executive Director provided an update regarding the current development activity in the area, including a spreadsheet that identifies all current known affordable housing development projects in Butte and Glenn Counties; five projects have closed to date. Staff is also advancing work on Kathy Court apartments and is pushing forward on Fogg Avenue project direction. In addition, the agency is also looking into hiring a consultant to write application for Joe Serna funds for completion of FLH rehabilitation.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 3:01 pm
Reconvened: 3:14 pm

11.1 Government Code 54957: Public Employment Performance Evaluation – Chair Moravec reported out that the Board had reviewed and discussed the Executive Director’s Performance Evaluation, and direction was given to staff.

12. COMMISSIONERS’ CALENDAR

- **Next regular meeting – September 16, 2021.**

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Charles seconded. The meeting was adjourned at 3:15 p.m.

Dated: August 19, 2021.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

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**Housing Authority of the County of Butte
HACB Operating Account
AP Check Register**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/2/2021	154792	Gridley Municipal Utilities	\$126.00
8/2/2021	154793	P G & E	\$448.00
8/6/2021	2060	Internal Revenue Service	\$128.38
8/6/2021	2061	Employment Development Department	\$73.81
8/6/2021	2062	Employment Development Department	\$15.54
8/6/2021	154794	Accel Employment	\$25,000.00
8/6/2021	154795	Amber Sims	\$412.89
8/6/2021	154796	Andrew B. Bolden	\$2,988.00
8/6/2021	154797	Biggs Municipal Utilities	\$2,596.62
8/6/2021	154798	Blue Oak Property Management, Inc.	\$500.00
8/6/2021	154799	CALIFORNIA WATER SERVICE	\$10,792.01
8/6/2021	154800	CITY OF CHICO (22332)	\$584.40
8/6/2021	154801	COMCAST CABLE	\$226.42
8/6/2021	154802	Chico Housing Action Team	\$500.00
8/6/2021	154803	Creative Composition, Inc.	\$182.33
8/6/2021	154804	Douglas DeSoto	\$443.65
8/6/2021	154805	EAGLE SECURITY SYSTEMS	\$79.90
8/6/2021	154806	Eaton Housing Improvement Program	\$500.00
8/6/2021	154807	Gridley Municipal Utilities	\$100.00
8/6/2021	154808	HARSHBARGER ACE HARDWARE	\$25.28
8/6/2021	154809	HD Supply Facilities Maintenance, Ltd.	\$388.80
8/6/2021	154810	Jeffrey D Casperson	\$500.00
8/6/2021	154811	MAINTENANCE PLUS	\$2,624.95
8/6/2021	154812	Messenger Publishing Group	\$125.00
8/6/2021	154813	Michelle Heidel	\$500.00
8/6/2021	154814	OSM Investment Company	\$500.00
8/6/2021	154815	P G & E	\$536.04
8/6/2021	154816	Roy V. Peters	\$706.92
8/6/2021	154817	S.E.C. 5 Private Security dba	\$2,544.00
8/6/2021	154818	Sierra Pacific Management Company, Inc.	\$500.00
8/6/2021	154819	Sierra Village Project Partner LP	\$500.00
8/6/2021	154820	Valero Fleet	\$910.14
8/6/2021	154821	William L Payne	\$1,000.00
8/6/2021	154822	Basis Architecture & Consulting, Inc.	\$35,615.00
8/13/2021	2063	Internal Revenue Service	\$25,013.93
8/13/2021	2064	Employment Development Department	\$4,958.96
8/13/2021	2065	Employment Development Department	\$310.33
8/13/2021	2066	MassMutual Financial Group	\$3,105.00

8/13/2021	2067	CalPERS 457 Plan	\$315.00
8/13/2021	2068	CalPERS	\$11,977.81
8/13/2021	2069	CalPERS	\$4,087.61
8/13/2021	2070	CalPERS	\$700.00
8/13/2021	154826	A & K Water Works dba	\$1,430.00
8/13/2021	154827	Access Information Holdings, LLC.	\$98.11
8/13/2021	154828	Advanced Document	\$1,017.61
8/13/2021	154829	Baker Distributing Company, Inc.	\$75.87
8/13/2021	154830	Blue Oak Property Management, Inc.	\$500.00
8/13/2021	154831	Boulder Creek Housing LLC	\$500.00
8/13/2021	154832	CALIF. WTR. SER. ORO	\$5,928.23
8/13/2021	154833	CALIFORNIA WATER SERVICE	\$613.40
8/13/2021	154834	CIC	\$5,025.32
8/13/2021	154835	COMCAST CABLE	\$323.71
8/13/2021	154836	Celeste Doshi	\$1,000.00
8/13/2021	154837	Ceres Plaza Apartments LP	\$500.00
8/13/2021	154838	Chico Bidwell Associates	\$500.00
8/13/2021	154839	Chico Pacific Associates	\$500.00
8/13/2021	154840	Clean Master	\$2,951.00
8/13/2021	154841	Climate & Energy Solutions	\$1,789.00
8/13/2021	154842	E Center	\$145.96
8/13/2021	154843	ENTERPRISE-RECORD	\$800.00
8/13/2021	154844	Employment Development Department	\$32.16
8/13/2021	154845	Enloe Medical Center	\$67.00
8/13/2021	154846	Frederick Kostner	\$1,000.00
8/13/2021	154847	HARSHBARGER ACE HARDWARE	\$173.67
8/13/2021	154848	HD Supply Facilities Maintenance, Ltd.	\$84.38
8/13/2021	154849	Hallmark Chico LLC	\$1,000.00
8/13/2021	154850	Helen Gomez-Aguirre	\$1,000.00
8/13/2021	154851	InterWest Insurance Services, LLC	\$700.00
8/13/2021	154852	JACKSONS GLASS CO, INC.	\$1,213.60
8/13/2021	154853	Jiffy Lube, Inc.	\$92.59
8/13/2021	154854	LES SCHWAB TIRES	\$835.32
8/13/2021	154855	MACS HARDWARE	\$79.55
8/13/2021	154856	MAINTENANCE PLUS	\$645.51
8/13/2021	154857	MRI Software LLC	\$1,704.02
8/13/2021	154858	Messenger Publishing Group	\$94.00
8/13/2021	154859	Nacho's Electric (dba)	\$203.19
8/13/2021	154860	Neal Road Recycling & Waste	\$46.00
8/13/2021	154861	Nor-Cal Landscape Maintenance dba	\$11,390.00
8/13/2021	154862	North Valley Property Owners Association	\$20.00
8/13/2021	154863	North Valley Tree Service dba	\$2,800.00
8/13/2021	154864	OFFICE DEPOT INC	\$564.61
8/13/2021	154865	P G & E	\$6,287.19

8/13/2021	154866	Peppertree Apartments	\$500.00
8/13/2021	154867	Plan B Professional Answering Services	\$115.00
8/13/2021	154868	QUILL CORPORATION	\$1,061.29
8/13/2021	154869	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$4,038.34
8/13/2021	154870	ROTO-ROOTER OROVILLE	\$175.00
8/13/2021	154871	SPRINT	\$65.53
8/13/2021	154872	Sheridan Square Investors	\$1,000.00
8/13/2021	154873	Sierra Landscape & Maintenance	\$6,880.00
8/13/2021	154874	Sierra Pacific Management Company, Inc.	\$500.00
8/13/2021	154875	Slakey Brothers, Inc.	\$958.06
8/13/2021	154876	Squyres Fire Protection, Inc.	\$155.43
8/13/2021	154877	Staples Business Credit	\$1,368.74
8/13/2021	154878	Terence Ring	\$500.00
8/13/2021	154879	Void / The Home Depot Credit Services	\$0.00
8/13/2021	154880	Void / The Home Depot Credit Services	\$0.00
8/13/2021	154881	The Home Depot Credit Services	\$4,797.00
8/13/2021	154882	Thermalito Irrigation	\$602.30
8/13/2021	154883	US Bank	\$223.08
8/13/2021	154884	United States Postal Service (CMRS-FP)	\$2,500.00
8/13/2021	154885	Verizon Wireless	\$1,129.40
8/13/2021	154886	WASTE MANAGEMENT	\$3,707.56
8/13/2021	154887	Willows Apartments LP	\$500.00
8/13/2021	154888	Willows Family Associates LP	\$500.00
8/13/2021	154889	Wittmeier Collision Center dba	\$1,020.00
8/15/2021	2052	Benefit Resource, Inc.	\$125.00
8/20/2021	2071	Internal Revenue Service	\$5,345.59
8/20/2021	2072	Employment Development Department	\$895.15
8/20/2021	2073	Employment Development Department	\$51.33
8/20/2021	2074	MassMutual Financial Group	\$16,000.00
8/20/2021	154890	A-1 Appliance	\$346.84
8/20/2021	154891	AT&T	\$244.71
8/20/2021	154892	Adecco Employment Services	\$3,392.00
8/20/2021	154893	Angelica Mayorga Mercado	\$806.33
8/20/2021	154894	Armed Guard Private Security, Inc	\$170.00
8/20/2021	154895	Awards Company	\$106.42
8/20/2021	154896	Basis Architecture & Consulting, Inc.	\$11,032.00
8/20/2021	154897	CALIF. WTR. SER. ORO	\$766.62
8/20/2021	154898	CITY OF CHICO (22332)	\$729.85
8/20/2021	154899	COMCAST CABLE	\$341.92
8/20/2021	154900	Charles Alford	\$50.00
8/20/2021	154901	Cypress Dental Administrators	\$3,523.98
8/20/2021	154902	David Pittman	\$50.00
8/20/2021	154903	EAGLE SECURITY SYSTEMS	\$105.00
8/20/2021	154904	Electric Eel, Inc.	\$1,282.77

8/20/2021	154905	Entwood Property Management Inc.	\$500.00
8/20/2021	154906	FedEx	\$28.57
8/20/2021	154907	First Unum Life Insurance Company	\$1,115.95
8/20/2021	154908	GUZI-WEST Inspection and Consulting. LLC	\$3,933.04
8/20/2021	154909	Golden State Risk Management Authority	\$32,872.00
8/20/2021	154910	HD Supply Facilities Maintenance, Ltd.	\$1,374.00
8/20/2021	154911	Jiffy Lube, Inc.	\$471.43
8/20/2021	154912	Jose Acosta Rosales	\$82.10
8/20/2021	154913	Larry Hamman	\$50.00
8/20/2021	154914	Larry Hamman	\$33.60
8/20/2021	154915	Laura Moravec	\$50.00
8/20/2021	154916	MAINTENANCE PLUS	\$187.50
8/20/2021	154917	MES VISION	\$638.72
8/20/2021	154918	Nacho's Electric (dba)	\$833.62
8/20/2021	154919	P G & E	\$1,540.40
8/20/2021	154920	ROTO-ROOTER OROVILLE	\$270.00
8/20/2021	154921	Richard H. Ober	\$50.00
8/20/2021	154922	THRIFTY ROOTER-SERVICE & PLUMBING	\$300.00
8/20/2021	154923	TIAA COMMERCIAL FINANCE, INC	\$143.72
8/20/2021	154924	Theresa Ayers	\$50.00
8/20/2021	154925	WCP Solutions	\$184.47
8/27/2021	2075	Internal Revenue Service	\$22,777.44
8/27/2021	2076	Employment Development Department	\$4,465.02
8/27/2021	2077	Employment Development Department	\$412.33
8/27/2021	2078	MassMutual Financial Group	\$2,905.00
8/27/2021	2079	CalPERS 457 Plan	\$215.00
8/27/2021	2080	CalPERS	\$4,189.48
8/27/2021	2081	CalPERS	\$12,025.60
8/27/2021	154934	Adecco Employment Services	\$831.60
8/27/2021	154935	Boulder Creek Housing LLC	\$1,000.00
8/27/2021	154936	Butte County Recorder	\$16.00
8/27/2021	154937	Butte County Recorder	\$16.00
8/27/2021	154938	CALIFORNIA WATER SERVICE	\$10,054.13
8/27/2021	154939	COMCAST CABLE	\$115.12
8/27/2021	154940	Cameo Village	\$500.00
8/27/2021	154941	Caminar	\$500.00
8/27/2021	154942	Campbell Commons Associates	\$500.00
8/27/2021	154943	Chico Gardens	\$500.00
8/27/2021	154944	Cool Time LLC	\$500.00
8/27/2021	154945	Diversified Adjustment Services Inc	\$152.79
8/27/2021	154946	Gridley Municipal Utilities	\$1,310.67
8/27/2021	154947	Hidden Acres LLC	\$500.00
8/27/2021	154948	JACKSONS GLASS CO, INC.	\$327.89
8/27/2021	154949	Jiffy Lube, Inc.	\$49.88

8/27/2021	154950	Melissa Daugherty*S8PB	\$62.00
8/27/2021	154951	NVPM Property Management Services, Inc.	\$500.00
8/27/2021	154952	OFFICE DEPOT INC	\$492.28
8/27/2021	154953	OPER. ENG. LOCAL #3	\$798.00
8/27/2021	154954	Oroville Pacific Associates	\$500.00
8/27/2021	154955	P G & E	\$17.72
8/27/2021	154956	Quinnndarrin Riley*S8PB	\$25.00
8/27/2021	154957	R&D Mfg. & Machine Co. dba	\$180.00
8/27/2021	154958	ROTO-ROOTER OROVILLE	\$185.00
8/27/2021	154959	Sheraton Real Estate Management	\$500.00
8/27/2021	154960	THRIFTY ROOTER-SERVICE & PLUMBING	\$225.00
8/27/2021	154961	TPx Communications	\$906.73
8/27/2021	154962	The Hignell Companies	\$500.00
8/27/2021	154963	US Bank	\$150.15
8/27/2021	154964	Umpqua Bank	\$1,251.67
8/27/2021	154965	Verizon Wireless	\$1,179.44
8/27/2021	154966	Yuba City	\$151.00
		TOTAL	\$390,733.02

**Housing Authority of the County of Butte
FLH Operating Account
AP Check Register**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/13/2021	1943	CIC	\$90.45
8/13/2021	1944	EAGLE SECURITY SYSTEMS	\$105.00
8/13/2021	1945	Juan Meza	\$408.11
8/13/2021	1946	ROTO-ROOTER OROVILLE	\$450.00
8/13/2021	1947	Slakey Brothers, Inc.	\$1,890.43
8/27/2021	1948	HACB	\$61,155.13
		TOTAL	\$64,099.12

Housing Authority of the County of Butte
BALANCE SHEET
July, 2021

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	4,239,276.67
Cash - Other Restricted	1,443,854.59
Cash - Tenant Security Deposits	346,059.96
Accounts Receivable - HUD	24,338.50
Accounts Receivable - Other Gov	38,032.78
Accounts Receivable - Misc	156,587.04
Accounts Receivable - Tenants	38,078.84
Accounts Receivable - Fraud	0.00
Note Receivable - Current Portion	3,107.00
Accrued Interest Receivable	14,361.80
Investments - Unrestricted	1,824,708.54
Investments - Restricted	11,458,496.84
Inventories	24,617.47
Prepaid Expenses	269,325.19
Inter-program Due From	-249,078.84
Total Current Assets	19,631,766.38
Fixed Assets	
Fixed Assets & Accumulated Depreciation	27,360,412.45
Total Fixed Assets	27,360,412.45
Other Non-Current	
Notes Loans & Mortgages Receivable	1,965,371.97
Deferred Outflows - GASB 68 & 75	849,699.78
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,820,116.82
Total Other Non-Current	6,635,198.57
TOTAL ASSETS	53,627,377.40
LIABILITIES	
Current Liabilities	
Accounts payable	137,428.85
Accrued Payroll Liabilities	209,320.93
Accrued Interest Payable	215,550.70
Tenant Security Deposits	331,758.64
Deferred Revenue	269,139.42
Payable to HUD	0.00
Long Term Debt - Current Portion	336,738.01
Accrued Liabilities - Other	666,159.35
Inter-program Due To General Fund	-249,078.84
Total Current Liabilities	1,917,017.06
Long-Term Liabilities	
Deferred Outflows - GASB 68 & 75	128,600.00
Other Post Retirement Ben-Net GASB 75	243,914.00
Unfunded Pension Liabiltiy - GASB 68	3,733,706.00
Long-Term Debt	13,570,853.06
Non-Current Liability- Other (FSS)	42,864.86
Total Long-Term Liabilities	17,719,937.92
TOTAL LIABILITIES	19,636,954.98
NET POSITION	
Beginning Net Position	29,511,868.37
Retained Earnings	4,478,554.05
TOTAL NET POSITION	33,990,422.42
TOTAL LIABILITIES AND NET POSITION	53,627,377.40

HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT
October 1, 2020 to Jul 31, 2021

	Month to Date			Year to Date			83.3%
	Actual	Budget 2	Remaining	Actual	Budget 2	Remaining	% used
REVENUE							
NET DWELLING RENT	309,950	297,945	-12,005	3,029,999	3,575,343	545,344	84.7%
TENANT CHARGES	11,168	9,197	-1,971	56,959	110,360	53,401	51.6%
LAUNDRY REVENUE	2,724	2,599	-125	26,131	31,184	5,053	83.8%
HUD GRANT REVENUE	1,602,452	1,696,092	93,640	15,723,000	20,353,098	4,630,098	77.3%
OTHER GRANT REVENUE	36,904	32,500	-4,404	373,989	390,000	16,012	95.9%
MORTGAGE INTEREST INCOME	6,318	6,234	-84	62,180	74,813	12,633	83.1%
FRAUD RECOVERY	4,307	2,833	-1,474	44,190	34,000	-10,190	130.0%
OTHER INCOME	60,216	49,222	-10,994	639,804	590,668	-49,136	108.3%
INVESTMENT INCOME-unrestricted	327	4,234	3,907	6,847	50,804	43,957	13.5%
INVESTMENT INCOME-restricted	203	112	-91	2,518	1,346	-1,172	187.1%
TOTAL REVENUE	2,034,569	2,100,968	66,399	19,965,617	25,211,616	5,245,999	79.2%
EXPENSES							
ADMIN. EMPLOYEE SALARIES	247,103	182,104	-64,999	1,785,899	2,185,250	399,351	81.7%
AUDIT FEE	0	2,813	2,813	32,387	33,752	1,365	96.0%
ADVERTISING & MARKETING	176	1,015	839	14,815	12,185	-2,630	121.6%
PR TAXES & BENEFITS-ADMIN	110,038	95,533	-14,505	853,847	1,146,393	292,546	74.5%
OFFICE EXPENSES	26,660	29,731	3,071	241,010	356,767	115,757	67.6%
LEGAL EXPENSES	0	3,717	3,717	40,475	44,600	4,125	90.8%
TRAVEL	0	1,843	1,843	76	22,122	22,046	0.3%
ALLOCATED OVERHEAD	0	0	0	0	0	0	0.0%
OTHER ADMIN. EXPENSE	52,982	40,734	-12,248	503,375	488,807	-14,568	103.0%
TOTAL ADMIN. COSTS	436,959	357,490	-79,469	3,471,883	4,289,876	817,992	80.9%
TENANT SERVICES-SALARIES	4,481	4,375	-106	47,360	52,500	5,140	90.2%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	1,524	1,569	45	16,310	18,822	2,512	86.7%
TENANT SERVICES-MISC.	7,808	2,947	-4,861	23,518	35,365	11,847	66.5%
TOTAL TENANT SERVICES	13,813	8,891	-4,922	87,188	106,687	19,499	81.7%
WATER	16,142	17,273	1,131	187,718	207,280	19,562	90.6%
ELECTRICITY	11,713	8,627	-3,086	83,563	103,526	19,963	80.7%
GAS	689	1,840	1,151	15,258	22,079	6,821	69.1%
SEWER	15,232	16,939	1,707	163,055	203,262	40,207	80.2%
TOTAL UTILITIES-PROJECT	43,776	44,679	903	449,594	536,147	86,553	83.9%
MAINTENANCE SALARIES	39,060	32,970	-6,090	311,290	395,645	84,355	78.7%
MAINTENANCE MATERIAL	11,844	13,033	1,189	128,010	156,400	28,390	81.8%
MAINTENANCE CONTRACT COSTS	81,299	84,965	3,666	820,792	1,019,585	198,793	80.5%
PR TAXES & BENEFITS-MAINT	22,677	19,145	-3,532	184,743	229,736	44,993	80.4%
TOTAL MAINTENANCE	154,880	150,114	-4,766	1,444,834	1,801,366	356,532	80.2%
PROTECTIVE SERVICES	3,207	4,333	1,126	41,308	52,000	10,692	79.4%
INSURANCE-ALL	31,105	29,815	-1,290	308,280	357,779	49,499	86.2%
OTHER GENERAL EXP ⁴	3,462	10,071	6,609	537,494	120,850	-416,644	444.8%
P.I.L.O.T.	10,271	11,592	1,321	110,984	139,108	28,124	79.8%
BAD DEBTS - TENANTS	0	7,371	7,371	7,738	88,457	80,719	8.7%
INTEREST EXPENSE	26,401	25,677	-724	194,196	308,125	113,929	63.0%
TOTAL OTHER OPERATING EXP.	74,446	88,860	14,414	1,200,001	1,066,319	-133,682	112.5%
EXTRAORDINARY MAINT.	0	0	0	0	0	0	0.0%
CASUALTY LOSSES	0	0	0	0	0	0	0.0%
HOUSING ASSIST PAYMENTS	1,131,703	1,336,132	204,429	12,037,774	16,033,580	3,995,806	75.1%
HAP - PORTS IN	0	0	0	0	0	0	0.0%
FRAUD LOSSES	0	0	0	0	0	0	0.0%
TOTAL OTHER COSTS	1,131,703	1,336,132	204,429	12,037,774	16,033,580	3,995,806	75.1%
TOTAL EXPENSES	1,855,577	1,986,165	130,588	18,691,276	23,833,975	5,142,699	78.4%
RETAINED EARNINGS ¹	178,992	114,803	-64,189	1,274,342	1,377,641	103,299	92.5%
+/- REPL. RESERVE ² (NET)	2,058	11,865	9,807	19,641	142,375	122,734	13.8%
+ USDA GRANT FUNDS ¹	0	368,403	368,403	4,336,398	4,420,837	84,439	98.1%
- DEBT SERVICE PMTS (USDA) ³	-20,180	-28,127	-7,947	-189,527	-337,528	-148,001	56.2%
+/- GAIN/LOSS on PARS TRUST ACCT ¹	12,580	7,500	0	395,365	90,000	-305,365	439.3%
- CAPITALIZED ASSETS	-20,559	-454,743	-434,184	-5,146,048	-5,456,920	-310,872	94.3%
+/- ACCR. INTEREST	-36,102	-10,478	25,624	-86,418	-125,741	-39,323	68.7%
NET CASH FLOW	116,789	9,222	-102,487	603,753	110,664	-493,089	545.6%

¹ RE--USDA Grant Funds +/- PARS Interest-Depreciation =Balance Sheet \$4,509,155

² Replacement Reserve deposits net of withdrawals

³ USDA debt payments

⁴ Includes BOND Issuance Costs \$415,173

Housing Authority of the County of Butte
FARM LABOR HOUSING - R&E RD FORMAT
July 31, 2021

YTD %
83.33

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	39,800	38,689	1,111	378,593	464,268	-85,675	81.55
Tenant Charges	642	200	442	1,002	2,400	-1,398	41.74
Laundry Revenue	129	217	-88	2,793	2,600	193	107.43
Investment Income-unrestricted	0	17	-16	16	200	-184	7.98
Investment Income-restricted	3	100	-97	154	1,200	-1,046	12.82
Federal Grant Revenue	36,904	32,500	4,404	355,561	390,000	-34,439	91.17
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	77,478	71,722	5,756	738,118	860,668	-122,550	85.76
Maintenance & Repairs Payroll	3,978	3,583	394	34,833	43,000	-8,167	81.01
Maintenance & Repairs Supply	2,682	1,250	1,432	9,083	15,000	-5,917	60.55
Maintenance & Repairs Contracts	1,077	1,167	-90	10,148	14,000	-3,852	72.49
Painting	0	0	0	0	0	0	0.00
Grounds	6,887	6,604	283	59,715	79,250	-19,535	75.35
Security Services	1,235	1,833	-598	16,293	22,000	-5,707	74.06
Capital Budget items	0	54	-54	0	650	-650	0.00
Other Operating Expenses	264	292	-28	7,602	3,500	4,102	217.19
Sub-Total Maint. & Operations	16,123	14,783	1,340	137,673	177,400	-39,727	77.61
Electricity	3,548	2,667	881	25,023	32,000	-6,977	78.20
Water	0	2,167	-2,167	21,820	26,000	-4,180	83.92
Sewer	0	1,583	-1,583	12,356	19,000	-6,644	65.03
Fuel (Gas/Propane)	141	583	-443	3,060	7,000	-3,940	43.71
Garbage & Trash Removal	1,968	2,810	-841	18,917	33,715	-14,798	56.11
Sub-Total Utilities	5,657	9,810	-4,152	81,176	117,715	-36,539	68.96
Site Mgmt Payroll	9,733	7,767	1,967	79,713	93,200	-13,487	85.53
Project Auditing Exp	0	322	-322	3,785	3,860	-75	98.06
Project Bookkeeping/Accounting	966	792	174	7,604	9,500	-1,896	80.04
Legal Expenses	0	100	-100	1,130	1,200	-70	94.17
Advertising	0	158	-158	1,125	1,890	-765	59.52
Telephone	440	450	-10	3,775	5,400	-1,625	69.90
Office Supplies	184	167	18	679	2,000	-1,321	33.93
Office Furniture & Equipment	0	0	0	0	0	0	0.00
Training Expense	0	104	-104	0	1,250	-1,250	0.00
Health Ins & Other Emp Benefits	4,741	4,296	446	38,713	51,548	-12,835	75.10
Payroll Taxes	1,109	1,051	58	9,814	12,609	-2,795	77.83
Workman's Comp	717	606	110	5,201	7,277	-2,076	71.47
Other Admin. Expenses	553	783	-229	3,847	9,391	-5,544	40.97
Sub-Total Administrative	18,443	16,594	1,850	155,384	199,125	-43,741	78.03
PILOT (Special Assessments)	1,443	1,925	-482	17,765	23,100	-5,335	76.90
Insurance-Property & Liability	2,596	2,577	19	25,823	30,918	-5,095	83.52
Insurance-Other	7,339	7,575	-236	73,389	90,900	-17,511	80.74
Sub-Total Taxes & Insurance	11,377	12,077	-699	116,977	144,918	-27,941	80.72
TOTAL EXPENSES	51,601	53,263	-1,662	491,210	639,158	-147,948	76.85
RETAINED EARNINGS	25,878	18,459	7,418	246,908	221,510	25,398	111.47
- Reserve Capital Expenditures	2,900	1,483	1,417	44,649	17,800	26,849	250.84
- Debt Payments	17,111	16,352	759	171,114	196,228	-25,114	87.20
- Miscellaneous Expenses	0	200	-200	0	2,400	-2,400	0.00
- Asset Mgt Fee	0	0	0	0	0	0	0.00
-/+ Change in Reserves Bal.(-interest)	396,880	1,144	395,737	429,854	13,725	416,129	3,131.90
NET CASH FLOW	402,747	1,567	401,179	460,998	18,807	442,191	2,451.20

Housing Authority of the County of Butte
SECTION 8 INCOME STATEMENT W/CARES ACT
July 31, 2021

YTD %
83.33

	Month to Date			Year to Date			
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	1,440,210	1,492,978	-52,768	14,069,023	17,915,735	-3,846,712	78.53
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	53	1,500	-1,447	1,363	18,000	-16,637	7.57
Investment Income-restricted	6,288	3,333	2,955	197,622	40,000	157,622	494.05
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	4,307	2,833	1,474	44,190	34,000	10,190	129.97
Other Income	0	0	0	7,440	0	7,440	0.00
TOTAL REVENUES	1,450,858	1,500,645	-49,787	14,319,639	18,007,735	-3,688,096	79.52
Administrative Employee Salaries	81,677	54,083	27,593	550,217	649,000	-98,783	84.78
Audit Fee	0	1,675	-1,675	20,061	20,100	-39	99.80
Advertising & Marketing	0	417	-417	2,812	5,000	-2,188	56.24
Admin. Fringe Benefits & Taxes	35,539	28,664	6,875	268,361	343,970	-75,609	78.02
Office Expenses	13,788	12,917	872	120,983	155,000	-34,017	78.05
Legal Expenses	0	625	-625	8,030	7,500	530	107.07
Travel	0	795	-795	0	9,542	-9,542	0.00
Allocated Overhead	53,012	43,305	9,708	401,921	519,658	-117,737	77.34
Other Admin. Expenses	24,569	17,083	7,485	235,308	205,000	30,308	114.78
Total Operating Admin. Costs	208,586	159,564	49,021	1,607,693	1,914,770	-307,077	83.96
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	0	0	0	0	0	0	0.00
Water	162	133	28	977	1,600	-623	61.09
Electricity	1,449	950	499	9,863	11,400	-1,537	86.52
Gas	9	92	-83	909	1,100	-191	82.66
Sewer	132	13	120	1,308	150	1,158	872.31
Total Utilities-Project	1,752	1,188	564	13,058	14,250	-1,192	91.64
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	433	917	-484	3,739	11,000	-7,261	33.99
Maintenance Contract Costs	3,077	708	2,369	10,564	8,500	2,064	124.28
Maintenance Fringe Benefits	0	0	0	5	0	5	0.00
Total Maintenance Costs	3,510	1,625	1,885	14,308	19,500	-5,192	73.38
Protective Services	257	208	49	2,643	2,500	143	105.71
Insurance-Liab/Property/Auto	374	374	0	3,744	4,492	-748	83.34
Other General Expenses	1,109	7,083	-5,974	48,131	85,000	-36,869	56.63
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	1,741	7,666	-5,925	54,518	91,992	-37,474	59.26
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,117,006	1,319,175	-202,169	11,867,940	15,830,100	-3,962,160	74.97
Fraud Losses	0	833	-833	0	10,000	-10,000	0.00
Total Other Costs	1,117,006	1,320,008	-203,003	11,867,940	15,840,100	-3,972,160	74.92
TOTAL EXPENSES	1,332,593	1,490,051	-157,458	13,557,518	17,880,612	-4,323,094	75.82
RETAINED EARNINGS	118,265	10,594	107,671	762,121	127,123	634,998	599.51
Assets Purchased	0	-6,250	6,250	-15,120	-75,000	59,880	20.16
NET CASH FLOW	118,265	4,344	113,921	747,001	52,123	694,878	1,433.15

Housing Authority of the County of Butte
PUBLIC HOUSING-ALL INCOME STATEMENT
July 31, 2021

YTD %
83.33

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	125,765	119,589	6,177	1,242,255	1,435,063	-192,808	86.56
Tenant Charges	9,840	7,500	2,340	38,690	90,000	-51,310	42.99
Laundry Revenue	1,668	1,250	418	11,814	15,000	-3,186	78.76
HUD Grant Revenue	118,475	120,532	-2,057	1,250,362	1,446,379	-196,017	86.45
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	144	1,750	-1,606	3,578	21,000	-17,422	17.04
Investment Income-restricted	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	619	200	419	2,424	2,400	24	101.02
TOTAL REVENUES	256,512	250,820	5,692	2,549,123	3,009,842	-460,719	84.69
Administrative Employee Salaries	43,233	31,938	11,295	310,124	383,250	-73,126	80.92
Audit Fee	0	280	-280	3,137	3,360	-223	93.37
Advertising & Marketing	0	125	-125	8,984	1,500	7,484	598.96
Admin. Fringe Benefits & Taxes	24,456	16,927	7,529	194,766	203,123	-8,357	95.89
Office Expenses	5,334	6,417	-1,082	47,872	77,000	-29,128	62.17
Legal Expenses	0	1,667	-1,667	3,143	20,000	-16,857	15.72
Travel	0	192	-192	0	2,300	-2,300	0.00
Allocated Overhead	56,078	46,340	9,738	425,166	556,083	-130,917	76.46
Other Admin. Expenses	2,191	2,167	24	34,547	26,000	8,547	132.87
Total Operating Admin. Costs	131,292	106,051	25,241	1,027,740	1,272,616	-244,876	80.76
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	719	-719	1,303	8,625	-7,322	15.10
Total Tenant Services	0	719	-719	1,303	8,625	-7,322	15.10
Water	12,160	10,458	1,701	105,691	125,500	-19,809	84.22
Electricity	3,097	2,231	865	22,693	26,775	-4,082	84.76
Gas	231	500	-269	5,343	6,000	-657	89.05
Sewer	9,722	9,792	-69	96,948	117,500	-20,552	82.51
Total Utilities-Project	25,210	22,981	2,229	230,676	275,775	-45,099	83.65
Maintenance Salaries	33,906	27,595	6,310	261,554	331,145	-69,591	78.98
Maintenance Materials	7,792	10,417	-2,625	70,058	125,000	-54,942	56.05
Maintenance Contract Costs	29,896	24,063	5,833	217,125	288,750	-71,625	75.19
Maintenance Fringe Benefits	19,908	16,557	3,350	160,098	198,687	-38,589	80.58
Total Maintenance Costs	91,501	78,632	12,870	708,835	943,582	-234,747	75.12
Protective Services	1,517	2,083	-566	20,181	25,000	-4,819	80.72
Insurance-Liab/Property/Auto	14,216	14,104	112	140,956	169,243	-28,287	83.29
Other General Expenses	0	250	-250	0	3,000	-3,000	0.00
PILOT	8,828	9,375	-547	89,877	112,500	-22,623	79.89
Bad Debts-Tenant	0	5,000	-5,000	0	60,000	-60,000	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	24,561	30,812	-6,251	251,015	369,743	-118,728	67.89
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	272,564	239,195	33,369	2,219,568	2,870,341	-650,773	77.33
RETAINED EARNINGS	-16,052	11,625	-27,678	329,555	139,501	190,054	236.24
Capital Fund Transfers In	0	7,500	-7,500	90,000	90,000	0	100.00
Capitalized Assets & Work in Progress	0	11,442	-11,442	40,662	137,300	-96,638	29.62
NET CASH FLOW	-16,052	7,683	-23,736	378,893	92,201	286,692	410.94

Housing Authority of the County of Butte
CAPITAL FUNDS INCOME STATEMENT
July 31, 2021

YTD %
83.33

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	17,285	72,419	-55,133	287,032	869,023	-581,991	33.03
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	0	0	0	0	0	0	0.00
Investment Income-restricted	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	17,285	72,419	-55,133	287,032	869,023	-581,991	33.03
Administrative Employee Salaries	4,102	3,250	852	26,303	39,000	-12,697	67.44
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	470	1,000	-530	4,322	12,000	-7,678	36.02
Office Expenses	72	417	-345	816	5,000	-4,184	16.33
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	63	-63	0	750	-750	0.00
Allocated Overhead	3,041	2,428	613	23,058	29,140	-6,082	79.13
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	7,685	7,158	527	54,500	85,890	-31,390	63.45
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	0	0	0	0	0	0	0.00
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	7	0	7	0.00
Total Utilities-Project	0	0	0	7	0	7	0.00
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	74	0	74	104	0	104	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	74	0	74	104	0	104	0.00
Protective Services	0	0	0	37	0	37	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	0	0	0	37	0	37	0.00
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	7,758	7,158	601	54,647	85,890	-31,243	63.62
RETAINED EARNINGS	9,527	65,261	-55,734	232,385	783,133	-550,748	29.67
Transfers to PH	0	-7,500	7,500	-90,000	-90,000	0	100.00
Capital Assets	9,527	57,761	-48,234	142,385	693,133	-550,748	20.54
NET CASH FLOW	0	0	0	0	0	0	0.00

Housing Authority of the County of Butte
ROSS GRANT (FSS) INCOME STATEMENT
July 31, 2021

YTD %
83.33

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	6,053	5,944	110	64,171	71,322	-7,151	89.97
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	0	0	0	0	0	0	0.00
Investment Income-restricted	0	0	0	0	0	0	0.00
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	6,053	5,944	110	64,171	71,322	-7,151	89.97
Administrative Employee Salaries	0	0	0	0	0	0	0.00
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	0	0	0	0	0	0	0.00
Office Expenses	0	0	0	0	0	0	0.00
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	0	0	0	0	0	0.00
Allocated Overhead	0	0	0	0	0	0	0.00
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	0	0	0	0	0	0	0.00
Tenant Service-Salaries	4,481	4,375	106	47,360	52,500	-5,140	90.21
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	1,573	1,569	4	16,811	18,822	-2,011	89.32
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	6,053	5,944	110	64,171	71,322	-7,151	89.97
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	0	0	0	0	0	0	0.00
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	0	0	0	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	0	0	0	0	0	0	0.00
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	0	0	0	0	0	0	0.00
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	6,053	5,944	110	64,171	71,322	-7,151	89.97
RETAINED EARNINGS	0	0	0	0	0	0	0.00
Assets Purchased	0	0	0	0	0	0	0.00
NET CASH FLOW	0	0	0	0	0	0	0.00

Housing Authority of the County of Butte
SHELTER PLUS CARE - ALL GRANTS
July 31, 2021

YTD %
83.33

	Month to Date			Year to Date			
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	3,729	4,220	-491	35,713	50,638	-14,925	70.53
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	0	0	0	0	0	0	0.00
Investment Income-restricted	0	0	0	0	0	0	0.00
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	3,729	4,220	-491	35,713	50,638	-14,925	70.53
Administrative Employee Salaries	162	108	54	480	1,300	-820	36.92
Audit Fee	0	0	0	27	0	27	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	90	54	36	311	650	-339	47.78
Office Expenses	3	17	-14	6	208	-202	2.95
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	0	0	0	0	0	0.00
Allocated Overhead	0	0	0	0	0	0	0.00
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	256	180	76	824	2,158	-1,334	38.18
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	0	0	0	0	0	0	0.00
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	0	0	0	0	0	0	0.00
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	0	0	0	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	0	0	0	0	0	0	0.00
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	0	0	0	0	0	0	0.00
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	3,473	4,040	-567	34,889	48,480	-13,591	71.97
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	3,473	4,040	-567	34,889	48,480	-13,591	71.97
TOTAL EXPENSES	3,729	4,220	-491	35,713	50,638	-14,925	70.53
RETAINED EARNINGS	0	0	0	0	0	0	0.00
Capital Fund Transfers	0	0	0	0	0	0	0.00
NET CASH FLOW	0	0	0	0	0	0	0.00

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2021**

HCV FSS GRANT (old)	134,414	FY 2021 ADMIN FEES	127,214
PHA HELD HAP-current	191,321	POST-2003 ADMIN FEES	1,026,717
HUD HELD HAP@12/31/20	2,853,668	INV. IN CAP ASSETS	104,251
CARES ACT HAP Bal incl above		CARES ACT AF Bal	44,945

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	1,106,203	1,076,592	1,084,371	1,151,268	1,212,566	1,210,891	1,201,699						1,106,203
BEG. INVESTED IN CAPITAL ASSETS	124,033	121,207	118,381	115,555	112,729	109,903	107,077						124,033
HUD ADMIN FEE REVENUE	126,153	126,153	188,542	155,167	128,837	128,088	128,088						981,028
FRAUD RECOVERY	1,863	1,788	2,457	4,638	1,843	1,625	2,154						16,366
INTEREST INCOME / GAIN or LOSS INV	-2,253	19,744	11,001	35,362	9,616	14,997	6,336						94,801
DEPRECIATION (reduces Capital Assets)	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826						-19,782
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	11	0						11
ADMINISTRATIVE EXPENDITURES	-155,373	-139,905	-135,104	-133,868	-141,971	-153,912	-184,346						-1,044,479
ENDING ADMIN RESERVE BALANCE	1,197,799	1,202,753	1,266,823	1,325,295	1,320,794	1,308,777	1,258,182	0	0	0	0	0	1,258,182
YTD Change in Admin.	-32,437	-27,484	36,587	95,059	90,558	78,540	27,945						27,945
ADMINISTRATIVE CARES ACT 2020	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HUD CARES ACT 2020 ADMIN REVENUE	23,079	22,008	33,766	31,294	31,571	23,428	16,700						181,845
CARES ACT 2020 ADMIN EXPENDITURES	-23,079	-22,008	-33,766	-31,294	-31,571	-23,428	-16,700						-181,845
ENDING CARES ACT ADMIN BALANCE	0	0	0	0	0	0	0	0	0	0	0	0	0
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	271,274	343,267	362,460	367,411	358,566	362,314	83,427						271,274
HUD HAP REVENUE	1,216,637	1,216,637	1,202,314	1,186,163	1,246,777	992,892	1,222,747						8,284,167
FRAUD RECOVERY	1,863	1,788	2,457	4,638	1,843	1,625	2,154						16,366
FSS FORFEITURES	0	0	0	7,429	0	0	0						7,429
BAD DEBT-HAP	0	0	0	0	0	0	0						0
HOUSING ASSISTANCE PAYMENTS	-1,146,506	-1,199,232	-1,199,820	-1,207,075	-1,244,872	-1,273,404	-1,117,006						-8,387,914
ENDING HAP RESERVE BALANCE	343,267	362,460	367,411	358,566	362,314	83,427	191,321	0	0	0	0	0	191,321
YTD Change in HAP	71,993	91,186	96,137	87,292	91,040	-187,847	-79,953						-79,953
HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)													
HAP - Accrual Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HAP BUDGET (Funding + Reserves)	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988						10,954,916
HAP EXPENDITURES (Current Month)	1,194,092	1,188,755	1,205,165	1,219,915	1,233,072	1,212,224	1,150,719						8,403,942
CY 2020 HAP BUDGET UTILIZATION	76%	76%	77%	78%	79%	77%	74%						77%
BUDGET AVAILABLE (YTD)	1,564,988	3,129,976	4,694,964	6,259,952	7,824,940	9,389,928	10,954,916						10,954,916
TOTAL HAP EXPENDITURES (YTD)	1,194,092	2,382,847	3,588,012	4,807,927	6,040,999	7,253,223	8,403,942						8,403,942
BUDGET REMAINING (YTD)	370,896	747,129	1,106,952	1,452,025	1,783,941	2,136,705	2,550,974						2,550,974
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,874	1,886	1,903	1,931	1,952	1,966	1,942						13,454
UNIT MONTH'S AVAILABLE	2,236	2,236	2,236	2,236	2,236	2,236	2,236						15,652
OVER or (UNDER) LEASED	-362	-350	-333	-305	-284	-270	-294	0	0	0	0	0	-2,198
CY 2021 VOUCHER UTILIZATION	84%	84%	85%	86%	87%	88%	87%						86%
CY 2020 VOUCHER UTILIZATION	87%	88%	88%	88%	88%	87%	87%	86%	85%	85%	85%	85%	87%
CY 2021 AVERAGE HAP	637	630	633	632	632	617	593						625
CY 2020 AVERAGE HAP	619	627	630	634	632	635	634	631	624	614	621	617	627

Notes: Post-2003 Admin Fees include 2011 HAP Set-Aside of \$290,786

CY 2021 HAP Budget = \$20,026,663 (\$15,732,092 Renewal ABA + \$2,853,668 Reserves + \$193,813 New VASH + \$283 2020 reparation)

+ 30 new VASH vouchers effective 1/1/2021

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

HOUSING CHOICE VOUCHER (SECTION 8)

UTILIZATION SUMMARY REPORT

ROLLING 12 MONTH ANALYSIS

UNITS LEASED SUMMARY	SEP'21	AUG'21	JUL'21	JUN'21	MAY'21	APR'21	MAR'21	FEB'21	JAN'21	DEC'20	NOV'20	OCT'20
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1767	1751	1756	1779	1769	1748	1721	1708	1694	1692	1701	1706
VOUCHER UTILIZATION %	90.38%	89.57%	89.82%	91.00%	90.49%	89.41%	88.03%	87.37%	86.65%	86.55%	87.01%	87.26%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	67	66	68	68	67	65	65	60	60	59	60	59
VOUCHER UTILIZATION %	77.01%	75.86%	78.16%	78.16%	77.01%	74.71%	74.71%	68.97%	68.97%	67.82%	68.97%	67.82%
VASH												
ACC UNIT MONTHS	194	194	194	194	194	194	164	164	164	164	164	164
CURRENT LEASED	112	111	114	116	112	114	112	113	115	116	114	113
VOUCHER UTILIZATION %	57.73%	57.22%	58.76%	59.79%	57.73%	58.76%	68.29%	68.90%	70.12%	70.73%	69.51%	68.90%
TOTAL												
ACC UNIT MONTHS	2236	2236	2236	2236	2236	2236	2206	2206	2206	2206	2206	2206
CURRENT LEASED	1946	1928	1938	1963	1948	1927	1898	1881	1869	1867	1875	1878
VOUCHER UTILIZATION %	87.03%	86.23%	86.67%	87.79%	87.12%	86.18%	86.04%	85.27%	84.72%	84.63%	85.00%	85.13%

HAP SUMMARY*	SEP'21	AUG'21	JUL'21	JUN'21	MAY'21	APR'21	MAR'21	FEB'21	JAN'21	DEC'20	NOV'20	OCT'20
ACC BUDGET	\$ 1,564,988	\$ 1,564,988	\$ 1,564,988	\$ 1,564,988	\$ 1,564,988	\$ 1,564,988	\$ 1,564,988	\$ 1,564,988	\$ 1,564,988	\$ 1,350,768	\$ 1,350,768	\$ 1,350,768
ACTUAL HAP	\$ 1,124,027	\$ 1,140,200	\$ 1,147,490	\$ 1,206,156	\$ 1,229,097	\$ 1,214,646	\$ 1,199,786	\$ 1,185,641	\$ 1,171,686	\$ 1,158,489	\$ 1,166,002	\$ 1,167,031
PER UNIT COST	\$ 578	\$ 591	\$ 592	\$ 614	\$ 631	\$ 630	\$ 632	\$ 630	\$ 627	\$ 621	\$ 622	\$ 621
BUDGET UTILIZATION %	71.82%	72.86%	73.32%	77.07%	78.54%	77.61%	76.66%	75.76%	74.87%	85.77%	86.32%	86.40%

ACTIVITY SUMMARY	SEP'21	AUG'21	JUL'21	JUN'21	MAY'21	APR'21	MAR'21	FEB'21	JAN'21	DEC'20	NOV'20	OCT'20
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	38	40	41	72	85	84	86	88	89	89	88	103
ZERO HAP	24	17	17	17	14	14	14	13	16	16	20	18
UTILITY ASSISTANCE PAYMENTS	57	57	56	51	51	52	50	51	52	56	61	63
NEW ADMISSIONS	**	37	26	25	45	58	49	36	45	27	20	30
INITIAL VOUCHERS SEARCHING	242	291	277	283	326	298	288	234	229	178	165	127
ACTUAL/ESTIMATED EOP	10	20	16	48	29	25	24	14	26	19	17	12
REMAIN ON WAITING LIST	3112	3355	3940	4226	1814	1973	2107	2505	2723	2900	3138	3226

*HAP Summary is a "snapshot" as of the 1st of the month, which does not include prior month adjustments per VMS.

**No data.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
VACANCY REPORT AS OF THE 1ST OF THE MONTH
2021**

HOUSING AUTHORITY OWNED PROPERTIES													
	Gridley FLH		Open Market Units										
Location	FLH	Demo	Other	Gridley Springs II	Cameo	Locust	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	7	2	24	20	10	30	30	0 (12)	18	40	174	%
Sep-21	16**	0	0	0	1	0	2	4	12***	1	1	9	94.8%
Aug-21	16**	0	0	0	1	0	1	2	12***	1	1	6	96.6%
Jul-21	15**	0	0	0	1	0	0	0	12***	0	1	2	98.9%
Jun-21	15**	0	0	0	1	0	0	0	12***	0	0	1	99.4%
May-21	16**	0	0	0	1	1	0	0	12***	0	0	2	98.9%
Apr-21	16**	0	0	0	2	0	0	0	12***	0	0	2	98.9%
Mar-21	17**	0	0	0	2	0	4	0	12***	0	0	6	96.6%
Feb-21	16**	1	0	0	2	0	3	0	12***	0	2	7	96.0%
Jan-21	18**	1	0	0	3	0	3	0	12***	0	1	7	96.0%
Dec-20	19**	0	0	0	3	0	2	0	12***	0	1	6	96.5%
Nov-20	19**	0	0	0	0	0	0	0	12***	0	0	0	100.0%
Oct-20	19**	1	0	0	0	0	0	0	12***	0	1	1	99.2%

* Unit count adjusted by units offline - (6) uninhabitable and (9) less units due to rehab reconfiguration.

