

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

MEETING AGENDA

August 18, 2022
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. 4871

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of July 21, 2022

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- 3.2 Checks written for:
 - 3.2.1 Accounts Payable (General) – \$368,330.38
 - 3.2.2 Landlords – \$1,356,416.39
 - 3.2.3 Payroll – \$193,110.67
- 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 Family Self Sufficiency
- 3.12 Rental Assistance Programs
- 3.13 Quarterly Investment Reports/Reserves Analysis
- 3.14 Standard Maintenance Charges – Approval of Revised Standard Maintenance Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges, effective October 1, 2022.

Recommendation:

Resolution No. 4871

4. CORRESPONDENCE

- 4.1 “IRS increases mileage rate for remainder of 2022” IRS, June 9, 2022

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Administrative Plan – 2022-23 Draft: Significant Amendment Family Unification (FUP) / Transitional Age Youth (TAY) Section 8 Housing Admissions Preference Change.

Recommendation:

Resolution No. 4872

5.2 Development Activity – Status Review.

Recommendation:

Information/Discussion

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

9. REPORTS FROM COMMISSIONERS

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

11.1 Pursuant to California Government Code 54957: Public Employment Performance Evaluation – Executive Director Evaluation.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – September 15, 2022**
- **2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, San Diego, CA**

13. ADJOURNMENT

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

MEETING MINUTES OF July 21, 2022

The meeting was conducted via teleconference, web-conference and in person, as noticed.

Board Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:00 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford (arrived 2:07p.m.), Robert Crowe, Larry Hamman, Rich Ober, David Pittman, Sarah Richter (connected via GoToMeeting at 2:03 p.m.), and Regina Sayles-Lambert (connected via GoToMeeting at 2:18p.m.); all attended in person with the exception of Commissioners Richter and Sayles-Lambert, who attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Hope Stone, Finance Director; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; and Angie Little, Section 8 Housing Manager; all attended in person with the exception of Executive Director Mayer who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Ober moved that the Consent Calendar be accepted as presented. Commissioner Crowe seconded the motion. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Utility Allowances – The HACB completed its annual review of the area Utility Allowance (UA) schedules, used for administration of Section 8, tax-credit, and other income-based rental assistance programs. Utility Allowances must be reviewed annually, with adjustment required for any allowance that has changed more than 10%. Once again, the Utility Allowance review was conducted by consultant Management Resource Group, Inc. (MRG), using a blended engineering- and consumption-based methodology. By regulation, Public Housing residents will be provided a sixty (60) day comment period regarding changes to the UA's, with implementation effective 01/01/2023. Section 8 HCV program Utility Allowance implementation is effective

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10/01/2021. Tax Credit Properties Utility Allowances are to be implemented within ninety (90) days of Board adoption. Gridley Farm Labor UA's will be implemented after Board and USDA approval.

MOTION

Commissioner Ober moved to implement Utility Allowances as proposed for the upcoming 2022-2023 year, Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.2 HACB Audit – The 2021 HACB independent public Audit was presented for approval. The Management Discussion and Analysis within the Audit provides a summary of the agency's programs and projects and operational consideration for the year. The audit includes financials for HACB's component units, the 501(c)(3) non-profit corporations Butte County Affordable Housing Development Corporation and Banyard Management. This was Finance Director Stone's first audit with the agency, for a year in which she had not yet been retained. Despite all the detail and complexities of the audit, there were no findings and no questioned costs.

MOTION

Commissioner Ober moved the HACB FY2021 Audit report be accepted as presented. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.3 Gridley Springs II Apartments Budget – The proposed operating budget for the 2023 year was presented, having been reviewed by the Budget Committee. The property is a State HCD regulated property, with a tax credit overlay. The budget will be submitted to HCD for review and approval and may vary in accordance with State requirements. The final budget version will be presented for Board approval incorporated into the Agency-wide Consolidated Budget to be presented at the September Board meeting.

RESOLUTION NO. 4869

Commissioner Hamman moved that Resolution No. 4869 be adopted by reading of the title only: "APPROVAL OF THE F/Y 2023 OPERATING BUDGET FOR GRIDLEY SPRINGS II". Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.4 2020A Bonds Budget – The proposed budgets were prepared by third-party property manager RSC & Associates in coordination with HACB staff and the Budget Committee. The budgets address the following six (6) properties: Alamont Apartments, Chico; Cordillera Apartments, Chico; Lincoln Apartments, Chico; Locust Apartments, Chico; Evanswood Apartments, Oroville, and Park Place Apartments, Oroville. These six properties are not HUD subsidized, but comprise the underwriting basis for the HACB's 2020A Bond issuance that secured \$9.2 million for HACB affordable housing activity. These budgets will be rolled into the Agency-wide Consolidated budget and presented to the Board at the September Board meeting.