** Vacancy rate does not include units offline for construction; (14) units.

*** Full vacancy; (12) units, due to Camp Fire loss.

HUD LOW-INCOME PUBLIC HOUSING									
Location	Gridley	Biggs	Chico	Oroville	Chico	Oroville	Oroville	Total	Occupancy
Project #	43-1, 4	43-2	43-3	43-10	43-13	43-14	43-15		
# of Units	50	20	100	60	45	20	50	345	%
Sep-21	1	0	3	5	0	1	0	10	97.1%
Aug-21	1	1	1	1	1	1	0	6	98.3%
Jul-21	2	0	1	1	0	1	1	6	98.3%
Jun-21	1	0	1	1	0	2	1	6	98.3%
May-21	0	0	2	0	0	1	1	4	98.8%
Apr-21	0	1	0	2	0	1	1	5	98.6%
Mar-21	1	0	2	2	0	1	1	7	98.0%
Feb-21	3	0	4	1	0	1	1	10	97.1%
Jan-21	2	0	5	1	0	1	1	10	97.1%
Dec-20	3	0	5	1	0	2	0	11	96.8%
Nov-20	3	0	4	1	0	2	0	10	97.1%
Oct-20	1	0	3	1	0	1	0	6	98.3%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Sep-21	1
Aug-21	2
Jul-21	3
Jun-21	5
May-21	3
Apr-21	3
Mar-21	2
Feb-21	1
Jan-21	3
Dec-20	2
Nov-20	1
Oct-20	1

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Sep-21	4	1	2	0
Aug-21	3	1	1	0
Jul-21	3	0	0	1
Jun-21	4	0	1	1
May-21	3	0	1	1
Apr-21	1	0	1	0
Mar-21	2	0	2	2
Feb-21	3	0	2	0
Jan-21	4	0	2	1
Dec-20	3	0	1	0
Nov-20	2	0	2	1
Oct-20	2	0	3	0

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	15 Transfer list	3+	158	8+	109	8+
2	138	7+			88	6+
3	30	3+	14	1+	13	4+
4	14	5+			8	3+
5					1	5+

* Chico 1-bedroom waiting list closed 06-15-09

**Only 1 5-bedroom unit. Est wait would be based on when the family plans to move out

Waiting List: Number of ADA Requested Units

Bedroom Size	Chico	# PH	Oroville	# PH	Gridley/Biggs	# PH
1	0	3	19		8	2
2	2	7			2	
3	1	2	1	6	1	
4	0	4+			0	
5					0	

MEMO

Date: September 10, 2021

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of September 10, 2021, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; Eight (8) units have been completed during the 2020/2021 fiscal year to date; 124 of 232 Public Housing units have been completed overall with one unit currently in process.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding planned for Fall of 2021.
- Public Housing – Landscape Improvements (43-13) Shelton Oaks and Rhodes Terrace. A project has been organized to replace landscape at Shelton Oaks with new hardscape, drought tolerant plants, replace irrigation, and replace site signage. Rhodes Terrace improvements will include site signage replacement, perimeter fence brush removal, site drainage improvements, and selective plant infill. Project bidding expected during the Fall 2021.
- HACB Main Office – Safety and Security Improvements. A project has been organized to address virus mitigation and building security improvement needs at the 2039 Forest Avenue office. Project construction is substantially complete, but final work continues to experience delays attributed to Covid-19 material supply chain shortages and slowdowns.
- Farm Labor Housing – Combined Phase II & III Rehab. Overall, project construction is 100% complete, with all 11 contracted buildings, including 17 units, complete and tenant-occupied at this time. Contractor demobilization complete with final contract closeout underway. See Resolution 4839 for HACB Board of Commissioners review and final approval of project contractor contract closeout. HACB continues to work with USDA-RD to pursue all avenues for funding to continue with future rehab phases. HACB is also investigating application for State Joe Serna Jr. Farmworker Housing funds, which may provide up to \$10 million per application. Finally, HACB has suggested to Congressman LaMalfa's office that an "earmark" of \$20 million towards FLH renovation would make for a great investment in housing as infrastructure.

*September 10, 2021
HACB Construction Status Memo
pg. 1*

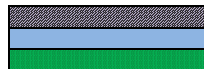
- Kathy Court Apts, Paradise – Project Architect has completed Design Development phase and is underway preparing the project construction permit documents for submittal to the Town of Paradise.
 - Basis Architecture is pushing hard to meet the mid-September construction permit deadline. Meeting this deadline preserves the property’s “grandfathered” status post-Camp Fire Disaster.
 - To date, the existing septic system has been determined intact, the property has been cleared of dead trees and fire debris, and a title search and associated site survey and easement review have been completed.
 - Financing is being sought to complete assembly of funds necessary for reconstruction. Thus far, 2020A Bond proceeds and PG&E Claim funds have been identified. CDBG-DR monies are being considered. The PG&E Claim settlement will clarify the financial needs.
- 2131 Fogg Avenue – Development Initiative. Two build-out approaches are being evaluated:
 - Small House Manufactured Option: HMR Architects Schematic Design Option 2A, which includes 16 single family home style manufactured units with individual unit driveway access, with a mix of 14 one-bedroom units and 2 two-bedroom units.
 - Traditional Multifamily Option: by way of comparison and analysis, HMR Architects has completed schematic design plans using traditional multifamily construction methods. The alternate yields 18 units at the site (16 one-bedroom and 2 two-bedroom).
 - Feasibility Construction Cost Estimating: Cost estimating of the Small House Manufactured Option vs Traditional Multifamily Option has been reviewed in conjunction with Nick Benjamin, Executive Director of the California Affordable Housing Agency. Nick is an expert in the modular and manufactured housing market; based on Nick’s review it has been determined that further analysis is needed, regarding actual delivery potential.
 - The next step is to meet with a local manufactured housing dealer working and delivering product within Butte County. This will provide a better understanding of the local inventory, delivery availability and local cost impacts relating to manufactured housing, and how these factors will impact the feasibility of this option.
- 2020A Bond Renovations - Renovation work to be accomplished at the six (6) properties financially leveraged by the Bond issuance.
 - Legal guidance has been secured regarding the application of wage rates to the work.
 - Most of the work identified in the Property Condition Assessments will be completed by property manager RSC Associates through the course of operations, supported by the architect in providing specifications to materials and products.
 - HMR Architects, Inc has been contracted to provide architecture for the 2020A Bond Renovation beginning with (2) major rehab efforts, involving the remediation of the stucco siding at Evanwood Apartments, Oroville, and reconstruction of the stair access and balcony assemblies at the Lincoln Apartments, Chico.
 - HMR Architects has completed initial site inspections for Evanswood Apartments and Lincoln Apartments.
 - Initial Schematic Designs have been prepared for both Lincoln Apartments and Evanswood Estates Apartments. These designs are currently under review and are expected to move into Design Development within the next few weeks.
- Gridley Farm Labor Housing’s commercial structures have been evaluated for the presence of lead-based paint and asbestos, in anticipation of exterior replacements and painting. A plan is being developed for this work.

September 10, 2021
HACB Construction Status Memo
pg. 2

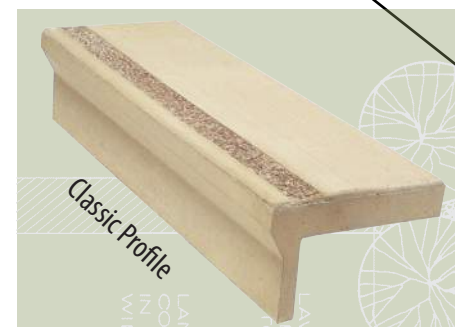
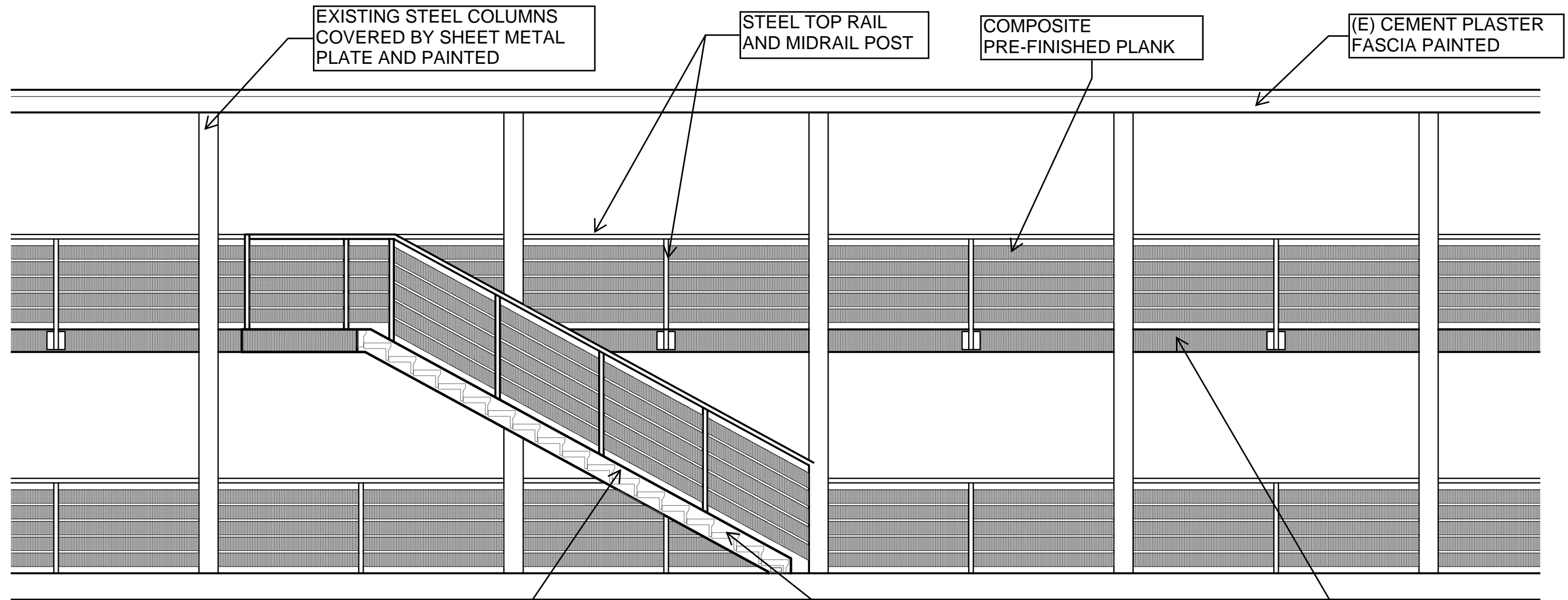
12 Month HACB Project Schedule - September 10, 2021

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
	FLH														
1		Phase (II & III) Combined Unit Rehab - Re-design	\$199,637.00												
1		Phase (II & III) Combined Unit Rehab - Bidding and CM	\$37,300.00												
1		Phase (II & III) Combined Unit Rehab - Construction (11 Buildings)	\$6,140,849.00												
3		Admin Building- Gutters, Downspout, Paint	\$35,000.00												
	Public Housing														
2		Energy Performance - Electrical	\$254,380.00												
3		ADA Units upgrade (43-10)	\$213,000.00												
1		HVAC Replacement (43-01)	\$9,608.00												
1		Sewer Lateral Replacement 43-1A,1B, 04, 03	\$86,000.00												
1		ACM Tile Abatement	\$58,484.00												
1		Landscape Improvemtns (43-13) Shelton Oaks and Rhodes Terrace	\$299,314.00												
4		Oro Dam Wall	\$250,000.00												
3		PH Capital Fund Energy Audit	\$13,000.00												
1		AMP Wide Carbon Monoxide Detctor Replacement	\$56,058.00												
	Chico Commons														
1		Gutters and Downspout Replacement	\$36,177.00												
1		Exterior Building Paint	\$176,418.00												
2		HVAC Replacements	\$300,000.00												
3		Cabinets, Interior Work	\$200,000.00												
	Walker Commons														
2		Architecture: Window, HVAC, Siding Repl.	\$35,000.00												
3		Siding Repl/ Gutter and Downspout Repl/ Window Upgrade	\$225,000.00												
3		HVAC	\$89,000.00												
3		ADA Path of Travel	\$95,000.00												
	DAC's Reports														
1		Update ALL reports in ALL projects	\$1,200.00												
	Evanswood HOA														
	Alamont	Pending Bond Workplan													
	Evanswood Apts	\$1,650,000.00													
	Lincoln Apts.	\$725,000.00													
	Park Place Apts.	Pending Bond Workplan													
	Cordillera Apts.	Pending Bond Workplan													
	Locust Apts.	Pending Bond Workplan													
	Kathy Court Apts.														
		Dev. Site Plan and Survey	\$15,813.00												
		Dev. Architecture	\$355,555.00												
		Dev. Construction	\$4,298,824.00												
	2131 Fogg Avenue														
3		Dev. Architecture: Small House Option, Schematic Plan	\$13,000.00												
3		Dev. Architecture: Traditional Option, Schematic Plan	\$8,650.00												
3		Dev. Architecture: Small House Initiative, Design Development	TBD												
	2039 Forest Avenue														
1		Virus Mitigation and Security Improvements	\$251,053.42												
Total next 12 months			\$16,128,320.42												

501-18	
Obligation Start:	5/29/2018
Obligation End:	11/28/2021
Disbursement End:	11/28/2023
501-19	
Obligation Start:	4/16/2019
Obligation End:	10/15/2022
Disbursement End:	10/15/2024
501-20	
Obligation Start:	3/26/2020
Obligation End:	9/25/2023
Disbursement End:	9/25/2025
501-21	
Obligation Start:	2/23/2021
Obligation End:	2/22/2023
Disbursement End:	2/22/2025

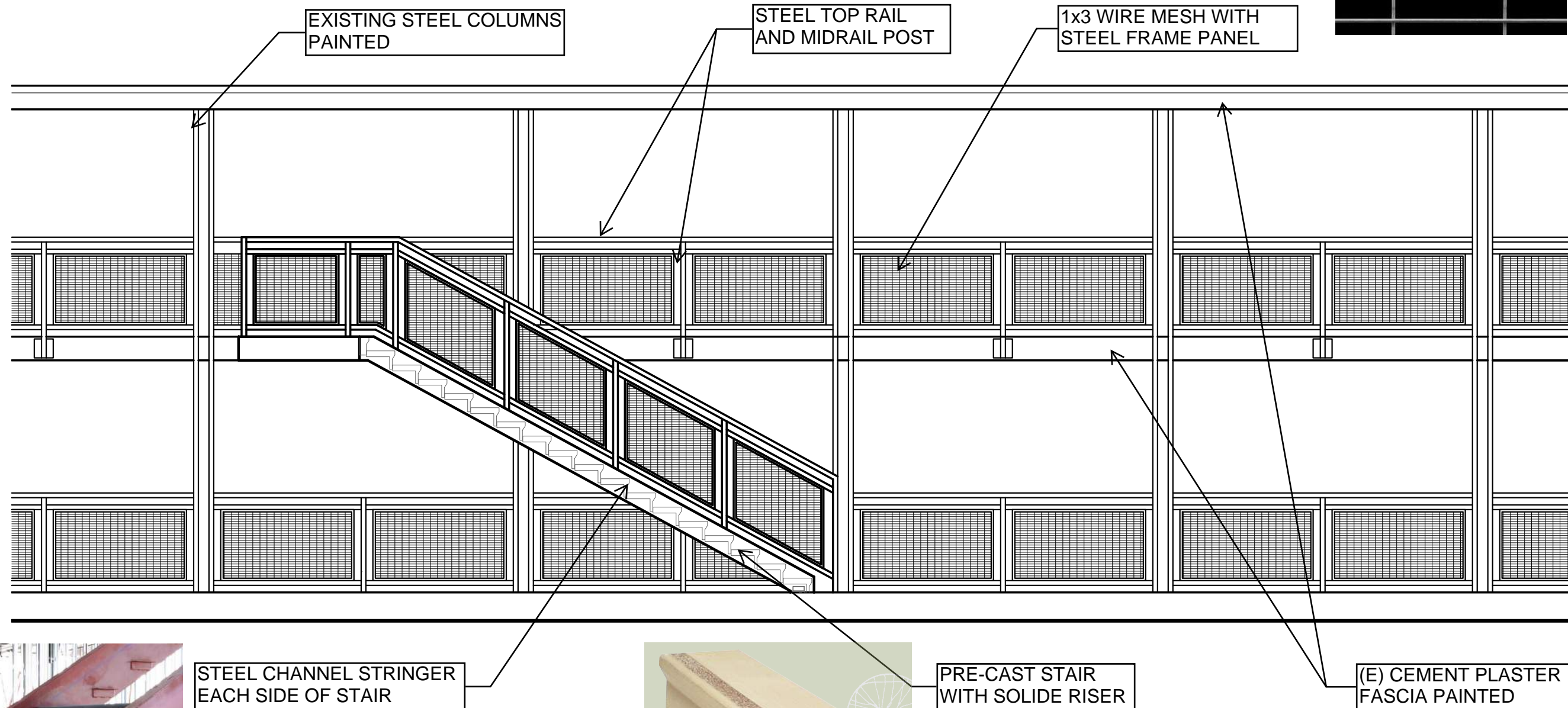
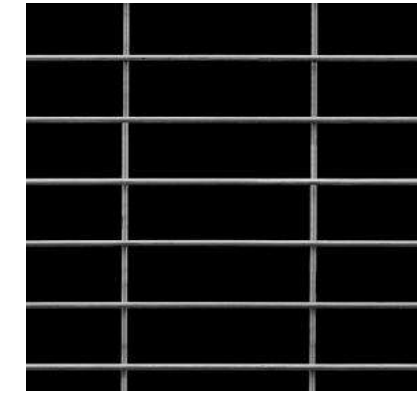
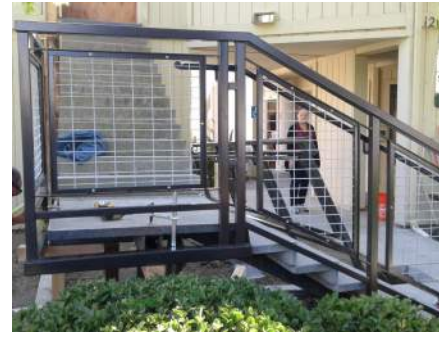


Design/Bid Phase
Construction Phase
Completed



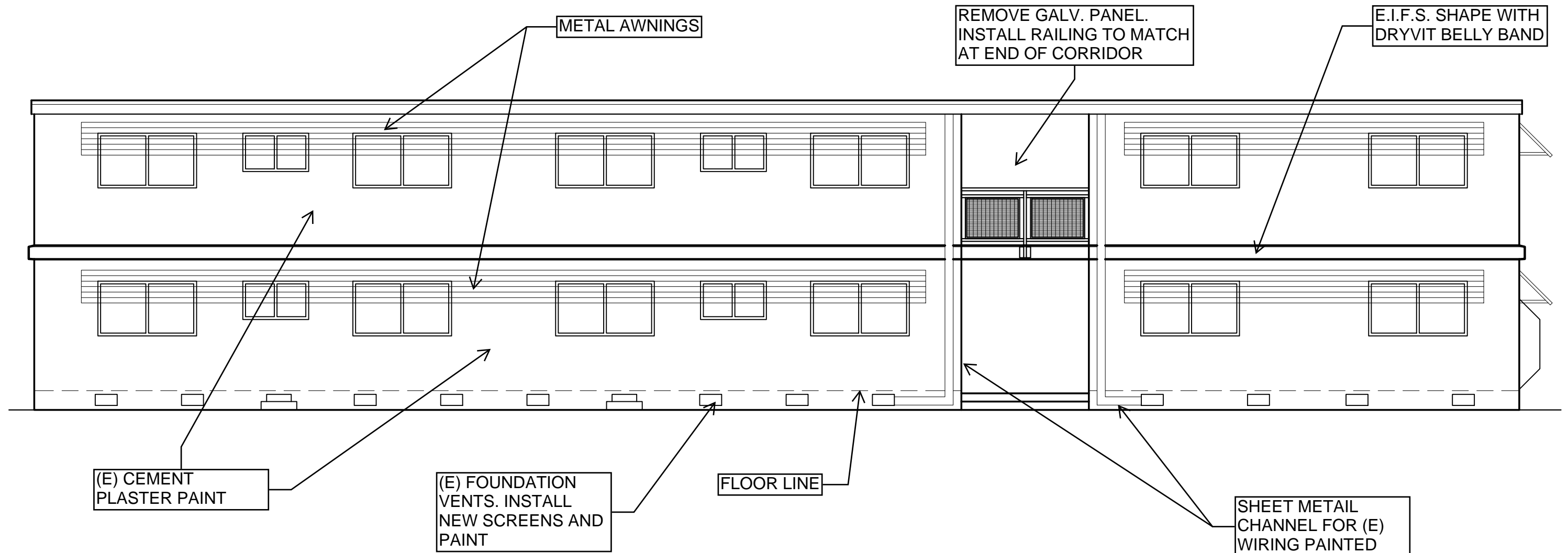
LINCOLN APARTMENTS - Railing Design Concept 2

474 East 12th St.
Chico, CA



LINCOLN APARTMENTS - Railing Design Concept 1

474 East 12th St.
Chico, CA



LINCOLN APARTMENTS - Railing Design Concept 1

474 East 12th St.
Chico, CA

Gridley FLH Rehab Phase II & III
1554 Briarcliff Lane (Before and After)



MEMO

Date: September 10, 2021

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

Capital Fund 501-18, Funding Amount \$817,783

This Capital Fund is 100% obligated and 99% expended. Project is subject to close-out. Projects include:

- **ACM Tile Replacement** – All concrete-block units – ongoing, seven (7) units have been completed to date using these Capital Fund monies.
- **Five-year Environmental Review** – All Public Housing Units, perform required CFR 24 Part 58 Environmental Review of improvement and maintenance projects planned for the next five-year period, reviews have been submitted to HUD. Project Complete
- **Sewer Service Line Investigation and Replacements** – Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B), Project complete.
- **HVAC Replacements** – 43-03, Replace three (3) package HVAC units. Project complete.
- **HVAC Replacements** – 43-13, Replace one (1) Split System HVAC unit. Project complete.
- **HVAC Replacements** – 43-01, Replace one (1) package HVAC unit. Project underway.
- **Unit Appliance Replacements/Upgrades** – Countywide, refrigerator replacement project, replace 124 refrigerators which have reached the end of their useful life. Project complete.
- **Resurfacing of Roadways** – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), Project is complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming and miscellaneous improvements addressed in DAC report, complete.

Capital Fund 501-19, Funding Amount \$812,881

This Capital Fund is 36% obligated and 34% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing, fourteen (14) units have been completed to date using these Capital Fund monies.
- **Five-year Environmental Review** – All Public Housing Units, perform required CFR 24 Part 58 Environmental Review of improvement and maintenance projects planned for the next five-year period, reviews have been submitted to HUD for review. Project Complete
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.

September 10, 2021
HUD Public Housing Capital Fund Report
pg. 1

- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **HVAC Replacements – Biggs (43-2A)** Replace Five (5) failing package HVAC units, Construction Complete.
- **HVAC Replacements – Gardella (43-14)** Replace One (1) failing split system Furnace, Construction Complete.
- **Sewer Service Line Replacements** – select Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B, 03), in planning.
- **Landscape Upgrades** – Landscape replacement, Shelton Oaks, Rhodes Terrace 43-13, project currently out to Public Bid. Project value engineering underway.
- **Landscape Upgrades** – Individual Water Meter replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Window and Door Security Screen Improvements** – 115 Nelson Avenue Community Room & Maintenance Shop, Installation of window and door security screens to prevent vandalism. Project Complete.
- **HVAC Replacements** – 43-01, Replace one (1) package HVAC unit. Project underway.

Capital Fund 501-20, Funding Amount \$875,339

This Capital Fund is 20% obligated and 12% expended. Projects Included:

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **HVAC Replacements** – Replace select failing package HVAC units, in planning.
- **Water Heater Replacement Project** – Countywide, replace water heaters which have reached the end of their useful life, in planning
- **Landscape Upgrades** – Landscape replacement, Shelton Oaks, Rhodes Terrace 43-13, project landscape design work underway. Project bidding complete. Project value engineering underway.
- **Landscape Upgrades** – Individual Water Meter replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Roof Replacements** – Select Units. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in planning.
- **Window and Door Improvements** – Concrete Block Units (Select: Gridley, Biggs, and Chico), replace failing existing windows and door systems, in planning.
- **Exterior Paint** – Select, Concrete Block Units, in planning
- **Exterior Paint and Stucco Repair** – Winston Gardens (43-10), in planning.

- **Site Security Improvements** – Select common areas and buildings, sites impacted by increases in crime vandalism or tenant safety concerns, in planning.
- **Site Fencing** – Select Units, replacement and installation of perimeter and unit demising fencing systems, in planning.

Capital Fund 501-21, Funding Amount \$913,365

This Capital Fund is 0% obligated and 0% expended. Projects Planned:

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **HVAC Replacements** – Replace select failing package HVAC units, in planning.
- **Water Heater Replacement Project** – Countywide, replace water heaters which have reached the end of their useful life, in planning
- **Landscape Upgrades** – Landscape replacement, Gardella Apts, 43-14, in planning.
- **Resurfacing of Roadways** – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), in planning.
- **Roof Replacements** – Select Units. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in planning.
- **Exterior Paint and Stucco Repair** – Winston Gardens (43-10), in planning.

Capital Fund 501-19, Safety and Security Grant Funding Amount \$56,058.00

This Capital Fund is 0% obligated and 0% expended

- **Carbon Monoxide Replacement** – Amp wide replacement of aging Carbon Monoxide detectors in all Public Housing units, in planning.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 9-10-2021

Capital Funds 501-18, 501-19, 501-20 and 501-21

			501-18 (Revision #3, 7-28-2021)				501-19 (Revision #1, 6-30-2021)				501-20				501-21				Totals		
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																				
	Total Non-CGP Funds																				
1	100	Reserved Budget	\$9,226	\$0			\$4,455	\$0											0	0	0
2	1406	Operations (20%)	\$27,875	\$0			\$28,811	\$28,811			90,000		90,000	90,000	27,875				146,686	90,000	56,686
3	1408	Management Improvements	\$2,000	\$0			\$2,000	\$2,000			2,000				5,000				9,000	0	9,000
4	1410	Administration (10%)	\$80,855	\$81,778	\$81,778	\$81,778	\$80,842	\$81,287	\$81,287	\$81,287	87,533		87,533	12,095	91,336				341,934	175,160	166,774
5	1480	Audit	\$2,000	\$0			\$2,000	\$2,000			2,000				2,000				6,000	0	6,000
7	1480	Fees and Costs	\$55,120	\$119,303	\$104,290.73	\$104,290.73	\$75,120	\$75,120	\$47,500	\$32,363	90,000				75,000				359,423	136,653	222,769
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment																			
			\$637,207	\$616,702	\$631,714	\$627,156	\$616,153	\$620,163	\$166,753	\$161,703	600,306				712,154				2,549,325	788,859	1,760,466
17	1480	Relocation Costs	\$3,500	\$0			\$3,500	\$3,500			3,500								7,000	0	7,000
16	1492	Move to Work Demonstration																	0	0	0
18	1501	Moving To Work Demonstration																	0	0	0
19	1503	Collator Exp/Debt Svc																	0	0	0
20	1504	RAD-CFP																	0	0	0
21	9000	RAD Investment Activity																	0	0	0
22	9001	Debt Reserves																	0	0	0
23	9002	Bond Debt Obligation																	0	0	0
24	9900	Post Audit Adjustment																	0	0	0
			\$817,783	\$817,783.00	\$817,783	\$813,224.87	\$812,881	\$812,881	\$295,540	\$275,352	875,339	0	177,533	102,095	913,365	0	0	0	3,419,368	1,190,672	2,228,696

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 Audit	1480 Fees and Cost	1480 General Capital Activity	1480 Relocation Costs	Totals	"UC" Under Contract
Acct Code	Cash Available as of 9-10-2021	-	56,686	9,000	166,774	6,000	222,769	1,760,466	7,000	2,228,696	
	501-18, 501-19 , 501-20, 501-21 Funding										
100	Reserved Budget	-								-	
1406	Operations		56,686							56,686	
1408	Management Improvements			9,000						9,000	
1411	Audit Cost Cap Fund					6,000				6,000	
1410	Administration				166,774					166,774	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						212,507			212,507	
1430	Fees and Costs: CAP Fund Environmental Review ECORP						10,262			10,262	Complete
1430	Fees and Costs: 43-13 Landscape Imp Shelton and Rhodes										UC
1450	Tree Maintenance- Amp Wide							-		-	Complete
1450	Parking and Driveway Asphalt and Concrete Site Imp							-		-	Complete
1450	115 Nelson Ave Door and Window Security							-		-	Complete
1460	Dwelling Structures									-	
1465	Dwelling Equipment - 43-03 HVAC Repl							-		-	Complete
1465	Dwelling Equipment - 43-02 HVAC Repl							-		-	Complete
1465	Dwelling Equipment - Refrigerator Repl							3,310		3,310	Complete
1470	Non-Dwelling Structures									-	
1475	Non-Dwelling Equipment									-	
1485	Demolition									-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment							1,757,157		1,757,157	
1495	Relocation Costs								7,000	7,000	
1502	Contingency									-	
										2,228,696	Total

MEMO

Date: September 10, 2021

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director
Ed Mayer, Executive Director
Juan Meza, Property Manager

Subject: Farm Labor Housing, Gridley – status report

As of September 1, 2021, we have a total of (80) occupied units. Ten (10) units are being kept offline because they fall in Phase IV of the ongoing rehab work, (10) units are deemed uninhabitable because of their age, condition, and relative high price (a function of the USDA's operational system); so consequently, there are (16) units available for occupancy. New prospective residents, most of the time, want to rent the newly rehabbed units. Staff continues to invite moving into older units, promising an opportunity to move into a new rehabbed unit when the latter phases of construction are completed. We have (2) eligible applicants scheduled to move in before the end of this month. There are currently (6) applicants on our waiting list. There is (1) intent to vacate notice due to the resident moving out because they're no longer eligible (over income), and no unlawful detainers at this time.

Notices regarding approved rent and utility changes were served on September 1, 2021 to all Farm Labor residents. The rent increase for each bedroom size is as follows:

- 1-bedroom units will increase from \$810 to \$816,
- 2-bedroom units will increase from \$825 to \$835,
- 3-bedroom units will increase from \$1,523 to \$1,559,
- 4-bedroom units will increase from \$1,771 to \$1,909.

We don't anticipate these changes having a negative impact on our occupancy as the majority of our residents receive USDA Rental Assistance (RA) and will not see an increase in their monthly rent payment.

Affordable Tree Care is scheduled to come out this month to trim a tree on Sussex Ave., due to the tree being top-heavy and posing a potential safety hazard.

On-site security is reporting no significant issues on the property at this time. Maintenance staff and the Resident Manager continue to work on vacancy make-readies. Sierra Landscaping continues to serve the landscaping needs of the property.

Monthly food distribution was held on September 7, 2021 from 3-6 pm in the Community Room. To help ensure the safety of our residents, all of the food is pre-packaged and distributed by staff wearing PPE. Promotores, along with the E-Aprende staff, are still not meeting with our residents, as their respective programs are on hold in working through the pandemic.

Mi C.A.S.A.'s classes for their Fall Session began on September 30, 2021. Mi C.A.S.A. staff is reporting 25-30 students in attendance a daily basis. We received a total of (6) entries for NAHRO's "What Home Means to Me" poster contest from Mi C.A.S.A. students. One of the poster entries made it all the way to Regional competition, however the entry did not move on to National competition. The (6) Mi C.A.S.A. students who participated in the poster contest will be rewarded with a certificate of appreciation and a gift card on behalf of the Housing Authority. Due to the ongoing COVID-19 pandemic, Mi C.A.S.A staff continue to have measures in place to keep both staff and students safe by having students work in small groups while observing social distancing and washing their hands and school supplies regularly. All students continue to be screened (thermometer and contact questions) daily and the information is recorded by Mi C.A.S.A. staff.

Construction is complete for Rehab Phases II and III of the remodeling work, which started July 6, 2020. The work was completed by J. Walt Construction. The phases included rehabilitation of eleven (11) buildings, converting (22) 2-BR units to (17) 1-4 BR units. We are working with USDA to secure another \$3 million-dollar grant, to continue the work, though USDA is currently re-organizing. It appears 2022 rehab activity is jeopardized. HACB has reached out to USDA, Congressman LaMalfa's office in regards to the possibility of a Congressional appropriations "earmark", and investigation of use of State Joe Serna Jr. Farmworker Housing program funds. This past week we were notified that another new USDA-RD Site Administrator has been assigned to service the property, located in New Hampshire. We are in the process of setting up an orientation meeting for the new rep.

We are beginning to anticipate and consider renovation/demolition/historic preservation of the historically significant 1930's era wooden units.

Hazardous materials testing has been completed analyzing the exterior surfaces of the commercial lease buildings at the property. Lead based paint and asbestos containing materials were discovered, knowledge of their presence will help frame approach to needed exterior building replacements and improvements.

Lastly, we have explored use of third-party property management for Gridley Farm Labor Housing. AWI Management Corporation, Auburn is proposed to be placed under contract as of October 1st. HACB has a current working relationship with AWI – the firm manages three (3) tax-credit regulated properties on behalf of HACB's non-profit instrumentalities. Significantly, AWI manages other USDA-RD Farmworker Housing program properties, and brings a working relationship with the federal agency in operation of the Section 514/516 Farmworker Housing program.

MEMO

Date: September 10, 2021

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – HACB Owned Properties

- Alamont Apartments, Chico (30 units, family)
- Cordillera Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (28 units, family)
- Gridley Springs II, Gridley (24 units, family)
- Kathy Court Apartments, Paradise (12 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Locust Apartments, Chico (10 units, family)
- Park Place Apartments, Oroville (40 units, senior)
- 2131 Fogg Ave, (1 single family house) Demo

For Alamont, Cordillera, Evanswood, Kathy Court, Lincoln, Locust, and Park Place Apartments, please also see monthly reports provided by the property manager, RSC Associates Inc., following this memo. Please also find Sackett Corporation's financials for Gridley Springs II.



Alamont Apartments, Chico – As of the first of the month there were (2) vacancies. In terms of rent collection, 100% of the rent was collected for the month of August. The new on-site manager, Donna Bennett, is settling in her new job. The property continues to perform consistent with budget, or better, as our operating expenses are higher than budget, but our net operating income (NOI) is more than what was budgeted due to our total service income collected YTD, a little over \$6,000 more than anticipated.

Cordillera/Cameo Apartments, Chico - The property currently has one (1) vacancy. The majority of the monthly rent was collected for the month, with the exception of partial payments being sent from the Butte County Behavioral Health SEARCH program on behalf of their clients. Total income is approximately \$1,674 more than budget YTD due to Service Income

receipts. Operating expenses are above budget, decreasing the projected NOI by approximately \$7,400+/- YTD. Administrative, utility, turnover, and maintenance expenses are all higher than anticipated budget-wise.



Evanswood Estates Apartments, Oroville

– This property currently has four (4) vacancies as of the first of the month; the RSC narrative reiterates the current turnover and status of vacant units, 100% of the rent was collected for August. Property insurance will be covering the rent loss for fire-damaged units #28 and #71. Insurance-paid fire mitigation and reconstruction continues for units #28 and #71, with #28 having

secured its permit, and #71 in permit review. The HACB now owns 31 of 32 property units, Unit #53 being the only unit not owned by HACB. The property continues to perform above budget, income wise, and operating expenses are lower than budget, increasing NOI by more than \$29,723 YTD. The buildings need repair and upgrade to exterior siding, to ensure integrity into the future. Exterior building work is planned to be addressed in 2021/22; HMR Architects has been retained to generate the bid documents for exterior remediation. Recently purchased Units #21, #25, and #33 are fully occupied, with 100% of the rent having been collected. The non-compliant and rotting deck behind unit #33 has been removed, making this rear yard area consistent with the rest of the property.

Gridley Springs II, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has zero (0) vacancy. 100% of the rent was collected for the month. The property continues to perform above budget as both YTD income and operating expenses are better than what was budgeted. The HCD audit clearance letter was received. The property will be performing their annual interior inspections of all units during the next month. Miquel Aguirre is the new maintenance person.

Kathy Court Apartments, Paradise – Kathy Court, burnt to the ground in the Camp Fire, has been cleared, yet retains its 12-unit septic system. We are working actively with Charlie Pick of Basis Architecture to produce documents for permit submission by end of September, to preserve the property’s “grandfathered” multi-family status. Financing is only partially secured, relying on 2020A Bond proceeds, as of yet undetermined PG&E Claim proceeds, and possible use of CDGB Disaster Recovery funds. We have been informed by HARRP, our insured provider, that property and liability insurance will not be renewed. Alternate insurance providers will be sought, it is anticipated the significant increases in premiums will be confronted.



Lincoln Apartments, Chico – Lincoln Apartments has one (1) vacancy as of the 1st of September. Turnover consisted of a transfer and two (2) new move-ins. 100% of

rent was collected for the month of August. Income YTD is higher at \$6,709 more than budget, and operating expenses lower, bringing our NOI to \$20,000 more than anticipated. HMR Architects has been retained to produce the bid documents needed to complete the capital improvement work financed by the bond issuance, including upgrade of the 2nd level walkway assembly and its surfacing, soffits, railings, stairways, exterior windows, heating and cooling. Exterior painting will follow the walkway improvements. From operations, parking lot repair is planned for this year. The walkway work will occur in 2021/22.

Locust Apartments, Chico - The property has zero (0) vacancy as of the 1st of the month. In terms of rent collection for the month, all rents were collected, with the exception of two (2) households who owe partial amounts. YTD rental income is slightly lower, and operating expenses was above budget, decreasing the Net Operating Income by approximately \$3,600 less than anticipated YTD.



Park Place Apartments, Oroville – The property has one (1) vacancy as of the first of the September. One unit did not pay rent for August, and 3rd party property management, RSC & Associates, is working on collection. The property's income YTD is higher than anticipated, and operating expenses lower, bringing NOI to a little over \$5,000 above budget.

2131 Fogg Ave, Oroville – This single-family house is occupied. HMR Architects has been retained to schematically explore site use, principally, the exploration of use of “small houses” in building out the property. Design development and analysis work is underway.



September 8, 2021

Ed Mayer
Executive Director
Housing Authority of the County of Butte
2039 Forest Ave
Chico, CA 95928

RE: August 2021 HACB Monthly Financial Package

Dear Mr. Mayer:

Below is a summary of the August 2021 key operational activities and highlights of significant financial results for HACB properties managed by RSC. For additional details, please review the following financial reports provided for each property:

1. Cash Flow Summary
2. Balance Sheet
3. Budget Comparison
4. General Ledger
5. Trial Balance
6. Tenant Rent Roll
7. 12 Month Income Statement
8. 2020/2021 Performance Review
9. Capital Improvement Summary

1519 Locust Apartments

Move-in/Move-outs	None		
	Total	Budget Variance	
Monthly Total Revenue	\$6,877.19	\$433.81	Below budget
Operating Expenses	\$2,469.90	\$252.10	Below budget
Net Operating Income	\$4,407.29	\$181.71	Below budget
Capital Expenses	None	None	N/A
Net Income	\$3,126.29	\$181.71	Below budget

Mr. Ed Mayer, Executive Director
Chico, California

Monthly Highlights:

- **Rent collection** – Partial payments were made by unit #'s 5 & 9.
- **Occupancy** – 100% at the end of August.
- **Maintenance expenses** – under budget due to there being less maintenance costs than were budgeted.

Alamont Apartments

Move-in/Move-outs	There were two vacant unit, #2 and #16. Our new resident moved into #16 on 8/29/21 and an approved applicant is moving into #2 on 9/10/21. Apartment #23 is the resident manager's unit.
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	Total	Budget Variance	
Monthly Total Revenue	\$25,381.37	\$583.63	Below budget
Operating Expenses	\$12,395.04	\$1,157.04	Above budget
Net Operating Income	\$12,986.33	\$1,740.67	Below budget
Capital Expenses	\$1,662.21	\$392.21	Above budget
Net Income	\$9,069.88	\$1,299.12	Below budget

Monthly Highlights

- **Occupancy** – 93.33% at the end of August.
- **Rent collection** – One partial payment was made by unit # 8.
- **Administrative expenses** – higher due to higher resident manager expenses, and yearly CAA membership dues.
- **Turnover expenses** – higher than budget due to the turnovers for units #19 and #23.
- **Maintenance expenses** – lower than budget due to lower overall costs.
- **Capital expenses** – Vinyl was purchased for unit #19, a range for unit #16, and for the 2020A Bond project, smoke detectors for the complex.

Cordillera/Cameo Drive Apartments

Move-in/Move-outs	There is one vacant unit #49-2B
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	Total	Budget Variance	
Monthly Total Revenue	\$15,848.07	\$217.07	Above budget
Operating Expenses	\$6,424.68	\$538.68	Above budget
Net Operating Income	\$9,423.39	\$321.61	Below budget
Capital Expenses	\$1,752.23	\$1,752.23	Above budget
Net Income	\$4,868.16	\$2,073.84	Below budget

Monthly Highlights:

- **Occupancy** – 96% at the end of August.

Mr. Ed Mayer, Executive Director
Chico, California

- **Rent collection** – Three BCBH units made partial payments that match the old rental rates from before the structure change and increases took effect. We are working with BCBH to collect the balances due.
- **Service income** – lower than budget due to no laundry income revenue being collected.
- **Utility expenses** - We are working with BCBH to have utilities switched into the resident's names at #49-3A and #49-3B. The residents have been billed for these costs.
- **Capital improvements** – included interior paint for unit #49-1.

Evanswood Apartments

Move-in/Move-outs	There were move outs for of units 36, 57, and 16 in August. Unit #36 will have a move in on 9/1/21 and unit #57 will be moving in on 9/8/21. There is an approved applicant for unit #16, Units #28 and #71 are vacant due to fire. Insurance will reimburse the property for lost rents from the fire units.
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	Total	Budget Variance	
Monthly Total Revenue	\$28,094.62	\$1,318.38	Below budget
Operating Expenses	\$13,332.79	\$4,771.21	Below budget
Net Operating Income	\$14,761.83	\$3,452.83	Above budget
Capital Expenses	\$5,975.74	None	Above budget
Net Income	-\$1,049.17	\$3,452.83	Above budget

Monthly Highlights:

- **Occupancy** – 85.71% at the end of August.
- **Rent Collection** – 100% of rents were collected in August.
- **Renting expenses** – a new laptop was purchased for the new resident manager.
- **Turnover expenses** – there were no turnover expenses in August, but \$4,975.00 had been budgeted. Since units #57 and #16 moved out at the end of August, can expect the turnover expenses to show up in September.
- **Maintenance expenses** – lower than budget due to lower than expected costs.
- **Capital improvements** – 2020A Bond project expenses included water heaters, garbage disposals, range hoods and GFCI outlets for units #57, #16 and #36.

Evanswood #21, #25, and #33

Move-in/Move-outs	None
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	Total	Financial variances
Monthly Total Revenue	\$2,850.00	\$2,850.00
Operating Expenses	\$1,612.83	\$1,612.83
Net Operating Income	\$1,237.17	\$1,237.17
Capital Expenses	N/A	N/A
Net Income	\$1,237.17	\$1,237.17

Mr. Ed Mayer, Executive Director
Chico, California

Monthly Highlights:

- **Occupancy** – 100% at the end of August.
- **Rent Collection** – 100% of rent was collected.
- **Maintenance expenses** - #21 had service performed on the HVAC system, and #25 had a leaking shower repaired.

Kathy Court Apartments

Move-in/Move-outs	N/A
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	Total	Budget Variance	
Operating Expenses	\$372.16	\$497.84	Below budget
Net Operating Income	-\$372.16	\$497.84	Above budget
Net Income	-\$372.16	\$497.84	Above budget

Lincoln Apartments

Move-in/Move-outs	There were no vacant units as #18 transferred to #9, new move in with unit #14 on 8/1/21, and move in for #18 on 8/15/21
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	Total	Budget Variance	
Monthly Total Revenue	\$13,929.10	\$1,413.10	Above budget
Operating Expenses	\$8,087.28	\$1,226.28	Above budget
Net Operating Income	\$5,841.82	\$186.82	Above budget
Capital Expenses	\$7,017.79	\$6,117.79	Above budget
Net Income	-\$236.61	\$455.61	Below budget

Monthly Highlights:

- **Occupancy** – 100% at the end of August.
- **Rent Collection** – 100% of rents were collected in August.
- **Turnover expenses** – there were no turnover expenses, but \$1,855.00 had been budgeted.
- **Maintenance expenses** – the maintenance expenses were higher than budget due to higher labor and cleaning costs.
- **Capital improvements** – a window A/C for unit #14 was purchased, and the 2020A Bond project had purchased water heaters for units #14 and #18, and painting for the same units.

Park Place Apartments

Move-in/Move-outs	No vacant units, with a new move in for unit #14 on 8/23/21
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	Total	Budget Variance	
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Mr. Ed Mayer, Executive Director
Chico, California

Monthly Total Revenue	\$25,132.82	\$597.82	Above budget
Operating Expenses	\$19,987.28	\$8,461.28	Above budget
Net Operating Income	\$5,145.54	\$7,863.46	Below budget
Capital Expenses	\$3,248.57	\$871.43	Below budget
Net Income	\$518.93	\$5,121.07	Below budget

Monthly Highlights:

- **Occupancy** – 98.23% occupancy as of August.
- **Rent Collection** – There was 1 unpaid rent in in August for unit # 16.
- **Administrative expenses** – there was a bad debt expense write off for unit #21, where the tenant had died, as we are not expecting to recover any funds from his estate.
- **Turnover expenses** – higher that budget due to high labor costs for the move out of unit #21.
- **Maintenance expenses** – higher than budgeted figure due to higher labor costs, due to work performed in unit #21.
- **Capital improvements** – an interior paint for unit #21 and a 2020A Bond Project for a water heater for unit #14.

If you have any questions regarding this package, please contact myself or Patti Hampton at 530-893-8228.

Respectfully,



Richard Gillaspie
Property Manager
RG:ph



GRIDLEY SPRINGS

September 2021

Property Status:

1. GSI is 99% occupied with 1 vacant unit.
2. GSII is 100% occupied with Zero notices to vacate.
3. GSI just completed a WNC equity investor FY21(lihtc) audit successfully with zero findings.
4. Power washing of all buildings and carports for both GSI and GSII are scheduled to be completed this month.
5. GSI is finalizing bid and RD approval for the new monument sign to be replaced.

Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
August 31, 2021

CASH SUMMARY - Operating Account	AUGUST		11 months YTD	
	2021	%%	2021	%%
Total Rent Revenue	16,061.00	100.00%	177,283.00	100.00%
Vacancies	0.00	0.00%	(148.00)	-0.08%
Net Rental Revenue	16,061.00	100.00%	177,135.00	99.92%
Other Income	101.78	0.63%	1,019.52	0.58%
Total Revenue	16,162.78	100.63%	178,154.52	100.49%
Expenses:				
Administrative Expenses	2,612.18	16.26%	34,876.83	19.67%
Utilities	2,198.43	13.69%	21,575.12	12.17%
Operating & Maintenance	5,069.99	31.57%	55,853.52	31.51%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	926.12	5.77%	9,545.70	5.38%
Total Expenses	10,806.72	61.52%	121,851.17	36.65%
Net Operating Income	5,356.06	45.26%	56,303.35	43.68%
Interest and Finance Expense	565.08	3.52%	6,225.88	3.51%
Replacement Costs	0.00	0.00%	11,075.17	6.25%
Net Cash Flow from Operations	4,790.98		39,002.30	
Plus (Minus)				
Interest Income	(3.29)		(35.38)	
Unpaid Rent Collected (Owed)	192.00		711.75	
Prepaid Rent Received (Absorbed)	30.00		(1,150.00)	
Prepaid Insurance Expense	257.53		(257.53)	
Security Deposits Received (Refunded)	0.00		(472.00)	
Accrued Interest (Payment)	545.08		(24,262.12)	
Net Cash Increase (Decrease)	5,812.30		13,537.02	
Beginning of Period Cash Balance	35,118.35		43,601.05	
Contributions (Distributions) to Owner	0.00		(15,602.00)	
Transfer from (to) Impound Account	(401.33)		(4,423.38)	
Transfer From (to) Replacement Reserves	(450.00)		2,750.00	
Transfer from (to) Security account	0.00		216.63	
Ending Cash Balance - Operating Account	\$40,079.32		\$40,079.32	
- Replacement Reserve			\$108,733.68	
- Tax and Insurance Impounds			\$46,762.50	
- Security Deposit Accounts			\$14,859.24	

	Current Month	UNIT STATUS	Current Month
TENANT RECEIVABLES			
Rent and Rent Related Receivables		Total Units	24
Balance at Beginning of Month	1,079.00	Vacant units at beginning of month	0
Uncollected (Collected) During Month	(192.00)	Plus Units vacated during month	0
Written off to Bad Debts	0.00	Less move ins and deposits to hold	0
Balance at End of Month	<u>\$887.00</u>	Vacant units at end of month	<u>0</u>

Income Statement
HACB GRIDLEY SPRINGS II
As of
August 31, 2021

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	15,200.00	16,258.00	(1,058.00)	158,773.00	178,838.00	(20,065.00)
Tenant Assistance Payments	861.00	0.00	861.00	18,510.00	0.00	18,510.00
Total Revenue	16,061.00	16,258.00	(197.00)	177,283.00	178,838.00	(1,555.00)
Apartment Vacancies	0.00	(325.00)	325.00	(148.00)	(3,576.83)	3,428.83
Total Vacancies	0.00	(325.00)	325.00	(148.00)	(3,576.83)	3,428.83
NET RENTAL REVENUE	16,061.00	15,933.00	128.00	177,135.00	175,261.17	1,873.83
Interest Income-Other Cash	3.16	0.00	3.16	34.02	0.00	34.02
Interest Income-Sec Deposits	0.13	0.00	0.13	1.36	0.00	1.36
Total Financial Revenue	3.29	0.00	3.29	35.38	0.00	35.38
Misc Tenant Charges/Damages & Cleaning	0.00	83.00	(83.00)	0.00	916.67	(916.67)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	0.00	0.00	0.00	0.00	0.00
Laundry Revenue	98.49	75.00	23.49	984.14	825.00	159.14
Total Other Revenue	98.49	158.00	(59.51)	984.14	1,741.67	(757.53)
TOTAL REVENUE	16,162.78	16,091.00	71.78	178,154.52	177,002.84	1,151.68
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	21.00	(21.00)	0.00	229.00	(229.00)
Credit Reports	0.00	0.00	0.00	29.64	0.00	29.64
IT Support Services	128.00	128.00	0.00	1,408.00	1,408.00	0.00
Telephone/Answering Service	45.08	0.00	45.08	670.14	0.00	670.14
Consulting/Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
Postage and Mailing	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Expense/Office Personnel	0.00	0.00	0.00	32.14	0.00	32.14
Office Supplies/Expenses	0.00	705.00	(705.00)	818.30	7,759.00	(6,940.70)
Dues and Subscriptions	0.00	0.00	0.00	64.29	0.00	64.29
Management Fee	1,035.00	1,080.00	(45.00)	11,565.00	11,880.00	(315.00)
Manager Salaries	1,404.10	1,383.00	21.10	16,504.32	15,217.00	1,287.32
Education/Registration fees	0.00	63.00	(63.00)	0.00	687.00	(687.00)
Legal Expense	0.00	125.00	(125.00)	0.00	1,375.00	(1,375.00)
Auditing Fees	0.00	0.00	0.00	3,785.00	3,800.00	(15.00)
Other Administrative Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative Expenses	2,612.18	3,505.00	(892.82)	34,876.83	42,355.00	(7,478.17)
Utility Expenses						
Electricity	361.68	167.00	194.68	3,435.87	1,833.00	1,602.87
Water	403.78	292.00	111.78	4,770.86	3,208.00	1,562.86
Gas	17.76	83.00	(65.24)	309.66	917.00	(607.34)
Sewer	744.65	815.00	(70.35)	7,137.57	8,965.00	(1,827.43)
Garbage and Trash Removal	670.56	500.00	170.56	5,921.16	5,500.00	421.16
Total Utility Expenses	2,198.43	1,857.00	341.43	21,575.12	20,423.00	1,152.12
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	10.00	0.00	10.00
Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Exterminating Contract	100.00	0.00	100.00	925.00	0.00	925.00
Tree Service	0.00	0.00	0.00	1,600.00	0.00	1,600.00
Grounds Contract	0.00	0.00	0.00	11,000.00	0.00	11,000.00
Grounds Maintenance and Supplies	1,241.99	0.00	1,241.99	5,233.21	0.00	5,233.21
Maintenance Personnel	1,440.10	1,383.00	57.10	14,055.63	15,216.67	(1,161.04)
Repair Materials	185.85	2,083.00	(1,897.15)	8,955.78	22,916.67	(13,960.89)
Repair Contract/Vendor Labor	0.00	3,083.00	(3,083.00)	2,085.00	33,916.67	(31,831.67)
Electrical Repair and Supplies	0.00	0.00	0.00	65.20	0.00	65.20
HVAC Repair/Maintenance	1,349.00	333.00	1,016.00	5,374.34	3,666.67	1,707.67
Appliance Repair and Maintenance	0.00	0.00	0.00	1,401.73	0.00	1,401.73
Plumbing Repair and Supplies	753.05	0.00	753.05	4,963.55	0.00	4,963.55
Interior Painting and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Gas, Oil and Mileage	0.00	0.00	0.00	75.58	0.00	75.58
Fire Protection Equipment	0.00	0.00	0.00	108.50	0.00	108.50
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	5,069.99	6,882.00	(1,812.01)	55,853.52	75,716.68	(19,863.16)

Income Statement
HACB GRIDLEY SPRINGS II
As of
August 31, 2021

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	374.97	300.00	74.97	3,462.31	3,300.00	162.31
Property & Liability Insurance	257.53	167.00	90.53	(111.90)	1,833.33	(1,945.23)
Worker's Compensation	174.67	200.00	(25.33)	1,972.97	2,200.00	(227.03)
Health/Dental Insurance	118.95	150.00	(31.05)	1,131.95	1,650.00	(518.05)
Other Insurance	0.00	0.00	0.00	3,090.37	0.00	3,090.37
Total Taxes & Insurance Expenses	926.12	817.00	109.12	9,545.70	8,983.33	562.37
TOTAL EXPENSES	10,806.72	13,061.00	(2,254.28)	121,851.17	147,478.01	(25,626.84)
NET OPERATING INCOME (LOSS)	5,356.06	3,030.00	2,326.06	56,303.35	29,524.83	26,778.52
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	5,995.88	0.00	5,995.88
Bank Fees	20.00	0.00	20.00	230.00	0.00	230.00
Total Interest & Finance Expense	565.08	0.00	565.08	6,225.88	0.00	6,225.88
OPERATING PROFIT (LOSS)	4,790.98	3,030.00	1,760.98	50,077.47	29,524.83	20,552.64
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Drapery/Blind Replacement	0.00	0.00	0.00	49.42	0.00	49.42
Appliance Replacement	0.00	0.00	0.00	3,006.87	0.00	3,006.87
Furniture/Equipment Replacement	0.00	0.00	0.00	1,200.00	0.00	1,200.00
Carpet/Flooring Replacement	0.00	0.00	0.00	4,380.00	0.00	4,380.00
Plumbing Replacement	0.00	0.00	0.00	2,438.88	0.00	2,438.88
Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture and Equip Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Door/Screen Repair/Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Replacements	0.00	0.00	0.00	11,075.17	0.00	11,075.17
NET CASH FLOW FROM OPERATIONS	4,790.98	3,030.00	1,760.98	39,002.30	29,524.83	9,477.47

MEMO

Date: September 10, 2021

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – LIHTC Properties

- Walker Commons Apartments, Chico (56 units, LIHTC, senior/disabled)
- Chico Commons Apartment, Chico (72 units, LIHTC, Family)
- Gridley Springs I Apartments, Gridley (32 units, LIHTC, family)
- 1200 Park Avenue Apartments, Chico (107 units, LIHTC, senior)
- Harvest Park Apartments, Chico (90 units, LIHTC, family)

For Chico Commons, Walker Commons, and 1200 Park Ave. Apartments, Chico, please also see monthly reports provided by the property manager, AWI, following this memo. Property manager Winn Residential provides monthly reports for Harvest Park Apts., Chico; and Sackett Corporation for Gridley Springs I Apts., Gridley, following this memo.



Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property has

one (1) vacancy as of the beginning of the month; and AWI is working on the move-in to occur as of this memo or July 9, 2021. *100% of the rent was collected for June!* The complex is continuing to observe COVID-19 Stage 2 protocols. Please find the AWI monthly owners report following, as well as a brief property narrative provided by AWI. This property, too, has now been evaluated by consultant Brawner & Associates regarding repositioning, determined infeasible for re-syndication, and seeks its path for re-financing and modernization. Again, AWI Regional Property Manager, Jenifer McDonnell has been promoted to VP of Operations, and we will be working with a new Regional Property Manager.



Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) – There currently are (3) vacancies as of the 1st of the month; turnover and vacancy for the month is relayed in the AWI narrative. Unpaid rent June was 10% of collections. The delinquent households involve a total of seven (7) units, a situation *again* described in detail in the accompanying AWI narrative report. Total unpaid rent due to various reason's is at \$20,734.00. The eviction moratorium was extended again through September 30, 2021, and AWI is working with two local attorneys regarding noticing and repayment agreements. The PG&E low-income energy efficiency program to replace common area water heaters, washing machines, and lighting - the owner pays for improvements

up front, with PG&E reimbursing after completion, has now been completed. The wooden fence on the west side of the property needs replacement and we are in the process of obtaining bids - either wood, or chain link with privacy slats; the first bid came in at \$26,475.00 due to the increasing price of lumber. We are obtaining contractor bids for gutters and downspouts, dumpster enclosure gates, and again, for west side fence replacement. AWI will commence annual interior inspections as both LIHTC and HUD plan to reinstate actual inspections later in 2021. The property continues to be operated subject to COVID-19 pandemic response protocols, and leasing dynamics are being watched carefully – please find AWI's narrative property report and financials, following. The property has been evaluated by consultant Brawner & Associates as to repositioning, and determined to be infeasible for re-syndication using LIHTC's. A path continues to be sought to re-finance the property to accomplish modernization work ensuring the property's longevity as a community affordable housing asset. AWI Regional Property Manager, Jenifer McDonnell, has been promoted to VP of Operations; we will be working with a new Regional Property Manager. Jennifer will work to ensure a smooth transition.

Gridley Springs I Apartments, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There continues to be zero (0) vacancies reported by Sackett Corporation as of the beginning of the month. There are no thirty (30) day notices to vacate. The current maintenance person resigned, and a new maintenance person has been hired by Sackett Corporation. His name is Miquel Aguirre. The CTCAC desk audit was completed and we are waiting for the closeout/clearance letter. Please find Sackett Corporation's Owner's report, following.



1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – This property currently has three (3) vacancies. Two move-ins and one move-out occurred during the month of June. There are two pending notices to vacate; one for nuisance and the other a Reasonable Accommodation transfer. There was one tenant who did not pay rent for the month of June. We expect payment from CAA for this resident as they have committed to pay on the household's behalf. There was an update to the legal complaint that was filed by a resident against property manager AWI, the property owner, and BCAHDC, regarding a

laundry room incident at the property, as well as other allegations. Our insured attorney provided a detailed report; we do expect a trail in the future. The on-site manager has resigned, moving to CHIP, and AWI has hired Christy Crux as the new on-site manager. The flat roofs assessment has been completed, with replacements still being scheduled. Pigeon abatement, replacement of elevator floors, and striping of the parking garages are all in the works with bids and or completion. The Passages senior services program, associated with CSU Chico, is working with AWI to put together a program of supportive services to help with the needs of the building's senior households, but again, due to the COVID-19 pandemic, this has been on hold. Since the move of the Jesus Center; homeless activity has decreased significantly. Please find AWI's monthly financials and property manager monthly narrative following, for your review. AWI's Regional Property Manager, Jenifer McDonnell, has been promoted by AWI to VP of Operations; we will be working with her replacement.



Harvest Park Apartments, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has zero (0) vacancy. There is unpaid rent in

various units due to COVID-19, and or job loss. We are in the process of following up with property manager WINN Residential, as the net delinquent is now over \$36,000, a function of households taking advantage of COVID-19 eviction forbearance and misunderstandings about how COVID-19 rent reconciliation functions. There will be a CTCAC desk audit performed by the tax-credit agency within the next 30 days. The property continues operations per budget. Please find WINN Residential Owner's Report following.

Chico Commons August 2021



Separate Variance Report sent explaining budget differences and expenses.

Updates:

Chico Commons currently has one vacancy. Three move-ins and one move out occurred during the month of August.

#48 – Unit turn is nearing completion and an application is in process for approval. Move in expected by 9/10/21.

Staff's hard work over the last few months addressing the high turnover activity has paid off. Currently there are no notices to vacate or terminations in process – 100% occupancy is on the horizon!

Outstanding August rent is 10%. The balances have substantially improved. Details of household's owing more than current rent below:

- **Unit 6; Balance \$4,995** Resident has been approved for \$2,911 in rent relief assistance and resident continues to pay sporadically.
- **Unit 8; Balance \$1,367.** Resident making payments on old balances.
- **Unit 14; balance \$2,390.99.** Didn't pay August rent, resident applied for the relief assistance program.
- **Unit 16; balance \$1934,** Resident has been contacted to start a payment plan for July and August rent balance.
- **Unit 53; balance \$969.21** and chipping away at older balance. Applied for Covid rent relief.



- **Unit 57; balance \$672.** Resident submitted a declaration of Covid-19 hardship on 7/7 and signed a 6 month payment plan.
- **Unit 63; balance \$211.99.** Owes partial for the month of June.

Staff currently seeking a 2nd bid for Tree trimming and rain gutters/downspouts replacement.

Bid to replace the AC unit in unit #4 has been approved and schedule for replacement on 09/13/21.

Once funds are reimbursed for the upgrades that were completed as part of the PG&E Program we have bids on hand to upgrade garbage enclosure gates and replace the failed fencing.

Chico Commons 549
For the Month Ended August 31, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 63,071.00	\$ 59,950.00	\$ 3,121.00	\$ 506,983.00	\$ 479,600.00	\$ 27,383.00
Vacancies	(1,045.00)	(2,398.00)	1,353.00	(19,128.84)	(19,184.00)	55.16
Rent Adjustments	(105.60)	(245.83)	140.23	(2,648.52)	(1,966.66)	(681.86)
Manager's Unit	(796.00)	(845.00)	49.00	(6,368.00)	(6,760.00)	392.00
Total Tenant Rent	\$ 61,124.40	\$ 56,461.17	\$ 4,663.23	\$ 478,837.64	\$ 451,689.34	\$ 27,148.30
Other Project Income:						
Laundry Income	\$ 714.23	\$ 677.83	\$ 36.40	\$ 6,638.93	\$ 5,422.66	\$ 1,216.27
Interest Income	3.11	4.17	(1.06)	65.71	33.34	32.37
Restricted Reserve Interest Income	31.78	0.00	31.78	52.42	0.00	52.42
Other Tenant Income	\$ 0.00	\$ 428.50	\$ (428.50)	\$ 3,068.00	\$ 3,428.00	\$ (360.00)
Miscellaneous Income	\$ 3,940.10	\$ 0.00	\$ 3,940.10	\$ 8,289.09	\$ 0.00	\$ 8,289.09
Other Project Income	\$ 4,689.22	\$ 1,110.50	\$ 3,578.72	\$ 18,114.15	\$ 8,884.00	\$ 9,230.15
Total Project Income	\$ 65,813.62	\$ 57,571.67	\$ 8,241.95	\$ 496,951.79	\$ 460,573.34	\$ 36,378.45
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 27,376.98	\$ 23,260.74	\$ 4,116.24	\$ 286,221.58	\$ 186,085.98	\$ 100,135.60
Utilities (From Pg 2)	8,611.08	7,340.25	1,270.83	66,345.40	58,722.00	7,623.40
Administrative (From Pg 2)	6,943.13	8,549.74	(1,606.61)	70,067.85	68,397.98	1,669.87
Taxes & Insurance (From Pg 2)	1,575.33	1,685.50	(110.17)	12,901.35	13,484.00	(582.65)
Other Taxes & Insurance (Fr Page 2)	914.69	3,371.66	(2,456.97)	12,802.18	26,973.32	(14,171.14)
Other Project Expenses	965.80	1,581.24	(615.44)	7,234.81	12,649.98	(5,415.17)
Total O&M Expenses	\$ 46,387.01	\$ 45,789.13	\$ 597.88	\$ 455,573.17	\$ 366,313.26	\$ 89,259.91
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 20,833.36	\$ 20,833.34	\$.02
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 8,640.00	\$ 8,640.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	20,000.00	20,000.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.17	\$ 0.00	\$ 49,473.36	\$ 49,473.34	\$.02
Total Project Expenses	\$ 52,571.18	\$ 51,973.30	\$ 597.88	\$ 505,046.53	\$ 415,786.60	\$ 89,259.93
Net Profit (Loss)	\$ 13,242.44	\$ 5,598.37	\$ 7,644.07	\$ (8,094.74)	\$ 44,786.74	\$ (52,881.48)
Other Cash Flow Items:						
Reserve Transfers	\$ (31.78)	\$ 0.00	\$ (31.78)	\$ (200,052.42)	\$ 0.00	\$ (200,052.42)

Walker Commons August 2021



Separate Variance Report explaining budget differences and expenditures.

Updates:

Walker Commons is currently 100% occupied. No move outs or move in's during the month of August.

No notices to vacate or terminations in process.

100% of August rent was collected. 100% of September rent was collected.

The cleaning and striping of the parking areas is still pending. Per our conversations with the vendor there is a nationwide shortage of traffic/pavement paint. Staff continues to follow up regularly.

The gates recently underwent repairs. The mechanical lock was replaced on the south gate and new gate hardware was installed on the north gate.

PG&E Energy Saving Assistant Program reimbursement was received. The total incentive approved for this project was \$13,436.67, payment has been deposited and posted.

The rain gutters and downspouts throughout the property are in disrepair and with the rains coming soon we are looking at replacement / repair options. Staff currently has two bids on hand and is seeking a third.

Covid prevention measures remain in place. Masks and distancing encouraged.

Stay Safe!

(530) 745-6170 tel AWI Management Corporation
(530) 745-6171 fax 120 Center Street
www.awimc.com Auburn CA 95603

AWI Management Corporation is an Equal Opportunity provider.



Walker Commons 550
For the Month Ended August 31, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 42,719.00	\$ 38,003.67	\$ 4,715.33	\$ 338,093.00	\$ 304,029.34	\$ 34,063.66
Vacancies	232.19	(760.08)	992.27	(3,122.81)	(6,080.66)	2,957.85
Rent Adjustments	(84.00)	(39.58)	(44.42)	(2,423.24)	(316.66)	(2,106.58)
Manager's Unit	(704.00)	(699.00)	(5.00)	(5,632.00)	(5,592.00)	(40.00)
Total Tenant Rent	\$ 42,163.19	\$ 36,505.01	\$ 5,658.18	\$ 326,914.95	\$ 292,040.02	\$ 34,874.93
Other Project Income:						
Laundry Income	\$ 0.00	\$ 165.58	\$ (165.58)	\$ 1,662.58	\$ 1,324.66	\$ 337.92
Interest Income	2.85	0.00	2.85	51.64	0.00	51.64
Restricted Reserve Interest Income	21.81	0.00	21.81	154.62	0.00	154.62
Other Tenant Income	\$ 8.00	\$ 112.33	\$ (104.33)	\$ 1,845.25	\$ 898.66	\$ 946.59
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 563.03	\$ 0.00	\$ 563.03
Other Project Income	\$ 32.66	\$ 277.91	\$ (245.25)	\$ 4,277.12	\$ 2,223.32	\$ 2,053.80
Total Project Income	\$ 42,195.85	\$ 36,782.92	\$ 5,412.93	\$ 331,192.07	\$ 294,263.34	\$ 36,928.73
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ (5,294.04)	\$ 11,057.90	\$ (16,351.94)	\$ 73,632.44	\$ 88,463.30	\$ (14,830.86)
Utilities (From Pg 2)	3,702.98	3,257.50	445.48	25,685.28	26,060.00	(374.72)
Administrative (From Pg 2)	5,984.50	6,426.42	(441.92)	51,724.09	51,411.34	312.75
Taxes & Insurance (From Pg 2)	1,009.67	1,020.25	(10.58)	9,910.00	8,162.00	1,748.00
Other Taxes & Insurance (Fr Page 2)	2,126.05	3,034.93	(908.88)	18,532.41	24,279.36	(5,746.95)
Other Project Expenses	528.51	865.50	(336.99)	6,310.85	6,924.00	(613.15)
Total O&M Expenses	\$ 8,057.67	\$ 25,662.50	\$ (17,604.83)	\$ 185,795.07	\$ 205,300.00	\$ (19,504.93)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00	\$ 0.00
Transfer - Reserves	933.34	933.33	.01	7,466.72	7,466.66	.06
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.33	\$.01	\$ 22,466.72	\$ 22,466.66	\$.06
Total Project Expenses	\$ 10,866.01	\$ 28,470.83	\$ (17,604.82)	\$ 208,261.79	\$ 227,766.66	\$ (19,504.87)
Net Profit (Loss)	\$ 31,329.84	\$ 8,312.09	\$ 23,017.75	\$ 122,930.28	\$ 66,496.68	\$ 56,433.60
Other Cash Flow Items:						
Reserve Transfers	\$ (21.81)	\$ 0.00	\$ (21.81)	\$ (100,154.62)	\$ 0.00	\$ (100,154.62)

1200 Park Avenue August 2021



Separate Variance Report sent explaining budget differences and expenses.

Updates:

1200 Park Avenue currently has 4 vacancies: Two move-ins and three move outs during the month of August. 1200 Park Avenue has been a very busy place filling vacancies & screening applicants.

- Unit # 208 is market ready with an application in process. The previous app in process was over the income limit.
- Unit #206 is nearly complete. Pending cleaning.
- Unit #237 has serious smoke damage. The walls have been cleaned and an ozone machine is in place to reduce the smell. Full paint, flooring and many replacement items are needed.
- Unit #137 new lock out on 09/01/21, resident left all belongings in the unit and staff is working to coordinate an appointment for removal.

Upcoming Vacancies:

- Unit #243 - 30-day notice to vacate.

One August rent payment still outstanding:

Unit #207 – CAA of Butte County has committed to paying off the past due balance. All the required documents have been submitted to the agency and the Property Manager is following to check on the status.

To date in September, three rent payments are outstanding. Staff is following up to collect this month.



The fire alarm/sprinkler inspection has been delayed for the 2nd time due to parts (two heat sensors) on back order. Parts are expected to be received on 09/08/21.

The damage to irrigation and landscaping that took place during the City's side walk work, will be repaired very soon. The landscaping vendor has supplied a bid which has been approved.

Staff is currently seeking for estimates for tree trimming and to clean all exterior windows plus interior of common areas windows.

The striping of the parking garages and street parking has been completed and looks great!

The power washing of the front of the complex is complete and made a huge difference. We received many nice compliments from residents. It's always great to hear positive feedback!

Park Avenue 569
For the Month Ended August 31, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 80,890.00	\$ 75,247.00	\$ 5,643.00	\$ 633,184.50	\$ 601,976.00	\$ 31,208.50
Vacancies	(1,221.00)	(1,504.92)	283.92	(16,087.64)	(12,039.34)	(4,048.30)
Rent Adjustments	(154.00)	0.00	(154.00)	113.23	0.00	113.23
Manager's Unit	(856.00)	(780.00)	(76.00)	(6,848.00)	(6,240.00)	(608.00)
Total Tenant Rent	<u>\$ 78,659.00</u>	<u>\$ 72,962.08</u>	<u>\$ 5,696.92</u>	<u>\$ 610,362.09</u>	<u>\$ 583,696.66</u>	<u>\$ 26,665.43</u>
Other Project Income:						
Laundry Income	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,500.00	\$ 8,000.00	\$ (2,500.00)
Interest Income	1.48	0.00	1.48	11.04	0.00	11.04
Restricted Reserve Interest Income	9.34	7.25	2.09	76.16	58.00	18.16
Other Tenant Income	\$ 925.50	\$ 365.41	\$ 560.09	\$ 4,204.55	\$ 2,923.32	\$ 1,281.23
Miscellaneous Income	\$ 51.88	\$ 12.50	\$ 39.38	\$ 104.29	\$ 100.00	\$ 4.29
Other Project Income	<u>\$ 2,988.20</u>	<u>\$ 1,385.16</u>	<u>\$ 1,603.04</u>	<u>\$ 9,896.04</u>	<u>\$ 11,081.32</u>	<u>\$ (1,185.28)</u>
Total Project Income	<u><u>\$ 81,647.20</u></u>	<u><u>\$ 74,347.24</u></u>	<u><u>\$ 7,299.96</u></u>	<u><u>\$ 620,258.13</u></u>	<u><u>\$ 594,777.98</u></u>	<u><u>\$ 25,480.15</u></u>
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 20,501.98	\$ 16,716.58	\$ 3,785.40	\$ 157,991.90	\$ 133,732.66	\$ 24,259.24
Utilities (From Pg 2)	12,270.82	9,314.74	2,956.08	72,055.36	74,517.98	(2,462.62)
Administrative (From Pg 2)	12,786.96	9,301.00	3,485.96	82,674.90	74,408.00	8,266.90
Taxes & Insurance (From Pg 2)	2,210.92	2,344.08	(133.16)	17,687.36	18,752.66	(1,065.30)
Other Taxes & Insurance (Fr Page 2)	2,601.87	4,510.92	(1,909.05)	31,126.66	36,087.34	(4,960.68)
Other Project Expenses	2,324.53	1,997.00	327.53	13,328.13	15,976.00	(2,647.87)
Total O&M Expenses	<u>\$ 52,697.08</u>	<u>\$ 44,184.32</u>	<u>\$ 8,512.76</u>	<u>\$ 374,864.31</u>	<u>\$ 353,474.64</u>	<u>\$ 21,389.67</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,242.49	\$ 26,202.00	\$ 40.49	\$ 209,522.88	\$ 209,616.00	\$ (93.12)
Managing General Partner Fees	\$ 1,085.50	\$ 1,085.50	\$ 0.00	\$ 8,607.16	\$ 8,684.00	\$ (76.84)
Transfer - Reserves	2,675.00	2,675.00	0.00	21,400.00	21,400.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 30,002.99</u>	<u>\$ 29,962.50</u>	<u>\$ 40.49</u>	<u>\$ 239,530.04</u>	<u>\$ 239,700.00</u>	<u>\$ (169.96)</u>
Total Project Expenses	<u><u>\$ 82,700.07</u></u>	<u><u>\$ 74,146.82</u></u>	<u><u>\$ 8,553.25</u></u>	<u><u>\$ 614,394.35</u></u>	<u><u>\$ 593,174.64</u></u>	<u><u>\$ 21,219.71</u></u>
Net Profit (Loss)	<u><u>\$ (1,052.87)</u></u>	<u><u>\$ 200.42</u></u>	<u><u>\$ (1,253.29)</u></u>	<u><u>\$ 5,863.78</u></u>	<u><u>\$ 1,603.34</u></u>	<u><u>\$ 4,260.44</u></u>
Other Cash Flow Items:						
Reserve Transfers	\$ (7.23)	\$ 0.00	\$ (7.23)	\$ 7,716.83	\$ 0.00	\$ 7,716.83

Monthly Property Summary Report

75 Harvest Park Court

August 2021



HARVEST
P A R K

CHICO, CA.
90 UNITS
TAX CREDIT

MONTHLY PROPERTY SUMMARY REPORT

INCOME AND EXPENSE SUMMARY

Total Operating Income Actual/Month:	•	\$81,981.00
Total Operating Income Budget/Month:	•	\$80,802.00
Total Operating Income Actual/YTD:	•	\$628,812.16
Total Operating Income Budget/YTD:	•	\$635,895.00
Total Operating Expenses Actual/Month:	•	\$28,354.35
Total Operating Expenses Budget/Month:	•	\$34,006.33
Total Operating Expenses Actual/YTD:	•	\$274,745.37
Total Operating Expenses Budget/YTD:	•	\$277,482.81
Total Net Operating Income Actual/Month:	•	\$53,626.65
• Total Net Operating Income Budget/Month:		\$46,795.67
• Total Net Operating Income Actual/YTD:		\$354,066.79
• Total Net Operating Income Budget/YTD:		\$3358,412.19

BUDGET VARIANCE REPORT

(Line-Item Variance Report: Expenses Exceeding 10% of budget or \$500 minimum variance.)

	Month Ending 08/31/2021			
	Actual	Budget	Variance	%
6992-0000 - Pool Contract	534.02	267.00	(267.02)	(100.00)
Comments: Pool contract & supplies/chemicals				
6462-0000 – Exterminating Contract	700.00	433.00	(267.00)	(61.86)
Comments: Monthly service (no other charges)				
6360-0000 – Telephone	1,560.89	869.00	(691.89)	(79.61)
Comments: Service 07.13.20 – 08.12.21 & 8.13.21 – 9.12.21				
6541-0000 Maintenance Supplies	2,251.80	750.00	(1,501.80)	(200.24)
Comments: Misc. Supplies/Unit Items; Plumbing Supplies/Kitchen Faucet				

SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS

YTD Budgeted Capital Improvements / Cash Flow: 2021

YTD Actual Capital Improvements / Cash Flow: 2021

Completed

Harvest Park	Tree Trimming	\$6,000	1415-0002	May	June
<i>Derrek Hammes</i>	Apply Bark in Planters and Playground	\$8,500	1415-0002	X	
	Dryer Ducts	\$12,555	1431-0002		X
	(2) Computer Lab Computer Replacement	\$2,500	1446-0002	X	
	(1) Computer Lab Printer	\$468	1446-0002	X	
	Community Room Furniture	\$4,000	1461-0002	X	
	Computer Room Upgrades	\$2,123	1461-0002	X	
<i>As Needed Items:</i>	<i>Carpet</i>	<i>\$14,000</i>	<i>1440-0002</i>		
<i>(annual allocation)</i>	<i>Appliances</i>	<i>\$6,400</i>	<i>1486-0000</i>		
Total:		\$56,546		6	1

YTD Actual Capital Improvements Budgeted / \$56,546.00

RR: \$27,996.00

GENERAL PROPERTY ISSUES and HIGHLIGHTS

We ended the month with (2) vacant units; Move-out dates were 08/15/21 & 08/30/21. Both units have applications and pending move-ins

In general, we had a drop this financial year and experienced some struggles with maintenance and damaged units due to water intrusion.

Harvest Park - 1649
Budget Comparison
August 31, 2021

Reporting Book: ACCRUAL

As of Date: 08/31/2021

Property: Harvest Park - 1649

	Month Ending 08/31/2021				Year to Date 08/31/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
INCOME									
RENTAL INCOME									
5120-0000 - Rental Income	55,485.00	82,514.00	(27,029.00)	(32.75)	456,685.00	650,404.00	(193,719.00)	(29.78)	980,460.00
5150-0000 - Rental Assistance	21,732.00	0.00	21,732.00	(100.00)	161,038.87	0.00	161,038.87	(100.00)	0.00
5221-0000 - Gain/(Loss) to Lease	5,440.00	0.00	5,440.00	(100.00)	23,211.00	0.00	23,211.00	(100.00)	0.00
TOTAL RENTAL INCOME	82,657.00	82,514.00	143.00	0.17	640,934.87	650,404.00	(9,469.13)	(1.45)	980,460.00
AHDC IS - MISC. INCOME									
5330-0000 - Tenant Services	25.00	0.00	25.00	(100.00)	150.00	50.00	100.00	200.00	75.00
5332-0000 - Application Fees	0.00	105.00	(105.00)	(100.00)	210.00	455.00	(245.00)	(53.84)	595.00
5385-0000 - Late/Term Fees	0.00	100.00	(100.00)	(100.00)	0.00	800.00	(800.00)	(100.00)	1,200.00
5390-0002 - Damages	710.00	425.00	285.00	67.05	810.00	3,400.00	(2,590.00)	(76.17)	5,100.00
5341-0000 - Cable Revenue	0.00	0.00	0.00	0.00	2,344.53	3,195.00	(850.47)	(26.61)	4,260.00
5341-0001 - Contra Cable Revenue	0.00	0.00	0.00	0.00	(288.43)	(798.00)	509.57	63.85	(1,064.00)
TOTAL MISC. INCOME	735.00	630.00	105.00	16.66	3,226.10	7,102.00	(3,875.90)	(54.57)	10,166.00
OTHER INCOME									
5493-0000 - Int on Replacement Reserve	0.00	8.00	(8.00)	(100.00)	11.19	64.00	(52.81)	(82.51)	96.00
TOTAL OTHER INCOME	0.00	8.00	(8.00)	(100.00)	11.19	64.00	(52.81)	(82.51)	96.00
VACANCY LOSS/RENTAL LOSS/BAD DEBT									
5218-0000 - Free Rent-Marketing Concession	(100.00)	(150.00)	50.00	33.33	(800.00)	(1,200.00)	400.00	33.33	(1,800.00)
5220-0000 - Vacancies Apartment	(208.00)	(1,097.00)	889.00	81.03	(6,020.00)	(8,776.00)	2,756.00	31.40	(13,164.00)
6370-0000 - Bad Debt	0.00	0.00	0.00	0.00	0.00	(1,875.00)	1,875.00	100.00	(2,500.00)
6370-0004 - Bad Debt-Miscellaneous	0.00	0.00	0.00	0.00	0.00	(1,000.00)	1,000.00	100.00	(1,500.00)
6330-0002 - Office Manager Rent Free Unit	(1,103.00)	(1,103.00)	0.00	0.00	(8,540.00)	(8,824.00)	284.00	3.21	(13,236.00)
TOTAL VACANCY	(1,411.00)	(2,350.00)	939.00	39.95	(15,360.00)	(21,675.00)	6,315.00	29.13	(32,200.00)
TOTAL INCOME	81,981.00	80,802.00	1,179.00	1.45	628,812.16	635,895.00	(7,082.84)	(1.11)	958,522.00
EXPENSES									
MANAGEMENT FEES									
6320-0000 - Management Fees	3,442.94	4,040.00	597.06	14.77	28,870.10	31,844.00	2,973.90	9.33	48,000.00
TOTAL MANAGEMENT FEES	3,442.94	4,040.00	597.06	14.77	28,870.10	31,844.00	2,973.90	9.33	48,000.00
REAL ESTATE TAXES									
6710-0000 - Taxes Real Estate	13.41	14.00	0.59	4.21	107.26	112.00	4.74	4.23	168.00
6712-0000 - Taxes Other	0.00	0.00	0.00	0.00	385.39	365.00	(20.39)	(5.58)	365.00
TOTAL REAL ESTATE TAXES	13.41	14.00	0.59	4.21	492.65	477.00	(15.65)	(3.28)	533.00
INSURANCE									
6720-0000 - Insurance Property	2,558.33	2,475.00	(83.33)	(3.36)	19,542.15	19,125.00	(417.15)	(2.18)	29,025.00
6720-0002 - Franchise Tax - Calif Pnps	0.00	0.00	0.00	0.00	800.00	800.00	0.00	0.00	800.00
TOTAL INSURANCE	2,558.33	2,475.00	(83.33)	(3.36)	20,342.15	19,925.00	(417.15)	(2.09)	29,825.00
UTILITIES EXPENSES									
6430-0000 - Electricity Vacant	0.00	15.00	15.00	100.00	219.73	120.00	(99.73)	(83.10)	170.00
6440-0000 - Gas/Oil Heat Vacant	0.00	5.00	5.00	100.00	87.58	40.00	(47.58)	(118.95)	60.00
6450-0000 - Electricity	1,047.83	1,700.00	652.17	38.36	6,885.46	12,385.00	5,499.54	44.40	18,585.00
6451-0000 - Water and Sewer	5,124.07	4,700.00	(424.07)	(9.02)	38,413.50	33,977.00	(4,436.50)	(13.05)	51,645.00
6452-0000 - Natural Gas Heat	17.51	35.00	17.49	49.97	1,644.07	1,240.00	(404.07)	(32.58)	2,240.00
6456-0000 - Utility Late Fee	10.00	0.00	(10.00)	(100.00)	10.00	0.00	(10.00)	(100.00)	0.00
6470-0000 - Rubbish Removal	1,256.91	1,043.00	(213.91)	(20.50)	8,223.03	8,344.00	120.97	1.44	12,516.00
6454-0000 - Utility Processing	69.30	45.00	(24.30)	(54.00)	777.18	660.00	(117.18)	(17.75)	840.00
TOTAL UTILITY EXPENSES	7,525.62	7,543.00	17.38	0.23	56,260.55	56,766.00	505.45	0.89	86,056.00
PAYROLL									
6310-0000 - Office Payroll	124.40	110.00	(14.40)	(13.09)	989.46	880.00	(109.46)	(12.43)	1,420.00
6317-0000 - Temporary Services	0.00	0.00	0.00	0.00	7,010.75	0.00	(7,010.75)	(100.00)	0.00
6330-0000 - Managers Payroll	3,229.05	4,245.00	1,015.95	23.93	25,416.30	25,410.00	(6.30)	(0.02)	37,571.00
6539-0000 - Maintenance Payroll General	3,688.44	3,688.00	(0.44)	(0.01)	17,227.25	27,548.00	10,320.75	37.46	42,042.00
6714-0001 - Taxes-Payroll Administrative	227.78	325.00	97.22	29.91	2,129.63	2,471.00	341.37	13.81	3,402.00
6714-0002 - Taxes-Payroll Maintenance	279.67	282.00	2.33	0.82	1,748.61	2,633.00	884.39	33.58	3,742.00
6724-0001 - Workers Comp. - Payroll Admin	171.00	279.00	108.00	38.70	1,368.00	1,672.00	304.00	18.18	2,472.00
6724-0002 - Workers Compensation-Payroll Maintenance	203.00	242.00	39.00	16.11	1,624.00	1,807.00	183.00	10.12	2,758.00
6726-0001 - Health Ins. & Benefits-Payroll Admin	698.64	1,143.00	444.36	38.87	5,796.48	8,946.00	3,149.52	35.20	13,426.00
6726-0002 - Health Ins. & Benefits-Payroll Maint.	201.67	1,131.00	929.33	82.16	1,057.96	9,044.00	7,986.04	88.30	13,612.00
TOTAL PAYROLL	8,823.65	11,445.00	2,621.35	22.90	64,368.44	80,411.00	16,042.56	19.95	120,445.00
OPERATING & MAINTENANCE EXPENSE									
6462-0000 - Exterminating Contract	700.00	433.00	(267.00)	(61.66)	2,400.00	5,064.00	2,664.00	52.60	7,596.00
6490-0019 - Property Expense Covid19 Coronavirus	0.00	0.00	0.00	0.00	216.20	0.00	(216.20)	(100.00)	0.00

6511-0000 - Security Contract and Repairs	0.00	90.00	90.00	100.00	672.23	720.00	47.77	6.63	1,080.00
6521-0000 - Grounds Supplies	0.00	425.00	425.00	100.00	227.75	2,620.00	2,392.25	91.30	2,920.00
6522-0000 - Grounds Contract	0.00	1,825.00	1,825.00	100.00	14,270.00	14,600.00	330.00	2.26	21,900.00
6541-0000 - Maintenance Supplies	2,251.80	750.00	(1,501.80)	(200.24)	13,542.98	6,000.00	(7,542.98)	(125.71)	9,000.00
6545-0000 - Repairs Contract General	120.00	400.00	280.00	70.00	21,032.07	3,200.00	(17,832.07)	(557.25)	4,800.00
6546-0000 - Repairs Contract Electric	0.00	0.00	0.00	0.00	0.00	600.00	600.00	100.00	800.00
6547-0000 - Repairs - Contract - HVAC	0.00	0.00	0.00	0.00	254.46	1,500.00	1,245.54	83.03	1,500.00
6548-0000 - Repairs - Contract - Plumbing	0.00	208.00	208.00	100.00	3,426.79	1,944.00	(1,482.79)	(76.27)	2,776.00
6552-0000 - Uniforms	0.00	0.00	0.00	0.00	300.63	250.00	(50.63)	(20.25)	500.00
6580-0000 - Maintenance Equipment Expense	0.00	0.00	0.00	0.00	0.00	829.97	829.97	100.00	829.97
6581-0000 - Appliance Repair	(70.25)	210.00	280.25	133.45	1,474.30	1,680.00	205.70	12.24	2,520.00
6582-0000 - Lock and Key Expense	0.00	50.00	50.00	100.00	0.00	100.00	100.00	100.00	100.00
6586-0000 - Fire and Safety Systems	0.00	0.00	0.00	0.00	1,419.90	955.20	(464.70)	(48.64)	3,530.40
6991-0000 - Pool Supplies	0.00	175.00	175.00	100.00	960.45	980.00	19.55	1.99	1,260.00
6992-0000 - Pool Contract	534.02	267.00	(267.02)	(100.00)	2,325.46	2,136.00	(189.46)	(8.86)	3,204.00
TOTAL OPERATING & MAINT. EXPS.	3,535.57	4,833.00	1,297.43	26.84	62,523.22	43,179.17	(19,344.05)	(44.79)	64,316.37
TURNOVER COSTS									
6531-0000 - Cleaning Supplies	0.00	0.00	0.00	0.00	592.43	300.00	(292.43)	(97.47)	400.00
6532-0000 - Cleaning Contract	0.00	483.33	483.33	100.00	1,950.00	3,866.64	1,916.64	49.56	5,799.96
6561-0000 - Decorator Supplies	0.00	0.00	0.00	0.00	5,147.33	1,125.00	(4,022.33)	(357.54)	1,500.00
6562-0000 - Decorator Contract Services	0.00	0.00	0.00	0.00	0.00	300.00	300.00	100.00	300.00
TOTAL TURNOVER COSTS	0.00	483.33	483.33	100.00	7,689.76	5,591.64	(2,098.12)	(37.52)	7,999.96
MARKETING									
6212-0000 - Collateral Materials/Brand Identity	83.80	87.00	3.20	3.67	1,022.86	946.00	(76.86)	(8.12)	1,294.00
6216-0000 - Promotions and Promotional Items	0.00	0.00	0.00	0.00	110.48	156.00	45.52	29.17	156.00
6290-0000 - Miscellaneous Renting Expense	0.00	58.00	58.00	100.00	118.45	428.00	309.55	72.32	740.00
6981-0000 - Resident Supplies	0.00	330.00	330.00	100.00	323.16	820.00	496.84	60.59	1,100.00
TOTAL MARKETING	83.80	475.00	391.20	82.35	1,574.95	2,350.00	775.05	32.98	3,290.00
ADMINISTRATIVE EXPENSES									
6280-0000 - Credit Reports and Fees	0.00	11.00	11.00	100.00	1.40	88.00	86.60	98.40	132.00
6311-0000 - Office Expenses	319.83	594.00	274.17	46.15	6,039.23	5,717.00	(322.23)	(5.63)	8,093.00
6312-0000 - Copy Machine	5.10	132.00	126.90	96.13	1,026.63	1,056.00	29.37	2.78	1,584.00
6313-0000 - Postage	7.65	37.00	29.35	79.32	133.37	296.00	162.63	54.94	444.00
6316-0000 - Travel/Mileage	105.78	100.00	(5.78)	(5.78)	297.36	1,350.00	1,052.64	77.97	2,300.00
6316-0003 - Training	0.00	600.00	600.00	100.00	579.00	1,270.00	691.00	54.40	1,583.00
6316-0004 - Training - New Employee Orientation	0.00	0.00	0.00	0.00	814.41	0.00	(814.41)	(100.00)	0.00
6340-0000 - Legal Expense	0.00	0.00	0.00	0.00	0.00	2,400.00	2,400.00	100.00	2,400.00
6350-0000 - Auditing	0.00	0.00	0.00	0.00	12,190.00	12,000.00	(190.00)	(1.58)	12,000.00
6355-0001 - Administrative Fees	0.00	0.00	0.00	0.00	0.00	2,250.00	2,250.00	100.00	2,250.00
6360-0000 - Telephone	1,560.89	869.00	(691.89)	(79.61)	7,875.47	6,952.00	(923.47)	(13.28)	10,428.00
6380-0000 - Advertising - Employees	0.00	0.00	0.00	0.00	385.00	0.00	(385.00)	(100.00)	0.00
6385-0000 - Dues and Memberships	0.00	0.00	0.00	0.00	1,040.00	180.00	(860.00)	(477.77)	450.00
6390-0000 - Miscellaneous	0.00	0.00	0.00	0.00	259.99	540.00	280.01	51.85	740.00
6391-0000 - Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6392-0000 - Bank Charges	371.78	355.00	(16.78)	(4.72)	1,981.69	2,840.00	858.31	30.22	4,260.00
TOTAL ADMINISTRATIVE EXPENSES	2,371.03	2,698.00	326.97	12.11	32,623.55	36,939.00	4,315.45	11.68	46,814.00
TOTAL EXPENSES	28,354.35	34,006.33	5,651.98	16.62	274,745.37	277,482.81	2,737.44	0.98	407,279.33
NET OPERATING INCOME	53,626.65	46,795.67	6,830.98	14.59	354,066.79	358,412.19	(4,345.40)	(1.21)	551,242.67
REPLACEMENT RESERVE/OTHER ESCROWS									
1316-0000 - Escrow - Replacement Reserve	2,332.50	2,333.00	0.50	0.02	18,660.00	18,664.00	4.00	0.02	27,996.00
TOTAL REPLACEMENT RESERVE/OTHER ESCROWS	2,332.50	2,333.00	0.50	0.02	18,660.00	18,664.00	4.00	0.02	27,996.00
DEBT SERVICE									
2320-0000 - Mortgage Payable 1st Mortgage	5,000.00	5,000.00	0.00	0.00	40,000.00	40,000.00	0.00	0.00	60,000.00
6820-0000 - Interest on Mortgage	10,848.13	10,848.12	(0.01)	0.00	87,260.01	87,260.00	(0.01)	0.00	130,652.48
6824-0000 - Interest on Mortgage - 4th	1,297.17	1,421.43	124.26	8.74	10,377.36	11,017.92	640.56	5.81	16,611.92
6828-0000 - Service Fee	5,963.58	6,000.08	36.50	0.60	47,978.33	48,124.33	146.00	0.30	72,080.45
TOTAL DEBT SERVICE	23,108.88	23,269.63	160.75	0.69	185,615.70	186,402.25	786.55	0.42	279,344.85
MISCELLANEOUS									
6890-0000 - Miscellaneous Financial Exp	416.67	416.67	0.00	0.00	3,333.36	5,833.36	2,500.00	42.85	10,000.04
6892-0000 - Trustee Fees	283.33	283.33	0.00	0.00	2,266.64	2,266.64	0.00	0.00	3,399.96
TOTAL MISCELLANEOUS	700.00	700.00	0.00	0.00	5,600.00	8,100.00	2,500.00	30.86	13,400.00
CAPITAL EXPENDITURES									
1415-0002 - Landscape and Land Improvements	0.00	0.00	0.00	0.00	14,480.00	14,500.00	20.00	0.13	14,500.00
1431-0000 - Building Improvements	0.00	0.00	0.00	0.00	1,984.13	0.00	(1,984.13)	(100.00)	0.00
1431-0002 - Building Improvements	0.00	0.00	0.00	0.00	0.00	12,555.00	12,555.00	100.00	12,555.00
1440-0002 - Carpet/Flooring	0.00	0.00	0.00	0.00	(1,019.04)	8,000.00	9,019.04	112.73	14,000.00
1446-0002 - Computers	0.00	0.00	0.00	0.00	375.37	2,968.00	2,592.63	87.35	2,968.00
1461-0002 - Furniture & Fixtures	0.00	0.00	0.00	0.00	1,639.69	6,123.00	4,483.31	73.22	6,123.00
1486-0000 - Appliances	1,454.52	0.00	(1,454.52)	(100.00)	10,499.34	6,400.00	(4,099.34)	(64.05)	6,400.00
TOTAL CAPITAL EXPENDITURES	1,454.52	0.00	(1,454.52)	(100.00)	27,959.49	50,546.00	22,586.51	44.68	56,546.00
MORTGAGOR EXPENSES									
7115-0000 - Non Profit Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
7135-0000 - Asset Management Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,940.00
7153-0000 - Administration Fee Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,500.00
TOTAL MORTGAGOR EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,440.00

PROFIT/LOSS	26,030.75	20,493.04	5,537.71	27.02	116,231.60	94,699.94	21,531.66	22.73	132,515.82
Additional Adjustments to Cash Flow									
Accounts Payable	12.38	0.00	12.38	(100.00)	(9,381.60)	0.00	(9,381.60)	(100.00)	0.00
Resident Accounts Receivable	2,501.00	0.00	2,501.00	(100.00)	(33,422.45)	0.00	(33,422.45)	(100.00)	0.00
Subsidy Accounts Receivable	3,722.90	0.00	3,722.90	(100.00)	(574.97)	0.00	(574.97)	(100.00)	0.00
Other Accounts Receivable	0.00	0.00	0.00	0.00	11,500.00	0.00	11,500.00	(100.00)	0.00
Prepaid Expenses	2,558.33	0.00	2,558.33	(100.00)	(11,787.05)	0.00	(11,787.05)	(100.00)	0.00
Prepaid Rent	1,023.66	0.00	1,023.66	(100.00)	2,984.98	0.00	2,984.98	(100.00)	0.00
Net Accruals	387.41	0.00	387.41	(100.00)	(7,245.32)	0.00	(7,245.32)	(100.00)	0.00
Accrued Interest on Deferred Loans	1,297.17	1,421.43	(124.26)	(8.74)	10,377.36	11,017.92	(640.56)	(5.81)	16,611.92
Distributions to Owners	0.00	0.00	0.00	0.00	(202,822.00)	0.00	(202,822.00)	(100.00)	0.00
Escrow Tax	(13.68)	(14.00)	0.32	2.28	(29.00)	(112.00)	83.00	74.10	(168.00)
Escrow Insurance	(3,740.12)	(2,475.00)	(1,265.12)	(51.11)	10,459.13	(19,125.00)	29,584.13	154.68	(29,025.00)
Escrow Other	0.00	(8.00)	8.00	100.00	(11.19)	(64.00)	52.81	82.51	(96.00)
Total Additional Adjustments to Cash Flow	7,749.05	(1,075.57)	8,824.62	820.45	(229,952.11)	(8,283.08)	(221,669.03)	(2,676.16)	(12,677.08)
Total Net Adjusted Cash Flow	33,779.80	19,417.47	14,362.33	73.96	(113,720.51)	86,416.86	(200,137.37)	(231.59)	119,838.74
Net Change in Cash from TB	33,779.80	0.00	33,779.80	100.00	(113,720.51)	0.00	(113,720.51)	100.00	0.00
Variance	0.00	(19,417.47)	19,417.47	100.00	0.00	(86,416.86)	86,416.86	100.00	(119,838.74)

Created on: 09/09/2021 10:04 PM EST



GRIDLEY SPRINGS

September 2021

Property Status:

1. GSI is 99% occupied with 1 vacant unit.
2. GSII is 100% occupied with Zero notices to vacate.
3. GSI just completed a WNC equity investor FY21(lihtc) audit successfully with zero findings.
4. Power washing of all buildings and carports for both GSI and GSII are scheduled to be completed this month.
5. GSI is finalizing bid and RD approval for the new monument sign to be replaced.

Mac Upshaw



DHI GRIDLEY SPRINGS I
As of
August 31, 2021

CASH SUMMARY - Operating Account

	AUGUST		8 months YTD	
	2021	%%	2021	%%
Total Rent Revenue	21,768.00	100.00%	181,826.02	100.00%
Vacancies	(1,476.00)	-6.78%	(1,811.00)	-1.00%
Net Rental Revenue	20,292.00	93.22%	180,015.02	99.00%
Other Income	1,028.87	4.73%	3,826.42	2.10%
Total Revenue	21,320.87	97.95%	183,841.44	101.11%
Expenses:				
Administrative Expenses	4,998.35	22.96%	45,280.80	24.90%
Utilities	3,413.85	15.68%	22,883.29	12.59%
Operating & Maintenance	6,140.89	28.21%	43,828.32	24.10%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	891.36	4.09%	22,012.78	12.11%
Total Expenses	15,444.45	66.86%	134,005.19	38.41%
Net Operating Income	5,876.42	43.89%	49,836.25	36.69%
Interest and Finance Expense	1,290.44	5.93%	10,412.73	5.73%
Replacement Costs	1,320.90	6.07%	11,075.65	6.09%
Net Cash Flow from Operations	3,265.08		28,347.87	
Plus (Minus)				
Interest Income	(2.52)		(406.38)	
Unpaid Rent Collected (Owed)	355.00		(3,910.00)	
Unpaid Subsidy Rent Collected (Owed)	(35.00)		(10,025.02)	
Impound/Escrow Funds	(3,051.90)		1,319.25	
Prepaid Rent Received (Absorbed)	227.00		329.00	
Security Deposits Received (Refunded)	(758.00)		(1,532.00)	
Mortgage Principle payment	(2,688.92)		(20,805.20)	
Net Cash Increase (Decrease)	(2,689.26)		(6,682.48)	
Beginning of Period Cash Balance	42,732.06		46,734.86	
Transfer from (to) Savings	0.00		0.00	
Transfer From (To) Impound Account	0.00		0.00	
Transfer from (to) Security account	0.00		(9.58)	
Ending Cash Balance - Operating Account	\$40,042.80		\$40,042.80	
- Security Deposit Accounts			\$17,089.88	
- USDA Reserves			\$92,927.26	

	Current Month	UNIT STATUS	Current Month
TENANT RECEIVABLES			
Rent and Rent Related Receivables		Total Units	32
Balance at Beginning of Month	6,173.00	Vacant units at beginning of month	1
Uncollected (Collected) During Month	0.00	Plus Units vacated during month	2
Written off to Bad Debts	0.00	Less move ins and deposits to hold	1
Balance at End of Month	\$6,173.00	Vacant units at end of month	2
Move out Repairs, Cleaning & Legal Fees, etc.			
Balance at Beginning of Month	0.00		
Uncollected (Collected) During Month	0.00		
Written off to Bad Debts	0.00		
Balance at End of Month	\$0.00		

**Income Statement
DHI GRIDLEY SPRINGS I**

As of
August 31, 2021

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	8,699.00	23,098.00	(14,399.00)	74,482.00	184,784.00	(110,302.00)
Tenant Assistance Payments	13,069.00	0.00	13,069.00	107,344.02	0.00	107,344.02
Total Revenue	21,768.00	23,098.00	(1,330.00)	181,826.02	184,784.00	(2,957.98)
Apartment Vacancies	(1,476.00)	(484.00)	(992.00)	(1,811.00)	(3,874.00)	2,063.00
Total Vacancies	(1,476.00)	(484.00)	(992.00)	(1,811.00)	(3,874.00)	2,063.00
NET RENTAL REVENUE	20,292.00	22,614.00	(2,322.00)	180,015.02	180,910.00	(894.98)
Interest Income-Other Cash	2.37	8.00	(5.63)	405.23	64.00	341.23
Interest Income-Sec Deposits	0.15	1.00	(0.85)	1.15	8.00	(6.85)
Total Financial Revenue	2.52	9.00	(6.48)	406.38	72.00	334.38
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Misc Tenant Charges/Damages & Cleaning	628.00	0.00	628.00	628.00	0.00	628.00
Laundry Revenue	398.35	240.00	158.35	2,792.04	1,920.00	872.04
Total Other Revenue	1,026.35	240.00	786.35	3,420.04	1,920.00	1,500.04
TOTAL REVENUE	21,320.87	22,863.00	(1,542.13)	183,841.44	182,902.00	939.44
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	0.00	0.00	0.00	0.00	0.00
Rent Concessions	12.00	0.00	12.00	448.00	0.00	448.00
Credit Reports	0.00	10.00	(10.00)	44.00	80.00	(36.00)
IT Support Services	171.00	171.00	0.00	1,368.00	1,368.00	0.00
Telephone & Answering Service	60.04	120.00	(59.96)	419.00	960.00	(541.00)
USDA 538 Boneville Fee/Surcharges	0.00	267.00	(267.00)	1,650.89	3,769.00	(2,118.11)
USDA 515 MINC Fee/Surcharges	96.00	0.00	96.00	620.00	0.00	620.00
Postage and Mailing	0.00	30.00	(30.00)	0.00	240.00	(240.00)
Administrative Expenses	160.00	0.00	160.00	1,120.00	0.00	1,120.00
Office Supplies/Expenses	77.41	150.00	(72.59)	634.41	1,200.00	(565.59)
Dues and Subscriptions	0.00	0.00	0.00	85.71	0.00	85.71
Management Fee	1,950.00	2,080.00	(130.00)	16,055.00	16,640.00	(585.00)
Manager Salaries	1,871.90	2,000.00	(128.10)	15,235.79	16,000.00	(764.21)
Education/Registration Fees	0.00	100.00	(100.00)	0.00	667.00	(667.00)
Legal Expense	0.00	83.00	(83.00)	0.00	800.00	(800.00)
Auditing Fees	600.00	667.00	(67.00)	7,600.00	5,336.00	2,264.00
Other Administrative Costs	0.00	250.00	(250.00)	0.00	2,000.00	(2,000.00)
Total Administrative Expenses	4,998.35	5,928.00	(929.65)	45,280.80	49,060.00	(3,779.20)
Utility Expenses						
Electricity	1,090.60	630.00	460.60	7,509.24	5,040.00	2,469.24
Water	650.16	365.00	285.16	3,515.84	2,920.00	595.84
Gas	0.00	40.00	(40.00)	211.57	320.00	(108.43)
Sewer	1,130.01	1,167.00	(36.99)	6,909.50	9,333.00	(2,423.50)
Garbage and Trash Removal	543.08	550.00	(6.92)	4,737.14	4,400.00	337.14
Total Utility Expenses	3,413.85	2,752.00	661.85	22,883.29	22,013.00	870.29
Operating & Maintenance Expense						
Clean/Repair Apartment	1,225.00	0.00	1,225.00	1,500.00	0.00	1,500.00
Clean/Repair Carpeting/Drapes	0.00	0.00	0.00	500.00	0.00	500.00
Exterminating Contract	100.00	200.00	(100.00)	1,000.00	1,600.00	(600.00)
Security Systems and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Tree Service	2,100.00	0.00	2,100.00	4,300.00	0.00	4,300.00
Grounds Contract	0.00	1,200.00	(1,200.00)	7,000.00	9,600.00	(2,600.00)
Grounds Maintenance and Supplies	3.85	200.00	(196.15)	3,847.27	1,600.00	2,247.27
Maintenance Personnel	1,919.90	2,000.00	(80.10)	13,225.97	16,000.00	(2,774.03)
Repair Materials	643.14	225.00	418.14	5,588.11	1,800.00	3,788.11
Repair Contract/Vendor Labor	0.00	358.00	(358.00)	1,520.00	2,867.00	(1,347.00)
Electrical Repair/Supplies	0.00	0.00	0.00	0.00	0.00	0.00
HVAC Repair and Maintenance	149.00	0.00	149.00	1,712.00	0.00	1,712.00
Appliance Repair and Maintenance	0.00	100.00	(100.00)	1,694.08	800.00	894.08
Plumbing Repair and Supplies	0.00	100.00	(100.00)	1,692.60	800.00	892.60
Interior Painting and Supplies	0.00	83.00	(83.00)	0.00	667.00	(667.00)
Gas, Oil and Mileage	0.00	10.00	(10.00)	77.79	80.00	(2.21)
Equipment Leasing	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Equipment	0.00	40.00	(40.00)	170.50	320.00	(149.50)
Total Operating & Maint Expenses	6,140.89	4,516.00	1,624.89	43,828.32	36,134.00	7,694.32

Income Statement
DHI GRIDLEY SPRINGS I

As of
August 31, 2021

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	719.38	940.00	(220.62)
Payroll Taxes	499.89	400.00	99.89	3,542.54	3,200.00	342.54
Misc Taxes & Licenses	0.00	100.00	(100.00)	0.00	800.00	(800.00)
Property & Liability Insurance	0.00	1,090.00	(1,090.00)	14,268.00	8,720.00	5,548.00
Worker's Compensation	232.87	265.00	(32.13)	1,768.47	2,120.00	(351.53)
Health/Dental Insurance	158.60	200.00	(41.40)	1,254.51	1,600.00	(345.49)
Other Insurance	0.00	0.00	0.00	459.88	0.00	459.88
Total Taxes & Insurance Expenses	891.36	2,055.00	(1,163.64)	22,012.78	17,380.00	4,632.78
TOTAL EXPENSES	15,444.45	15,251.00	193.45	134,005.19	124,587.00	9,418.19
NET OPERATING INCOME (LOSS)	5,876.42	7,612.00	(1,735.58)	49,836.25	58,315.00	(8,478.75)
Interest & Finance Expense						
Mortgage Interest	1,270.44	1,620.00	(349.56)	10,182.73	12,960.00	(2,777.27)
General Partner Fee	0.00	0.00	0.00	0.00	0.00	0.00
Bank Fees	20.00	20.00	0.00	230.00	160.00	70.00
Total Interest & Finance Expense	1,290.44	1,640.00	(349.56)	10,412.73	13,120.00	(2,707.27)
OPERATING PROFIT (LOSS)	4,585.98	5,972.00	(1,386.02)	39,423.52	45,195.00	(5,771.48)
Replacements						
Roofing/Paving/Exterior	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Replacement	0.00	0.00	0.00	476.61	0.00	476.61
Drapery and Blind Replacement	30.04	0.00	30.04	30.04	0.00	30.04
Carpet/ Flooring Replacement	975.00	0.00	975.00	1,950.00	0.00	1,950.00
HVAC Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Plumbing Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture and Equipment Replacement	0.00	0.00	0.00	8,303.14	0.00	8,303.14
Door & Screen Repair/ Replacement	315.86	0.00	315.86	315.86	0.00	315.86
Total Cost of Replacements	1,320.90	0.00	1,320.90	11,075.65	0.00	11,075.65
NET CASH FLOW FROM OPERATIONS	3,265.08	5,972.00	(2,706.92)	28,347.87	45,195.00	(16,847.13)

Date: 9/10/2021

MEMO

To: HACB Board of Commissioners

From: Tina Rose, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for Aug 2021

Program Statistics for Period Ending	Aug 2021	Aug 2020
Number of participants as of last day of the month	41	45
Number of Orientation Briefings	0	0
Number of signed contracts	0	0
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	1	0
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	0
Number of participants with annual income increases (YTD)	6	7
Number of participants with new employment (YTD)	3	6
Number of participants with escrow accounts	24	24
Number of participants currently escrowing	15	15
Amount disbursed from escrow account	\$9,167.84	\$0.00
Balance of Escrow Account	\$104,700.31	\$112,767.40

FSS FY 2019 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2021)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	41
Number of FSS participants identified as a person with disabilities	13
Number of FSS participants employed	27
Number of FSS participants in training programs	6
Number of FSS participants enrolled in higher/adult education	3
Number of FSS participants enrolled in school and employed	1
Number of FSS families receiving cash assistance	2
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	2
How many new FSS escrow accounts were established	0
Number of FSS families moved to non-subsidized housing	1
Number of FSS families moved to home-ownership	0

HACB CoC Programs: A Report to the Board of Commissioners for the Month of August 2021

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	08/2021 Enrollment	08/2021 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/19 - 9/30/20	\$48,480.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	5	\$3,473.00	\$10,118.00
SEARCH III- SHP	7/1/20 - 6/30/21	\$32,544.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	3	\$1,039.00	\$30,466.00
SEARCH II - PHB	7/1/20 - 6/30/21	\$32,544.00	BCBH	BCBH	3	Unaccompanied adults, chronically homeless with SMI	Chico	2	\$499.00	\$31,542.00
City of Chico - LGP	7/1/20 - 6/30/21	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	0	\$0.00	\$9,000.00
City of Chico - TBRA	7/1/20 - 6/30/21	\$130,000.00	City of Chico	SSA	30	Low-income, under case management with self-sufficiency plan	Butte County	12	\$8,718.00	\$112,477.92
BHHAP/Security Deposit	7/1/20 - 6/30/21	\$3,426.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$3,426.00
BHHAP/ASOC	7/1/20 - 6/30/21	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$1,285.00	\$20,641.00
Totals		\$280,285.00			58			24	\$15,014.00	\$217,670.92

Acronym Legend

*BCBH: Butte County Department of Behavioral Health | *BHHAP: Behavioral Health Housing Assistance Program | *SHP: Supportive Housing Program | *PHB: Permanent Housing Bonus Program
 *TBRA: Tenant Based Rental Assistance | *LGP: Lease Guarantee Program | *SSA: Supportive Service Agency | *SMI: Serious Mental Health Disability

Last update:09/08/2021

Path: Z:\Boutique Programs\Special Programs Budget and Reports

SF OPH NEWSLETTER

A Newsletter for Public Housing
Authorities in Northern California
and Nevada

IMPORTANT NOTE: Some of the articles herein have been updated and repeated in this Newsletter Edition due to their critical seasonal importance (e.g., Wildfire Season Article).

2021 HUD PHA Programs of the Year & Special Awards

"In Pre-Pandemic times, we were able to meet personally with our PHA personnel in NAHRO and other Conferences to present Awards. Unfortunately, we won't be able to do that in 2021, but we still want to acknowledge some of the successes that Housing Authorities in our jurisdiction have had over the past year.

As usual, we will be issuing an Award Certificate to specific PHAs, but recognize that there are numerous Housing Authorities in our jurisdiction deserving of such honors. We congratulate these PHAs who are being awarded a Certificate and all the PHAs who have had successes in the past year!"

- Gerard Windt, Director of Public Housing

Important Note: These Awards and Certificates will be emailed to the Executive Directors of the PHAs.

HIGHLIGHTS OF THIS NEWSLETTER

2021 HUD PHA Awards
Wildfire Season (updated)
Federal Resources
EHV Information
New ED Orientation
HUD Staff Highlight
PHA Best Practices
SF OPH Department List

2021 HUD Awards

2021 Housing Choice Voucher Program of the Year (Large PHA): This PHA is consistently a SEMAP High Performer. The PHA steadily increased its leasing throughout the year despite the challenges. For their exemplary practices and success in housing families, we would like to present this award to the Redding Housing Authority! Thank you to Steve Bade and the Redding Team on their excellent performance! Jennifer L. Estrella is Redding's Portfolio Management Specialist (PMS).

2021 Housing Choice Voucher Program of the Year (Small PHA): This PHA is consistently a SEMAP High Performer. For its exemplary practices and success in housing families, we would like to award this honor to the County of Solano Housing Authority! Thank you to Bill Emlen and the Solano County Team on their excellent performance! Sarah J. Glover-Johnson is Solano County's PMS.

2021 Public Housing Program of the Year: Many of the PHAs in our region have maintained a high Public Housing Occupancy Rate. And as you know, high Occupancy is an essential aspect of a well-managed Housing Authority; it is a key indicator of a good Public Housing Program. For many years this PHA has been outstanding in operating its Public Housing Program. And this year, this PHA completed a Streamlined Voluntary Conversion of its remaining Public Housing Units. For its many years of exemplary performance, we are pleased to honor the Housing Authority of the County of Santa Cruz! Please join me in congratulating Jennifer Panetta and the Santa Cruz County Staff on their performance. Sarah J. Glover-Johnson is Santa Cruz County's PMS.

2021 Mainstream Voucher Program Award: As you are aware, leasing up vouchers in California is very challenging! The tight housing market, reluctant landlords slow to participate, and high private market rents are just some of many challenges to lease vouchers. Of course, special purpose vouchers pose an additional unique leasing challenge for PHAs. Despite these challenges, this PHA was able to increase their Mainstream lease up to nearly 100% utilization! We would like to award this honor to the Housing Authority of the County of San Mateo! Thank you to Raymond Hodges and the San Mateo County Team for your commitment and success in the Mainstream Program! Carol M. Joseph is San Mateo County's PMS.

2021 Responsiveness Award: This PHA is always timely in its responses to questions and inquires from the HUD PIH Office. We are pleased to honor this PHA and present this Certificate to the Housing Authority of the County of San Joaquin! We would like to thank Peter Ragsdale and the PHA's leadership and staff for their commitment to HUD and the families in their community. Rebecca Z. Rudzianis is the PHA's PMS.

2021 HUD Awards

2021 Outstanding Response to Natural Disasters Awards: As you know, we experience an annual tragedy with wildfires in California. The fires have become a "new normal" for communities and PHAs. It is difficult to manage a PHA's daily operations; doing so while overcoming the concurrent challenge of a disaster is overwhelming! These Housing Authorities were extremely successful in assisting families who lost their primary housing and needed resources to relocate to other suitable housing. As usual, the PHA staff continued operations and kept the PHA open while fire disasters were happening within their communities. They also provided daily and weekly updates to HUD on the families impacted by the California Wildfires. We would like to honor the Housing Authority of the County of Butte and Napa County Housing Authority! The HUD Field Office would like to thank the leadership and staff of Butte County and Napa County PHAs for their commitment to the families in their communities during this difficult time. The PMS for Butte County is Andrew Q. Nguyen, while Napa County's PMS is Sapna A. Talati.

2021 Homelessness Initiatives Award: This PHA is partnering with its Mayor and other organizations in its community to work towards ending homelessness. This PHA provides Voucher Holders with case management and navigation assistance to find units with non-profit partners. We would like to present this award to the Sacramento Housing and Redevelopment Agency! The HUD Field Office would like to thank the leadership and staff of the Sacramento Housing and Redevelopment Agency for their commitment to the families in their community. Carol M. Joseph is the Agency's PMS.

2021 Excellent Collaborative Partner Award: This PHA in Northern California is always ready to assist its peers and partner with the HUD Field Office to address challenges in its communities. This PHA is ready, responsive, and willing to assist the HUD Field Office trouble shoot issues. We would like to award this Certificate this year to the Fresno Housing Authority! The HUD Field Office would like to thank the leadership and staff of the Fresno Housing Authority for their commitment to the families in their community. Jennifer L. Estrella is the Fresno Housing Authority's PMS.

2021 Outstanding Community Partner Award: We are always appreciative of the partnerships that are developed between PHAs and their communities. These partnerships build stronger relationships and are more successful in the shared goal of housing families. For many years, this PHA has been an outstanding community partner and deserves this Certificate, the Oakland Housing Authority! We would like to thank Patricia Wells and the Staff of Oakland Housing Authority for their commitment to families in their community. Oakland's PMS is Sapna A. Talati.

2021 HUD Awards

2021 Innovation, Creativity, and Visionary Award: This PHA has completed numerous repositioning activities throughout the years, overcoming difficult circumstances. The leadership and staff have worked with many community and city partners to achieve their repositioning goals. Recently, they converted a hotel to a new, spacious, and modernized Public Housing Administrative Office for its employees and affordable units for the chronically homeless people in the County. We would like to award this Certificate to the Stanislaus Regional Housing Authority! The HUD San Francisco Field Office would like to thank Barbara Kauss and the Stanislaus Regional Housing Authority for their commitment to its staff personnel and the families in their community. The PHA's PMS is Andrew Q. Nguyen.

2021 Compliance Review Partner Award: This PHA completed a complex virtual Compliance Review with HUD due to the ongoing COVID-19 Pandemic. Its Staff worked with HUD Staff to deliver all the necessary documents electronically. For their partnership, patience, and exemplary practices, we would like to award this Certificate to the Community Development Commission of Mendocino County! We thank Todd Crabtree and his Staff for their commitment to this process; their PMS is Sapna A. Talati.

2021 Most Improved Award: This PHA has worked diligently with HUD to improve its Programs. They have met frequently with HUD personnel, other partners, and HUD Technical Assistance (TA) providers. The PHA's Leadership and Staff have overcome many operational, political, and legal challenges while concurrently repositioning their entire significant Public Housing Portfolio. We are pleased to present this Certificate to the San Francisco Housing Authority! The HUD Field Office would like to thank Tonia Lediju and SFHA's Staff for their commitment to the families in their community. This PHA's PMS is Sapna A. Talati.



Wildfire Season: Federal Emergency Management Agency (FEMA) Resources for PHAs & Voucher Participants (updated)

If a wildfire leads to a Presidential Disaster Declaration, HCV holders may be eligible for [FEMA's Individual Assistance \(IA\) Program](#) to support temporary shelter until permanent housing is secured and for displacement costs.

How Voucher Holders/Landlords Can Receive FEMA's IA

1. Voucher holders should immediately report displacement to their PHA, who should then inform its Portfolio Management Specialist (PMS). If the units are uninhabitable because of wildfire destruction, the PHA can suspend Housing Assistance Payments (HAP) to the landlord. If possible, the PHA should provide a letter to the voucher holder indicating that HAP payments have been suspended because of the uninhabitable condition. This will help the voucher holder's FEMA application as it confirms to the reviewer that the household will not be receiving double subsidy, a common reason that voucher holders are denied FEMA housing assistance.
2. Displaced HCV participants can seek temporary housing assistance through FEMA's IA program. FEMA can provide temporary a). shelter at a FEMA-sponsored hotel; or b). Rental Assistance for a short-term rental.
3. FEMA's IA program can also fund related displacement costs including childcare expenses, medical/dental expenses, funeral/burial expenses, damages to essential household items, fuel for primary heating source, cleaning items, damages to essential vehicle, moving/storage expenses, and other necessary expenses as determined by FEMA.
4. Both landlords seeking assistance for repairs and displaced voucher holders can begin the application process by calling 1-800-621-3362 (or 1-800-462-7585 for Hearing Impaired). After registration, callers will be provided guidance on the application process. FEMA's IA Program is administered by the [State of California's Office of Emergency Services.](#)

Additional Federal Resources for PHAs

PHAs are eligible for the following resources in the event of a natural disaster such as a wildfire:

- **Increased Administration Fee** - If your PHA incurs increased costs because of a natural disaster in a Presidential Disaster Declared area, it may be eligible for Category 6 Set Aside funding under PIH Notice 2021-10. Examples include increased Per Unit Cost (PUC) because of limited supply of housing and/or increased operational costs such as needing additional staff or equipment to deal with a wildfire. ([See page 26 of PIH Notice 2021-10 for application information](#))
- **Emergency Disaster Capital Fund Grants** - HUD provides \$20 million every year for emergency items on a first-come, first-served basis for PHAs with public housing. PHAs can begin the application process through their local HUD Field Office. Eligible items include costs associated with unforeseen/unpreventable emergency items. Routine maintenance and modernization efforts are ineligible. Please note these funds can only be applied in the event of a non-Presidential Disaster Declaration. PHAs cannot apply for both these funds and FEMA's Public Assistance grants for the same incident.
- **Community Development Block Grant Disaster Recovery Assistance (CDBG-DR)** - HUD may issue a Notice of Funding Availability (NOFA) for CDBG-DR funds after a natural disaster in which states and local governments are the Grantees. PHAs can work with their local Grantee on obtaining funding. Eligible uses of CDBG-DR funds include disaster relief, long-term recovery, and restoration of infrastructure, housing, and economic revitalization.
- **HUD Disaster Waivers** - Utilize HUD's Disaster Waivers as identified in [PIH Notice 2018-16](#).
- [HUD Disaster Readiness and Preparation Guide \(2016\)](#) - Individuals and Public Entities (such as PHAs) can apply for assistance at California Wildfires ([DR-4610-CA](#)). This support includes free 24/7 disaster and grief counseling to impacted families through the US Department of Health and Human Services (HHS), multilingual support lines, and other State and local resources. After the PHAs in the impacted counties file insurance claims, they can then begin the process of applying for FEMA assistance to start the process of rebuilding. More information on that disaster response process can be found in the previously referenced [PHA Disaster Readiness and Preparation Guide - 2016](#) pages 5-9 and 14-21.

Emergency Housing Vouchers (EHV) Program

The EHV Program was created as part of the American Rescue Plan Act of 2021 (ARPA), which provided over \$1.9 Trillion in relief to address the continued impact of the COVID-19 Pandemic. ARPA appropriated \$5 Billion for new incremental EHV's and the cost of administering EHV's. EHV assistance is Section 8 Tenant-based assistance with 70,000 EHV's awarded to 626 State Agencies and Public Housing Authorities (PHAs) throughout the country. EHV's assist individuals and families who are: homeless; at risk of homelessness; or fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.

[HUD's Emergency Housing Vouchers webpage](#) includes important information regarding the Program.

HUD Collaboration with US Department of Health and Human Services (HHS)

HUD, in collaboration with HHS, has presented and is presenting a Webinar series to coordinate HHS housing-related support and services with HUD housing assistance for people experiencing homelessness. Recordings of previous Webinars as well as details regarding upcoming Webinars are posted on [HUD's Emergency Housing Vouchers webpage](#).

This Webinar series introduces opportunities through HHS to fund and provide housing-related support and services coordinated with HUD housing assistance for people experiencing and at risk of homelessness, including the 70,000 EHV's awarded by HUD to PHAs through the ARPA. Each Webinar provides information on specific partnership opportunities and on-the-ground examples of successful approaches to pairing these specific HHS agency resources for housing-related support and service with HUD housing assistance for people experiencing homelessness. This Webinar series is informative for affordable housing stakeholders as well as CoCs, HUD Multifamily operators, affordable housing owners/operators, local funders, and community partners, who are looking to pair services with their housing subsidy to better serve clients experiencing homelessness.

IMPORTANT NOTE: Our Portfolio Management Specialists (PMSs) will be contacting our PHA officials shortly and the first week of each subsequent month to request PHA EHV information/data for the previous month (e.g., Number of EHV CoC Referrals received by the PHA, Number of EHV Vouchers Issued by the PHA, and Number of EHV Families Housed by the PHA). PHA officials should summarize such EHV information promptly after the close of each month and provide such to their PMS.

HUD San Francisco Field Office (SFO) Offers Virtual New (and existing) Executive Director (ED) Orientation (including Management Team/Staff) (updated)

SFO is offering a virtual Orientation for new (and existing) EDs and their Management Team/Staff. The Orientation will be approximately one hour and include the introduction of the SFO Office of Public and Indian Housing (PIH) Staff and a brief, general description of several HUD Programs, Systems, Resources, Tools, Regulations, and more.

HUD Topics discussed during the Orientation:

- Organization and Mission
- Resources/Support
- Systems
- SEMAP
- Grants/LOCCS
- Maximizing Voucher Utilization/Two-Year Tool
- Special Purpose Vouchers
- PHA Plans
- FASS/REAC
- Financial Assessment/Solvency Program
- Operating Budget
- PIH Operating Fund Portal
- PHAS Scoring
- Capital Fund
- EPIC
- Environmental Impact Reports, and
- Public Housing Repositioning.



PHAs with new EDs are encouraged to participate in an Orientation. However any other SFO PHA is also invited to schedule an Orientation. A separate Orientation will be scheduled for each PHA. Please contact your Portfolio Management Specialist (PMS) to schedule an Orientation; the PMS will host and direct the meeting.

HUD Staff Highlight: Jennifer Estrella

Jennifer Estrella has been with HUD since 2018. She started in the Office of Multifamily and transitioned to the Office of Public Housing in 2019. Prior to joining HUD, Jennifer had extensive real estate experience in the private sector. She's worked with both residential and commercial real estate in multiple capacities. This background allowed her to quickly fill the role of RAD and Repositioning Subject Matter Expert.

Jennifer is originally from Chicago, Illinois. She holds a Bachelor of Business Administration (BBA) degree from Loyola University Chicago and a Master of Urban Planning (MUP) degree from the University of Illinois at Urbana-Champaign. While she's lived on the West Coast a long time, she still misses Chicago's famous cuisine and orders it by Fed Ex between visits. When not busy with family activities, her hobbies include home renovation projects, following residential interior and architectural design trends, and gardening.



Jennifer Estrella

"One reason I joined HUD was to be able to make a difference in community development on a large scale. Our day-to-day responsibilities of managing regional portfolios allows us to easily have a positive impact on the lives of many families. I enjoy meeting and working with local leaders in the affordable housing industry, in an effort to ensure HUD's financial resources are put to great use."

HUD Division Director Trevor T. Auser, Jennifer's Supervisor, shares the following message:

"Having previously worked on the development side, Jennifer has a lot of knowledge about affordable housing development and financing. She is a dedicated Portfolio Management Specialist who looks to maximize the help she can provide to PHAs. Jennifer really likes assisting PHAs with Public Housing repositioning when they express an interest and is one of our office's Public Housing repositioning subject matter experts. If you like dogs, you'll have to ask her about her about Wrigley, her very handsome Wheaten Terrier."

HOW CAN WE DO BETTER?

What kind of information have you found most useful?

What would you like to see in the newsletter?

Please contact us at:

michael.capener@hud.gov

alison.m.brokke@hud.gov



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Todd R. Greene – Engineer

Frank S. Chiang – Program Support Assistant

Michael L. Capener – Financial Analyst

Sapna A. Talati – Portfolio Management Specialist

Benjamin R. Palmer – Portfolio Management Specialist

Sarah J. Glover-Johnson – Portfolio Management Specialist

Jennifer L. Estrella – Portfolio Management Specialist

Rebecca Z. Rudzianis – Portfolio Management Specialist

Carol M. Joseph – Portfolio Management Specialist

Andrew Q. Nguyen – Portfolio Management Specialist

Rhonda R. Wilson – Portfolio Management Specialist

PHA BEST PRACTICES

We believe that leveraging good ideas and Best Practices within the PHA community is the quickest and smartest way to house more families, enhance productivity and leasing results, and efficiently utilize scarce, limited PHA resources!

PHA Officials – Please share with our community examples of a Best Practice, Program, Initiative, Community Organization, Repositioning Project, Leasing Idea, Landlord Outreach, Computer/Technology Idea, etc. that we may include in the Newsletter. Please provide your PMS a one-page summary of the Best Practice and why it was successful. Thank you for sharing and leveraging your ideas with other PHAs!

THANKYOU!

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September 10, 2021

MEMO

To: HACB Board of Commissioners

From: Tina Rose, Special Programs Coordinator

Subject: Resolution No. 4837
Section 8 FSS Graduate – Trisha Lopez

Section 8 participant Trisha Lopez enrolled in the Family Self-Sufficiency (FSS) program on December 1, 2019. Trisha's primary goal was to obtain employment so she could care for her two teenage daughters. Life has always been a struggle for Trisha, due to learning disabilities and limited education - Trisha did not graduate high school. She lacked confidence in herself and her abilities. In 2010, wanting a better life for her family, she decided to attempt to go to college. She was able to earn two associate degrees at Butte College, in Social & Behavioral Science, and Criminal Justice. Trisha then transferred to Chico State and earned a bachelor degree in Criminal Justice, with minor in Psychology.

Trisha continued to struggle in securing gainful employment after graduation. A friend told her about the FSS Program and she enrolled. She was able to volunteer at the Salvation Army in the Family Services Department so she could gain experience in the social services field.

Shortly after starting the FSS program, Trisha's husband passed away from cancer. She felt like she couldn't go on, giving up on life and herself, she felt completely beat up. Regardless, Trisha resolved to keep pushing on behalf of herself for the girls.

Trisha started looking for employment again and was able to obtain a position at the Butte County Probation Department.

Trisha's FSS contract was originally set for completion on November 30, 2024. Having secured gainful employment and accrued an FSS Escrow balance of \$9,167.84, Trisha feels she has achieved economic self-sufficiency and has elected to graduate early.

Recommendation: motion to approve Resolution No. 4837

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4837

RECOGNITION OF FSS GRADUATE

TRISHA LOPEZ

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Butte wishes to recognize the graduates of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program (FSS); and

WHEREAS, TRISHA LOPEZ, entered the FSS program in December 1, 2019; and

WHEREAS, TRISHA LOPEZ successfully completed the FSS Contract of Participation, effective August 31, 2021, by fulfilling all of the responsibilities under the terms of the Contract of Participation; and

WHEREAS, TRISHA LOPEZ obtained and maintained suitable employment and has been free of welfare assistance for over one year; and

WHEREAS, TRISHA LOPEZ, in completing the Contract of Participation, has accrued an FSS escrow balance of \$9,167.84;

NOW, THEREFORE, BE IT KNOWN that the Board of Commissioners of the Housing Authority of the County of Butte congratulates and presents this Resolution in recognition of TRISHA LOPEZ'S successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: September 16, 2021

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

September 10, 2021

MEMORANDUM

To: HACB Board of Commissioners

From: Tamra C. Young, Administrative Operations Director
Angie Little, Section 8 Housing Manager

Subject: Resolution No. 4838
Section 8 Housing Choice Voucher Program
2021-22 Administrative Plan – Admissions Policy Revision

Annually, HACB adopts the Section 8 Administrative Plan (Admin Plan) as part of the Agency Plan process (hold Resident Advisory Board meeting, draft documents accepted by HACB Board, 45-day review period, hold hearing for public comment, final documents approved by HACB via Resolution, and submission to HUD). The Admin Plan effective October 1, 2021, was adopted through this process by the Board at the July meeting. Program regulations provide for Admin Plan changes, by means of Board adoption only, so long as those changes do not constitute a “substantial deviation”, as defined by the PHA’s Five-Year Agency Plan.

HACB staff recommends that the Board approve changing one of our current portability practices, which does not constitute a substantial deviation (based upon HACB’s definition in the Five-Year Plan).

On Page 10-7 of the AP, under “HACB Policy”, it is proposed to remove the paragraph related to nonresident applicant exceptions for initial ports. In the Section 8 program, non-resident applicant families must reside in Butte or Glenn County for twelve (12) months before they are eligible to move. In short, the exception has allowed non-resident families to stay in their local (higher cost) jurisdictions, without ever having to move to Butte County, by means of a Reasonable Accommodation approval. While this provision was implemented based upon the recommendation of our policy consultant Nan McKay, we have recently discovered that it is not industry standard. Managing the increasingly large numbers of reasonable accommodation requests is a huge administrative burden and promotes wait list shopping. Per industry standard, it is not reasonable to apply for rental assistance in a jurisdiction in which the family has no intention of ever residing, regardless of disability or special circumstances. This action closes what has become a loophole in administrative practice.

Recommendation: Adopt Resolution No. 4838.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4838

AUTHORIZATION TO AMEND
HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN
PORTABILITY EXCEPTIONS POLICY

WHEREAS, on July 15, 2021, by means of Resolution No. 4824, the Board of Commissioners of the Housing Authority of the County of Butte adopted the HUD Section 8 Housing Choice Voucher program Administrative Plan (AP), effective October 1, 2021 through September 30, 2022; and

WHEREAS, to ensure compliance with program intent and consistency with industry standards, HACB has determined that the 2021-22 AP needs revision to change the exceptions policy for nonresident applicants; and

WHEREAS, adopted AP language is proposed to be eliminated, as shown on the attached Section 8 AP Page 1-7; and

WHEREAS, a Section 8 AP Page 1-7, as edited, has been determined to be in the best interest of Section 8 program administration and the clients served; and

WHEREAS, the change to the AP is not be a significant amendment to the AP, as defined;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to revise its Section 8 Housing Choice Voucher Administrative Plan, such changes in accordance with Administrative Plan Page 10-7, attached to and made a part of this Resolution No. 4838, such revision to take effect October 1, 2021.

Dated: September 16, 2021.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HACB Policy

In determining whether or not to deny an applicant family permission to move under portability because the PHA lacks sufficient funding or has grounds for denying assistance to the family, the initial PHA will follow the policies established in section 10-I.B of this chapter. If the PHA does deny the move due to insufficient funding, the PHA will notify HUD in writing within 10 business days of the PHA's determination to deny the move.

In addition, the PHA may establish a policy denying the right to portability to nonresident applicants during the first twelve (12) months after they are admitted to the program [24 CFR 982.353(c)].

HACB Policy

If neither the head of household nor the spouse/co-head of an applicant family had a domicile (legal residence) in the PHA's jurisdiction at the time that the family's initial application for assistance was submitted, the family must lease a unit within the initial PHA's jurisdiction for at least twelve (12) months before requesting portability.

~~The PHA will consider exceptions to this policy for purposes of reasonable accommodation (see Chapter 2) or reasons related to domestic violence, dating violence, sexual assault, or stalking. The streamlining portability rule as outlined in Notice PIH 2016-09 also recommend PHA's consider approving such requests when there is a reasonable cause (such as an educational opportunity).~~

Participant Families

Under HUD regulations, participant families qualify to lease a unit outside the PHA's jurisdiction under portability. However, HUD gives the PHA discretion to deny a portability move by a participant family for the same two reasons that it may deny a portability move by an applicant family: insufficient funding and grounds for denial or termination of assistance.

HACB Policy

In determining whether or not to deny a participant family permission to move under portability because the PHA lacks sufficient funding or has grounds for denying assistance to the family, the initial PHA will follow the policies established in section 10-I.B of this chapter.

The initial PHA must not provide portable assistance for a participant if a family has moved out of its assisted unit in violation of the lease [24 CFR 982.353(b)]. The Violence Against Women Reauthorization Act of 2013 (VAWA) creates an exception to this prohibition for families who are otherwise in compliance with program obligations but have moved to protect the health or safety of a family member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if they remained in the unit [24 CFR 982.353(b)].

HACB Policy

The PHA will determine whether a participant family may move out of the PHA's jurisdiction with continued assistance in accordance with the regulations and policies set forth here and in sections 10-I.A and 10-I.B of this chapter. The PHA will notify the family

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4839

ACCEPTANCE OF
GRIDLEY FARM LABOR HOUSING UNIT REHAB PHASE II & III IMPROVEMENTS
AND
AUTHORIZATION TO MAKE FINAL PAYMENT TO CONTRACTOR

WHEREAS, the Housing Authority of the County of Butte (HACB) owns and operates USDA-Rural Development-subsidized Farm Labor Housing at 850 East Gridley Road, Gridley (Property); and,

WHEREAS, because of age and condition, the HACB entered into a Workout Plan Agreement with USDA-RD to renovate property infrastructure and dwelling units at the property, the most recent Workout Plan Agreement update dated May 13, 2016; and,

WHEREAS, the HACB received USDA-RD Section 516 Grant Funds sufficient to complete Phases II and III of unit renovation work at the Property; and,

WHEREAS, the HACB entered into a construction contract (Contract) with J Walt Construction, Inc. (Contractor) for completion of Phase II & III Unit Rehab work, including renovation of eleven (11) residential buildings converting twenty-two (22) dwelling units to seventeen (17) dwelling units, in the total amount of Five Million, Seven Hundred and Eighty-five Thousand, Five Hundred and Five Dollars and Forty-three Cents (\$5,785,505.43); and

WHEREAS, the HACB has determined Contract work to be 100% complete, improvements being made per Contract documents, plans, specifications and requirements as approved by USDA-RD; and,

WHEREAS, the Contract work completed by the Contractor has been accepted by the Project Architect and the local building jurisdiction, including receipt of Certificates of Occupancy for all improved dwelling units and sign-off of all related permits;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to accept the improvements made by J Walt Construction, Inc. under its Contract for Phase II and III Unit Rehab improvements at the Gridley Farm Labor Housing property located at 850 East Gridley Road, and to authorize the making of the Final Payment to the Contractor in the amount of Two Hundred and Eighty-nine Thousand, Two Hundred and Seventy-five Dollars and Twenty-seven Cents (\$289,275.27), subject to receipt of final lien releases from the Contractor.

Dated: September 16, 2021

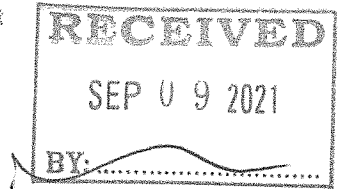
Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

RECORDING REQUESTED BY:
The Housing Authority of the County of Butte

COPY of Document Recorded
7-Sep-2021 2021-0039235
Has not been compared with
original
BUTTE COUNTY RECORDER



WHEN RECORDED MAIL TO:
Sheri Bouvier
The Housing Authority of the County of Butte
2039 Forest Ave
Chico, CA 95928


SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

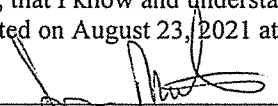
1. The undersigned is owner or agent of an owner of the real property stated below.
2. The full name of the owner is: Housing Authority of the County of Butte
3. The full address of the owner is: 2039 Forest Avenue, Chico, CA 95928
4. The nature of the interest or estate of the undersigned is: Fee Simple.
5. The full names and full addresses of co-owners, if any, who hold any title of interest with the above-named owner in the property are: N/A
6. A work of improvement on the property hereinafter described was completed on: 08/18/2021
7. The work of improvement completed is described as follows: 20003-IFB Gridley FLH Modernization Project, Phase 2 and Phase 3
8. The name of the original contractor, if any, for such work of improvement is: J-Walt Construction, Inc.
9. The street address of said properties are: 1470-1474 McConnell; 1478 McConnell; 1481 Booth; 1484 Booth; 1510-1514 Briarcliff; 1522-1526 Briarcliff; 1532-1538 Briarcliff; 1558-1564 Booth; 1560 Briarcliff; 1570 Booth; 1584-1590 Booth.
10. The properties on which said work of improvement was completed is in the City of Gridley, County of Butte, State of California, and is described as follows: Gridley Farm Labor Housing.

8/23/2021
DATE:


Edward S. Mayer, Executive Director
Housing Authority of the County of Butte

VERIFICATION

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the authorized agent of the owner of the real property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct. Executed on August 23, 2021 at Chico, California.


Jerry Martin, Modernization Coordinator
Housing Authority of the County of Butte

September 10, 2021

Memo

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Gridley Farm Labor Housing, Gridley
HACB Resolution No. 4840
Retention of Third-party Property Management Company
Always With Integrity Management Corporation

The Housing Authority of the County of Butte (HACB) has owned and operated the Gridley Farm Labor property, 850 East Gridley Road, since receiving title from the federal government in the 1950's. Originally established in the 1930's as a residential camp for households displaced in the Dust Bowl-era, by the time the HACB took possession the camp was long established as a low-income farm labor camp. The property's residential structures are comprised of two groups: 115 units operated under USDA Rural Development and State HCD Joe Serna Jr farmworker housing program regulations, and seven (7) other-owned "Demonstration" units that are unregulated.

The HACB has traditionally operated the property because of the specificity of the regulatory programs being administered, and the lack of third-party contractors qualified to conduct farm labor housing operations. The operational environment has changed; HACB has become aware of a third-party property management company familiar with administration of farm labor programs, namely, Always With Integrity Management Corporation (AWI) of Auburn, CA. AWI manages three (3) multi-family tax-credit properties for HACB-related entities and has a proven track record of service.

AWI has provided property management services proposals (2) that are consistent with the budget established for 2021-22 operations. AWI maintains an excellent working relationship with USDA-RD, whose administration is fast shifting. And, AWI is comfortable working in concert with ongoing property rehab efforts.

Recommendation: adopt Resolution No 4840, to approve retention of AWI as property manager at Gridley Farm Labor Housing, 850 East Gridley Road, Gridley, serving both the 115-unit USDA-RD/Joe Serna Jr-regulated units, and the seven (7) unregulated "Demonstration" units, by means of two (2) property management agreements.



27 April 2021

Larry Guanzon, Deputy Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue
Chico, CA 95928

RE: Proposal to Provide Management Services for Gridley Farm Labor Housing

Dear Mr. Guanzon:

Attached please find our proposal and resume. AWI Management Corporation is very experienced in managing USDA- Rural Development Farm Labor housing and works extensively with HCD on a wide variety of programs including SERNA, MHP and HOME.

AWI has received the national award for Farm Labor housing management from the Council for Affordable and Rural Housing on two occasions including 2020 as noted in the attached. At the state level, it has received the top award a number of times but the state only sponsors the event randomly, not annually.

We have a proven track record with the Housing Authority of the County of Butte in management of Walker Commons, Chico Commons and 1200 Park Avenue and if selected to manage Gridley Farm Labor Housing would invest the same dedication and commitment to meet your expectations.

We understand the property is in the process of renovation, including an overall reduction in the number of units over time. We have worked with owners on a very significant number of renovation projects so understand the need for clear communication with the rehab team and the extra work entailed with items such as serving notices related to rehab, challenges with leasing un-renovated units and possible preferences to relocate existing residents into renovated units.

The management fee would be the current Rural Development fee for a property with additional funding by HCD of \$77 per unit per month on units occupied during the calendar month without any offset in the event additional insurance coverage is required as at this time we know there will be high oversight due to the current status of the property. We have an approved RD Farm Labor management plan in addition to other required forms on file with RD so approval should follow quickly after we submit the required paperwork. A sample management plan and agreement is attached. The agreement contains the required RD language and insurance requirements. The fee in the agreement is the approved RD fee which may change from year to year as approved in the annual budget.

We look forward to working with you in managing Gridley Farm Labor Housing. Please feel free to request any additional information or clarification on any item. You may reach me direct at 530-745-6255.

Sincerely,

Linda Frazier
Director of Operations

(530) 745-6170 tel AWI Management Corporation
(530) 745-6171 fax 120 Center Street
www.awimc.com Auburn CA 95603



AWI Management Corporation is ⁹⁶an Equal Opportunity provider.



AWI
Management Corporation
Always With Integrity

Qualifications for Property Management Services

Respectfully Submitted to:

Edward S. Mayer
Executive Director
and

Larry Guanzon
Deputy Executive Director



2039 Forest Ave • Chico CA 95928
(530) 895-4474

AWI Management Corporation
120 Center Street • Auburn CA 95604
530.745.6170 • Fax: 530.745.6171

Experience as an Affordable Housing Property Management Provider

AWI Management Corporation, a California Corporation, was created as a spin-off from a larger company on July 31, 2007. Tina Williams, AWI's President, began her career with the larger company in 1980, serving as a consultant. Then in 1983 the company, which was initially established as a development company, launched its Property Management division with Tina heading up the transition as Operations Manager. Soon after she became President and subsequently became a partner in 1992. Her position as Managing Partner included directly overseeing the Property Management division and she continued on in that capacity until the spin-off to form AWI in 2007.

AWI has extensive experience in managing multi-family affordable housing. Tina Williams' experience in managing Low Income Housing Tax Credit communities began in 1987 at the inception of the LIHTC program. Her overall experience spans more than 35 years with USDA-Rural Development financed properties. All Management staff have long term experience specific to LIHTC, USDA-RD and other affordable programs.

Meeting the HUD Office of Affordable Housing Preservation (OAHP) Green Initiative, AWI Management Corporation possesses a Credential for Green Property Management (CGPM). This credential is part of HUD's Mark-to-Market Green Initiative and the Recovery Act/Green Retrofit Program and provides the latest techniques and technologies for making cost-saving green improvements at properties.

AWI has, for the past four years, appeared on NAHMA's Affordable 100 list. This list comprises the largest affordable multifamily property management companies, ranked by affordable unit counts. In addition, for those companies managing USDA-RD properties, AWI ranked number 9 in the top 25 in the nation.

With a current management portfolio of 166 properties (8123 units), AWI's corporate headquarters are located at: **Corporate Headquarters**

AWI Management Corporation
120 Center Street
Auburn CA 95603
(530) 745-6170

Our Branch Area Offices are located throughout California:

State of California

- ♦ Arvin, *Kern County*
- ♦ Bermuda Dunes, *Riverside County*
- ♦ Brentwood, *Contra Costa County*
- ♦ El Centro, *Imperial County*
- ♦ Lake Elsinore, *Riverside County*
- ♦ Perris, *Riverside County*
- ♦ Rio Dell, *Humboldt County*
- ♦ Visalia, *Tulare County*
- ♦ Wasco, *Kern County*

Management Expertise and Qualifications of Key Staff

The Corporate office currently employs a staff of 50 individuals who provide the necessary support in the areas of Property Management, Compliance, Finance, Human Resources, Bookkeeping/Accounting, and Information Technology. Where properties are concentrated in remote areas of our portfolio, Branch Area Offices have been established for Regional Managers to provide more direct support to the field.

Below is a brief outline of our firm.

Corporate Administration

- Communication and Data Administration
- Support for Site Marketing Requirements
- Supply Requisition Management
- Initial Contact Point for AWI

Property Management Department

- Owner/Investor Relations
- Program Compliance
- Fair Housing Compliance
- Resident Relations
- Occupancy/Marketing
- Financial Performance
- Complex Physical Condition
- Supervision of Site Employees
- Lease Enforcement

Finance Department

- Monthly Financial Statements
- Fiscal Year Budgets
- Utility Allowance Calculations
- Quarterly Reporting to Lenders and Others
- Reserve Monitoring and Tracking
- Audit Review and Responses

Compliance Department

- Regulatory Compliance: Tax Credit, USDA-RD, HOME, BOND, HUD, SERNA and others
- File Review and Employee Training
- Compliance Review for Lease-Ups
- Monthly, Quarterly and Annual Compliance Reporting
- Third Party Compliance Reviews

Accounting Department

- Banking and Account Reconciliation
- Tenant Receivables Reconciliation
- Security Deposit Refunds/Retention
- Tenant Income Certifications
- Activity Reports
- Accounts Payable

Human Resources Department

- Hiring Practices
- Payroll Benefits
- Workers Compensation
- Employee Screening
- EDD Administration
- Employee Safety Program

Information Technology (IT)

- Analysis Of Business Needs and Software Technology
- Responsive Technical Support and Help Desk Services
- Security for Systems and Information
- Implement Infrastructure and Systems That Blend Business With Technology
- Measure and Analyze Desktop Performance, Network and Servers to Insure Platform Stability

Non-Profit Partnerships

- Beneficial Housing Corporation
- Butte County
- Central Valley Coalition
- Eden Housing
- Self Help Enterprises
- Vacaville Community Housing
- West Sacramento Housing Development Corp
- Western Community Housing

Management Expertise

AWI Management Corporation retained all existing upper Management Staff at the time of the spin-off due to their depth of knowledge in their respective departments and in the field of affordable housing to facilitate seamless, organized growth in keeping with the goals of AWI. Their longevity with the company and preference in working for AWI were also factors. Indicated below is the year our Management Staff began their tenure with the company.

Tina Williams, <i>President</i>	1983
Michael Burke, <i>Vice President</i>	1998
Linda Frazier, <i>Director of Operations</i>	2005
Debbie Bailey, <i>Accounting Manager</i>	1995
Judy Gruber, <i>Human Resources Manager</i>	1988
Heidi Schmidig, <i>Corporate Administration Manager</i>	1985
Cathy Shafer, <i>Finance Manager</i>	1993
Amanda Arias, <i>Business Training and Systems Administrator</i>	2013
Josefa Dumas, <i>Director of Compliance</i>	1997
Jenifer McDonell, <i>Senior Regional Manager</i>	1998
Erick Arias, <i>Regional Manager / Risk Manager</i>	2014

AWI employs experienced Regional Managers. Each Regional Manager oversees a portfolio of approximately 10 to 12 apartment communities. The average tenure of our central office personnel, including Regional Managers, is 15 years.

AWI experiences a lower than average turn-over of on-site personnel. Approximately 30% of on-site employees have been with the company over 5 years. The average is just under 4 years.

Resumes and Position Descriptions of Key Management Staff

Executives

Tina Williams, *President / CFO*
CA License No. 00867888

Tina is a licensed real estate broker with a distinguished background in affordable housing management that began in 1980. She has served as President and Director and remains a Board Member and Management Committee Chairperson of the California Council for Affordable Housing where she plays an active role in promoting changes in State and Federal legislation to promote the needs of affordable housing participants. With over 10,000 units managed during this time, she has earned a solid reputation and is well respected by owners, peers and the State and Federal agency personnel with whom she has worked over the years.

In 2008 Tina received the Spectrum Companies Lifetime Achievement Award for Excellence in Affordable Housing in recognition of her devotion, commitment and service to the Affordable Housing Industry. Tina had the honor of receiving the Rental Housing Industry Award from the Human Rights/Fair Housing Commission of the City and County of Sacramento for her contribution to providing accessible housing to individuals with a disability. She holds California and Arizona Real Estate Licenses, a California Contractor's License, and has earned the CARH Rural and Affordable Housing Executive Designation and the Spectrum Enterprises Tax Credit Compliance Professional C⁷P Designation.

Position description for Tina Williams:

- ❖ Participates in the implementation of State and Federal proposals for policy, procedure or regulatory changes affecting affordable housing, specifically those proposals affecting Tax Credit or Rural Development
- ❖ Interacts with Owners on goals and any concerns regarding their communities with a focus on resolution
- ❖ Coordinates with Asset Managers to support residential services and ongoing programs
- ❖ Assesses annual insurance coverage renewals, losses and oversees risk management
- ❖ Reviews annual income limits, utility allowances and market surveys to propose optimal rent increases
- ❖ Completes monthly analysis of financial operations for current performance and operating projections
- ❖ Develops practices to enhance the communities, reduce costs and help ensure the Owner's targeted return on investment is met
- ❖ Works directly with Asset Managers and Regional Managers on capital improvements and rehabilitation loans

Executives continued

Michael F. Burke, Vice President
CA License No. 01251153

Michael has an extensive background in sales management and customer service that began in 1981 and has been a principal in several business sectors, including retail and service related businesses. Since entering the affordable housing industry in 1997 he has been a major contributor to the operational policies and procedures that have perpetuated the success of AWI. In addition, he has used his experience in personnel management to support and implement the management philosophy of the firm by encouraging growth and education of property management staff. Michael holds a California Real Estate License, a California Contractor's License, and has earned the Spectrum Enterprises Tax Credit Compliance Professional C⁷P Designation.

Michael is a former member of the Board of Directors and Chairperson of the Management Committee for the National Council for Affordable and Rural Housing (CARH) and has earned the CARH Rural and Affordable Housing Executive Designation. He was presented with the 2009 Member of the Year Award in recognition of Outstanding Contributions to the Council for Affordable and Rural Housing. In March 2011, Mr. Burke was presented with a '*Community Recognition Award*' from California State Senator, Doug LaMalfa, for his dedication to excellence and outstanding commitment to the community. This came as a result of his promotion of and participation in a local Multi-Family Crime Free Housing Program in Crescent City, CA. On March 21, 2019, Michael earned the LEED Green Associate credential placing him among an elite group of leading professionals in the green building industry. As a credentialed professional, Michael possesses knowledge of green building practices and how to support others working on LEED projects. A copy of this certificate is included.

Position description for Michael Burke:

- ❖ Day to day supervision of the Regional Managers
- ❖ Coordination and management of field priorities and actionables
- ❖ Oversees the administration of policies and procedures relative to fair housing and reasonable accommodations
- ❖ Works directly with owners, asset managers and independent contractors to ensure tenant services are meeting the needs of the apartment community
- ❖ Partners with Director of Operations to maintain the proper support from the main office staff to the field
- ❖ Consistent review of apartment community specific financial performance and occupancy to meet or exceed budget parameters
- ❖ Active involvement in all new construction or acquisition properties entering the AWI portfolio until stabilization
- ❖ Partners with President and Director of Operations to plan and execute company goals
- ❖ Collaborative relationship with all non-profits to ensure their residential services are properly implemented

Executives continued

Linda Frazier, *Director of Operations*

Linda's extensive background in single and multi-family housing began in 1985 with land development, design and construction and asset management of multi-family housing. She acted primarily in the capacity of Vice President and CFO directly overseeing the physical and financial functions of the process from development through on-going property management. Early in 2002, Linda began focusing exclusively on affordable multi-family housing and possesses an in depth knowledge of program regulations and a proven ability to obtain positive results in working with the agencies governing affordable housing programs. Linda has the Spectrum Enterprises Tax Credit Compliance Professional C³P Designation in addition to Novogradac LIHTC developer certificates.

Position description for Linda Frazier:

- ❖ Supervision of Department Managers with a focus on meeting the needs of Owners, Agencies, office and site staff and our residents through open communication and setting common goals
- ❖ Reviews proposed regulatory and policy changes from agencies governing affordable housing programs and directs the administration and implementation of changes in policies and procedures to ensure compliance with regulatory agencies
- ❖ Reviews all regulatory agreements for new communities to be managed by AWI. Implements procedures, forms or documents necessary to ensure compliance with all regulatory agencies and a smooth transition to AWI management
- ❖ Works directly with Regional Managers, office and site personnel to ensure all employees, residents and others are treated in a fair and consistent manner in keeping with AWI policies
- ❖ Reviews apartment community financial performance and works directly with Regional Managers to develop an action plan for any community experiencing financial difficulty
- ❖ Responds to inquiries and concerns of our residents
- ❖ Coordinates with Owners and Asset Managers in the evaluation of financial performance; coordination of multiple layers of regulatory requirements; oversees acquisition procedures for communities to be managed by AWI; oversees implementation of initial tax credit certification for acquisition/rehabilitation projects with existing RD or HUD loans or subsidies
- ❖ Works closely with governmental agencies and their staff promoting and maintaining a strong working relationship
- ❖ Partners with President and Vice President regarding company operations and to plan, set and execute company goals

Management Staff

Debbie Bailey, Accounting Manager

Debbie has managed the accounting staff and its functions at AWI since 1995. This includes overseeing AP, AR, and GL functions in addition to RD compliance staff and cash management. She is responsible for organizing and managing audits conducted in accordance with Affordable Housing program requirements. Debbie manages the investment of project funds based on the dual goals of maximizing interest and ensuring all funds are FDIC insured or otherwise protected. Debbie has over 20 years prior experience in the banking industry from middle manager to Assistant Vice President.

Judy Gruber, Human Resources Manager

Judy began her career in Human Resources in 1983 and has been the Human Resources Manager for AWI Management Corporation since 1988. She is responsible for managing staff recruitment; employee relations; payroll; benefits administration; labor relations and safety programs ensuring all practices are in compliance with regulatory and legal requirements, company standards and values. Judy is certified and receives on-going training in the areas of Employment Law; Prevention of Harassment; Prevention of Discrimination; Leave Law; and OSHA Compliance.

Heidi Schmidig, Corporate Administration Manager

Heidi has worked for AWI since 1985 and was one of the company's first employees. She had a hand in developing many of the procedures and processes for the office activities still used today. Additionally, she is responsible for creating and developing the format used in calculating utility allowances adopted by Rural Development. She ensures site compliance with the Affirmative Fair Housing Marketing Plan (AFHMP) and oversees site marketing. She supervises AWI's central office administrative staff and all office activities, negotiates and maintains office and site corporate accounts; coordinates the preparation of company publications; writes, proofreads, and edits copy brochures/print and training materials, implements and maintains editorial policies and standards; manages AWI's central office facilities. Heidi holds a BA in Organizational Communication Studies.

Cathy Shafer, Finance Manager

Cathy's experience in financial accounting in addition to a solid background in creating and maintaining computerized accounting and other software began in 1987. Her knowledge in developing reports pulled from sources such as the general ledger allows for customized reporting to Owners, staff and others. Cathy has managed the Finance Department since 1993. She is responsible for producing monthly and/or quarterly reports to owners, syndicators, regulatory agencies, lenders and others; annual budgets and rent increases; audit reviews; reserve tracking; specialized reporting and accounting software maintenance. Cathy oversees Tax Credit, Bond, HOME and other agency reporting and works closely with State agencies and Rural Development personnel to ensure work is completed in accordance with regulatory requirements. Cathy has the Spectrum Enterprises Tax Credit Compliance Professional C³P Designation and Elizabeth Moreland LIHTC compliance certificate.

Management Staff continued

Amanda Arias, *Business Training and Systems Administrator*

Amanda began her career in property management in 2009 and has leased up and managed tax credit apartment communities since 2013, including many RD/TC sites. She is responsible for overseeing training programs and coordinating the takeover of new properties once management commences. She also assists Regional Managers in the area of large capital improvement projects, performs initial review of all agency site visit responses, assists the President, Vice President and Director of Operations in the monthly review of property financials, and reviews and establishes a protocol to address items noted in ADA/504 Transition Plans. Amanda holds a California Real Estate license.

Josefa Dumas, *Director of Compliance*

Josefa began her career with AWI in 1997 when she worked as a bookkeeper. In 2006 she advanced into the role of Compliance Manager and then in 2015 was promoted to Director of Compliance. Following initial work up by the site manager and review by the Regional Manager, Josefa completes a full compliance review and approval for all applicants for initial tax credit and first year occupancy for both new construction and tax credit acquisition of existing properties to ensure thorough documentation of all income and assets. Compliance works directly with new Property Managers to ensure they comprehend the certification process and are capable of accurately documenting household income. She also provides technical support to the sites regarding tax credit procedures and maintaining compliance, handling compliance reporting to multiple agencies for the Tax Credit and HOME programs. There are three additional compliance officers in the Compliance Department, overseen by Josefa. Josefa has the Spectrum Enterprises Tax Credit Compliance Professional C³P Designation. Josefa came to AWI with 7 years previous bookkeeping experience.

Jenifer McDonell, *Senior Regional Manager*

Jenifer began her career with AWI in 1998 performing maintenance duties at a local senior property. In 2000 she advanced into the role of Property Manager where she worked for 5 years learning all of AWI's policies and procedures for on-site management. In 2005 she was promoted to AWI's corporate office where she worked as an Administrative Assistant to the Director of Operations. In 2008 she was promoted once again to the position of Regional Manager where she successfully managed one of the larger portfolios within AWI's property base for ten years. In 2018, having proven herself to be a valuable asset, she advanced to the position of Senior Regional Manager, overseeing six other Regional Managers. Jenifer holds a California Real Estate license.

Erick Arias, *Regional Manager / Risk Manager*

Erick began his career in property management in 2014, performing management duties at two local properties. In 2017 he was promoted to Regional Manager where he is responsible for hiring, training and supervising on-site staff members, overseeing the day-to-day operations of multi-family affordable housing communities, conducting monthly site visits and safety meetings, reviewing monthly cash flow statements and approving all site expenditures. In 2019 Erick expanded his duties to include that of Risk Manager where, in partnership with Human Resources, he reviews and investigates work comp injury reports, reviews tools and equipment used at the communities, ensuring both productivity and safety, along with reviewing and following up on monthly Safety Meeting Reports, safeguarding the communities and their staff from potential hazards. Erick holds a California Real Estate license.

Staff Supervision and Training

AWI has a multi-phased approach to training new on-site staff which includes:

- ❖ An *Employee Orientation Package* to ensure the primary aspects of the job functions are all covered within the first 30 days and provides the Unit and Section number in the company's Operations Manual which outlines the procedure and process to be followed
- ❖ AWI has copyrighted both Rural Development/HUD and Tax Credit Operations Manuals. Manuals are updated as needed when policies or procedures change. The manuals address topics that range from applicant follow up and tenant retention to completing certifications to safety issues including AWI's *Injury and Illness Prevention Program*
- ❖ The Regional Manager provides hands on training to assist the employee in undertaking new tasks, reviews all tenant certifications for the first six months of employment, answers questions and gives direction to new employees in all aspects of their daily job functions or ensures they receive the necessary training from the appropriate party. At the monthly site visit, the Regional Manager gives training in areas needed, reviews employee implementation of new policies or procedures, and gives written direction and comments on areas needing improvement. Coaching of staff is consistent and ongoing.
- ❖ Site Managers use a compliance module for tenant certifications and entering and applying tenant payments and charges. AWI's bookkeepers instruct new Managers on how to properly use the compliance module including how to print out reports such as the past due reports, recertification list, recertification notices and tenant ledger cards.

AWI addresses compliance and training on an on-going basis. In addition to the items noted above:

AWI's monthly newsletter includes a section on Fair Housing (Q&A), Loss Prevention and Safety Tips.

Monthly, the Central Office emails a *Safety Meeting Information Sheet* to all sites for review. Subsequently, the Regional Manager holds a safety meeting (via conference calls) with their portfolio to discuss and expand on the safety topic. Additionally, as part of the monthly Safety Meeting, monthly safety inspections are conducted as part of the Injury and Illness Prevention Plan (IIPP). The inspections are used as a proactive approach in identifying potential hazards that may pose a liability to employees and residents, as well as the property.

Regional Managers conduct group meetings with on-site staff to provide additional training and to review policies and procedures. Training may also be conducted by others, such as the Director of Operations as appropriate.

The Operations Manuals are updated as and when changes occur. Revised sections or pages are sent to on-site managers with a memo outlining the change, the reason for the change and any implementation procedures to follow.

All on-site staff receives annual Fair Housing training. Regional Managers and Central Office Management complete annual Fair Housing and Harassment training at least every two years.

Central Office Management receives training as needed in their areas of expertise.

Memos are sent to site personnel addressing items which occur infrequently or as reminders of our policies and procedures pertinent to the season or time of the year.

Manager of the Year Awards

USDA Rural Development *Site Manager of the Year* awards recognizes and rewards managers who demonstrate commitment to both the management of the complexes and to the tenants who occupy them. The recipients of these awards play a significant role in assisting Rural Development accomplish their mission of providing safe and affordable housing. The award recognizes them for their excellence in management, commitment to service, apartment maintenance and diligence in building caring relationships with tenants.

AWI is proud to have the following managers receive this distinguished award:

2009 – State Award

RD 515–Family: **Eufrocina ‘Zeny’ Beltran**, *Weedpatch Country, Weedpatch, CA*

2011 – State Awards

RD 515–Senior: **Kate McNeill**, *Winters Senior, Winters, CA*

RD 515–Family: **Vada Carroll**, *Seabreeze, Crescent City, CA*

RD 514–Farm Labor: **Virginia Madrigal**, *Vera Cruz Village, Richgrove, CA* and
Miriam Rivas, *Villa Del Rey, Del Rey, CA*

2012 – National and State Award

RD 514–Farm Labor: **Maria Ceja**, *Bear Creek, Planada, CA*

2012 – State Awards

RD 515–Senior: **Norma Sinsabaugh**, *Tuolumne Senior, Tuolumne, CA*

RD 515–Family: **Rebecca Beaty**, *Parkview I & II, Lincoln, CA* and
Carmen Carrillo, *Heber Village, Heber, CA*

2014 – State Awards

RD 515–Family: **Alexandira Attakai**, *Holbrook Court, Holbrook, AZ*

Maribel Cortes, *Mendota Village, Mendota, CA*

Janet Tavernier, *Sonoma Village, Sonoma, CA*

RD 515–Senior: **Alice Johnson**, *San Jacinto Senior, San Jacinto, CA*

RD 514–Farm Labor: **Gloria Torres**, *Casas De La Vina, Madera, CA*

2020 – National and State Award

RD 514–Farm Labor: **Liliana Moreno**, *Bear Creek, Planada, CA*

2020 – State Awards

RD 515–Senior: **Byron Scott**, *Hale Ohana, Koloa, HI*



GREEN BUSINESS CERTIFICATION INC. CERTIFIES THAT

Michael Burke

HAS ATTAINED THE DESIGNATION OF

LEED® Green Associate™

by demonstrating the knowledge and understanding of green building practices and principles needed to support the use of the LEED® green building program.

10859978-GREEN-ASSOCIATE

CREDENTIAL ID

21 MAR 2019

ISSUED

20 MAR 2021

VALID THROUGH

A handwritten signature in black ink, reading "Mahesh Ramanujan".

MAHESH RAMANUJAN
PRESIDENT & CEO, U.S. GREEN BUILDING COUNCIL
PRESIDENT & CEO, GREEN BUSINESS CERTIFICATION INC.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4840

MANAGEMENT AGREEMENTS (2) WITH
ALWAYS WITH INTEGRITY MANAGEMENT CORPORATION (AWI)
FOR PROPERTY MANAGEMENT OF
USDA-RD GRIDLEY FARM LABOR HOUSING AND HACB “DEMONSTRATION” UNITS,
850 EAST GRIDLEY ROAD, GRIDLEY

WHEREAS, the Housing Authority of the County of Butte (HACB) is the owner of the property located at 850 East Gridley Road, Gridley, California, such property providing affordable housing to 115 low-income farmworkers under the United States Department of Agriculture’s Rural Development (USDA-RD) Section 514/516 Farm Labor Housing program and State of California Joe Serna Jr. Farmworker Housing program, and seven (7) units of unregulated housing to other households (Properties); and

WHEREAS, HACB has determined that it is in its best interest, and the best interest of the Properties and their residents, to contract with third-party property management for provision of property management services to the Properties; and

WHEREAS, HACB has secured a proposal for property management of the Properties from Always With Integrity Management Corporation (AWI), whose firm is currently under contract to HACB-related entities for management of three (3) other multi-family properties; and

WHEREAS, AWI manages other USDA-RD Farmworker Housing properties and has established and working relationships with USDA-RD, and the State of California Department of Housing and Community Development, in administering the respective farmworker housing programs; and

WHEREAS, AWI’s proposal for services aligns with the approved budget for the property, and has been determined to be reasonable and in the best interest of HACB, the Properties and their residents;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to authorize its Executive Director enter into agreements (2) with Always With Integrity Management Corporation (AWI) for provision of property management services at the Gridley Farm Labor Housing property located at 850 East Gridley Road, Gridley, such services to include property management of 115 units of affordable housing regulated by the United States Department of Agriculture’s Rural Development Section 514/516 Farm Labor Housing program and the State of California Joe Serna Jr. Farmworker Housing program, and seven (7) units of unregulated housing, property management agreements and an associated Management Plan form are attached to and made a part of this Resolution No. 4840, such services to commence October 1, 2021.

Dated: September 16, 2021.

Laura Moravec, Chair

ATTEST:

Edward S. Mayer, Secretary

PROPERTY MANAGEMENT AGREEMENT

Housing Authority of the County of Butte (hereinafter referred to as "Owner"), and AWI Management Corporation (hereinafter referred to as "Agent") agree as follows:

1. The Owner hereby employs and grants Agent the exclusive right to rent, lease, operate and manage the properties known as USDA-RD Gridley Farm Labor Housing upon the terms hereinafter set forth, for the period of three years commencing October 1, 2021 and terminating September 30, 2024 and thereafter shall be automatically renewed from year to year unless either Owner or Agent elects not to extend this Agreement by providing written notification to the other party 30 days prior to the renewal date. (see page 5, #12 for cancelation terms)
2. Agent shall:
 - a) Use diligence in the performance of this contract.
 - b) Render monthly statements of receipts, expenses and charges and to remit to Owner receipts, less disbursements. The aforementioned statements, in addition to rent rolls shall be provided to Owner, for the prior month, by the 15th of each month. In the event the disbursements shall be in excess of the rents collected by the Agent, the Owner hereby agrees to advance funds to the property to pay such excess promptly upon demand of the Agent.
 - c) Accumulate as a reserve in the Owner's account each month amounts as required by the mortgagee as identified in the partnership agreement, any applicable loan documents or governing agency regulatory agreement.
 - d) Deposit all receipts collected for Owner in a Trust account in a national or state institution qualified to engage in the banking or trust business, separate from Agent's personal account. However, Agent will not be held liable in the event of bankruptcy or failure of a depository. All funds held on behalf of Owner shall be FDIC insured, collateralized by the financial institution or held in financial instruments backed by the full faith of the Federal Government.
 - e) Agent shall indemnify and defend Owner against and hold Owner harmless from losses, costs, damages, liabilities and expenses, including, without limitation, reasonable attorney's fees, arising directly out of (i) any default by Agent under the provisions of this Agreement, (ii) any gross negligence or willful misconduct of Agent, or any of its officers, directors, or employees, in connection with the Agent's obligations pursuant to this Agreement or Agents services or work hereunder, whether within or beyond the scope of Agent's duties or authority hereunder, (iii) any claims for personal injuries to Agent's employees incurred during the course of their employment by Agent if such claims are covered by worker's compensation insurance required herein, or (iv) all employment relations between Agent and its employees; excluding from (i) through (iv) above to the extent of (aa) default by Owner under the provisions of this Agreement, (bb) any gross negligence or willful misconduct of Owner, its officers, partners, directors, agents, contractors, managers or employees, (cc) any claims for personal injuries to Owner's employees incurred during the course of their employment and not as a result of an act or omission of the Agent and/or its employees, or (dd) all employment relations between Owner and its employees.
 - f) Agent acknowledges the Owner's objective and agrees to operate this property in a manner which meets the appropriate Regulatory Agreements.

- g) Agent will carry Workers' Compensation as required by law and the property will pay the pro rata share of WC as it relates directly to the "on site" employees. Agent will carry and keep in force for the duration of this Agreement, General Liability Insurance including auto with combined single limits of at least \$1,000,000 for bodily injuries per each occurrence, with an aggregate limit of \$2,000,000.

3. The Owner grants Agent the following authority and powers and Owner shall pay the expenses in connection herewith:

- a) To sign, renew or cancel leases for the premises or any part thereof; to collect rents or other charges and expenses due or to become due and give receipts therefore; to terminate tenancies and to sign and serve in the name of the Owner such notices as are appropriate; to institute and prosecute actions to evict tenants and to recover possession of said premises in the name of the Owner and recover rents and other sums due, and when expedient, to settle, compromise, and release such actions or suits or reinstate such tenancies. Any lease executed for the Owner by the Agent shall not exceed 1 year.
- b) To make or cause to be made and supervise repairs and alterations, and to do decorating on said premises; to purchase supplies and pay all bills therefore. The Agent agrees to secure the prior approval of the Owner on all expenditures in excess of \$3,500 for any one item, except monthly or recurring operating charges reflected in the approved budget and emergency repairs in excess of the maximum, if in the opinion of the Agent such repairs are necessary to protect the property from damage or prevent damage to life or to the property of others or to avoid suspension of necessary services or to avoid penalties or fines or to maintain services to the tenants as called for in their leases. In the event emergency repairs are necessary, Agent will notify Owner within 24 hours but no later than the next business day, holidays and weekends excepted.
- c) To hire, discharge and supervise all labor and employees required for the operation and maintenance of the premises. Such persons shall be deemed Agent's employees. Compensation, payroll taxes, benefits attributable to such persons and/or services and other prorated expenses directly related to the employee will be paid as a direct expense of the property. Agent may perform any of its duties through Owner's attorneys, agents or employees and shall not be responsible for their acts, defaults or negligence if reasonable care has been exercised in their appointment and retention.
- d) To make contracts for electricity, gas, fuel, water, telephone, window cleaning, grounds, extermination, laundry, cable, trash or rubbish hauling and other services as the Agent shall deem advisable; the Owner to assume the obligation of any contract so entered into at the termination of this agreement.
- e) To pay from property funds loan indebtedness, property taxes, employee compensation (including benefits) payroll expenses for employees at the premises or employees covering the premises in the capacity of the site positions during periods the site employee is not available (such as on leave), special assessments and insurance as designated by Owner. To pay from property funds a prorated share of environmental fees, OSHA fees and similar fees if applicable, fidelity, and employee practices coverage and other costs incurred to reduce or mitigate losses or claims against Owner or Agent.
 - 1) The Fidelity Bond Insurance Company shall be licensed in the property locality and this coverage will be in force until Agent Responsibility is relinquished. The minimum coverage required by Rural Development will be provided in accordance with 7 CFR 3560.105(h).
- f) Any purchases which can be ordered in bulk for savings will be charged at actual cost plus tax and shipping without markup and copies of forms, manuals and similar items which the site cannot access and print directly are charged at a nominal fee to cover the cost of producing and shipping same. Third party software, hardware, licenses, antivirus and cyber protection costs and support used by site staff will be either a direct or prorated expense as applicable.

4. The Owner shall:

- a) The Owner shall indemnify and defend Agent against and hold harmless Agent, each person who holds a direct or indirect ownership interest in Agent, and the respective officers, directors, shareholders, agents,

employees, parents, subsidiaries and affiliates of such party and such owners (collectively, "Agent Indemnitees"), and defend the Agent Indemnitees with counsel reasonably satisfactory to Agent, against any and all liabilities, claims, causes of action, losses, demands, judgments, settlements and costs and expenses (including reasonable attorneys' fees and court costs) ("Claims") arising out of or in connection with (a) the ownership, maintenance or operation of the Property (including claims made by vendors or suppliers to the Property), or the performance by Agent of its responsibilities under this Agreement or acting under the express or implied directions of Owner, or Agent's status as the property manager for the Property, (b) Owner's violation of any applicable federal, state or local law or regulation, (c) any errors, prior actions or inactions taken by Owner and/or Owner's agents prior to the Effective Date of this Agreement, (including fines incurred due to improper or lack of notices served for tenant recertifications) and (d) any debts, liabilities or payments for which Agent is exculpated pursuant to this Agreement; except that this indemnity shall not apply to any matters for which Agent is responsible under an indemnity specifically undertaken by Agent in this Agreement. Owner's responsibility shall specifically extend to hazardous materials, toxic wastes and similar substances, as well as insects, microorganisms and other substances that could cause property damage or pose a threat to human health, and to costs incurred in connection with any investigation of site conditions or remediation, removal or restoration work because of the presence of any of the same.

- b) The Owner shall insure the premises with commercial general liability insurance, including coverage for bodily injury and property damage losses, and said insurance shall cover claims on an occurrence basis and have a broad contractual liability endorsement in an amount of not less than One Million Dollars (\$1,000,000) single limit and Two Million Dollars (\$2,000,000) aggregate limit; along with an excess liability policy of an additional Five Million Dollars (\$5,000,000). Agent shall be named as an additional insured on all such policies and each such policy shall provide that it shall not be canceled except on thirty (30) days' prior written notice to the Owner and Agent. Owner shall obtain from its insurers waiver of subrogation against Agent. Both parties agree that it will not make claim against or seek to recover from the other party for any loss or damage to Property which is covered by such insurance. In connection with claims by third parties, as between Owner's Liability insurance and Agent's insurance, Owner's insurance shall be considered the primary coverage. No claim shall be made by Owner or its insurance company under or with respect to any insurance maintained by Agent. Owner shall have its insurance carrier accept and endorse these coverage requirements.
- c) To pay the Agent:
 - 1) For Management, a Management Fee in a monthly per unit amount pursuant to the most recent RD form 3560-13, Project Owner's/Management Agent's Certification, approved by Owner and RD as submitted with the operating budget which complies with requirements of the 3560 with regard to fees on unoccupied units. Notwithstanding any provision of this Agreement or any obligation of Agent hereunder, it is understood and agreed: a) that Owner has assumed and will maintain its responsibility and obligation throughout the term of this Agreement for the finances and the financial stability of the Property, and: b) that Agent shall have no obligation, responsibility or liability to fund authorized Property costs, expenses or accounts other than with those funds generated by the Property itself or provided to the Property or to Agent by Owner. In accordance with the foregoing, Owner agrees that Agent shall have the right at all times to secure payment of its compensation, as provided for under this Agreement, from the general operating account immediately when such compensation is due and without regard to other Property obligations or expenses provided that Agent has satisfactorily discharged all duties and responsibilities under this Agreement. Moreover, Owner hereby indemnifies Agent and agrees to hold it harmless from any loss, with respect to Property costs, expenses, accounts, liabilities and obligations during the term of this Agreement and further agrees to guarantee to Agent payment of its compensation under this Agreement during the term of this Agreement. Failure of Owner at any time to abide by and to fulfill the foregoing shall be a breach of this Agreement entitling Agent to obtain from Owner upon demand, full payment of all compensation owed to Agent through the date of such breach and entitling Agent, at its option, to terminate this Agreement immediately.

- 2) Should new Tax Credits be awarded at any time during the term of this Agreement, a one-time Compliance fee in the amount of \$200.00 per Tax Credit unit shall be paid. The Compliance Fee includes uploading all files to Owner.
 - 3) In the event that the Owners shall request the Agent to undertake work exceeding that usual to normal management, then fees shall be agreed upon for such services before the work begins. Normal management does not include modernization, refinancing, fire restoration, major rehabilitations, obtaining income tax advice, presenting petitions to planning or zoning committees, advising on proposed new construction or other counseling.
 - 4) Agent will provide Owner and regulatory agencies normally required compliance reports produced from our compliance reporting program based on standard reporting requirements as of the date of this Agreement. Reasonable requests for resident files covered under this Agreement include 20% of the files every third year (California Tax Credit Allocation Committee requirement) and up to 10% of the files on an annual (calendar year) basis for other regulatory agencies or if requested by Owner or related parties. Related parties include lenders and third party inspectors. Files in excess of these amounts, cumulatively, will be charged at the rate of \$40 per file, which shall be a property expense or Owner and related parties approved by Owner may inspect the files on site upon reasonable notice during regular business hours. New or additional reporting requirements by Regulatory Agencies, excepting nominal changes, and requests for information (including by related parties) in preparation for or in lieu of a site visit which cannot reasonably be completed within 30 minutes, will be subject to a reporting fee of \$20 per quarter hour based on the increased time required for completion as a property expense. This agreement does not cover certifying or re-certifying residents whose certifications were due prior to transfer of management to Agent. Agent will advise Owner if this is the case. Additional specialized reporting or research projects directed and approved by the Owner, which are not required by this Agreement, will be billed by Agent at the rate of \$150 per hour.
5. Agent will comply with all relevant Rural Development requirements including compliance with 7 CFR § 3560 including preparation of forms and reports in the format prescribed by Rural Development. Owner and Agent agree:
- a) To disclose any Identity of Interest that exists or may exist to Rural Development. Contracts entered into with an agency approved Identity of Interest (IOI) shall contain the following clause:

Upon request of Rural Development, AWI Management Corporation (or Owner if applicable) will make available to Rural Development, at a reasonable time and place, its records and records of IOI companies which relate to goods and services charged to the property. Records and information will be sufficient to permit Rural Development to determine the services performed, the dates the services were performed, the location at which the services were performed, the time consumed in providing the services, the charges made for materials, and the per unit and total charges levied for said services.
 - b) To comply with the property's Mortgage and Promissory Note, and Loan Agreement/Resolution as applicable.
 - c) To comply with Rural Development requirements regarding payment of management fees.
 - d) That Rural Development, the General Accountability Office (GA) and those agencies representatives may inspect;
 - i) Any records which relate to the property's purchase of goods or services;
 - ii) The records of the Owner and Agent as they pertain to the property; and
 - iii) The records of companies having an identity of interest with the Owner and or Agent.
 - e) To notify Rural Development a minimum of 45 days prior to any change in Management.

- f) Agent is to comply with Rural Development requirements and local, State and Federal laws. Rural Development has the authority to terminate the agreement for failure to operate the property if Agent does not follow these requirements.
 - g) All records pertaining to the property that are required to be maintained by the Agent will comply with the State's Real Estate law and Rural Development regulations and will be maintained by the Agent for a period of time as required by the later date of either requirement.
6. Agent acknowledges the Owner's objective and agrees to operate this property in a manner which meets the requirements of the recorded Regulatory Agreements (Bond and CTCAC) and all leasing and other requirements contained in Section 42 of the Internal Revenue Code ("Section 42") with respect to housing units available for low-income housing tax credits and requirements contained in any documents executed by the Owner in connection with the acquisition, financing and ownership of the property, including, but not limited to, the Owner's Partnership Agreement, the Mortgage Loan documents and the Property Documents.
 7. If it shall become necessary for Agent or Owner to give notice of any kind, the same shall be written, and served, by sending such notice by certified mail to the address of the other party.
 8. This Agreement shall be binding upon the successors of the Agent, and the heirs, administrators, executors, successors and assigns of the Owner. Agent shall not assign or subcontract this Management Agreement or any portion thereof without prior written consent of the Owner.
 9. In the event Owner or Agent shall materially default in the performance or observation of any term, condition, or covenant contained in this Agreement, and that default shall continue for a period of 10 days after written notice shall have been given to the defaulting party specifying the default and requesting that the same be remedied, then the non-defaulting party may, at any time thereafter, declare by written notice to the defaulting party that this Agreement shall be terminated on the dates specified in the notice if on such date the event of default shall be continuing. Notwithstanding the foregoing, if a non-monetary default cannot be remedied within the 10 day period, the defaulting party shall be deemed to be in compliance with this provision if that party shall, in good faith, have commenced to remedy the default within that 10 day period, shall subsequently execute the completion with diligence and continuity the remedying of the default, and shall remedy the default within a reasonable time.
 10. In the event a petition in bankruptcy is filed by or against Owner or Agent, or in the event Owner or Agent makes an assignment for the benefit of creditors or takes advantage of any insolvency act, Owner or Agent may terminate this Agreement.
 11. Anticipating that closing all accounts of Owner may be delayed by the existence of outstanding checks and such not within the control of Agent, within fifteen (15) days after the termination of this Agreement, Agent shall pay the balances, holding back sufficient funds to cover outstanding checks, bank charges or returned deposits, and pay or assign all certificates of deposit regarding the property to Owner. Within thirty (30) days after the termination of this Agreement, Agent shall deliver to Owner all plans and surveys of the Property in its possession and all books and records concerning the building, including all security deposit accounts, reserve accounts and general accounts. Within sixty (60) days after the termination of this Agreement, Agent shall submit to Owner all reports required here to the date of such termination, including the reconciliation of all accounts, and Agent and Owner shall account to each other with respect to all matters outstanding as of the date of termination.
 12. Either party may terminate this Agreement at any time providing thirty (30) days written notice of termination is given, with or without cause. Said notice may be given by either party and shall be in writing to the office of the other party.
 13. This Agreement incorporates all addenda signed and dated as of or after the date of this Agreement.
 14. The Management Plan is to be considered part of this Agreement. Items not addressed specifically in the Agreement shall be considered fully addressed in the Management Plan.

15. In the event that notices are provided with regard to the management of Gridley Farm Labor Housing, such notices shall be sent to:

Housing Authority of the County of Butte
Larry Guanzon
2039 Forest Avenue
Chico, CA 95928

AWI Management Corporation
Tina Williams
120 Center Street
Auburn, CA 95603

By Signature below, the Parties hereto have read and agree to the terms and conditions of this Management Agreement.

OWNER: Housing Authority of the County of Butte

By: _____
Edward S. Mayer, Executive Director

Date: _____

AGENT: AWI Management Corporation,
A California Corporation

By: _____
Tina Williams, President

Date: _____

PROPERTY MANAGEMENT AGREEMENT

Housing Authority of the County of Butte (hereinafter referred to as "Owner"), and AWI Management Corporation (hereinafter referred to as "Agent") agree as follows:

1. The Owner hereby employs and grants Agent the exclusive right to rent, lease, operate and manage the properties known as Gridley Farm Labor Housing – Demonstration Units upon the terms hereinafter set forth, for the period of three years commencing October 1, 2021 and terminating September 30, 2024 and thereafter shall be automatically renewed from year to year unless either Owner or Agent elects not to extend this Agreement by providing written notification to the other party 30 days prior to the renewal date. (see page 5, #12 for cancelation terms)
2. Agent shall:
 - a) Use diligence in the performance of this contract.
 - b) Render monthly statements of receipts, expenses and charges and to remit to Owner receipts, less disbursements. The aforementioned statements, in addition to rent rolls shall be provided to Owner, for the prior month, by the 15th of each month. In the event the disbursements shall be in excess of the rents collected by the Agent, the Owner hereby agrees to advance funds to the property to pay such excess promptly upon demand of the Agent.
 - c) Accumulate as a reserve in the Owner's account each month amounts as required by the mortgagee as identified in the partnership agreement, any applicable loan documents or governing agency regulatory agreement.
 - d) Deposit all receipts collected for Owner in a Trust account in a national or state institution qualified to engage in the banking or trust business, separate from Agent's personal account. However, Agent will not be held liable in the event of bankruptcy or failure of a depository. All funds held on behalf of Owner shall be FDIC insured, collateralized by the financial institution or held in financial instruments backed by the full faith of the Federal Government.
 - e) Agent shall indemnify and defend Owner against and hold Owner harmless from losses, costs, damages, liabilities and expenses, including, without limitation, reasonable attorney's fees, arising directly out of (i) any default by Agent under the provisions of this Agreement, (ii) any gross negligence or willful misconduct of Agent, or any of its officers, directors, or employees, in connection with the Agent's obligations pursuant to this Agreement or Agents services or work hereunder, whether within or beyond the scope of Agent's duties or authority hereunder, (iii) any claims for personal injuries to Agent's employees incurred during the course of their employment by Agent if such claims are covered by worker's compensation insurance required herein, or (iv) all employment relations between Agent and its employees; excluding from (i) through (iv) above to the extent of (aa) default by Owner under the provisions of this Agreement, (bb) any gross negligence or willful misconduct of Owner, its officers, partners, directors, agents, contractors, managers or employees, (cc) any claims for personal injuries to Owner's employees incurred during the course of their employment and not as a result of an act or omission of the Agent and/or its employees, or (dd) all employment relations between Owner and its employees.
 - f) Agent acknowledges the Owner's objective and agrees to operate this property in a manner which meets the appropriate Regulatory Agreements.

- g) Agent will carry Workers' Compensation as required by law and the property will pay the pro rata share of WC as it relates directly to the "on site" employees. Agent will carry and keep in force for the duration of this Agreement, General Liability Insurance including auto with combined single limits of at least \$1,000,000 for bodily injuries per each occurrence, with an aggregate limit of \$2,000,000.

3. The Owner grants Agent the following authority and powers and Owner shall pay the expenses in connection herewith:

- a) To sign, renew or cancel leases for the premises or any part thereof; to collect rents or other charges and expenses due or to become due and give receipts therefore; to terminate tenancies and to sign and serve in the name of the Owner such notices as are appropriate; to institute and prosecute actions to evict tenants and to recover possession of said premises in the name of the Owner and recover rents and other sums due, and when expedient, to settle, compromise, and release such actions or suits or reinstate such tenancies. Any lease executed for the Owner by the Agent shall not exceed 1 year.
- b) To make or cause to be made and supervise repairs and alterations, and to do decorating on said premises; to purchase supplies and pay all bills therefore. The Agent agrees to secure the prior approval of the Owner on all expenditures in excess of \$3,500 for any one item, except monthly or recurring operating charges reflected in the approved budget and emergency repairs in excess of the maximum, if in the opinion of the Agent such repairs are necessary to protect the property from damage or prevent damage to life or to the property of others or to avoid suspension of necessary services or to avoid penalties or fines or to maintain services to the tenants as called for in their leases. In the event emergency repairs are necessary, Agent will notify Owner within 24 hours but no later than the next business day, holidays and weekends excepted.
- c) To hire, discharge and supervise all labor and employees required for the operation and maintenance of the premises. Such persons shall be deemed Agent's employees. Compensation, payroll taxes, benefits attributable to such persons and/or services and other prorated expenses directly related to the employee will be paid as a direct expense of the property. Agent may perform any of its duties through Owner's attorneys, agents or employees and shall not be responsible for their acts, defaults or negligence if reasonable care has been exercised in their appointment and retention.
- d) To make contracts for electricity, gas, fuel, water, telephone, window cleaning, grounds, extermination, laundry, cable, trash or rubbish hauling and other services as the Agent shall deem advisable; the Owner to assume the obligation of any contract so entered into at the termination of this agreement.
- e) To pay from property funds loan indebtedness, property taxes, employee compensation (including benefits) payroll expenses for employees at the premises or employees covering the premises in the capacity of the site positions during periods the site employee is not available (such as on leave), special assessments and insurance as designated by Owner. To pay from property funds a prorated share of environmental fees, OSHA fees and similar fees if applicable, fidelity, and employee practices coverage and other costs incurred to reduce or mitigate losses or claims against Owner or Agent.
- f) Any purchases which can be ordered in bulk for savings will be charged at actual cost plus tax and shipping without markup and copies of forms, manuals and similar items which the site cannot access and print directly are charged at a nominal fee to cover the cost of producing and shipping same. Third party software, hardware, licenses, antivirus and cyber protection costs and support used by site staff will be either a direct or prorated expense as applicable.

4. The Owner shall:

- a) The Owner shall indemnify and defend Agent against and hold harmless Agent, each person who holds a direct or indirect ownership interest in Agent, and the respective officers, directors, shareholders, agents, employees, parents, subsidiaries and affiliates of such party and such owners (collectively, "Agent Indemnitees"), and defend the Agent Indemnitees with counsel reasonably satisfactory to Agent, against any and all liabilities, claims, causes of action, losses, demands, judgments, settlements and costs and expenses (including reasonable attorneys' fees and court costs) ("Claims") arising out of or in connection

with (a) the ownership, maintenance or operation of the Property (including claims made by vendors or suppliers to the Property), or the performance by Agent of its responsibilities under this Agreement or acting under the express or implied directions of Owner, or Agent's status as the property manager for the Property, (b) Owner's violation of any applicable federal, state or local law or regulation, (c) any errors, prior actions or inactions taken by Owner and/or Owner's agents prior to the Effective Date of this Agreement, (including fines incurred due to improper or lack of notices served for tenant recertifications) and (d) any debts, liabilities or payments for which Agent is exculpated pursuant to this Agreement; except that this indemnity shall not apply to any matters for which Agent is responsible under an indemnity specifically undertaken by Agent in this Agreement. Owner's responsibility shall specifically extend to hazardous materials, toxic wastes and similar substances, as well as insects, microorganisms and other substances that could cause property damage or pose a threat to human health, and to costs incurred in connection with any investigation of site conditions or remediation, removal or restoration work because of the presence of any of the same.

- b) The Owner shall insure the premises with commercial general liability insurance, including coverage for bodily injury and property damage losses, and said insurance shall cover claims on an occurrence basis and have a broad contractual liability endorsement in an amount of not less than One Million Dollars (\$1,000,000) single limit and Two Million Dollars (\$2,000,000) aggregate limit; along with an excess liability policy of an additional Five Million Dollars (\$5,000,000). Agent shall be named as an additional insured on all such policies and each such policy shall provide that it shall not be canceled except on thirty (30) days' prior written notice to the Owner and Agent. Owner shall obtain from its insurers waiver of subrogation against Agent. Both parties agree that it will not make claim against or seek to recover from the other party for any loss or damage to Property which is covered by such insurance. In connection with claims by third parties, as between Owner's Liability insurance and Agent's insurance, Owner's insurance shall be considered the primary coverage. No claim shall be made by Owner or its insurance company under or with respect to any insurance maintained by Agent. Owner shall have its insurance carrier accept and endorse these coverage requirements.
- c) To pay the Agent:
 - 1) For Management, a Management Fee in the amount of \$50 per unit per month. Said fee may be modified on an annual basis based on the budget approved by Owner. Notwithstanding any provision of this Agreement or any obligation of Agent hereunder, it is understood and agreed: a) that Owner has assumed and will maintain its responsibility and obligation throughout the term of this Agreement for the finances and the financial stability of the Property, and: b) that Agent shall have no obligation, responsibility or liability to fund authorized Property costs, expenses or accounts other than with those funds generated by the Property itself or provided to the Property or to Agent by Owner. In accordance with the foregoing, Owner agrees that Agent shall have the right at all times to secure payment of its compensation, as provided for under this Agreement, from the general operating account immediately when such compensation is due and without regard to other Property obligations or expenses provided that Agent has satisfactorily discharged all duties and responsibilities under this Agreement. Moreover, Owner hereby indemnifies Agent and agrees to hold it harmless from any loss, with respect to Property costs, expenses, accounts, liabilities and obligations during the term of this Agreement and further agrees to guarantee to Agent payment of its compensation under this Agreement during the term of this Agreement. Failure of Owner at any time to abide by and to fulfill the foregoing shall be a breach of this Agreement entitling Agent to obtain from Owner upon demand, full payment of all compensation owed to Agent through the date of such breach and entitling Agent, at its option, to terminate this Agreement immediately.
 - 2) Should new Tax Credits be awarded at any time during the term of this Agreement, a one-time Compliance fee in the amount of \$200.00 per Tax Credit unit shall be paid. The Compliance Fee includes uploading all files to Owner.
 - 3) In the event that the Owners shall request the Agent to undertake work exceeding that usual to normal management, then fees shall be agreed upon for such services before the work begins. Normal management does not include modernization, refinancing, fire restoration, major

rehabilitations, obtaining income tax advice, presenting petitions to planning or zoning committees, advising on proposed new construction or other counseling.

- 4) Agent will provide Owner and regulatory agencies normally required compliance reports produced from our compliance reporting program based on standard reporting requirements as of the date of this Agreement. Reasonable requests for resident files covered under this Agreement include 20% of the files every third year (California Tax Credit Allocation Committee requirement) and up to 10% of the files on an annual (calendar year) basis for other regulatory agencies or if requested by Owner or related parties. Related parties include lenders and third party inspectors. Files in excess of these amounts, cumulatively, will be charged at the rate of \$40 per file, which shall be a property expense or Owner and related parties approved by Owner may inspect the files on site upon reasonable notice during regular business hours. New or additional reporting requirements by Regulatory Agencies, excepting nominal changes, and requests for information (including by related parties) in preparation for or in lieu of a site visit which cannot reasonably be completed within 30 minutes, will be subject to a reporting fee of \$20 per quarter hour based on the increased time required for completion as a property expense. This agreement does not cover certifying or re-certifying residents whose certifications were due prior to transfer of management to Agent. Agent will advise Owner if this is the case. Additional specialized reporting or research projects directed and approved by the Owner, which are not required by this Agreement, will be billed by Agent at the rate of \$150 per hour.
5. If it shall become necessary for Agent or Owner to give notice of any kind, the same shall be written, and served, by sending such notice by certified mail to the address of the other party.
6. Agent shall ensure that its staff is aware of, and shall take such actions as Agent deems prudent and necessary, to comply with any laws, orders, or requirements affecting interactions with applicants or residents or the use or operation of the Property by any federal, state, county or municipal laws in regards, but not limited to the Fair Housing Act and similar laws.
7. This Agreement shall be binding upon the successors of the Agent, and the heirs, administrators, executors, successors and assigns of the Owner. Agent shall not assign or subcontract this Management Agreement or any portion thereof without prior written consent of the Owner.
8. In the event Owner or Agent shall materially default in the performance or observation of any term, condition, or covenant contained in this Agreement, and that default shall continue for a period of 10 days after written notice shall have been given to the defaulting party specifying the default and requesting that the same be remedied, then the non-defaulting party may, at any time thereafter, declare by written notice to the defaulting party that this Agreement shall be terminated on the dates specified in the notice if on such date the event of default shall be continuing. Notwithstanding the foregoing, if a non-monetary default cannot be remedied within the 10 day period, the defaulting party shall be deemed to be in compliance with this provision if that party shall, in good faith, have commenced to remedy the default within that 10 day period, shall subsequently execute the completion with diligence and continuity the remedying of the default, and shall remedy the default within a reasonable time.
9. In the event a petition in bankruptcy is filed by or against Owner or Agent, or in the event Owner or Agent makes an assignment for the benefit of creditors or takes advantage of any insolvency act, Owner or Agent may terminate this Agreement.
10. Anticipating that closing all accounts of Owner may be delayed by the existence of outstanding checks and such not within the control of Agent, within fifteen (15) days after the termination of this Agreement, Agent shall pay the balances, holding back sufficient funds to cover outstanding checks, bank charges or returned deposits, and pay or assign all certificates of deposit regarding the property to Owner. Within thirty (30) days after the termination of this Agreement, Agent shall deliver to Owner all plans and surveys of the Property in its possession and all books and records concerning the building, including all security deposit accounts, reserve accounts and general accounts. Within sixty (60) days after the termination of this Agreement, Agent shall submit to Owner all reports required here to the date of such termination, including the

reconciliation of all accounts, and Agent and Owner shall account to each other with respect to all matters outstanding as of the date of termination.

11. Either party may terminate this Agreement at any time providing thirty (30) days written notice of termination is given, with or without cause. Said notice may be given by either party and shall be in writing to the office of the other party.

12. This Agreement incorporates all addenda signed and dated as of or after the date of this Agreement.

13. In the event that notices are provided with regard to the management of Gridley Farm Labor Housing, such notices shall be sent to:

Housing Authority of the County of Butte
Larry Guanzon
2039 Forest Avenue
Chico, CA 95928

AWI Management Corporation
Tina Williams
120 Center Street
Auburn, CA 95603

By Signature below, the Parties hereto have read and agree to the terms and conditions of this Management Agreement.

OWNER: Housing Authority of the County of Butte

By: _____
Edward S. Mayer, Executive Director

Date: _____

AGENT: AWI Management Corporation,
A California Corporation

By: _____
Tina Williams, President

Date: _____

Management Plan

NAME OF PROPERTY:

LOCATION:

1) The Role and Responsibility of the Owner and the Relationship and Delegations of Authority to the Managing Agent.

- a) The Owner has entered into a Management Agreement with AWI Management Corporation. AWI Management Corporation is a professional property management company located in Auburn, California, with more than 30 years' experience in managing affordable multi-family and senior apartment communities.
- b) The Regional Manager assigned to the property will supervise the day-to-day operations of Agent. The Property Manager, who will report directly to the Regional Manager, will supervise the day-to-day operations of the property.
- c) Agent will consult with Property Owner regarding all matters that Agent is not authorized to handle under the Management Agreement and will report on a regular basis activity that has occurred at the property.
- d) Agent may make decisions on the day-to-day operation of the property without consulting Owner. Agent will request Owner to give Agent any additional authority needed to properly operate the property. In the event major emergency repairs are necessary to protect the property from damage or prevent damage to life or the property of others or to address immediate health and safety concerns Agent will notify Owner within 24 hours but no later than the next business day, holidays and weekends excepted. Major emergency repairs are those in excess of \$30,000.
- e) The key person in the sponsoring organization for Agent to contact is the Owner signing below, or his designee signing herewith, who has authority to make all necessary decisions.
- f) The responsibilities of Owner and Agent are clearly set forth in the Management Plan and Management Agreement. Detailed responsibilities are specifically covered and clearly assigned.
- g) The Owner is responsible for the overall financial and physical stability of the property, which shall be monitored through the services of the Agent.
- h) There is a pro rata division of environmental fees assessed by California State Board of Equalization or other similar fees assessed by the City, County, State or other government or public entity, OSHA fees, and other similar costs to reduce or mitigate losses or claims against Owner or Agent, which is a singularly incurred expense that is common to the Management Agent and the Owner. This split shall be allocated (a) pro-rated as a property expense in the amount attributable to the number of employees at each property, and (b) Agent's expense for fees attributable to the number of employees the Agent employs in its organization.
- i) Any purchases that may be ordered in bulk for savings will be prorated by the actual cost plus tax and shipping. There will be no mark ups on the reimbursement for these types of purchases. Copies of forms, manuals and similar items which the property cannot access and print directly are charged at a nominal fee to cover the cost of producing and shipping same. Software, hardware, licenses, antivirus and cyber protection costs and support used by property staff will be either a direct or prorated expense as applicable.
- j) All Agent Identity of Interest relationships have been properly disclosed in RD Form 3560-31. USDA-Rural Development, hereinafter called Agency or RD, approves the use of Identity of Interest

firms when it is cost effective, beneficial to the property and can be fully justified in accordance with RD instructions set forth in CFR 3560.102 (g). The term Agency, includes any Agency with an affordable housing regulatory agreement recorded against the property.

- k) Any contract entered into with an Agency approved Identity-of-Interest individual or business for the provision of goods and services to the property shall contain the following clause:

“Upon request of Rural Development or the Owner, AWI Management Corporation will make available to Rural Development, at a reasonable time and place, its records and records of Identity-of-Interest companies which relate to the goods and services charged to the property. Records and information will be sufficient to permit Rural Development to determine the services performed, the dates the services were performed, the location at which the services were performed, the time consumed in providing the services, the charges made for materials, and the per unit and total charges levied for said services.”

2) Personnel Policy and Staffing Arrangements

- a) The Agent declares that it does not discriminate in its hiring practices based upon race, creed, color, national origin, sex, religion, age, gender, ancestry, disability, political beliefs, sexual orientation, military, veteran or citizenship status, or marital or familial status. All hiring will be in conformance with Equal Employment Opportunity Commission (EEOC) requirements. Employees will be hired on the basis of their qualifications and experience
- b) Property Managers will be hired who possess the necessary qualifications and experience or transferable skills to assume rental related duties such as application processing, eligibility determination, resident selection, unit assignment, certification, recertification, rent collection, and record keeping.
- c) The Management staff for the property will consist of a Property Manager and Maintenance Technician and, if required for adequate property operations, an Assistant Maintenance person and/or an Assistant Manager. The Property Manager will be available a minimum of 20 hours per week. Open office hours will be posted at the office. An employee of Agent will be required to reside on the premises unless there is no employee unit and one would not be required under State law. The Manager or Maintenance Technician living on the property may live in a revenue producing unit or may be provided with a rent-free unit and utilities as part of the employee's compensation. Employees living on the property may be eligible occupants or ineligible occupants, following the guidelines of the CFR 3560, under a contract of employment, in which case they will not be a qualified resident.
- d) Property personnel will be available for emergencies or prearranged appointments within reason. Due to budget constraints, the property cannot sustain 24-hour coverage. After hour emergencies will be responded to by an after hour call center service who will attempt to contact the appropriate property employee in the case of an emergency and/or dispatch the appropriate vendor to respond to the emergency.
- e) The Agent will employ persons and/or services to perform duties and responsibilities at the property as described herein. Compensation and property related expenses of such persons and/or services including: audit expenses, salary or hourly wages, merit increases, bonuses as provided for in the property employee contract in accordance with 3560.102(4),(v) and 3560.303.(b)(1), housing costs (if applicable), employer payroll taxes and related administrative expenses in accordance with 3560.102 (3)(i), (C)(ii), workers compensation insurance, fidelity and other similar insurance coverage and employee benefits including medical insurance, 401K or other retirement programs (including administrative fees and matching costs), and other benefits common to property management positions. Such costs will be included in the property budget and paid as a direct expense to the property as specified in the Management Plan and Agreement. The Agent will employ sufficient resources (staff and/or services) within the Agent's organization to fulfill

Agent's obligation to the Owner under the terms of this agreement. This paragraph applies to employees of Agent providing temporary coverage due to property staff termination, being on leave, vacation or otherwise unavailable including the cost of mileage and other travel related costs.

- f) Training procedures for employees begin with a 90-day orientation program that is administered by the Regional Manager and/or other appropriate management agent staff members (i.e. Compliance, another qualified Property Manager Training Coordinator, Human Resources Administrator, Director of Operations, etc.). Training covered in the first 90 days includes but is not limited to: rent collection procedures, banking, occupancy process (including AFHMP, waiting list, verification, and certification) Civil Rights and Fair Housing, monthly reporting, budgeting, and maintenance and safety procedures.
- g) The lines of authority (in descending order)
 - i) Owner
 - ii) Agent
 - iii) Vice President
 - iv) Director of Operations
 - v) Senior Regional Manager
 - vi) Regional Manager
 - vii) Property Manager
 - viii) Assistant Manager and Maintenance Technician, if applicable
- h) All personnel listed above shall be accountable to the Owner through the Agent.

3) Plans and Procedures for Marketing Units, Achieving and Maintaining Full Occupancy, and Meeting Affirmative Fair Housing Marketing Plan Requirements (HUD Form 935.2)

- a) The Agent will advertise units in a way to attract qualified applicants which may include posting on the internet, using banners, community outreach and if one, the local newspaper approximately 90 days prior to occupancy, then at least annually, or more often as necessary to maintain occupancy at acceptable levels.
- b) The advertising campaign will comply fully with the Affirmative Fair Housing Marketing Plan (AFHMP). Through advertising and other outreach efforts set forth in the AFHMP, Agent will attempt to reach persons who are least likely to apply. The AFHMP will be posted in the office.

By using the outreach efforts outlined in the AFHMP Agent can achieve and maintain the highest level of occupancy reasonably obtainable. The property phone number is posted on the office door and property sign. The State's Relay System phone number is on the property sign so individuals with a hearing impairment can access rental information. The State's Relay System is available 24-hours a day and is free to the public. Agent has arranged for interpretation services for those with limited fluency in English.

- c) Agent has a Language Access Plan to address the needs of those with limited English proficiency.
- d) Additional Marketing will be conducted as needed using any or all of the methods outlined in the AFHMP, or other effective methods including newspaper advertisements, flyers, outreach letters to local community organizations, approved rent incentives, radio, public access television, brochures, etc. All advertising will contain the appropriate Equal Housing Opportunity and handicap accessibility statements or logos. Where a significant number of persons in the area of the rental housing development have limited fluency in English publications and the affirmative marketing will be provided in the appropriate language.

4) Methods for Informing Participants of the Right to Request Reasonable Accommodation and Responsibility to Comply with Civil Rights Law.

- a) Public notice is given that the Owner/Agent does not illegally discriminate against any individual. Such notice is given by the display of the Equal Housing Opportunity statement and logo and the Universal Symbol of Accessibility.
- b) Property Managers will be trained in effective ways to communicate with individuals with a disability, including sight or hearing impairments and individuals with mental or developmental disabilities. This training will include proper use of the State's Relay System and on using interpretation services.
- c) A "Notice to All Applicants/Residents with a Handicap/Disability" is given to every applicant when they receive an application and to every resident no less than annually at recertification. The notice informs them of their right to request reasonable accommodations/modifications if they choose to do so at any time during their application process or tenancy.
- d) Disclosure and verification of a disability is not required unless a reasonable accommodation is requested. Verification of an individual's disability will be limited to information necessary (including visual observation if the disability is apparent) to determine that the individual making the request is in fact a person with a disability and therefore entitled to accommodation under ADA law, and that the requested accommodation is necessary and related to the disability. This information will be obtained by a third party medical professional such as a doctor, psychologist, or other health care provider who has the legal capacity within the scope of their practice to diagnose and prescribe treatment unless it is obvious without such third party verification. Verification will be obtained from such qualified persons as identified by the applicant/resident as the person who can verify the need for the accommodation.
- e) When determining what methods of accommodation are necessary, primary consideration will be given to the request and the needs of the individual making the request.
- f) Reasonable Accommodation may include, but is not limited to:
 - i) Use of a professional reader and large print versions of notices, application and lease documents, sign language interpreter, priority for a wheelchair accessible unit or sight/vision impairment accessible unit, unit on the first floor, physical modification to an existing unit, modification to policies, or other accommodations as indicated by the individual making the request.
 - ii) Companion Animals are considered a reasonable accommodation upon verification of need. Residents are required to enter into and abide by a Service/Companion Animal Agreement which shall comply with 3560.157(e). No pet deposit or additional security deposit is required. The need for a Service Animal is only verified if it is not obvious. Pets are allowed at Senior properties. Residents are required to enter into and abide by a Pet Policy Agreement and pay a pet security deposit to cover pet damages.
- g) The person in the Agent's organization who is responsible for reviewing and coordinating Requests for Reasonable Accommodation is the ADA Coordinator. The ADA Coordinator acts in an advisory capacity to the Regional Manager who is directly responsible for implementing approved requests. In accordance with Section 504 regulations, a request will only be denied if one of the following conditions exist:
 - i) Unable to verify that the applicant/resident is a disabled person
 - ii) Unable to verify that the requested item is necessary and related to a disability
 - iii) Action would result in a fundamental alteration in the nature of the program

- iv) After considering all of the resources available to the property it is determined that the action would result in an undue financial or administrative burden
- v) Action is technically or structurally not feasible
- h) The Agent has designated the Vice President as the person who may determine when an undue burden exists. Such determinations will be fully explained in writing in accordance with Section 504 regulations.
- i) When requested accommodations are not feasible, alternative accommodations will be offered when appropriate.

5) Procedures for Determining Resident Eligibility

- a) Resident files, applications and waiting lists are maintained at the property by the Property Manager. The resident files contain the pertinent records relating to resident eligibility. Application fees may be charged to cover the direct processing cost.
- b) After obtaining all the relevant income, asset and deduction information, the Property Manager will complete a Resident Certification in accordance with RD instruction 7 CFR 3560.152(e). **Additional** certifications will be completed if the property has tax credits, HUD or other funding requiring a different certification form. The Agent's Bookkeeping Department will transmit the Resident Certification to the Agency on a monthly basis as required. Residents will be recertified no less than annually. Interim recertification will be performed based on the following:
 - i) When resident has experienced an increase in income in an amount specified by the Agency; or
 - ii) Upon resident request when resident has experienced a decrease in income in an amount specified by the Agency; or
 - iii) When there has been a change in the household size and/or composition.
- c) Property Managers will be hired who possess the necessary qualifications and experience, or transferable skills, to assume rental related duties such as application processing, computer skills, eligibility determination, resident selection, unit assignment, certification, recertification, rent collection, and record keeping. Employees will be provided the training necessary to carry out the required job functions. Employees are provided with detailed instructions on program requirements. The Regional Manager and/or Compliance Department will review and approve initial and recertifications for up to the first six (6) months of employment or until the Property Manager can demonstrate a solid understanding of the eligibility verification and certification process. Property Managers and Maintenance Technicians are scheduled to complete fair housing training within the first 30 days of employment.
- d) A waiting list will be used by the Property Manager. All prospective applicants will be provided a comprehensive list of all information required for an application for admission to be considered complete. The information required by the applicants before they are put on the waiting list includes:
 - i) Income and assets of the household
 - ii) Household composition
 - iii) Names of all household members
 - iv) Number in the household including unborn children (for the purpose of determining household size)
 - v) Current address and contact information
 - vi) Birthdates of household members
 - vii) Proof of United States citizenship/Immigration status (RD 514,538 or HUD only)
 - viii) Copies of Social Security cards (or other proof of SSN)
 - ix) Copies of Driver's License (or other picture identification)

- x) Prior and present landlord information
 - xi) Consent to run credit history and a background check
 - xii) Personal References (preferably business/professional acquaintances)
 - xiii) Release of Information Consent
 - xiv) The application must be signed by all adults applying for occupancy
- e) All completed applications will be placed on the waiting list in the date/time order in which it is received. On lieu of rejecting incomplete applications we place them on an Incomplete Application List while waiting for the information necessary to do an initial determination of eligibility. Applicants will be called if the missing information is minor. The Property Manager, under the supervision of the Regional Manager, is responsible for determining resident eligibility and their placement on the waiting list in accordance with Agent's written policies and procedures. Applicants will be notified in writing if placed on the waiting list or need to provide additional information in order to be moved to the complete application waiting list.
- f) The waiting list will be purged annually (or as needed according to the size of the list). Notification will be sent to each applicant to the last known address inquiring as to his or her interest in remaining on the list. If the applicant fails to respond within 10 days, the application shall be withdrawn from the waiting list. Applicants who are withdrawn will be notified in writing and given 10 days to appeal the decision. The applicant is responsible for notifying the Property Manager of changes in contact information, household composition and other changes that might affect eligibility.
- g) When an apartment is available, applicants determined eligible based on information in the application are selected on a first come first serve basis according to the chronological order of each categorized waiting list group (VL-L-M and/or the applicable set-aside percentage). The qualified very low-income applicants will be given preference for occupancy. Priority for reasonable accommodations and transfers for units over or under occupied to the correct bedroom size is given first to residents living in the property, then to applicants on the waiting list. Certain individuals such as those needing an accessible unit or with a LOPE letter will be given priority as specified in 7 CFR 3560.154 and 155.
- h) Persons with disabilities may have the same choice or selection of apartment as any other applicant. Individuals requesting accessible units will be designated on the waiting list by the appropriate priority code. When an accessible apartment becomes available, priority will be given to applicants with a verified need for the specific design features of the available unit and then to eligible applicants who have indicated a preference for an accessible unit. In order to make the best use of the limited supply of accessible units Priority is given first to residents living in the property, then to applicants on the waiting list.
- i) When there are no individuals on the waiting list who require an accessible unit, the Property Manager will make known the availability of accessible units by sending outreach letters to those groups, agencies or organizations that may provide services to individuals with a disability. If a minimum of two weeks of outreach does not produce eligible applicants, accessible units may be rented to the next qualified person on the waiting list. The resident will sign a Unit Waiver and the Lease Agreement provides for a 30-Day Notice to Terminate Tenancy to be served to the occupying resident, when an individual with a disability applies and requests an accessible unit.
- j) Individuals with a disability will not be limited in their choice of apartments. A person with disability is not required to accept a unit with special design features. An applicant will indicate their choice for an accessible unit by marking the appropriate box on the Application for Admission, or by making a request for reasonable accommodation, requesting an accessible unit.
- k) The Property Manager will proceed to obtain third party verification or other acceptable source documents necessary to verify income, asset, student status, landlord & personal references and credit & criminal history. Verification of a disability is required if applicant/resident requests medical

deductions based on disability status and the disability is not visible or obvious. If approved for occupancy, the applicant will be notified, in writing of the anticipated date the unit will be available for occupancy. Applicants may also be contacted by phone, followed up by written notification.

- l) The eligibility of an applicant will be determined by the Property Manager and the Agent in accordance with agent's written resident selection Criteria and Rural Development, LIHTC, HUD, HOME and other governing agencies regulations. In properties with tax credits, a separate waiting list category will indicate which applicants are eligible under the Low Income Housing Tax Credit (LIHTC) program. Applicants who are not eligible under the LIHTC program but are eligible under the RD program may retain their place on the waiting list by signing and returning the Notification of Ineligibility indicating their preference to remain on the list. LIHTC ineligible applicants who remain on the waiting list are instructed to contact the Property Manager if their annual income or household circumstances change as they may become eligible at that time.
- m) Vacancies are committed to the next eligible applicant upon receipt of the current resident's 30-day notice. If no notice is received, the vacancy will be rented to the eligible applicant (found on the list in the proper order) who can move in immediately. Eligible applicants may be passed over, but left on the waiting list, if they are unable to or do not respond to requests to provide paperwork necessary to fully qualify such applicants in a timely manner to maintain maximum occupancy.
- n) For applicants/residents receiving assistance through the HUD Section-8 Housing Choice Voucher Program, the contract rent and resident rent shall be determined by the local PHA.

6) **Resident Admission Policy and Leasing Policy**

Occupancy guidelines are:

1 bedroom	1 - 3 people	3 bedroom	3 - 7 people
2 bedroom	2 - 5 people	4 bedroom	4 - 9 people

Occupancy guidelines for HOME & HCD units (JSJFWHP, MHP, ASHC, HOME) are:

1 bedroom	1 - 3 people	3 bedroom	4 - 7 people
2 bedroom	2 - 5 people	4 bedroom	6 - 9 people

In a property constructed without one bedroom units, a single remaining household member may be permitted to remain in a two bedroom unit. Agent may lower the occupancy guidelines when warranted. For example, the waiting list contains no applicants for two bedroom units, the Agent may allow occupancy of a 1 person household as long as the person agrees to go on the waitlist for a one bedroom unit and relocate when one becomes available. Occupancy guidelines for HOME and HCD units may not be lowered except for a qualified reasonable accommodation.

- a) Applicants will be screened in accordance with the agent's written resident selection criteria. Criteria for selection include:
 - i) Minimum Income of 2–2.5 times the rent (after other household obligations) or other proof of rent affordability. Other proof of rent affordability includes other subsidy or history of paying rent equal to or greater than the proposed rent regardless of the minimum income requirement. For properties with rental assistance, a minimum income of \$3,500 annual income is required to cover the expense of other household necessities (food, cleaning supplies, clothing, phone etc). Residents are required to complete a monthly survival statement stating how daily living expenses are being paid if the household income falls below \$3500 a year at recertification. Exceptions to the minimum income requirement may be approved by the Vice President, Director of Operations or Regional Manager upon satisfactory evidence of reliable sources of income and ability to meet daily living expenses. The survival statement must be completed monthly by any household whose income drops to zero to meet RD requirements.

- ii) Household composition (to meet occupancy standards)
 - iii) Prior and present landlord history (positive)
 - iv) Credit history of not more than a total of \$0.00 to \$1000.00 negative or 120 days late within the last five years for "hard credit" accounts. "Hard credit" is considered everything other than medical bills, debts discharged by bankruptcy, voluntary repossessions, and government backed student loan programs.
 - v) Clean background record
 - vi) Personal references (positive)
 - vii) Program eligibility (as verified by 3rd party information & or other acceptable source documents) based on a program income limits and other eligibility criteria as required by program regulation.
 - viii) Verification of student status to determine household eligibility for rental assistance or to meet the requirements of the LIHTC or other programs, if applicable.
 - ix) Verification of Farm Labor status at RD 514 Farm Labor, SERNA or farm labor special needs properties
- b) Agent reserves the right to modify its screening criteria in cases where the economic outlook in a specific market area causes a lack of qualified applicants, without revision to the plan or agreement.
 - c) Selection criteria based on local residency are prohibited.
 - d) The Property Manager will accept and process applications for rentals. If an application is rejected; the applicant will be informed, in writing, of the reason for rejection. The rejection letter will outline the applicant's right to appeal the decision in accordance with 7 CFR 3560.154 and 160. The rejected application, with reasons for rejection noted thereon, will be kept on file. If the rejection is because of information obtained from a credit bureau, the source of the report will be revealed to the applicant in accordance with the Fair Credit Reporting Act. VAWA (Violence Against Women Act) information will be included with the rejection letter.
 - e) For properties with 100% rental assistance, a household with a non-qualifying student (ineligible for rental assistance) will be rejected for occupancy since admitting the household would result in unused rental assistance.
 - f) For properties with rental assistance, a household with a non-qualifying student (ineligible for rental assistance) may be passed over for occupancy if admitting the household would result in unassigned rental assistance. Non-qualifying student applicants who are otherwise eligible under the RD program may retain their place on the waiting list.
 - g) For properties with rental assistance, an applicant in possession of a HUD housing choice voucher may be passed over for occupancy if admitting the household would result in unassigned rental assistance. The household will be given the option of retaining their waiting list placement until a unit without rental assistance becomes available or giving up their HUD housing choice voucher in favor of occupying a unit with rental assistance. If an existing resident obtains a HUD housing choice voucher, it will not be accepted at the property if it will result in unassigned rental assistance.
 - h) The approved applicant will be allowed to inspect the unit prior to occupancy. An approved Apartment Inspection Report will be used to report unit condition at move in and move out. This

document becomes a part of the Agency approved Lease Agreement. The resident and the Property Manager will receive copies of this inspection.

- i) The Property Manager will provide orientation services for each resident. These services include a review of the Lease Agreement and House Rules, showing each resident the features of the property, i.e. mailbox, laundry room, community room (if applicable), unit amenities, and conducting a move in inspection of the unit.
- j) The Lease Agreement and House Rules set forth the landlord and resident rights, obligations and responsibilities and define those actions that are either acceptable or unacceptable while the resident is in residence at the property. VAWA documentation is provided at move in notifying residents of their rights under the act.
- k) Leasing activity is conducted primarily in English. Where a significant number of persons in the area of the rental housing development have limited fluency in English the lease, rules, notices of adverse action and grievance procedures will be provided in the appropriate language.
- l) Agent and responsible personnel are knowledgeable of Agency required lease clauses and Agency prohibited lease clauses. The Regional Manager and Property Manager are responsible for maintaining a working knowledge of the Lease Agreement, House Rules and the Agent's occupancy and leasing policies.

7) Continued Eligibility/Recertification

- a) Households will be recertified annually based on the effective date of the initial certification to determine continued eligibility. If a property also has LIHTC, certifications for each program may be required at different times during the year.
- b) The agent has a systematic method of ensuring that recertification is conducted prior to the expiration date.
- c) Households are required by the Lease Agreement to report changes in income and household size or student status that may affect continued eligibility, and to be recertified.
- d) Households determined ineligible at recertification will be served legal notice to vacate the unit.

8) Rent Collection Policies and Procedures

- a) Rents are collected and posted to the resident ledger card by the Property Manager. The office hours and days open are posted. Payment may be deposited through the mail slot of the office door in which case the receipt shall be given to the resident on the following business day. Monthly rent payment may be by check or money order. Rents are deposited within 24 to 48 hours during rent collection periods. Security deposits are deposited within 24 hours of receipt.
- b) Rent is due on the first day of the month and is payable in advance. When rent is not paid on time, rent collection and eviction procedures will be followed as set forth by law. Vacancies are immediately recorded by the Property Manager on a "Vacancy Relocation Statement" which is faxed or emailed to the corporate office bookkeeper. They are then recorded on a "Property Worksheet Recap" and are updated on the 19th and 2nd of each month. Vacancies and rent losses are also tracked on a "Weekly Activity Report" generated on site and faxed or emailed to the main office each Monday.
- c) Partial payments will be accepted only under documented hardship conditions. Prepayment, other than a week or less in advance, is only accepted on a case by case basis depending on the circumstance.

- d) Complying with state law and Regulatory Agencies requirements, after the 10th day of each calendar month of the term, a late fee of \$10 will be levied.
- e) It will be against management policy to permit a resident to miss a payment. Under extreme circumstances, if a resident is otherwise in good standing, Agent may accept a promissory note for a "missed payment." Agent can provide referral services to families experiencing financial hardship.
- f) The Property Manager is responsible for collection and issuance of rent receipts.
- g) All rent payments will be adequately recorded and will be kept in a separate account for the property. The account will be designated as the property's operating account and it will be deposited in a financial institution that is insured by the Federal Deposit Insurance Corporation (FDIC). The Property Manager will follow up on late payments. Consistent late payments may be cause for eviction. If payment is specified as rent, payment shall be applied first to rental charges rather than other charges and fees. If not otherwise specified, payments will be applied first to other charges and fees and then to rent.
- h) For properties with Interest Credit and 30% of a residents adjusted income exceeds the basic rent, the difference collected from the resident shall be forwarded as overage to RD.
- i) Security deposits will be taken from each resident in an amount that complies with State law. Security deposits are kept in a separate FDIC insured account. Any interest earned on the security deposit account will be deposited to the operating account unless Regulatory Agencies/Lenders require otherwise. If any agency, State or local law requires interest earned on the security deposit to be paid to the resident, security deposit funds will be placed in a non-interest bearing account. Any refunds of a security deposit will be distributed and itemized in the "Security Deposit Settlement" upon vacating or eviction within 21 days as required by law. In the event there are costs of damages in excess of the security deposit, first attempt of recovery will be by a formal written request, followed by use of a collection agency to secure recovery if initial attempt is unsuccessful.

9) Smoking Policies

- a) AWI properties are smoke free. Smoking is not allowed in any unit or on balconies, patios or within 25 feet of any building entrance or any common area. Smoking is allowed as follows in accordance with the property policy.
- b) An outside smoking area will be designated if possible. Smoking areas will be a minimum of 25 feet from any common areas or building entrances.
- c) If no accessible area exists for a designated smoking area, no smoking will be allowed on the property.
- d) Appropriate ash and filter receptacles will be provided and maintained at the designated smoking area or at the property entrance if there is no designed area. Signage containing the no smoking symbol will be displayed. It is the resident's responsibility to advise all guests and household members of the no smoking policy.
- e) The term smoking includes carrying or inhaling a lighted cigar, cigarette, pipe or other lighted tobacco product, including marijuana in all forms or use of a vapor device or e-cigarette.
- f) At a property that converted from a smoking to non-smoking property, there may be residual smoke residue in the ventilation system or within the unit.

- g) If directed by the Owner, or at a property for seniors with long term smokers, a property converting from a smoking to a non-smoking property may allow existing smokers to continue to smoke in their unit until they vacate.

10) Parking Lot Policies

- a) **PARKING:** Parking is first-come, first-serve for all unassigned parking spaces. Residents may not back vehicles into vehicle parking spaces. Vehicles parked in fire lanes or in "no parking" areas, and unauthorized vehicles parked in designated handicap parking spaces are subject to being ticketed by the police or fire department and/or towed away at the vehicle owner's expense. All oversized vehicles, trailers, boats, and other recreational vehicles are not permitted to park at the apartment community. Residents are responsible for keeping their assigned parking space (if applicable) free of oil, cigarette butts, debris, etc.
- b) The speed limit within the complex is 5 miles per hour.
- c) Washing cars in the parking lot is prohibited unless an area is designated by Owner/Agent.
- d) **AUTOMOBILE REGISTRATION:** All vehicles must have current registration and be in operable condition.
- e) **VEHICLE MAINTENANCE:** Non-operable vehicles will be towed away at the vehicle owner's expense. The owner of any vehicle that leaks oil or other fluids will be held responsible for cleanup and required to park the vehicle off the property until the leak is repaired. Batteries and vehicle fluids may not be deposited in the apartment community dumpsters. Minor vehicle maintenance such as change of a flat tire, a battery, spark plugs and belts are permitted as long as it will be completed in one (1) day and does not result in trash or other unsightly occurrences. Changing of vehicle fluids (i.e. oil, anti-freeze, etc.) is not permitted.
- f) The Owner/Agent reserves the right to have any vehicle removed from the premises at the expense of the vehicle owner, for failure to comply with all parking regulations. Each resident is responsible to inform his/her guests of these regulations regarding parking.

11) Procedures for Requesting and Implementing a Rent Increase

- a) The procedures outlined in CFR 3560.205 and HB-2-3560 7.12 will be followed by Agent in requesting Agency approval of a rent increase and in notifying residents of such change.

In accordance with CFR 3560.205 (d), (e), the agent will notify all affected residents of any proposed rent changes using the format Appendix 4 of HB-2-3560 The Notice to residents of Proposed Rent and Utility Allowance Change will advise residents that, during a 20-day comment period identified in the posted notice, they have an opportunity to inspect, copy and make written comments or objections to all materials, which will be made available to them justifying the proposed rental increase. The Notice will advise the residents that all written comments or objections should be submitted directly to the Agency by the end of the 20-day comment period. Residents must be notified by the following methods.

- i) The Owner or Agent must deliver copies to all affected residents and the Agency at least 60-days (90-days for budgeted rent increases) prior to the anticipated effective date of the rent change. By the end of the 20-day comment period, which is included within the 60-day period, the borrower may submit additional information to the Agency, which may support an increase that a resident may have found objectionable.
- ii) The Agent must also post prominently in common areas around the property (laundry rooms, office, etc.) copies of the Notice. Each resident will be notified in writing of the Agency decision

to approve, reduce or deny the change. When increases are involved, residents will be informed at least 30 days in advance of their effectiveness or such longer time as State law may prescribe. This will be handled on an annual basis (as needed) at the same time the budget is submitted for approval.

- b) The Finance Department, with the assistance of the Regional Manager and Property Manager, will process change requests.
- c) Rent increases will normally be evaluated and made annually as part of the normal budget process. Interim changes may be requested for economic purposes due to market conditions or unforeseen capital needs or other conditions warranting the change.

12) Plans for Carrying out an Effective Maintenance and Repair Program

- a) The plans for preventive maintenance at the property are annual inspections, quarterly maintenance projects, use of service request forms, along with visual daily inspections of the property grounds and buildings. The Property Manager is responsible for supervision of the daily on-site maintenance.
- b) The grounds and common areas are picked up daily and deficiencies are reported to the Property Manager who will write a work-order. Work-orders are completed within 24 to 48 hours whenever possible.
- c) Residents are informed that they are to report any unit maintenance needs to the Property Manager who will write a work order. Work-orders are completed within 24 to 48 hours whenever possible. A copy of completed work orders is maintained in the property maintenance files.
- d) Monthly and quarterly preventive maintenance projects are identified on the maintenance calendar and are monitored for progress by the Agent. These projects include but are not limited to: inspect and service HVAC systems; water intrusion inspections; irrigation system checks and repairs; fire extinguisher safety inspections; and update SDS binders.
- e) Property staff have knowledge of Federal and State requirements regarding the proper storage and disposal of toxic or hazardous materials used on the property. Chemicals are stored in a flammable rated cabinet in the maintenance facility. SDS binders are in the office and maintenance storage facility which include a Hazardous Communication program in the event an issue were to arise. Properties are inspected by a third party on a random basis to ensure compliance with OSHA. If any environmental issue becomes known, an environmental plan would be put in place to address it.
- f) Annual apartment inspections are performed to determine any preventive maintenance items that may go unreported by the residents and to inspect for general resident care or abuse and good housekeeping standards.
- g) As-built plans and specifications, if obtained from the owner, will be in the Property Manager's office. It will be the Agent's responsibility to update them when property modifications are made with the approval of the Owner which require plan approval. It is the responsibility of the Owner to provide Agent and the Property Manager documentation of any warranties to reduce replacement/repair cost of warranted items.
- h) The general maintenance procedures shall be as follows:
- i) The Property Manager and/or Maintenance Technician will be responsible for keeping an inventory of all appliances and obtaining necessary service on appliances and mechanical equipment. It will be the duty of the Property Manager and/or Maintenance Technician to check the operating

condition of all appliances prior to a resident moving into a unit. The resident must notify the Property Manager of a malfunction and it will be corrected as soon as reasonably possible.

- j) Exterior lighting is checked on a regular basis to ensure the property is lit at night for the security of the residents. For the safety of the residents the property has emergency evacuation maps posted in visible locations. An 'Emergency Procedures' pamphlet is posted on the property with a copy provided to residents along with safety tip cards. A 24/7 after hours emergency call number is provided. If available, management partners with crime free or neighborhood watch programs via law enforcement. Additional security measures may be implemented on a short term basis to deal with an ongoing security issue. However, this is an independent living facility. Residents are responsible for calling 911 or the appropriate party in the event of a threat to their safety. Residents are encouraged to be vigilant and report any suspicious activity to law enforcement. Residents are to report such incidents to the Property Manager for follow up.
- k) Fire extinguishers are in the laundry room and rental office and/or other locations as required by local fire authority. Smoke and carbon monoxide detectors are located inside each apartment. All are checked in the annual inspection. Ice and snow removal is addressed as needed.
- l) The Property Manager and/or Maintenance Technician will inspect the entire unit and its contents (appliances and storage area, if applicable) with the applicant and complete a written move-in inspection report. The inspection report will list the condition of the unit prior to the applicant taking possession of the unit. Any exceptions or work to be done will be noted and work orders issued and completed in a timely manner. The same inspection report will be used at move out to ascertain any damages or abuse beyond normal wear and tear. A pre-inspection will be completed if possible so the Property Manager can advise the resident of any issues giving them the opportunity to address possible deficiencies prior to move out. A diligent effort will be made to do the move-out inspection with the vacating resident. The vacating resident will be provided a copy of his/her move-out inspection, and security deposit refund (if any) pursuant to state law. Maintenance repairs will be made (within budget constraints) at turnover to restore to market ready condition. Damage beyond normal wear and tear will be charged to the vacating resident's security deposit.
- m) The new resident will receive a copy of the move-in/move-out inspection report along with a copy of the Lease Agreement, its attachments and House Rules. Residents are provided detailed information on bed bugs including prevention, documentation as to bed bug activity, signs of potential bed bugs in a unit and the importance of notifying the Property Manager if they suspect bed bugs in their unit. Remedial action is taken as soon as possible, including adjoining units if spread is detected.
- n) Annual apartment inspections will be conducted on a monthly schedule based on the resident's move-in date. During the inspection the following minimum work will be completed:
 - i) HVAC inspected and filters replaced throughout the year as required.
 - ii) Smoke and carbon monoxide detectors tested and batteries replaced (if applicable).
 - iii) Hot water heater thermostat checked.
 - iv) Appliances checked for operating condition and good housekeeping.
 - v) Plumbing checked for leaks and operating condition.
 - vi) Interior paint, carpet, vinyl and window coverings evaluated as to condition.
 - vii) Resident housekeeping standards evaluated.
- o) Larger items such as exterior paint, flooring, window coverings and appliances will be completed or replaced as needed and as budget constraints permit.
- p) Units will be repainted when vacated unless the condition does not warrant painting.
- q) 'Green' materials will be replaced or repaired with like materials.

- r) Condition of the unit during the annual apartment inspection will be taken into consideration when determining the need for interior improvements. If the annual apartment inspection reveals poor housekeeping habits or resident abuse/damage to the unit, interior improvements may be postponed until (1) overall housekeeping habits are improved and resident damage repaired (at resident expense) as determined by the next annual apartment inspection or (2) resident vacates the unit. Residents will be notified of deficiencies noted during the apartment inspection due to resident abuse or neglect and given a minimum of 10 days to cure. If upon re-inspection, deficiencies remain, resident will be given a Notice of Lease Violation. Continued non-compliance or chronic refusal to properly maintain the unit could result in termination of tenancy.
- s) All repairs/improvements will be made subject to available property funds with priority being given to health and safety/habitability items.
- t) The Property Manager and Maintenance Technician will perform the daily pick up of the grounds and ordinary maintenance work. Exterminator service, pest control and landscaping will be contracted on a monthly or as needed basis Major repairs will be performed by vendors and/or contractors approved by Agent.
- u) Garbage and trash removal will be maintained on a regular basis by an established disposal service. Provided the disposal service provides suitable recycling bins, at an affordable cost, and adequate space, recycling containers will be in place with proper signage.
- v) The Property Manager and/or Maintenance Technician will clean entryways, halls and other common areas on a regular basis during normal business hours.
- w) The procedure for requesting maintenance or service items is for the resident/member to contact the Property Manager, or if not available by leaving a message on the answering machine, who will complete a maintenance work-order request. Alternative means of making work-order requests are available as a reasonable accommodation to individuals with a disability. Each manager has a 2-part NCR work-order book. A separate maintenance file is kept on each unit. Completed work-orders are filed in the unit maintenance file.
- x) Purchase order approvals are given verbally usually within one business day. Payments will be made on a net 30-day payment system with typically a 15 to 30 day turnaround from receipt of statement and work completion.
- y) Agent will obtain bids for performance of all major repairs, and the bid most advantageous to the property will be accepted. Projected major repairs will be budgeted for based on the property's history and normal standards of repair and replacement within the industry. Major repairs exceeding the approved budget will be requested from reserves in accordance with the procedures and guidelines dictated by RD.
- z) Approval for unbudgeted major repairs, which are not a safety issue or emergency repair, will be requested from the owner if the cost will reduce the reserve account below a minimum of \$50,000 or \$1000 per unit, whichever is higher, or result in cash flow issues if a reimbursement from reserves is not feasible.

13) Plans and Procedures for Providing Supplemental Services

- a) Laundry equipment is provided for the convenience of the occupants. The laundry equipment is owned and maintained by a third party vendor who leases the laundry facility from the Owner for a fixed period agreed upon by the Owner and Vendor with mutually agreeable renewal and cancellation provisions, in exchange for a commission based on the revenue collected. Based on an approved IOI, laundry equipment may be provided by the Owner.

- i) The Property Manager will report problems with the equipment to the vendor. The Owner of the equipment shall be responsible for maintaining it in good working order. Stocking any vending machines will be the responsibility of the vendor.

14) Plans for Meeting Recordkeeping and Reporting Requirements

- a) AWI Management Corporation maintains financial records in Sage Timberline, and AP and GL reporting system using their double-entry computerized accounting ledger system. This done on an accrual basis using Generally Accepted Government Auditing Standards. We have a full time accounting manager on staff and clerks who prepare and maintain property records on a daily basis. The Agent reviews the management reports generated by this system on a monthly basis. The Agent, in turn, provides the Owner with these reports in the form of "A Statement of Cash Flow." The procedures for compliance with reporting requirements of HCD documents will be followed as per Chapter 7 of the HCD manual and for HUD, following HUD guidelines for properties with HCD or HUD layered funding.
- b) Each property account is held separately. Interest earned will be either used toward the monthly-required deposit amount or transferred into the operating account. The reserve account shall be a supervised account that requires the Agency's approval on all withdrawals. Bank reconciliations and similar financial activity is maintained in excel and/or word as applicable.
- c) The property bookkeeping chart of accounts and bank accounts are compatible with Form RD 3560-07 "Multiple Family Housing Property Budget" requirements. Agent will provide access to the property books and records during business hours for review by RD staff, the Office of Inspector General, the General Accounting Office and the Department of Justice (or their representatives) upon appropriate notification.
- d) Agent will be responsible for the preparation and submission of the quarterly and annual reports required by the Owner.
- e) Then engagement and annual financial report will be performed by an independent CPA firm at the end of the fiscal year and will be provided to the Agency. The CPA firm shall not be associated with the property except to perform requested services.
- f) The Agent will establish and maintain a comprehensive system of records, books, and bank accounts in a manner conforming to the directives of the Owner. All records, books and accounts will be subject to examination at reasonable hours by an authorized representative of the Owner and other authorized agencies or persons.
- g) Resident records will be kept at the property, in the office, by the Property Manager. The resident files will include the application for admission, landlord and income verifications, credit check, lease agreement, house rules, move in/move out inspection report and the resident certification. Resident records will be retained by the Property Manager for a period of three (3) years after the resident moves out of the complex. First year Tax Credit files will be retained in accordance with IRS and State Agency retention requirements. Records pertaining to residents such as rent rolls, occupancy information, certifications, rents receivable and ledger cards are maintained in Yardi Classic which is a compliance program specifically for affordable housing programs.
- h) Computerized resident records are maintained for resident certifications and transmission to RD which contain personal resident information. A server based network provides secure encrypted access to the computerized resident records.
- i) All other records are kept at the Agent's office located at: AWI Management Corporation, 120 Center Street, Auburn, CA 95603. The contact person is the Agent's Director of Operations.

15) Energy Conservation Measures

- a) The resident will have direct control over heating, air conditioning, and electricity as far as energy conservation measures are concerned. The Management will have control over outdoor lighting and electricity for common areas.
- b) Energy conservation is promoted through utility company brochures posted in the areas such as the laundry room.
- c) The residents will be instructed to contact the Property Manager to repair those items in the apartment that waste energy, such as a leaky hot water faucet or a door seal.
- d) Residents will be informed of any alternative rates for utilities that may be available for low-income households.
- e) The Property Manager will set an example to residents by not wasting energy in the day-to-day operation of the property. Low cost energy conservation measures will be implemented for the property common areas such as the use of low watt bulbs, low flow toilets and faucets/shower heads, powering off equipment when not in use, insulation and weatherization. Energy conservation measures shall be carried out subject to available property funds and a reasonable return on investment.

16) Plans for Resident Participation in Property Operations and Resident's Relationship with Management

- a) In order to ensure good resident relations, every effort will be made to handle resident requests promptly. There are no plans for a resident organization. Should a resident organization be duly formed, Agent will cooperate with the resident organization to the extent that it enhances property operations and good resident relations.
- b) Resident Grievance and Appeals Procedure (7 CFR 3560.160) shall be posted in a conspicuous place in the Manager's office and the laundry room. Both the Agent and responsible personnel are knowledgeable of its contents and will ensure it is posted and followed. Residents wanting to exercise their rights to a hearing shall be promptly provided with all the documentation provided therein. Grievances shall proceed with an informal meeting and be resolved quickly if at all possible.

17) Plan for Carrying Out Management Training Programs

- a) Training procedures for employees begin with a 90-day orientation program that is administered by the Regional Manager and/or other appropriate management agent staff members (i.e. an experienced Property Manager, Compliance, Training Coordinator, Human Resources Administrator, Director of Operations, etc.). Training covered in the first 90 days includes: rent collection procedures, banking, occupancy process (including AFHMP, waiting list, verification, and certification) Civil Rights and Fair Housing, monthly reporting, budgeting, and maintenance and safety procedures. The Regional Manager will provide ongoing training as needed and will conduct local group training workshops. As an ongoing practice, Agent will keep the Property Manager abreast of changes and check the accuracy of their work. Ongoing training includes: setting priorities, resident selection and screening, legal notices, accounting and bookkeeping, technology training and Civil Rights and Fair Housing law.
- b) The Regional Manager and Property Manager will receive annual training in Civil Rights and Fair Housing law. Training may also be provided by agencies such as USDA-RD, and those governing tax credits, HOME and other affordable programs. Any training of this nature shall be paid as a property expense for property employees. Training expense may include tuition, registration fees, course materials, meals, mileage and lodging (if training location is more than 1 hour from the

property). Training provided directly by Agent or Agent's employees at the property will be conducted at Agent's expense. The Agent is responsible for the costs to train corporate employees in its organization.

- c) Agent may choose to enroll the property in membership organizations that promote the interest of residents, landlords and affordable housing if such memberships are of practical use and benefit to the operations of the property. Such organizations may provide free or discounted training, updates on federal regulations affecting housing, or provide a direct link between the property and individuals in the community, i.e. Chamber of Commerce, Council for Affordable Housing, National Affordable Housing Management Association. Membership fees to enroll the property shall be paid as a property expense. Agent shall be responsible for fees to enroll AWI Management Corporation or individuals within its organization.
- d) Training is provided on an on-going basis to the Regional Managers and the Department Managers within Agent's organization. Property Manager training is provided monthly during the Regional Manager's visit to the property.

18) Termination of Leases or Occupancy Agreements and Evictions

- a) Agent and responsible personnel are knowledgeable of State and local laws and Agency requirements regarding termination of leases and evictions in accordance with 7 CFR 3560.159 "Termination of Occupancy". All VAWA required forms and notices are provide to the resident with any notice of termination of tenancy.
- b) Agent and responsible personnel are knowledgeable of State and local laws regarding notification that must be given to resident when termination of the lease or eviction is proposed.
- c) Legal fees directly related to the operation and management of the property including resident lease enforcement actions, property tax appeals, lawsuits, and other property related matters shall be a direct expense of the property.

19) Insurance

- a) The Owner is responsible for knowing requirements for Fidelity Bond coverage. The Agent will furnish a fidelity bond and will acquire Employee Practices Coverage to protect the Owner against misappropriation of property funds and/or errors made by the Agent or its employees who are entrusted with the property bookkeeping, receipt, custody and disbursement of any property monies, securities, or readily saleable property other than money or securities. All such Employer Liability coverage shall be in accordance with 7 CFR 3560.105 (g). Coverage of the property employees will be a property operating expense. Coverage for the Agent's non-site employees will be the expense of the Agent.
- b) There is a pro rata division of cyber security. auto coverage and employee practices coverage, including Fidelity/Crime, EPLI, E&O and Real Estate Operations coverage, which is a singularly incurred operating expense that is common to the Management Agent and the Owner to protect the Owner against misappropriation of property funds and/or errors made by the Agent and its employees who are entrusted with the property bookkeeping, receipt, custody and disbursement of any property monies, securities, or readily saleable property other than money or securities. Coverage of the site employees will be a property operating expense. Coverage of the Agent's non-site employees will be the expense of the Agent.
- c) The Owner is responsible for knowing insurance requirements. The Owner will inform the Agent of the insurance to be carried with respect to the property and its operations, and it will be kept in effect at all times. The Agent will pay premiums out of the operating and/or tax and insurance account or forward the invoice to the lender if funds are impounded for payment and premiums will be treated as an operating expense. Agent will ensure that required policies are kept in effect at

all times. All insurance will be placed with such companies, on such conditions, in such amounts, and with such beneficial interest appearing thereon, as shall be acceptable to the Owner provided that the same will include public liability coverage, with the Agent and Owner designated as a named insured in amounts acceptable to the Agent as well as the Owner

- d) It is solely the Owner's obligation to obtain suitable insurance coverage and to insure conformity with the requirements of any deeds of trust, land contracts, mortgages, or other liens on the property. All insurance contracts for the property shall extend to and insure Agent, its principals and employees (as additional insured) as well as Owner and any other insurable parties specified by Owner in writing. RD shall be named on all properties where it holds a first lien position, which means if there is a damage or loss, the insurance draft will be made payable to the Agency.
- e) Agent shall not be liable to Owner for any loss or damage in the event the insurance obtained and kept in force by Agent is insufficient to cover any loss or damage sustained by Owner. Agent shall:
 - i) promptly investigate all accidents and claims for damages relating to the Ownership, operation, and maintenance of the property;
 - ii) investigate any damage or destruction to the property;
 - iii) cause estimates for the cost of repairs to be made by appropriate vendors or contractors, and;
 - iv) prepare any and all reports required of Agent by the Agency and any insurance company in connection therewith.
- f) In the event of any major casualty, loss, or damage, Agent shall notify Owner and the Agency of the occurrence of these events. A "major" casualty, loss or damage is defined to mean a loss exceeding \$25,000 in potential liability, as estimated by Agent in its reasonable discretion. Agent shall not be authorized to settle any major claim unless the terms of such settlement are specifically consented to by the Owner.
- g) Agent shall arrange for proof of insurance to be sent to Owner and any other parties designated by Owner.

20) Management Agreement is Part of This Plan.

- a) The Management Agreement is to be considered part of this Management Plan. Items not addressed specifically in the Management Plan, but addressed elsewhere in the Management Agreement and/or its attachments shall be considered fully addressed in this Management Plan to the extent that they are addressed in the Management Agreement and its attachments. All Plans and Agreements will be updated as necessary to keep up with any changes which the Agency may implement.

21) Management Compensation

- a) The standard Management fee is set annually by RD as part of the budget process and paid monthly to the Agent. Any changes to the standard approved management fee will be submitted for Owner and Agency approval and upon written approval becomes an Amendment to the Management Agreement.

22) On-site Management

- a) All costs and expenses related to the property employee's expenses, compensation and other expenses directly related to the management of the property shall be either a direct or pro rata expense of the property as identified in the Management Plan and Agreement. Property employees may live in a revenue producing unit or may receive a rent free unit and utilities as part of their compensation. In either case, property employees are not required to be income qualified as they will be ineligible occupants under a contract of employment and not a qualified resident, however,

if the employee resides in a revenue producing unit, they will be required to fill out the resident certification for the purpose of determining the applicable rent, which will be no less than basic and no more than note rate rent.

- b) The Property Manager will perform on-site management duties and responsibilities.
- c) The Property Manager shall be responsible for the day-to-day operations of the property including but not limited to certification of eligibility, leasing, rent collection, enforcement of the lease and coordinating the maintenance procedures.
- d) The office hours may change as necessary for property operations but will be established during normal business hours posted at the office and provided on the answering machine.

23) Validity of the Management Plan

The parties hereto agree that should any provisions of the Agreement be invalid or unenforceable the remaining provisions shall be valid and enforceable to the fullest extent permitted by law.

In Witness Whereof, the parties, by signature below, have duly executed this Agreement.

OWNER:

By: _____

Date: _____

AGENT: AWI Management Corporation, a
California Corporation

By: _____

Tina Williams, President

Date: _____

September 10, 2021

MEMORANDUM

To: HACB Board of Commissioners

From: Tamra C. Young, Administrative Operations Director

Subject: Resolution No. 4841
Reorganization of Maintenance Department

HACB staff recommends change to the organizational structure of the HACB Maintenance Department, to address evolving workload and skill level needs. We are proposing to change one (1) Maintenance II position (more skilled, currently vacant) to a Maintenance I position (less skilled). The change provides some relative budget savings, but more importantly, will provide for orderly re-staffing and training in anticipation of planned retirements - two of our maintenance workers have indicated that they plan to retire within 12-18 months. Strategically, it is considered more likely to secure maintenance workers at the Maintenance I level, and, once secured, the worker(s) can be trained up. Please note that retention of the Maintenance I position was included in the 2021-22 HACB budget assumptions.

Recommendation: Adopt Resolution No. 4841.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4841

RE-ORGANIZATION OF MAINTENANCED DEPARTMENT

WHEREAS, the Housing Authority of the County of Butte (HACB) retains personnel to administer its programs and conduct its business; and

WHEREAS, in accordance with Chapter 4 of the HACB Personnel Policy, addressing “Allocation of Positions”, the Board of Commissioners of the HACB approves by resolution the number and description of all permanent positions; and

WHEREAS, the HACB seeks to establish positions to effect efficient and effective administration of its operations and programs in service to its mission; and specifically, seeks to maintain and advance its skills and capacities to financially account for its operations; and

WHEREAS, it has been determined necessary to change the organizational structure of the HACB Maintenance Department to address evolving workload and skill level needs; and

WHEREAS, it has been determined that 1) elimination of one (1) Maintenance II position (currently vacant), and addition of one (1) Maintenance I position is in the best interest of the HACB and its administrative and operating efficiencies; and

WHEREAS, a revised HACB Organizational Chart showing the proposed allocation of positions is attached to this Resolution No. 4841; and

WHEREAS, a Position Description for the Accounting Technician is attached to this Resolution No. 4841;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to authorize re-organization of its Accounting Department, such reorganization including 1) the elimination of the Accountant position, 2) authorization of a second Senor Accountant position, and 3) establishment of an Accounting Technician position, such actions documented by the HACB Organization Chart, attached to and made a part of this Resolution No. 4841, and such action further supported by the position description for the Accounting Technician position, such position description attached to and made a part of this Resolution No. 4841, such actions to take effect immediately.

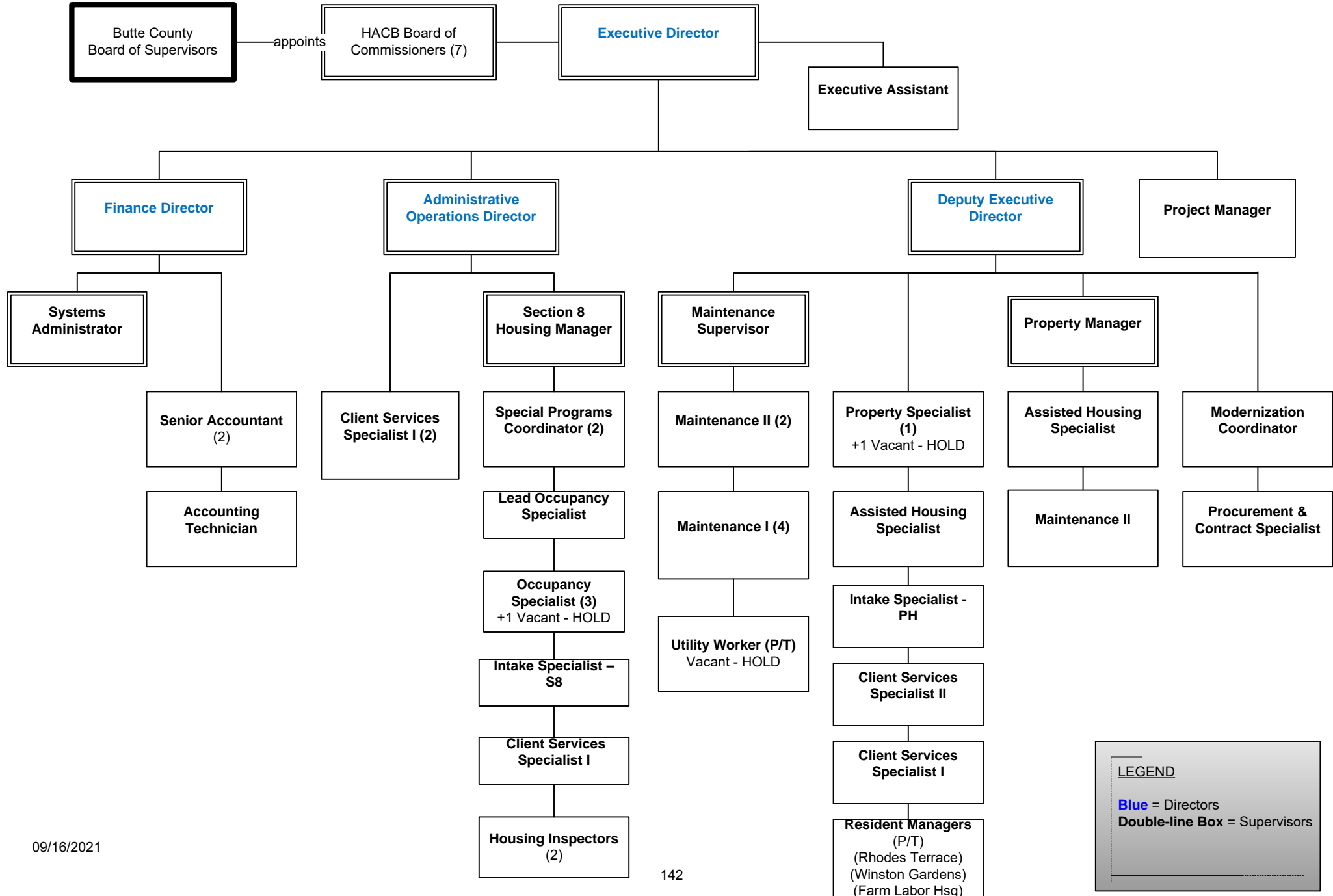
Dated: September 16, 2021.

Laura Moravec, Chair

ATTEST:

Edward S. Mayer, Secretary

HACB HOUSING AUTHORITY of the County of Butte



September 10, 2021

Memo

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director
Tamra Young, Administrative Operations Director

Subject: HACB Resolution No. 4842 - CalOSHA-required Policies

HACB has learned from its workers compensation carrier, CHWCA, that there are eight (8) workplace safety policies that the California Division of Occupational Safety and Health (CalOSHA) expects to find in auditing a public entity for workplace safety compliance. The eight (3) policies include:

1. Covid Prevention Policy
2. Respiratory Policy
3. Heat Illness Prevention Policy
4. Bloodborne Pathogen Program Policy
5. Lockout/Tagout Program Policy
6. Workplace Violence Prevention Policy
7. Personal Protective Equipment Policy
8. Hazard Communication Policy

HACB intends to have all eight (8) of the policies prepared and adopted by year end. The first three (3) of the policies are ready for adoption at this month's meeting of the Board:

- Covid Prevention Policy
- Respirator Policy
- Heat Illness Prevention Policy

Failure to adopt these policies, placing these documents, records and programs in place, could result in citations and penalties.

Recommendation: adoption of Resolution No. 4842.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4842

ADOPTION OF CalOSHA-REQUIRED POLICIES:

- COVID PREVENTION POLICY
- RESPIRATOR POLICY
- HEAT ILLNESS PREVENTION POLICY

WHEREAS, the Housing Authority of the County of Butte (HACB) retains employees to accomplish its mission; and

WHEREAS, HACB seeks to optimize the health and welfare of its employees, that to the greatest degree possible they work in conditions that are safe from hazardous conditions, that they be informed about hazardous conditions and their mitigations, and that employees be provided a means to address hazardous conditions; and

WHEREAS, the State of California Department of Industrial Relations, through its Division of Occupational Safety and Health (CalOSHA), requires eight (8) workplace safety policies to be adopted by HACB, three (3) of which include a Covid Prevention Policy, a Respirator Policy, and a Heat Illness Prevention Policy; and

WHEREAS, in coordination with its Workers Compensation carrier, CHWCA, HACB has revised its Covid Prevention policy, and written Respirator, and Heat Illness Prevention policies, to address workplace safety and applicable CalOSHA requirements; and

WHEREAS, the proposed Covid Prevention, Respirator, and Heat Illness Prevention policies have been determined to be in the best interest of the HACB and its employees.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt its Covid Prevention, Respirator, and Heat Illness Prevention policies, such documents attached to and made a part of this Resolution Number 4842, such action having immediate effect.

Dated: September 16, 2021

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary



Housing Authority of the County of Butte

COVID-19 Prevention Program

Revised September 2021

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- A. Identification of COVID-19 Hazards
- B. COVID-19 Inspections
- C. Employee Self-Screening Checklist
- D. Investigating COVID-19 Cases
- E. Potential COVID-19 Exposure Contact Tracing
- F. COVID-19 Training Roster
- G. Definitions
- H. COVID Vaccination Self-Attestation Statement
- I. COVID Vaccination Verification for High Risk Settings

Additional Considerations

- 1. Multiple COVID-19 Infections and COVID-19 Outbreaks

Major COVID-19 Outbreaks

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: September 16, 2021

SCOPE

This policy applies to all employees with the following exceptions:

- a. Work locations with one employee who does not have contact with other persons
- b. Employees working from home
- c. Employees with occupational exposure as defined by Cal/OSHA Title 8 Section 5199, when covered by that section
- d. Employees teleworking from a location of the employee's choice that is not under the control of HACB

AUTHORITY AND RESPONSIBILITY

Edward S. Mayer, Executive Director, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form
- Evaluate employees' potential workplace exposures to all persons at or who may enter our workplace
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures

Employee Participation

Employees and their authorized employee representatives are encouraged to participate in the identification, evaluation, and corrective actions regarding COVID-19 hazards. Department heads will encourage employee participation when conducting the workplace specific evaluations and periodic inspections. The safety committee will also address COVID-19 concerns during their regularly scheduled meetings.

Employee screening

Employees are required to conduct self-screening health assessment according to California Department of Public Health guidelines prior to coming to work using the Appendix C: Self-Screening form.

Ventilation and Filtration Efficiency

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices, or procedures will be documented on the Appendix B: COVID-19 Inspections form and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction time frames will be assigned accordingly.
- Individuals will be identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

CONTROL OF COVID-19 HAZARDS

Face Coverings

For all employees who are not fully vaccinated or who wish to wear a mask regardless of vaccination status, HACB will provide employees with face coverings such as, cloth masks, surgical masks, KN95 masks, and face shields. Face coverings must be properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees will be allowed to wear their own face covering. All face coverings must be clean and undamaged. If an employee encounters any non-employees that are not wearing face coverings, the non-employee will be asked to leave the premises immediately by the employee or a supervisor.

When employees are required to wear face coverings under section 3205 or sections 3205.1 through 3205.4, the following exceptions apply:

- When an employee is alone in a room or vehicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with [Title 8, 5144 Respiratory Protection](#).
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during employee paid time and at no cost to the employee.

When face coverings are not required by this section, section 3205, or sections 3205.1 through 3205.4, we will provide face coverings to employees upon request, regardless of vaccination status.

Vaccinations

We will document vaccinations in the following manner:

- Employees will sign a document to self-attest to their COVID vaccination status and Human Resources will maintain a record of the signed COVID status statements (See Appendix H).

Employees who choose not to reveal their vaccination status will be treated as if unvaccinated in accordance with Cal/OSHA requirements.

Human Resources will provide supervisors and managers with a list of which employees are fully vaccinated, so they are able to enforce the face covering requirements for unvaccinated employees as specified in this plan.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. We have evaluated whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems. We have taken into consideration circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat or wildfire smoke. All systems will be properly maintained and adjusted as required by the manufacturer's instructions.

Cleaning and disinfecting

The following cleaning and disinfection measures for frequently touched surfaces have been implemented:

- Frequent cleaning and disinfection of high touch surfaces, such as light switches, doorknobs, fax and copy machines, time clock, etc.
- Cleaning and disinfecting of conference rooms, offices, restrooms, and other common areas twice weekly by a professional cleaning crew. Conference rooms are also disinfected after each use by employees.
- Each department is provided with EPA-approved disinfecting cleaning supplies and wipes designed for use against COVID-19. Supplies are readily available to all employees.
- Employees have been instructed to disinfect their workspace on a regular basis, especially high contact areas such as keyboards, mouse, phones, door handles, light switches, and desktops.
- Employees have been instructed to disinfect common and high contact areas frequently throughout the day.
- Employees have been instructed to follow the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- The Administrative Operations Director and all department heads conduct inventory to ensure there are adequate supplies to support cleaning and disinfection practices.

- Disposable gloves are provided to employees who handle items touched by the public.
- Hand sanitizer stations are in place and employees are encouraged to frequently wash their hands with soap and water for 20 seconds.

Should we have a COVID-19 case during the high-risk exposure period, and disinfection of the area, material or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case, employees will not be allowed in the area where a COVID-19 confirmed or suspected employee/person worked until the area has been deep cleaned and disinfected.

Deep cleaning will consist of the following procedures:

- Waiting for 24 hours, if possible, before cleaning and sanitizing to minimize the potential for exposure to respiratory droplets.
- Opening outside doors and windows to increase air circulation in the area.
- Using a disinfectant that is approved for use against SARS-CoV-2, the coronavirus that causes COVID-19.
- Disinfecting all touch points, not just the frequently touched surfaces.
- Making sure the custodial staff are properly trained and wear appropriate personal protective equipment (PPE).
- Removing any visible soil with a detergent-based cleaner before applying a disinfectant and following instructions on the product label for effective disinfecting. Some disinfectants are also cleaners and therefore, can be used for both steps.
- Ensuring surfaces remain visibly wet for the contact time specified on the product label.

To minimize cross contamination, additional considerations when disinfecting surfaces may include:

- Disinfecting surfaces from clean areas to dirty areas. For example, restrooms being one of the highly contaminated areas should be cleaned last.
- Disinfecting surfaces from high areas to low areas so that any dirt or dust that may contain germs dislodged from above are removed when you clean the lower surfaces.
- Disinfecting last after other activities (including emptying trash, removing visible soil and vacuuming) are complete, so that any potentially contaminated dirt and dust don't re-contaminate already disinfected surfaces.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields between employees. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses, as outlined above, and hand sanitizer will be made available. Employees are provided with the materials and training to disinfect between uses.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand washing and sanitizing

In order to implement effective hand washing and sanitizing procedures, we:

- Evaluate handwashing facilities
- Determine the need for additional facilities
- Encourage and allow time for employee handwashing
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol)
- Encourage employees to wash their hands for at least 20 seconds each time

PPE used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Upon request, we will provide respirators for voluntary use, in compliance with subsection 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. We will encourage their use and ensure employees are provided with a respirator of the correct size.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

The agency will also incorporate additional measures required by Butte County Health Department as warranted.

We will make COVID-19 testing available, during employee paid time, at no cost to employees with COVID-19 symptoms who are not fully vaccinated.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix D: Investigating COVID-19 Cases form.

Unvaccinated employees who had potential COVID-19 exposure* in our workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the American with Disabilities ACT (ADA) and the California Department of Fair Employment and Housing.
- Offered COVID-19 testing through their health provider or if not covered by insurance would be offered testing through another provider at no cost during their working hours.
- Provided information on benefits as outlined in the Training and Instruction section
- Advised of the temporary closing the general area where the infected employee(s) worked

until cleaning is completed.

- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been.

*COVID exposure definition (Appendix G): Employee who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection)

SYSTEM FOR COMMUNICATING

Our goal is to ensure we have effective two-way communication with our employees in a form they can readily understand, and it includes the following information:

- Requiring employees to report COVID-19 symptoms and possible hazards to their manager, supervisor, or Human Resources Department.
- Instructing employees not to report to work when sick.
- Informing employees, they can report symptoms and hazards without fear of reprisal.
- Providing reasonable accommodations for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness when possible.
- Where testing is not required, advising employees to contact their personal physician, or the County Health Department on where they can access COVID-19 testing. In the event the city is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- COVID-19 testing is not required for employees who are fully vaccinated before the close contact and do not have symptoms, and for COVID-19 cases who have returned to work pursuant to subsection 3205(c)(11)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after their first positive test.
- Providing information about COVID-19 hazards to employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, our leave policies, and leave guaranteed by contract, and Section 3205.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Our policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect people around the user.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms. Information on our COVID-19 policy, how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Appendix F: COVID-19 Training Roster will be used to document this training.

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace and employees who had a close contact, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
 - COVID-19 cases who returned to work pursuant to the aforementioned requirements and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by allowing them to work remotely when they can fulfill their duties from home and/or continuing and maintaining employer provided sick leave benefits during required quarantine due to exposure at work or other means of maintaining earning, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Record keeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, to authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix D: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

RETURN-TO-WORK CRITERIA

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without

- the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Once a COVID-19 case has met the return to work requirements outlined above as applicable, a negative COVID-19 test will not be required for an employee to return to work.

- Persons who have a close contact may return to work as follows:
 - Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last contact.
 - Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements listed above have been met, unless all of the following are true:
 - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - b. At least 10 days have passed since the last known close contact; and
 - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods listed in the return to work criteria in this program.

Edward S. Mayer, Executive Director

Date

Appendix A: Identification of COVID-19 Hazards - EXAMPLE. This form will need to be completed for each location

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Location: Main Office	
Date:	Person conducting evaluation:
Name(s) of employee and authorized employee representative that participated	

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places & Times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Front lobby	Business hours of operation	Low	Glass partition between employee and client. Physical distance reminders. Hand sanitizer.
Break room	Business hours of operation	Medium	Physical distancing in place, chairs and tables removed, face coverings required, hand sanitizer available
Conference room	Business hours of operation	Medium	Physical distancing in place, chairs removed, face coverings required, hand sanitizer available

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places & Times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Employee work areas	Business hours of operation	Medium	Physical distancing in place, face coverings required, hand sanitizer available, staggered shifts
Identify any other common areas			

Appendix B: COVID-19 Inspections

Date:	Person conducting inspection:
Work location evaluated:	

Provide the status of each exposure control: In place (IP), Needs Work (NW), Not Applicable (NA). For all conditions that need work, assign a person who is responsible to correct and enter the date corrected.

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Employee Self-Screening Checklist

Today's Date: _____

For your safety and the safety of our staff and the community, all employees are required to complete a COVID-19 self-screening just prior to the start of each workday.

Review the following symptoms and potential COVID-19 exposures:

Have you experienced any of the following symptoms in the past 48 hours?					
Fever or chills	Y	N	Cough	Y	N
Shortness of breath	Y	N	Difficulty breathing	Y	N
Fatigue	Y	N	Headache	Y	N
Muscle or body ache	Y	N	New loss of taste/smell	Y	N
Sore Throat	Y	N	Congestion/runny nose	Y	N
Diarrhea	Y	N	Nausea or vomiting	Y	N

2. Are you isolating or quarantining because you tested positive for COVID-19 or are worried you may be sick with COVID-19?		<div>Y</div> <div>N</div>

3. Are you fully vaccinated OR have you recovered from a documented COVID-19 infection in the last 3 months?	Y	N	PREFER NOT TO ANSWER
To be considered fully vaccinated, you must be 2 or more weeks following receipt of the second dose in a 2-dose series or 2 or more weeks following receipt of one dose of a single-dose vaccine.			
IMPORTANT: IF YOU ANSWERED “YES” TO QUESTION 3 AND “NO” TO QUESTIONS 1 AND 2, PLEASE SKIP TO THE CERTIFICATION STEP BELOW. <u>YOUR ACCESS TO THIS FACILITY IS APPROVED.</u>			

4. Have you been in close contact in the last 14 days with:		
<ul style="list-style-type: none"> Anyone who is known to have laboratory-confirmed COVID-19? 	Y	N
OR		
<ul style="list-style-type: none"> Anyone who has any symptoms consistent with COVID-19? 		
Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting 48 hours before illness onset (or for asymptomatic individuals, 48 hours prior to test specimen collection).		

5. Are you currently waiting on the results of a COVID-19 test?		
IMPORTANT: ANSWER “NO” IF YOU ARE WAITING ON THE RESULTS OF A PRE-TRAVEL OR POST-TRAVEL COVID-19 TEST	Y	N

I certify that my responses are true and correct.	<input type="checkbox"/>	Initial
If you ARE NOT fully vaccinated or prefer not to disclose your vaccination status, did you answer NO to ALL QUESTIONS?	Access to this facility is APPROVED.	
If you ARE NOT fully vaccinated or prefer not to disclose your vaccination status did you answer YES to ANY Question?	Access to this facility is NOT APPROVED. Please contact ENTER NAME OR TITLE OF WHO THE EMPLOYEE SHOULD CONTACT for further screening and assessment.	

Note: This form was developed based on the [CDC screening checklist](#).

Appendix D: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:	Person conducting investigation:
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COVID-19 Case Investigation Information			
Employee (or non-employee) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	
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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:	
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:
	Provide names of employees notified:
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:
	Provide names of individuals notified:

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?			
What could be done to reduce exposure to COVID-19?			
Was local health department notified?		Date:	

* Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix E: Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: _____

Date Form was Completed: _____

Date I was within 6 feet (with or without a mask) of this person	Duration (Total number of minutes during a 24-hour period)	Name/Title of the Person Involved	Location/Task Where Contact was Made

Appendix F: COVID-19 Training Roster

Date:	Person conducting training:
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Employee Name	Signature

Appendix G: Definitions

Close Contact	<p>Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.</p> <p>Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.</p>
COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ul style="list-style-type: none"> (1) Has a positive “COVID-19 test” as defined in Section 3205 (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
COVID-19 Symptoms	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
COVID-19 Test	<p>A viral test for SARS-CoV-2 that is:</p> <ul style="list-style-type: none"> (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.

Exposed Group	<p>All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;</p> <p>A) For the purposed of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.</p> <p>B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.</p> <p>C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.</p> <p>NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 64304.1.</p>
Face Covering	<p>A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.</p>
Fully Vaccinated	<p>The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).</p>
High-Risk Exposure Period	<p>The following time period:</p> <p>(1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved</p> <p>(2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</p>
Respirator	<p>A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.</p>

Worksite	For the limited purposes of COVID-19 prevention regulations only, it is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.
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Appendix H: COVID Vaccination Self- Attestation Statement

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

I, _____, attest that I have:

- ☐ Have been fully vaccinated for COVID-19
- ☐ Have not been fully vaccinated for COVID-19
- ☐ Choose not to disclose my vaccination status

I understand that:

- if I am unvaccinated or choose not to disclose my vaccination status, Cal/OSHA requires I wear face coverings when indoors or in a vehicle, and/or when required by CDPH.
- HACB will provide me with face coverings that are clean and undamaged, and that I may contact my supervisor for replacements.
- HACB will provide a respirator if I request one, and it is my responsibility to wear it properly and ensure I have a proper seal when I wear it.

Name of Employee

Date



Housing Authority of the County of Butte

Respiratory Protection Program

September 2021

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PURPOSE

The Housing Authority of the County of Butte (HACB) is committed to maintaining an injury and illness free workplace. The guidelines in this program are designed to help reduce employee exposure to occupational air contaminants and oxygen deficiency.

Employees will be protected from airborne contaminants and atmospheric hazards through elimination, substitution, engineering controls, and/or administrative controls whenever feasible. When these methods are not feasible or adequate, respiratory protection will be used as the last resort in preventing harmful exposures to our employees. HACB will provide respirators, training, and medical evaluations at no cost to the employee.

It is recognized that respirators have limitations, and their successful use is dependent on an effective Respiratory Protection Program (Program). This Program meets the requirements of the Title 8, California Code of Regulations (CCR), Section 5144, and is designed to:

- Identify, evaluate, and control exposure to respiratory hazards;
- Select and provide the appropriate respirators; and
- Coordinate all aspects required for proper use, care, and maintenance of the equipment.

RESPONSIBILITIES

The Administrative Operations Director, or assigned designee, is the designated Program Administrator and is responsible for overseeing the Program including evaluating and modifying this Program as warranted. Responsibilities include, but are not limited to:

- Identifying employees to be included in the Program;
- Assisting in determining feasible engineering controls to reduce airborne contaminant exposures;
- Assisting in the selection of adequate respiratory protection equipment;
- Providing training resources;
- Ensuring workers receive required annual fit testing;
- Conducting an annual Program evaluation and revising as required; and
- Responding to airborne contaminant concerns, complaints, or potential hazards.

Managers, Supervisors, or assigned designees responsibilities include, but are not limited to:

- Identifying, locating, and maintaining ongoing surveillance and evaluation of airborne exposures;
- Selecting respirator types for various exposures and uses;
- Arranging for medical screening for potential respirator users;
- Providing training in respirator care and use;

- Providing fit testing for potential respirator users;
- Ensuring respirators are inspected and maintained; and
- Notifying the Administrative Operations Director of airborne contaminant concerns, complaints, or potential hazards.

Employee responsibilities include, but are not limited to:

- Following all safety policies and procedures relating to tasks that require respiratory protection;
- Using respiratory protection provided for operations included in the Program;
- Using only approved respiratory protection and using as instructed in training;
- Storing and maintaining respiratory protection equipment in a clean and sanitary manner;
- Notifying supervisor or department head/designee of airborne exposures not previously identified or controlled;
- Attending required training sessions; and
- Taking personal responsibility for their health and safety.

RESPIRATOR SELECTION

Appropriate NIOSH-certified respirators will be selected and provided based on the respiratory hazards to which the worker is exposed and workplace and user factors that affect respirator performance and reliability (Appendix A). A sufficient number of respirator models and sizes will be selected if needed, so the respirator is acceptable to, and correctly fits, the user. The respirator is required to be used in compliance with the conditions of its certification.

Tasks that employees perform have been evaluated to identify airborne contaminants and atmospheric hazards utilizing Appendix A to capture the data from these evaluations. Exposure assessments will be performed:

- Prior to the work task being started where respiratory protection will be used;
- Periodically thereafter, as required by Cal/OSHA substance specific standards; or
- Any time there are changes in the workplace that may affect exposure.

An annual a review of the exposure assessments will be made to determine if respiratory protection is still necessary and adequate.

MEDICAL EVALUATIONS

Employees will not be assigned to tasks requiring the use of respirators unless it has been determined they are physically able to perform the work while using the required respiratory equipment. A physician or other licensed health care professional (PLHCP) will determine which health and physical conditions are pertinent.

The employee must complete a confidential medical evaluation questionnaire and send it to HACB's designated PLHCP directly for evaluation. See Appendix G.

Due to HIPPA regulations, HACB will not see the completed medical evaluations as they will contain confidential medical information.

The following information will be provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:

- The type and weight of the respirator to be used by the employee;
- The duration and frequency of respirator use;
- The expected physical work effort;
- Additional protective clothing and equipment to be worn; and
- Temperature and humidity extremes that may be encountered.

Any supplemental information provided previously to the PLHCP regarding an employee does not need to be provided for a subsequent medical evaluation if the information and the PLHCP remain the same.

The medical questionnaire and examinations will be administered confidentially during the employee's normal working hours, or at a time and place convenient to the employee, and administered in a manner that ensures the employee understands its content.

The employee will have an opportunity to discuss the questionnaire and examination results with the PLHCP. HACB may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

A copy of the Program will be provided to the PLHCP for review.

If the medical questionnaire indicates to the designated PLHCP that a further medical exam is required, this will be provided at no cost to the employee. A recommendation will then be obtained from the PLHCP on whether or not the employee is medically able to wear a respirator, (Appendix B) - optional.

Additional medical evaluations will be done in the following situations:

- When the PLHCP recommends it;
- When the Administrative Operations Director determines it is needed;
- When an employee shows signs or reports signs of breathing difficulty; or
- When changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

Medical Determination

In determining the employee's ability to use a respirator, HACB will obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation will provide **only** the following information:

- Any limitations on respirator use related to the medical condition of the employee or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;
- The need, if any, for follow-up medical evaluations; and
- A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.

If the PLHCP finds a medical condition that may place the employee's health at increased risk if the respirator is used, the employee will not be permitted to wear an air-purifying respirator.

At a minimum, HACB will provide additional medical evaluations that comply with the requirements of this section if:

- An employee reports medical signs or symptoms that are related to the ability to use a respirator;
- A PLHCP, supervisor, or the Administrative Operations Director determines an employee needs to be re-evaluated;
- Information from the program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation; or
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

RESPIRATOR FIT TESTING

All employees who are required to use a respirator with a negative or positive pressure tight-fitting facepiece must be fit tested with the same make, model, style, and size of respirator that will be used. Fit testing will be required:

- Prior to using a respirator;
- On an annual basis;
- When a different respirator facepiece is chosen;
- When there is a physical change in an employee's face that would affect fit; and
- When the employee or medical provider notifies us that the fit is unacceptable.

Additional fit testing will also be conducted whenever the employee reports changes in their physical condition that could affect respirator fit, or when the PLHCP, supervisor, or the Administrative Operations Director makes visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

Fit testing will not be completed for employees with facial hair that passes between the respirator seal and the face or interferes with valve function, as they will not be allowed to use respirators. Facial hair includes stubble, beards, and long sideburns.

If it is determined an individual cannot obtain an adequate seal with any tight-fitting respirator, a loose-fitting powered air-purifying or supplied-air respirator may be used instead. Fit testing for loose-fitting, positive pressure (supplied air helmet or hood style) respirators is not required. [BD1][IM2][IM3]

If after passing a qualitative fit test (QLFT), [BD4][IM5][IM6] the employee subsequently notifies the program administrator, supervisor, or PLHCP that the fit of the respirator is unacceptable, the employee will be given a reasonable opportunity to select a different respirator facepiece and to be retested.

Any modifications to the respirator facepiece for fit testing will be completely removed and the facepiece restored to NIOSH-approved configuration before that facepiece can be used in the workplace.

Qualitative Fit Testing –

Qualitative fit testing is performed by [INDICATE WHO WILL PERFORM FIT TEST]. The Administrative Operations Director will maintain a record of certification that the fit testing procedures meet current Cal/OSHA regulations ([Title 8 CCR Section 5144 Appendix A](#)).

Fit testing is completed using one or more of the following fit-testing methods:

- Irritant smoke protocol
- Banana oil (isoamyl acetate) protocol
- Bitrex protocol
- Saccharin protocol

For both qualitative test protocols, refer to [Title 8 CCR Section 5144 Appendix A](#).

Quantitative Fit Testing

Quantitative fit testing is performed by [INDICATE WHO WILL PERFORM FIT TEST]. The Administrative Operations Director will maintain a record of certification that the fit testing procedures meet current Cal/OSHA regulations ([Title 8 CCR Section 5144 Appendix A](#)).

For quantitative test protocols, refer to [Title 8 CCR Section 5144 Appendix A](#).

RESPIRATOR USE

Employees will not be allowed to wear respirators with tight-fitting facepieces under the following situations:

- Facial hair that interferes with the seal or valve function (e.g., beard, stubble, long side burns);
- Absence of normally worn dentures;

- Facial deformities (e.g., scars, deep skin creases, prominent cheekbones);
- Other facial features that interfere with the facepiece seal or valve function; or
- Jewelry or headgear that projects under the facepiece seal.

If corrective glasses or other personal protective equipment is worn, it cannot interfere with the seal of the facepiece to the face. Full-facepiece respirators can be provided with corrective glasses since corrective lenses can be mounted inside a full-facepiece respirator. Contact lenses can also be used with full facepiece respirators if they do not cause any problems for the employee.

Employees are required to perform a pre-use seal check to ensure there is a proper seal prior to use in areas with contaminated atmospheres. To perform a seal check, close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

The respirator manufacturer's recommended procedures for performing a user seal check may be used instead of the negative pressure check procedures provided that the employer demonstrates that the manufacturer's procedures are equally effective.

Employees will be required to leave a contaminated area when:

- They smell or taste a chemical inside the respirator;
- They notice an increase in breathing resistance;
- Adjusting their respirator;
- Washing their faces to avoid irritations or to clean the respirator;
- Upon illness of the respirator wearer, including dizziness, nausea, weakness, breathing difficulty, coughing, sneezing, vomiting, fever, or chills; and
- When changing filter/cartridge elements or replacing respirators as mandated by the end-of service life-indicator or the change-out schedule.

Appropriate surveillance will be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the employer shall reevaluate the continued effectiveness of the respirator.

Supervisors should complete the Respirator Issue Checklist (Appendix C) before issuing a respirator to any employee.

Voluntary Respirator Use

HACB does not recommend, encourage, or suggest respirators be used if there are no exposures to hazardous substances. However, employees may be allowed to use respirators on a voluntary basis, if requested under the following circumstances:

- An exposure assessment has been completed and the exposure does not constitute a hazard as concentrations are either below the threshold limit value (TLV) or PEL;
- Cal/OSHA regulations do not require the use, including but not limited to substance specific standards;
- There is no perceived hazard and HACB does not require the use of respirators to reduce/control a hazard;
- The respirator itself does not create a hazard;
- The employee must complete the voluntary use medical evaluation questionnaire; and [IM7] confirm that they have read, completed and understand the questionnaire. [IM8]
- Respirators are not used for emergency response or escape.

Employees may request an N95 or half-mask respirator for voluntary use. If their requested is granted, they will be provided with Information for Employees Using Respirators When Not Required Under the Standard (Appendix D). Employees will be required to sign the voluntary use agreement acknowledgement form.

RESPIRATOR CARE

Respirators must be properly maintained to retain their original effectiveness. The maintenance program will consist of periodic inspections, repair, cleaning, and proper storage.

Inspection

All respirators shall be inspected before and after each use and during cleaning by the user. All inspections will be logged in the respirator cleaning and inspection checklist (Appendix E).

Repair

Respirators shall be inspected for damage, deterioration, or improper functioning and repaired or replaced as needed. Repairs and adjustments shall be done by a qualified individual who is trained in respirator maintenance and repair. The supervisor must be contacted if repairs are needed.

Cleaning

Each user will be provided with a respirator that is clean, sanitary, and in good working order. Respirators must be cleaned and disinfected using the procedures in Appendix F Cal/OSHA Appendix B-2 to Section 5144, or procedures recommended by the respirator manufacturer, provided that such procedures are of equivalent effectiveness.

The respirators will be cleaned and disinfected at the following intervals:

- Respirators issued for the exclusive use of an employee are to be cleaned and disinfected as often as necessary to be maintained in a sanitary condition;
- Respirators issued to more than one employee are to be cleaned and disinfected before being worn by different individuals;
- Respirators maintained for emergency use are to be cleaned and disinfected after each use; and
- Respirators used in fit testing and training are to be cleaned and disinfected after each use.

Storage

Respirators not discarded after one shift will be stored in a location where they will be protected from damage, contamination, sunlight, dust, extreme temperatures, excessive moisture, and damaging chemicals. They will be stored in a manner that will prevent deformation of the facepiece and exhalation valve.

Whenever feasible, respirators will be marked and stored in a manner to ensure they will be worn only by the assigned employee. If the respirator is shared, meaning used by more than one employee, the respirator must be cleaned between uses.

Cartridge Change Schedules

Respirator cartridges will be replaced on a specified schedule based on:

- When the end of service life indicator (ESLI), if equipped, indicates the need;
- Manufacturer's service life recommendations;
- If recommendations are not available they will be obtained by either:
 - Direct contact with the manufacturer or vendor and providing the [OSHA Respiratory Protection eTool](#), Respirator Change Schedules Using the Manufacturer's Recommendation to Determine a Cartridge's Service Life
 - Manufacturer's service life online calculator; or
 - Based on objective data (If this option is selected, you are required to describe the information and data relied upon and the basis for the canister and cartridge change schedule and the basis for reliance on the data).

The reliance on warning properties is not the primary factor for determining the service life of the cartridge. Employees are to leave the area immediately and cartridges must be replaced when the following occurs:

- The respirator becomes difficult to breathe through; and/or
- The employee can smell or taste the contaminant while wearing the respirator.

If either of scenarios takes place, employees must notify their supervisor so the cartridge change schedule can be examined for improvement.

Respirator Training

Employees will be trained on the proper use and maintenance prior to engaging in job tasks requiring respirator use and re-trained annually. Supervisors/leads who wear respirators or supervise employees who wear respirators will also be trained on the same schedule.

Employees must be able to demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator; and
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.

Retraining will be administered annually and when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;
- Inadequacies in the employee's knowledge or use of the respirator indicate the employee has not retained the requisite understanding or skill; or
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.

RESPIRATORY PROGRAM EVALUATION

Evaluations of the workplace will be conducted to ensure the Program is being properly implemented and to consult employees to ensure they are using the respirators properly. The evaluation will include:

- Conducting evaluations of the workplace as necessary to ensure the provisions of the current written program are being effectively implemented, and it continues to be effective;
- Regularly consulting with employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems.
- Any problems that are identified during this assessment will be corrected. Factors to be assessed include, but are not limited to:
 - Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);
 - Appropriate respirator selection for the hazards to which the employee is exposed;
 - Proper respirator use under the workplace conditions the employee encounters; and
 - Proper respirator maintenance;

- Ensuring proper procedures for purchasing approved equipment are in place;
- Checking results of fit-test results and documentation of medical evaluation approvals;
- Ensuring employees have adequate training and checking on how employees are using their respirators;
- Conducting equipment checks to ensure respirators are being cleaned, inspected, maintained, and stored;
- Confirming program documentation is complete; and
- Ensuring procedures are revised to correct deficiencies.

A written report will be made of each evaluation summarizing the findings. For each deficiency identified, corrective action will be noted. Copies of the summary report are to be attached to this program.

RECORD KEEPING

The follow records will be maintained per SHRA record retention policies

- Employee Training
- Fit Testing Results
- Medical Evaluation
- Pass/Fail Medical Opinion
- Respirator Assignment
- Annual Program Evaluation
- Voluntary Use Acknowledgement
- Inspection records

Appendix A

Respirator and Cartridge Types

Employee position and work task	Airborne contaminant or Atmospheric hazard	Respirator Type Manufacturer, make, model 1) Category - Air purifying respirator - Powered air purifying - Supplied air respirator - Self-contained breathing apparatus (SCBA) 2) Facepiece type - Filtering face piece - Elastomeric half face - Elastomeric full face - Loose fitting hood - Helmet	Type of filter or cartridge 1) Particulate filter class - N95, N99, N100 - R95, R99, R100 - P95, P99, P100 and/or 2) Vapor/chemical cartridge color	When used - Routinely - Infrequently - Emergencies
Painting - Roller	Airborne contaminant	Filtering face piece	N95	Routinely
Painting - Spray	Airborne contaminant	Elastomeric half face	Vapor/chemical cartridge	Infrequently
Asbestos removal*	Airborne contaminant	Elastomeric half face	Vapor/chemical cartridge	Infrequently
Lead paint removal *	Airborne contaminant	Filtering face piece	N95	Infrequently
Insecticides	Airborne contaminant	Elastomeric half face	Vapor/chemical cartridge	Infrequently

*under threshold for square footage that would require specialized program

Appendix B - Respiratory Compliance Letter - OPTIONAL

Name of Employee: _____

Date of Examination: _____

Date of Birth: _____

In accordance with Cal/OSHA Title 8 CCR §5144 "Respiratory Protection," employees will not be assigned to tasks requiring the use of respirators unless it has been determined they are physically able to perform the work while using the required respiratory equipment. Medical evaluations will include at a minimum the items in Title 8 CCR § 5144 Appendix C, OSHA Respirator Medical Evaluation Questionnaire.

Physician: "As a result of my findings from the pulmonary function test, medical history, and any other required medical test(s), the employee named above ☐ **may** ☐ **may not** engage in work duties where respiratory equipment is required."

Comments:

Printed Name & Title of Physician/Health Care
Professional

Signature

Name of Clinic or Medical Facility

Name of Department or Agency (if applicable)

Facility Address

Phone Number

Appendix C - Respirator Issue Checklist

Instructions for Supervisors: Complete this form for each employee who must wear a respirator. All items must be completed/approved **before** the employee is authorized to use a respirator.

Name of Employee:	Date:
Position:	
Name of Supervisor:	

Requirement	Activity	Yes	No
Hazard Assessment	Identify atmospheric hazards (i.e., chlorine gas, confined space, welding fumes, etc):		
	1. Spray painting		
	2.		
	3.		
Medical Evaluation, Compliance Letter	Medical approval to wear respirator and compliance letter are on file in the Human Resources Department.		
Program Training	Employee has completed Respiratory Protection Program training, and record is on file with the supervisor.		
Fit Testing	Employee has been properly fit tested, and the record is on file with the supervisor.		
Issuance	The following respirator(s) is/are issued and assigned to this employee (include manufacturer, model, and type):		
	1.		
	2.		
	3.		

Signature of Supervisor

Date

Appendix D

Voluntary Respiratory Use Handout, Agreement Form & Medical Evaluation Form

Appendix D to Section 5144: (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Appendix D (Cont.) – Voluntary Respirator Use Agreement

I acknowledge I have received CCR, Title 8, Section 5144, Appendix D and it is my responsibility to read the contents in its entirety. I understand it is my responsibility to follow all safety policies and procedures outlined below:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations
2. Choose respirators certified for use to protect against the airborne contaminant of concern by the National Institute for Occupational Safety and Health (NIOSH). A label or statement of certification should appear on the respirator or respirator packaging.
3. Notify the Administrative Operations Director of the make, model, and cartridge information for the respirator I am using on a voluntary basis.
4. Complete the medical evaluation questionnaire prior to wearing a respirator to determine if you have any medical conditions that would interfere with wearing the respirator or create/worsen any medical conditions. [IM9][IM10]
5. Do not wear the respirator into atmospheres containing airborne contaminants for which it is not designed to provide protection.
6. Keep track of the respirator so I do not mistakenly use someone else's respirator.
7. Perform a seal check, according to manufacturers' recommendations upon donning the respirator to ensure an air tight seal has been achieved.

I understand that breathing through a respirator is harder than breathing in open air. People with lung diseases such as asthma or emphysema, elderly people, and others may have trouble breathing. Respirators have also been found to interfere with many physiological and psychological aspects of task performance at levels from resting to maximum exertion.

I further understand that failure to abide by these policies, procedures, and safe work practices may result in disciplinary action up to and including termination.

Employee's name (please print): _____

Employee signature: _____

Date: _____

Department: _____

This form is to be kept in the employee's personnel file

Appendix D (Cont.) – Voluntary Respirator Use Medical Evaluation Form

Answer the following questions:

1. Do you *currently* smoke tobacco, or have you smoked tobacco in the last month: **Yes** or **No**

2. Have you *ever had* any of the following conditions? **Circle any that apply**

Seizures

Diabetes

Allergic Reactions

Claustrophobia (fear of closed in places)

Trouble smelling odors

3. Have you *ever had* any of the following pulmonary or lung problems? **Circle all that apply**

Asbestosis

Asthma

Chronic Bronchitis

Emphysema

Pneumonia

Tuberculosis

Silicosis

Pneumothorax (collapsed lung)

4. Do you currently have any of the following breathing symptoms? **Circle all that apply**

Shortness of breath when walking fast on level ground, a small hill or incline?

Coughing up phlegm or thick mucous?

Coughing that wakes you up?

Coughing up blood?

Chest pain when breathing deep?

Wheezing?

5. Have you ever had any of the following heart or cardiovascular problems? **Circle all that apply**

Heart Attack

Stroke

Angina

Heart failure

Swelling of the legs or feet not related to walking

Irregular Heartbeat

High Blood Pressure

6. Have you ever had any of the following cardiovascular or heart symptoms? **Circle all that apply**

Chest pain or tightness?

Heart skipping a beat?

Heartburn or indigestion not related to eating?

Continued next page

Appendix D (Cont.) – Voluntary Respirator Use Medical Evaluation Form (continued)

7. Do you take medication for any of the following problems? Circle all that apply

Breathing or Lung Problems
Heart Trouble

Blood Pressure
Seizures

8. If you have used a respirator before, have you ever had any of the following issues? Circle all that apply

Eye Irritation
Skin allergies or rashes
Anxiety

General Weakness or Fatigue
Other problems that interfere with using a respirator

Keep this form for your records. Do not turn this form in. It contains medically confidential information

Appendix D (Cont.) - Voluntary Respirator Use Medical Evaluation Confirmation

I have read, completed and understand the **Voluntary Respirator Use Medical Evaluation Form**

I understand that all items circled in the questionnaire are issues that may make wearing a respirator unsafe and may make any pre-existing conditions worse.

I also understand that HACB advises me against wearing a respirator since it is not necessary under Cal OSHA regulations and may increase my health risk.

I am voluntarily wearing a respirator.

Employee's name (please print): _____

Employee signature: _____

Date: _____

Department: _____

This form is to be kept in the employee's personnel file



Appendix E - Respirator Cleaning & Inspection Log

User name:	Issue date:	Fit test date:	Size <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> M/L <input type="checkbox"/> L <input type="checkbox"/> Other
Respirator make:	Model:	Manufacture date:	<input type="checkbox"/> ½ mask <input type="checkbox"/> Full mask
Log begin date:		Log end date:	

Monthly respirator cleaning record (please fill in date)	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
During cleaning inspect the following items of your respirator												
Facepiece free from cracks, tears and dirt?												
Facepiece seal area distortion free, material is pliable?												
Inhalation valves, including valve seats free from cracks or tearing?												
Head straps intact, do they have good elasticity?												
All plastic parts free of signs of cracking or fatigue?												
All gaskets properly seated?												
Exhalation valve & seat free from dirt, distortion, cracking, tearing?												
Lens free from cracks? (full face mask only)												
Lens free from scratches that impede vision? (full face mask only)												
Filters within their expiration date?												
Is the respirator facepiece less than 5 years old?												
Note: If any boxes above are marked } then the mask may have to be replaced. Consult with your supervisor before using the mask again.												
Monthly respirator cartridge/filter check (mark with date changed)												
Supervisor monthly review (initial)												



Appendix F – Respiratory Cleaning Procedures

Subchapter 7. General Industry Safety Orders
Group 16. Control of Hazardous Substances
Article 107. Dusts, Fumes, Mists, Vapors and Gases
§5144. Respiratory Protection.

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Appendix B-2. to Section 5144: Respirator Cleaning Procedures (Mandatory)

[Guide to Respiratory Protection at Work](#)

Appendix B-2 to Section 5144: Respirator Cleaning Procedures (Mandatory)

These procedures are provided for employer use when cleaning respirators. They are general in nature, and the employer as an alternative may use the cleaning recommendations provided by the manufacturer of the respirators used by their employees, provided such procedures are as effective as those listed here in Appendix B-2. Equivalent effectiveness simply means that the procedures used must accomplish the objectives set forth in Appendix B-2, i.e., must ensure that the respirator is properly cleaned and disinfected in a manner that prevents damage to the respirator and does not cause harm to the user.

I. Procedures for Cleaning Respirators.

A. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

B. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.

C. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.

D. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:

1. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,

2. Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,



Appendix F (cont.) – Respiratory Cleaning Procedures

3. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.

E. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

F. Components should be hand-dried with a clean lint-free cloth or air-dried.

G. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.

H. Test the respirator to ensure that all components work properly.

NOTE

Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY

1. New appendix B-2 to section 5144 filed 8-25-98; operative 11-23-98 (Register 98, No. 35).



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Appendix G - Medical Evaluation Questionnaire

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:

Can you read (circle): Yes/No

Your employer must allow you to answer the questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Sex (circle one): Male/Female
5. Your height: _____ ft. _____ in.
6. Your weight: _____ lbs.
7. Your job title: _____
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
9. The best time to phone you at this number: _____
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No
11. Check the type of respirator you will use (you can check more than one category):



Appendix G (cont.) - Medical Evaluation Questionnaire

- a. ____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
- b. ____ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator (circle one): Yes/No

If “yes,” what type(s): _____

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle “yes” or “no”).

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: Yes/No

2. Have you ever had any of the following conditions?

a. Seizures: Yes/No

b. Diabetes (sugar disease): Yes/No

c. Allergic reactions that interfere with your breathing: Yes/No

d. Claustrophobia (fear of closed-in places): Yes/No

e. Trouble smelling odors: Yes/No

3. Have you ever had any of the following pulmonary or lung problems?

a. Asbestosis: Yes/No

b. Asthma: Yes/No

c. Chronic bronchitis: Yes/No

d. Emphysema: Yes/No

e. Pneumonia: Yes/No

f. Tuberculosis: Yes/No

g. Silicosis: Yes/No



Appendix G (cont.) - Medical Evaluation Questionnaire

- h. Pneumothorax (collapsed lung): Yes/No
- i. Lung cancer: Yes/No
- j. Broken ribs: Yes/No
- k. Any chest injuries or surgeries: Yes/No
- l. Any other lung problem that you've been told about: Yes/No
- 4. Do you currently have any of the following symptoms of pulmonary or lung illness?
 - a. Shortness of breath: Yes/No
 - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
 - c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
 - d. Have to stop for breath when walking at your own pace on level ground: Yes/No
 - e. Shortness of breath when washing or dressing yourself: Yes/No
 - f. Shortness of breath that interferes with your job: Yes/No
 - g. Coughing that produces phlegm (thick sputum): Yes/No
 - h. Coughing that wakes you early in the morning: Yes/No
 - i. Coughing that occurs mostly when you are lying down: Yes/No
 - j. Coughing up blood in the last month: Yes/No
 - k. Wheezing: Yes/No
 - l. Wheezing that interferes with your job: Yes/No
 - m. Chest pain when you breathe deeply: Yes/No
 - n. Any other symptoms that you think may be related to lung problems: Yes/No



Appendix G (cont.) - Medical Evaluation Questionnaire

5. Have you ever had any of the following cardiovascular or heart problems?

- a. Heart attack: Yes/No
- b. Stroke: Yes/No
- c. Angina: Yes/No
- d. Heart failure: Yes/No
- e. Swelling in your legs or feet (not caused by walking): Yes/No
- f. Heart arrhythmia (heart beating irregularly): Yes/No
- g. High blood pressure: Yes/No
- h. Any other heart problem that you've been told about: Yes/No

6. Have you ever had any of the following cardiovascular or heart symptoms?

- a. Frequent pain or tightness in your chest: Yes/No
- b. Pain or tightness in your chest during physical activity: Yes/No
- c. Pain or tightness in your chest that interferes with your job: Yes/No
- d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
- e. Heartburn or indigestion that is not related to eating: Yes/No
- f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No

7. Do you currently take medication for any of the following problems?

- a. Breathing or lung problems: Yes/No
- b. Heart trouble: Yes/No
- c. Blood pressure: Yes/No
- d. Seizures (fits): Yes/No



Appendix G (cont.) - Medical Evaluation Questionnaire

8. If you've ever used a respirator, have you ever had any of the following problems?

(If you've never used a respirator, check the following space and go to question 9:)

- a. Eye irritation: Yes/No
- b. Skin allergies or rashes: Yes/No
- c. Anxiety: Yes/No
- d. General weakness or fatigue: Yes/No
- e. Any other problem that interferes with your use of a respirator: Yes/No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently): Yes/No

11. Do you currently have any of the following vision problems?

- a. Wear contact lenses: Yes/No
- b. Wear glasses: Yes/No
- c. Color blind: Yes/No
- d. Any other eye or vision problem: Yes/No

12. Have you ever had an injury to your ears, including a broken ear drum: Yes/No

13. Do you currently have any of the following hearing problems?

- a. Difficulty hearing: Yes/No
- b. Wear a hearing aid: Yes/No



Appendix G (cont.) - Medical Evaluation Questionnaire

c. Any other hearing or ear problem: Yes/No

14. Have you ever had a back injury: Yes/No

15. Do you currently have any of the following musculoskeletal problems?

a. Weakness in any of your arms, hands, legs, or feet: Yes/No

b. Back pain: Yes/No

c. Difficulty fully moving your arms and legs: Yes/No

d. Pain and stiffness when you lean forward or backward at the waist: Yes/No

e. Difficulty fully moving your head up or down: Yes/No

f. Difficulty fully moving your head side to side: Yes/No

g. Difficulty bending at your knees: Yes/No

h. Difficulty squatting to the ground: Yes/No

i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes/No

j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B. Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If “yes,” do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If “yes,” name the chemicals if you know them:



Appendix G (cont.) - Medical Evaluation Questionnaire

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

- a. Asbestos: Yes/No
- b. Silica (e.g., in sandblasting): Yes/No
- c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No
- d. Beryllium: Yes/No
- e. Aluminum: Yes/No
- f. Coal (for example, mining): Yes/No
- g. Iron: Yes/No
- h. Tin: Yes/No
- i. Dusty environments: Yes/No
- j. Any other hazardous exposures: Yes/No

4. List any second jobs or side businesses you have:

5. List your previous occupations:

6. List your current and previous hobbies:

7. Have you been in the military services? Yes/No



Appendix G (cont.) - Medical Evaluation Questionnaire

If “yes,” were you exposed to biological or chemical agents (either in training or combat):
Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If “yes,” name the medications if you know them:

10. Will you be using any of the following items with your respirator(s)?

a. HEPA Filters: Yes/No

b. Canisters (for example, gas masks): Yes/No

c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle “yes” or “no” for all answers that apply to you)?:

a. Escape only (no rescue): Yes/No

b. Emergency rescue only: Yes/No

c. Less than 5 hours per week: Yes/No

d. Less than 2 hours per day: Yes/No

e. 2 to 4 hours per day: Yes/No

f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

a. Light (less than 200 kcal per hour): Yes/No



Appendix G (cont.) - Medical Evaluation Questionnaire

If “yes,” how long does this period last during the average shift: ____ hrs. ____ mins.

Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines.

b. Moderate (200 to 350 kcal per hour): Yes/No

If “yes,” how long does this period last during the average shift: ____ hrs. ____ mins.

Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

c. Heavy (above 350 kcal per hour): Yes/No

If “yes,” how long does this period last during the average shift: ____ hrs. ____ mins.

Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using the respirator: Yes/No

If “yes,” describe this protective clothing and/or equipment:

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):



Appendix G (cont.) - Medical Evaluation Questionnaire

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of first toxic substance:

Estimated maximum exposure level per shift:

Duration of exposure per shift:

Name of second toxic substance:

Estimated maximum exposure level per shift:

Duration of exposure per shift:

Name of third toxic substance:

Estimated maximum exposure level per shift:

Duration of exposure per shift:

The name of any other toxic substances that you'll be exposed to while using your respirator:

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):



Housing Authority of the County of Butte

Heat Illness Prevention Program

September 2021

*Attachment – HACB Resolution No 4842
September 16, 2021*

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Purpose

This program is in place to protect employees from heat hazards posed by working in the outdoor environment, as required by the heat illness prevention regulation (Title 8 CCR 3395). This program is in effect when the temperatures meet or exceed 80° F.

Housing Authority of the County of Butte is committed to preventing heat-related illnesses that can occur to employees working outdoors by implementing the following key steps:

- Identifying outdoor work environments and conditions;
- Monitoring weather conditions;
- Monitoring employee acclimatization for working outdoors in heat;
- Providing clean drinking water;
- Providing adequate shade;
- Addressing high-heat procedures;
- Handling an ill employee and initiating emergency procedures; and
- Providing employee training.

Responsibilities:

Program Administrator

The Administrative Operation Director has the authority and responsibility for implementing and maintaining the Heat Illness Prevention Program. The duties include, but are not limited to:

- Establishing and updating the program as needed.
- Ensuring employees have the training and resources to implement the program.

Supervisors have the authority and responsibility for implementing and maintaining the Heat Illness Prevention Program. The duties include, but are not limited to:

- Ensuring employees have the training and resources to implement the program;
- Implementing the program.
- Following all safety policies and procedures as outlined in the program.
- Attending required training.
- Training affected employees under their direction.

Employees

Employee responsibilities include, but are not limited to:

- Following all safety policies and procedures as outlined in the program;
- Attending required training; and
- Taking personal responsibility for their health and safety.

Affected Positions

The following positions have been identified as having an exposure to working in outdoor environments that could potentially expose them to illnesses associated with heat:

- Maintenance Workers (all classifications)
- Housing Inspectors
- Property Management staff, including, but not limited to:
 - Property Managers
 - Assisted Housing Specialists
 - Intake Specialists
 - Resident Managers

Weather Forecast and Conditions Monitoring

When environmental risk factors create the possibility for heat illness, the Supervisor will monitor the two-week forecast for the work area. The person monitoring the weather will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information may be obtained by accessing the National Weather Service at www.weather.gov, calling the local National Weather Service office, watching the Weather Channel TV network, monitoring local media outlets, or utilizing weather application software ([OSHA/NIOSH Heat Index](#)), etc. Work schedules may be planned in advance, based upon the forecast. Modifications to the work schedules may be made accordingly, especially if a heat wave is expected. This monitoring will take place high-heat conditions.

Prior to each workday, Supervisor will be responsible for monitoring the weather at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a high heat condition, Supervisors will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, Supervisors will provide workers with an increased number of water and rest breaks. Supervisors will ensure workers stop and take these breaks and closely observe all workers for signs of heat illness. Supervisors will also assign each employee a buddy to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

Supervisors will be responsible for periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80°F, access to shade will be made available to employees. Once the temperature equals or exceeds 95°F, additional preventive measures such as the high-heat procedures will be implemented. See Access to Shade and High Heat Procedures for additional information.

Employee Acclimatization

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following procedures will be utilized when conditions result in sudden exposure to heat to which employees are not used to:

- Supervisors will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer;
- New employees, or those employees who have been newly assigned to a high heat area, will be closely observed by the Supervisors for the first 14 days. The intensity of the work will be lessened during a two-week break-in period [such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening), or increasing the frequency of rest periods]. Steps taken to lessen the intensity of the workload for new employees will be documented;
- Supervisors will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms;
- New employees will be assigned a "buddy" or experienced co-worker to watch them closely for discomfort or symptoms of heat illness; and
- Supervisors and employees will be trained on the importance of acclimatization, how it is developed and how these procedures address it.

Provisions for Water

Where drinking water is not plumbed or otherwise continuously supplied, drinking water containers will be brought to the worksite so at least one quart per employee is available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.

The water level of all containers will be checked periodically and more frequently when the temperature rises. Water containers will be refilled with cool water, when the water level within a container drops below 50 percent. Additional water containers will be carried to replace water as needed.

Water will be fresh, pure, and suitably cool and provided to employees free of charge. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.

Water containers will be located as close as practicable to the areas where employees are working, given the working conditions and layout of the worksite, to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so workers can have drinking water readily accessible.

Since water containers are smaller than shade structures, they can be placed closer to employees than shade structures. Placing water only in designated shade areas or where toilet facilities are located is not sufficient. If employees are working across large areas, water will be placed in multiple locations so it is easily accessible.

All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not permitted. If hoses or connections are used, they must be governmentally approved for potable drinking water systems as shown on the manufacturer's label.

Workers will be reminded daily of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 80°F, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.

Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.

Audible devices, such as whistles or air horns, may be used to remind employees to drink water.

When the temperature is expected to equal or exceed 95°F or during a heat wave, pre-shift meetings will be conducted to encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest period when necessary. Additionally, the number of water breaks will be increased. Supervisors will lead by example, and workers will be reminded throughout the work shift to drink water.

Individual water containers or bottled water provided to workers will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

Electrolyte replacement drinks may be used to supplement the water supply, but it cannot be used to replace the total amount of water that is required.

Access to Shade

Shade will be provided and maintained at one or more areas when the outdoor temperature in the work area exceeds 80°F. These areas will either be open to the air or provided with ventilation or cooling. Shade will also be provided promptly when an employee specifically requests it, even when the temperature does not exceed 80°F.

Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade will be permitted at all times. An individual employee who takes a preventative cool-down rest will be monitored and asked if he or she is experiencing symptoms of heat illness, will be encouraged to remain in the shade, and will not be ordered back to work until any signs or symptoms of heat illness have abated but in no event less than 5 minutes in addition to the time needed to access the shade.

Depending on the worksite, shade may be provided by trees or buildings. When natural shade is not available, other acceptable means of shade such as umbrellas, tents, canopies, etc. to block the sunlight will be provided. In these instances, chairs, benches, sheets, towels, or any other items will be provided to allow employees to sit and rest without contacting the bare ground. Shade structures will be relocated as the work environment or location changes.

The interior of a vehicle may only be used to provide shade when the vehicle is air-conditioned, and the air conditioner has been turned on so it is sufficiently cool prior to the employee entering the vehicle.

The amount of shade present for recovery, rest, and meal periods will be enough to accommodate all employees who are on such a break at any point in time. There will be enough room so employees can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shaded area will be located as close as practicable to the areas where employees are working. Water will also be available in the rest area so employees are encouraged to drink more water.

In instances where natural shade is not available, Supervisors will:

- Bring sufficient shade structures to the site;
- Ensure sufficient shade structures are opened and placed as close as practical to the workers when the temperature equals or exceeds 80°F;

- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a minimum five minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating; and
- Ensure the shade structures are relocated to follow along with the crew when necessary and double-check they are as close as practical to the employees so access to shade is provided at all times.

If it is infeasible or unsafe to have shade structures or to have shade present on a continuous basis, alternative procedures with equivalent protection will be provided.

In instances where natural shade such as a tree is available, Supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe to provide shade (e.g. during high winds), Supervisors will document how the determination was made and identify what steps will be taken if someone requests shade or will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are as effective as shade in allowing employees to cool.

Employees may opt to take a “preventive cool-down rest” in the shade to help the body relieve excess heat. The employee will be monitored during this rest and asked if he or she is experiencing any symptoms of heat illness. If any signs or symptoms of heat illness are observed or reported, the employee will not be ordered back to work and will be continuously observed until the signs or symptoms have abated but in no event less than 5 minutes in addition to the time needed to access the shade.

If employees work in small groups, Supervisors will establish a buddy system for monitoring. If an employee works alone, a communication system will be established so that the employee can make immediate contact when needed and to facilitate the Supervisors monitoring of their condition.

The importance of prevention is critical. Employees who wait until symptoms appear before seeking shade and recovery are at significant risk of developing heat illness.

Heat Wave Procedures

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80°F *and* at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During a heat wave, workloads may be reduced, rest periods added, or the workday cut short or rescheduled (example conducted at night or during cooler hours).

During a heat wave and before starting work, tailgate meetings will be held to review the heat illness prevention procedures, the weather forecast, and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

High-Heat Procedures (95° F)

High heat procedures are additional preventive measures that are implemented when the temperature equals or exceeds 95°F.

Effective communication by voice, direct observation, mandatory buddy system, or electronic means will be maintained, so employees at the worksite can contact Supervisors when necessary. If the Supervisors are unable to be near the workers to observe them or communicate with them, an electronic device, such as a cell phone or two-way radio, will be used for this purpose if reception in the area is reliable.

Frequent communication will be maintained with employees working by themselves or in smaller groups via phone or two-way radio to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on his or her own.

Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the Supervisors is not available, a designated alternate responsible person will be assigned to look for signs and symptoms of heat illness. If the Supervisors designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the Supervisors or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest break when needed.

Emergency Response Procedures

When an employee displays possible signs of heat illness (refer to Appendix C for a list of signs of heat illness) Supervisors or lead person will take immediate action commensurate with the severity of the illness that includes, but is not limited to:

- Moving the employee to a cooler/shaded area;
- Removing excess layers of clothing;
- Fanning and misting the worker with water;
- Applying ice (ice bags or ice towels);
- Providing cool drinking water, if able to drink; and
- Calling for emergency medical services.

If the signs or symptoms are indicators of severe heat illness (such as but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions), Supervisors or lead persons must implement emergency response procedures.

When emergency medical services are called, Supervisors or lead persons will remain with the sick employee until emergency help arrives. If the area is remote, Supervisors or lead persons must be able to provide clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services. If needed, the Supervisors or lead person will designate someone to physically go to the nearest road or highway where emergency responders can see them. If necessary, employees will be transported to a place where they can be reached by emergency medical services.

An employee exhibiting signs or symptoms of heat illness will be monitored and will not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services.

Prior to assigning a crew to a particular worksite, Supervisors or lead persons will:

- Provide workers with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services;
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary;
- Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site;
- Verify all employees carry cell phones, two-way radios, or other means of communication to ensure emergency medical services can be called; and
- Ensure all communication devices are functional at the worksite prior to each shift.

Training

Employees

All employees are required to attend a safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. The following information will be provided:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment
- Procedures for complying with the requirements of the heat illness prevention regulation
- The importance of frequent consumption of small quantities of water
- The concept, importance, and methods of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness

- The appropriate first aid and/or emergency responses to the different types of heat illness and in addition that heat illness may progress quickly from mild signs and symptoms to serious and life threatening illness
- The importance of employees immediately reporting symptoms or signs of heat illness for themselves and co-workers
- Procedures for responding to possible heat illness, including how emergency medical services will be provided should they become necessary
- Specific procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- Procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate
- Specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders

Supervisors

In addition to obtaining the training required for employees listed above, Supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

Appendix A

Heat Illness Employee Training Handout

This training program was developed to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

Overview of Heat Illness Prevention Regulation

The heat illness prevention regulation is intended to ensure both the employer and its employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, acclimatization, high-heat procedures, emergency procedures, and training.

Written Heat Illness Prevention Program

The written program provides information on and control of exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from your Facilities Manager.

Work Environment and Conditions in Our Workplace

The written program includes the identification of work that is performed outdoors when the weather is hot. This list is not all inclusive and when other types of work or conditions are identified, we will update the program and training. The most important element is to realize that when it is hot outside and you are working, take precautions to protect yourself.

Water

Enough fresh drinking water will be provided so that employees have access to at least one quart of water per hour and are actively encouraged to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

Shade

The goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, other means to help keep you cool will be provided.

High-Heat Procedures

When the outside temperature reaches or exceeds 95°F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, additional rest and recovery periods, observing you, and reminding you to drink plenty of water.

Training

All employees who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance of reporting symptoms to your Facilities Manager, and how to get help in an emergency.

Additional training resources are available at <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>.

Appendix B

Types of Heat Illnesses

Heat Illness	Definition/Description	Signs/Symptoms	What to Do
Heat Rash (Prickly Heat)	<ul style="list-style-type: none"> Is a skin irritation caused by sweat that does not evaporate from the skin 	<ul style="list-style-type: none"> Clusters of red bumps on skin Often appears on neck, upper chest, folds of skin 	<ul style="list-style-type: none"> Try to work in a cooler, less humid environment Keep the affected areas dry
Muscle (Heat) Cramps	<ul style="list-style-type: none"> Occurs during or after intense physical activity Victim will experience acute, painful, involuntary muscle contractions typically in the arms, legs, or abdomen. 	<ul style="list-style-type: none"> Dehydration Thirst Fatigue Sweating Muscle spasms Pain 	<ul style="list-style-type: none"> Stop all activity and sit quietly in a cool place. Drink clear water or a sports drink. Do not engage in exercise/strenuous activity for a few hours after cramps subside, as this may lead to heat exhaustion or heat stroke. Seek medical attention if heat cramps do not subside in 1 hour.
Heat Syncope	<ul style="list-style-type: none"> Occurs as result of exposure to high temperatures Typically occurs during the first 5 days of acclimation to physical activity in the heat May also occur after a long period of standing after physical activity 	<ul style="list-style-type: none"> Faintness Dizziness Headache Increased pulse rate Restlessness Nausea Vomiting Brief loss of consciousness 	<ul style="list-style-type: none"> Lie down in a cool place. Elevate the feet. Drink clear water or a sports drink. Refrain from vigorous activity.
Heat (Exercise) Exhaustion	<ul style="list-style-type: none"> The inability to continue exercising that is associated with heavy sweating, dehydration, energy depletion, and sodium loss Frequently occurs in hot, humid conditions 	<ul style="list-style-type: none"> Cool, moist skin with goose bumps when in the heat Heavy sweating Faintness Dizziness Fatigue Weak, rapid pulse Low blood pressure upon standing Muscle cramps Nausea Headache 	<ul style="list-style-type: none"> Seek medical attention immediately if symptoms are severe, the victim has existing heart problems or high blood pressure. You may attempt to cool the victim by giving cool, non-alcoholic beverages (as directed by physician), rest, cool shower/bath/sponge bath, moving to an air conditioned environment, and wearing lightweight clothing.

Appendix B

Heat Illness	Definition/Description	Signs/Symptoms	What to Do
Heat Stroke	<ul style="list-style-type: none"> Life-threatening unless promptly recognized and treated Occurs as a result of prolonged heat exposure while engaging in physical activity Symptoms are a result of the body shutting down when it is no longer able to regulate temperature naturally 	<ul style="list-style-type: none"> Throbbing headache Dizziness and light-headedness Lack of sweating despite the heat Red, hot, and dry skin Muscle weakness or cramps Nausea and vomiting Rapid heartbeat, which may be either strong or weak Rapid, shallow breathing Behavioral changes such as confusion, disorientation, or staggering Seizures Unconsciousness 	<ul style="list-style-type: none"> If any symptoms are evident-CALL 9-1-1 Move victim to shady area. Remove excess clothing. Cool victim rapidly using whatever methods are available, i.e. ice packs placed at pulse points at the neck, arms, groin, knees and ankles; spray the victim with cool water and then fan the victim. Monitor the victim's body temperature and continue to cool until the temperature drops to less than 101°F Continue first aid until medical professionals arrive and take over. If emergency response is delayed, call the emergency room for instructions.

Appendix C

Definitions

Acclimatization

The body's temporary adaptation to hot environments occurs gradually when a person is exposed to such an environment. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Affected Employees

Employees who perform, or may perform, work activities that have, or may have, environmental heat illness risk factors.

Heat Illness

Refers to a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

High Heat Conditions

When outdoor temperatures equal or exceed 95°F.

Preventative Recovery Period

A period of time to recover from the heat in order to prevent heat illness

Environmental Risk Factors for Heat Illness

Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, and radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Personal Risk Factors for Heat Illness

Risk factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Shade

Blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not discourage access.

Appendix C

Temperature

The dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

Potentially Impacted Employees

Employees whose job tasks expose them to environmental risk factors for heat illness.

Preventative Recovery Period

A period of time to recover from the heat in order to prevent heat illness.

September 10, 2021

MEMO

To: HACB Board of Commissioners
BCAHDC Board of Directors
Banyard Management Board of Directors

From: Ed Mayer, Executive Director and President

Subject: Strategic Asset Plan – Asset Repositioning Status update



1200 Park Ave Apartments



Walker Commons Apartments



Chico Commons Apartments

Following up on last month's memo, action to authorize a contract with the California Affordable Housing Agency (CalAHA) is being considered this month by the Boards of both Butte County Affordable Housing Development Corporation (BCAHDC) and Banyard Management (Banyard).

The contract is to secure CalAHA services in repositioning of the three (3) tax-credit regulated affordable housing properties in which BCAHDC and Banyard are Managing General Partners (MGP's) in the three (3) owning partnerships. All located in Chico, the properties include 1200 Park Avenue Apartments and Walker Commons Apartments, in which BCAHDC is MGP, and Chico Commons Apartments, in which Banyard is MGP.

Repositioning work includes assessment of the properties from an "owner's perspective" regarding capital improvements. The work includes:

- Analysis of the ability to leverage the properties for proceeds in support of assessed capital improvement work.
- Conventional commercial financing, bond-financing, and sale-leaseback financing approaches will be evaluated.
- Determination of the financing approach most appropriate, striking a balance between mid-term need and flexibility, and long-term financing opportunity.
- Execution of the financing and build-out the improvements.

CalAHA, in partnership with Dawson Holdings, Sausalito and Precision General Commercial Contractors (a Dawson-related entity), will perform the services on a turnkey basis on behalf of the owning partnerships – 1200 Park Avenue LP, Walker Commons LP, and Chico Commons LP. Both CalAHA and Dawson/PGCC are well known: BCAHDC is in partnership with Dawson through the

Gridley Springs I Apartments property in Gridley, and Precision GCC completed all the apartment improvement work at Gridley Springs I and II, while occupied, with a scope-of-work similar to what's being considered.

The repositioning plan, including the proposed renovation work plan and financing approach, will need be approved by the partnership's Investor Limited Partner (HACB), the regulators, such as CTCAC, and the lenders, such as the City of Chico.

BCAHDC and Banyard recommendation: adoption of contracting resolutions with CalAHA

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Overview

The purpose for this summary is to provide a review of the proposed structured financing options for the Housing Authority of the County of Butte (“HACB”) in regard to three projects commonly known as 1200 Park, Chico Commons, and Walker Commons. While HACB currently holds Limited Partnership interests in all of these projects, as well as being Master General Partner through its non-profit instrumentalities, it is considering alternatives in which to capitalize the projects for their operational future.

While having previously determined that using 4% Low Income Housing Tax Credits was not a viable option, HACB has been working with the California Affordable Housing Agency (“CalAHA”), a joint powers authority of which HACB is a member, to review remaining financing structure alternatives that will be reviewed herein. One financing consideration is through the issuance of 30-year tax-exempt essential function housing bonds which is a structure method previously used by HACB (referred to as “Bonds” herein). Another is a relatively new approach that uses a 40-year sale-leaseback type structure as established for CalAHA by Aspen Real Estate Financial (referred to as “Aspen” herein); tax-exempt bonds will also be utilized for the Aspen financing.

Lastly, conventional commercial bank financing would be yet another. This would occur as a tax-exempt loan private placement with the bank. This type of financing will require a level of downpayment or equity by HACB, unless those structures mentioned above, along with levels of guarantees from the bank that may adversely impact HACB’s ability to capitalize future projects. The remainder of this report will focus on Bonds and Aspen given their less restrictive covenants.

There is still required work to be completed to confirm an actual financing sizing, specifically for the cost to be allocated for rehabilitation. It is my understanding that HACB has contracted with a third party, Dawson Holdings, to complete this assessment that will be used to help finalize the planned funding of said desired improvements. For this review, we are relying on third party assumptions as provided by the Brawner group and by Aspen in order to provide a basis for comparing the essential function housing bonds with the Aspen sale-leaseback structure.

Financing Comparison

In comparing the two financing structures, Bonds would place the ownership of the projects in the name of HACB. It is anticipated that CalAHA would issue the Bonds as it did in HACB’s previous bond issue transaction, and proceeds would go to HACB for retiring outstanding debts of the projects, cover the planned rehabilitation, cover reserves and costs of issuance. Bonds would be sold to a combination of individual and institutional investors based on a 30-year final maturity as offered by Brandis-Tallman/Oppenheimer & Co. as the investment banking team. Bonds are subject to a regulatory agreement and all typical legal documents and reports necessary to support a bond issuance. It is expected that an S&P rating would also be applied for in order to lower the interest rate and increase the investor interest in purchasing the Bonds when offered; this would again be similar to that previous bond financing completed by HACB.

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Given I had explained how the Aspen structure works in my previous report for HACB, I am only providing a review of how this specific transaction would be structured with Aspen. The Aspen transaction would not include the use of bonds. Instead, this transaction would utilize a financing structure known as a Credit Tenant Lease ("CTL") and would be financed directly by institutional investors, either an insurance company and/or pension fund. In this structure HACB would be selling the projects to Aspen, CalAHA would then lease the projects back from Aspen as defined in a triple net lease for the transaction, and HACB would be providing its credit guaranty supported by its Standard & Poor's Issuer Credit Rating ("ICR") for the financing; no application to S&P would be required given HACB already owns these projects within its greater portfolio and no bond issue is being proposed. For its role as guarantor HACB would receive an up-front fee based on 1% of the Net Present Value of the financing in the amount of \$796,788 according to those projections in Aspen's preliminary financing documents; the balance of \$300,000 would be paid to CalAHA as the lessee. Under the terms of the CTL CalAHA would also be pledging its credit guaranty ahead of HACB's thereby along with the reserved to be established would further reduce the risk exposure to HACB of its guaranty. HACB's familiarity and experience with these projects provides further confidence in the proposed financing. In summary, it is anticipated that the Aspen transaction would be completed in a much shorter timeframe than the use of Bonds, and at a comparable cost, therefore allowing the rehabilitation to get started sooner should that be desired by HACB.

Reviewing Numbers

Below is a summary of the project and shows a comparison between those estimates reviewed as were provided by Brawner and Aspen.

Property	Unit Type	# Units	Rent \$
1200 Park	1 BR	73	\$ 894
	2 BR	18	\$1,073
Chico Commons	1 BR	19	\$ 894
	2 BR	25	\$1,073
	3 BR	28	\$1,523
Walker Commons	1 BR	56	\$ 894
TOTAL		219 units	

Financing Costs	Brawner	Aspen
Prior Debt Payoff	\$13,973,275	\$13,973,275
Rehabilitation	\$ 7,560,620	\$19,749,021
Reserves	\$ 1,214,000	\$ 1,681,780
Issuance Costs	<u>\$ 1,252,105</u>	<u>\$ 3,444,852</u>
TOTAL	\$24,000,000	\$38,848,928

Operating Summary	Brawner	Aspen
Gross Income	\$2,670,177	\$2,724,613
Vacancies	<u>(\$ 131,441)</u>	<u>(\$ 136,231)</u>
Effective Gross Income	\$2,538,736	\$2,588,382
Operating Exp + Reserves	<u>(\$1,140,003)</u>	<u>(\$1,119,234)</u>
Net Operating Income	\$1,324,221	\$1,469,148
DSCR, min required	1.10x	1.01x

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Conclusion:

In terms of bonds versus Aspen structure, Aspen provides a simpler execution in terms of process (much faster to get to a closing), documents and funding, plus it enables you to pull out some funds up front that you don't have in the bond issue and most importantly gives you a much higher funding for rehabilitation. Aspen costs are higher with loan and guarantor fees, reserves, attorneys, and they estimate much higher costs for essential project studies and closing costs. With the Aspen structure HACB will lose its ownership controls and instead give CalAHA lessee rights to work with Aspen in managing the long term success of the projects and still allowing HACB to achieve its goals of affordability with rights to buy back in the future like it is accustomed to having in its Low Income Housing Tax Credits projects.

It is my conclusion that the Aspen structure has merit and would appear to be a more viable structure for HACB to achieve the maximum funding for needed rehabilitation and long-term operation success for these projects. In addition, having the additional benefit of CalAHA as the lessee in the middle of this transaction further protects HACB as to its credit guarantor position in the structured financing.

Further analysis should be completed upon the findings of the rehabilitation costs to be established by Dawson Holdings as noted above in order to provide final projections for required HACB approval.

Patrick Howard
September 9, 2021

September 8, 2021

Memo

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Development Activity – Status

This month sees HACB's development affiliate, BCAHDC, considering Memorandums of Agreement (MOA's) establishing Managing General Partner roles for two (2) additional affordable housing partnerships, both being assembled by The Pacific Companies:

Orchard View Apartments I, Gridley (48 units, family, The Pacific Companies/BCAHDC) – Located on with west side of Highway 99 southwest of its intersection with Archer Avenue, this family-oriented property brings larger sized affordable units (2-4 BR's) to the Gridley area. Phase I of three phases, the development will seek CDBG-Disaster Recovery monies as a first step to funding.

Oleander Community Housing Apartments, Chico (38 units, singles/PSH, The Pacific Companies/BCAHDC) – located on the east side of Esplanade Avenue between Rio Lindo Avenue and Mission Ranch Boulevard, the service-enriched property will house formerly homeless singles, with a special component serving County Behavioral Health-sponsored No Place Like Home program clients.

Project-based Section 8 Vouchers (313 vouchers committed to date – 14% of program) - the HACB is organizing to issue a Request for Proposals (RFP) for the project-basing of 100-150 Section 8 Housing Choice Vouchers. Proposals will be sought from providers of new affordable housing developments serving special needs populations (seniors, disabled, veterans, etc.). The RFP activity is planned for completion this fall, and is intended to capture ongoing disaster-response-related development activity by way of increasing housing opportunity for special needs Section 8 participants. This RFP will likely be the last project-based voucher RFP issued by the HACB, as project-based limits are being approached.

The following outlines status of HACB-related affordable housing development activity in Butte and Glenn Counties, mostly the same as provided last month. Four (4) projects have seen their Construction Loans close and are under construction, one in Chico, two in Oroville, and one in Gridley. One (1) project is scheduled for its Construction Loan close in mid-September:

North Creek Crossings Apts I, Chico (106 units, family, AHDC/BCAHDC. Lender: Wells Fargo. LIHTC Investor: R4 Capital) – located in Meriam Park, this project has closed and is under construction. Delivery of units is scheduled for the end of 2022. HACB has committed 25 Section 8 project-based vouchers to this project.

North Creek Crossings Apts II, Chico (60 units, family, AHDC/BCAHDC) – application for the second round of 9% Disaster tax credits was made in July. HACB has committed 14 Section 8 project-based vouchers to this project.

Deer Creek Apts I, Chico (156 units, family, The Pacific Companies/BCAHDC. Lender: Bank of America/CitiBank. LIHTC Investor: Bank of America) – located at the southeast corner of Bruce Road and Highway 32, advancement of this project has been delayed because of environmental concerns requiring resolution.

Deer Creek Apts II, Chico (48 units, family, The Pacific Companies/BCAHDC?) – application for the second round of 9% Disaster tax credits was made in July.

Park Ave Apts, Chico (59 units, formerly homeless singles, Jamboree/BCAHDC. Lender: Banner Bank. LIHTC Investor, CREA) – located across Park Avenue from HACB/BCAHDC's 1200 Park Ave Apts, the project is scheduled to close its construction financing mid-September. Environmental issues have been resolved, as well as Verizon cell tower relocation. LPA negotiations are complete. City of Chico funds, and County CDBG-DR monies support the effort. Occupancy is scheduled for the Summer of 2023. HACB has committed 43 Section 8 project-based vouchers to this project.

Creekside Place Apts, Chico (101 units, seniors, CHIP) – located across the street from Marsh Elementary School at Humboldt and Notre Dame, the project has closed and is under construction. Delivery is scheduled for the Spring of 2023. HACB has committed 100 Section 8 project-based vouchers to the project.

Riverbend Apts I, Oroville (72 units, family, The Pacific Companies/BCAHDC. Lender: Union Bank. LIHTC Investor: CREA) – located at the intersection of Nelson Avenue and Table Mountain Boulevard, the project has closed and is under construction. Delivery of units is scheduled for the Summer of 2022.

Riverbend Apts II, Oroville (48 units, family, The Pacific Companies/BCAHDC?) – application for the second round of 9% Disaster tax credits was made in July.

Mitchell Ave Apts I, Oroville (36 units, seniors, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank. LIHTC Investor: Redstone) – located immediately to the west of HACB's Winston Garden Public Housing property, the project has closed and is under construction. Delivery of units is scheduled for the Spring of 2022.

Prospect View Apts, Oroville (40 units, formerly homeless singles, The Pacific Companies/BCAHDC) – located next to the County Clerk and Recorder's office on Nelson

Avenue, the project secured approvals from the City of Oroville and a State NPLH commitment from Butte County. Application for the second round of 9% Disaster tax credits was made in July. HACB has made a commitment of 39 Section 8 project-based vouchers to this project.

Fogg Ave Apts, Oroville (16-18 units, singles, HACB) – located immediately to the east of HACB’s Hammon Park Public Housing property off of Nelson Avenue, feasibility work has been advanced, analyzing both manufactured and stick-built development approaches. The two approaches are still being compared. The next step is to evaluate the approach with a local provider of manufactured home product, one who actually has access to a delivery pipeline. CDBG-DR monies are being contemplated for partial funding of this development.

Ford Oaks Apts, Gridley (36 units, family, The Pacific Companies/BCAHDC. Lender: Umpqua Bank. LIHTC Investor: CREA) – located on Ford Avenue near the Gridley Springs I&II Apts, the project closed its construction financing and is under construction. Delivery of units is scheduled for the Spring of 2022.

Sunrise Village Apts, Gridley (37 units, seniors, The Pacific Companies/BCAHDC) – with CDBG funds secured from the City, and MHP funds from the State, shifting State program policy pushed finalization of financing. Application for the second round of 9% LIHTC Disaster credits was made in July. Because of State policy favoring funding of projects that had already secured MHP funding, the application is considered very competitive.

Kathy Court Apts, Paradise (12 units, family, HACB) – burned to the ground in 2018’s Camp Fire Disaster, this property is being re-built. The site survey has been completed, and the architect procured. Basis Architecture has completed preliminary design work, and is proceeding with design development work in anticipation of permit submittal. Timely permit submittal will “grandfather” the property’s previous use. While funding has not been finalized, it is anticipated the project can be substantially completed using 2020A Bond funds, PG&E Claim settlement proceeds, and CDBG-DR monies. P&L Insurance is being sought – the previous provider denied renewal of coverage. The project is tentatively scheduled for construction in the Spring of 2022, with lease-up scheduled for early 2023.

Liberty Bell Apts, Orland (32 units, seniors, The Pacific Companies/BCAHDC) – this project has secured local HOME program funds, and will apply for 4% LIHTC’s in the September funding competition. The project is on schedule for delivery in the Fall of 2022. HACB has committed 31 Section 8 project-based vouchers to this project.

Woodward Apts, Orland (36 units, family, The Pacific Companies/BCAHDC) – this project has secured State MHP funding, and is targeting application for 4% LIHTC’s in the September funding competition. Like Liberty Bell Apts, the project is also on scheduled for delivery in the fall of 2022. HACB has committed 25 Section 8 project-based vouchers to this project.

Butte and Glenn Counties

Butte and Glenn Counties						Funding Round	Housing Authority Vouchers		
TPC/BCAHDC	City	Units	Serves	Funding				Close	Delivery
Sunrise Village Apts.	Gridley	37	Seniors	MHP	9% Disaster LIHTC's II	Jul 2021	36	May 2022	December 2022
Riverbend Apts. Phase 1	Oroville	72	Family		9% Disaster LIHTC's	Jul 2020		06/07/2021	Summer 2022
Riverbend Apts. Phase 2	Oroville	48	Family	CDBG-DR?	9% Disaster LIHTC's II	Jul 2022			December 2023
Liberty Bell Apts.	Orland	32	Seniors	HOME	4% LIHTC's	Sep 2021	31	May 2022	Fall 2022
Woodward Apts.	Orland	36	Family	MHP	4% LIHTC's	Sep 2021	25	May 2022	Fall 2022
8th Street	Orland	40	Singles/PSH	TBD					TBD
Mitchell Ave Apts Phase I	Oroville	36	Seniors		9% Disaster LIHTC's	Jul 2020		05/11/2021	Spring 2022
Mitchell Ave Apts Phase II	Oroville	35	Seniors	CDBG-DR?	9% Disaster LIHTC's II	Jul 2021		Feb 2022	TBD
Ford Oaks Apts	Gridley	36	Family		9% Disaster LIHTC's	Jul 2020		5/27/2021	Spring 2022
Deer Creek Apts Phase I	Chico	156	Family		9% Disaster LIHTC's	Jul 2020		Jan 2022	Spring 2023
Deer Creek Apts Phase II	Chico	48	Family	CDBG-DR?	9% Disaster LIHTC's II	Jul 2021		Mar 2022	December 2022
Prospect View	Oroville	40	Singles PSH	NPLH	9% Disaster LIHTC's II	Jul 2021	39	May 2022	December 2022
Orchard View Apts Phase I	Gridley	48	Family	CDBG-DR	9% LIHTC's	Mar 2022		Nov 2022	December 2023
Orchard View Apts Phase II	Gridley	48	Family	CDBG-DR	9% LIHTC's	Mar 2022			
Orchard View Apts Phase II	Gridley	48	Family	CDBG-DR	9% LIHTC's	Mar 2022			
Oleander Community Housing Apts	Chico	38	Singles/PSH	NPLH, CDBG-DR	9% LIHTC's		29-39?	Mar 2023	
AHDC/BCAHDC									
North Creek Crossing Apts., Phase I	Chico	106	Family		9% Disaster LIHTC's	Jul 2020	26	06/17/2021	December 2022
North Creek Crossing Apts., Phase II	Chico	60	Family		9% Disaster LIHTC's II	Jul 2021	13		Spring 2023
Jamboree/BCAHDC									
1297 Park Ave. Apts.	Chico	59	Singles/PSH		9% Disaster LIHTC's	Jul 2020	43	Sep 15, 2021	Spring 2023
HACB									
Kathy Court Apts - rebuild	Paradise	12	Family	Bond Proceeds, PG&E Claim, CDBG-DR?					Fall 2022
Fogg Ave Apts	Oroville	16	Singles	TBD CDBG-DR?					Fall 2023
HACB/BCAHDC Summary:		1051	total units	13 projects			213		
		465	9% Disaster Credit units - round I						
		208	9% Disaster Credit units - round 2 (pending award)						

September 10, 2021

Memo

To: Board of Commissioners
Housing Authority of the County of Butte

From: Laura Moravec, Chairperson of the Board of Commissioners

Subject: Executive Director Compensation

On behalf of the Board, I am honored to recognize Executive Director Ed Mayer's exemplary performance in service to the agency, the Board, and the citizens of Butte County over the past 13 years.

As we stated last year, the nation, the state, and our county have faced unprecedented challenges in recent years, and these challenges have continued and intensified in the past twelve months. Ed's dedication and steady leadership have ensured that the HACB continues to provide the highest level of service possible to our community regardless of conditions. With creative problem solving and always an eye to the future, Ed uses every resource available to ensure the agency's viability today and into the future. With sensitivity and compassion, he leads by example, and his staff reflects these essential values.

We are grateful for Ed's continued leadership and wish him many more happy and productive years at the agency.

To this end, the Board of Commissioners proposes to publicly acknowledge our support by authorizing the following commitments to Mr. Mayer:

1. A \$10,000 one-time cash bonus.
2. An additional 80 hours of Administrative Leave time to be used within the following 12 months.

Recommendation: motion authorizing a \$10,000 one-time cash bonus and an additional 80 hours of Administrative Leave time to be used within the next 12 months.