RESOLUTION NO. 4870

Commissioner Hamman moved that Resolution No. 4870 be adopted by reading of the title only: “APPROVAL OF THE F/Y 2023 OPERATING BUDGET FOR GRIDLEY SPRINGS II”. Commissioner Crowe seconded. The vote in favor was unanimous.

5.5 Section 8 Housing Choice Voucher (HCV) – There was a discussion regarding increasing numbers of Section 8 program Accommodation requests, received from disabled households that had received a Section 8 Voucher, requesting an Initial Port such that they would not have to live in HACB’s jurisdiction for a year, a program requirement for out-of-jurisdiction applicants. The discussion was informational only, no action was taken.

5.6 Development Activity – Executive Director Mayer provided an update to development activity, including a summary spreadsheet and detailed memo identifying all current known affordable housing development projects in Butte and Glenn Counties.

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

None.

12. COMMISSIONERS’ CALENDAR

- **Next Meeting – August 18, 2022**
- **2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, San Diego, CA.** Commissioners interested in attending the conference need contact Marysol Perez, Executive Secretary.

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13. ADJOURNMENT

Commissioner Crowe moved that the meeting be adjourned. Commissioner Hamman seconded. The meeting was adjourned at 3:21 p.m.

Dated: July 21, 2022.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/1/2022	156362	A-1 Appliance	\$433.23
7/1/2022	156363	Adecco Employment Services	\$3,496.89
7/1/2022	156364	CALIFORNIA WATER SERVICE	\$8,249.19
7/1/2022	156365	CITY OF CHICO	\$1,156.50
7/1/2022	156366	COMCAST CABLE	\$230.38
7/1/2022	156367	Candelario Ace Hardware dba	\$41.07
7/1/2022	156368	Chico Turf Plus, LLC	\$225.00
7/1/2022	156369	EAGLE SECURITY SYSTEMS	\$87.70
7/1/2022	156370	GreatAmerica Financial Services	\$155.52
7/1/2022	156371	JACKSONS GLASS CO, INC.	\$86.38
7/1/2022	156372	JEFF'S TRUCK SERVICE, INC.	\$414.05
7/1/2022	156373	Kinetic Valuation Group	\$7,500.00
7/1/2022	156374	MAINTENANCE PLUS	\$2,435.46
7/1/2022	156375	MSP Investments LLC	\$1,000.00
7/1/2022	156376	Nan McKay & Associates, Inc.	\$419.00
7/1/2022	156377	Neal Road Recycling & Waste	\$43.00
7/1/2022	156378	P G & E	\$36.27
7/1/2022	156379	RSC Associates, Inc	\$121.77
7/1/2022	156380	Redwood Energy	\$10,000.00
7/1/2022	156381	S.E.C. 5 Private Security dba	\$1,456.00
7/1/2022	156382	Sherwin-Williams Company	\$1,313.72
7/1/2022	156383	Susanne Kemp	\$57.39
7/1/2022	156384	TPx Communications	\$977.36
7/1/2022	156385	Towne Carpet dba	\$1,203.47
7/1/2022	156386	Tri-City Powered Equipment	\$49.86
7/1/2022	156387	US Bank	\$223.08
7/1/2022	156388	Valero Fleet	\$826.93
7/1/2022	156389	Verizon Wireless	\$1,261.55
7/1/2022	156390	Weis Environmental LLC	\$2,500.00
7/1/2022	156391	Weis Environmental LLC	\$2,500.00
7/1/2022	156392	Weis Environmental LLC	\$2,750.00
7/1/2022	156393	Biggs Municipal Utilities	\$52.70
7/1/2022	156394	Gridley Municipal Utilities	\$382.00
7/1/2022	156395	Gridley Municipal	\$134.00
7/1/2022	156396	Gridley Municipal	\$23.00
7/1/2022	156397	Gridley Municipal	\$110.00
7/1/2022	156398	P G & E	\$599.00
7/8/2022	2216	Empower	\$2,155.00
7/8/2022	156399	A-1 Appliance	\$2,181.81

7/8/2022	156400	Access Information Holdings, LLC.	\$98.11
7/8/2022	156401	Adecco Employment Services	\$1,919.20
7/8/2022	156402	Advanced Document	\$313.86
7/8/2022	156403	Biggs Municipal Utilities	\$2,625.76
7/8/2022	156404	CIC	\$5,019.60
7/8/2022	156405	CITY OF CHICO (22332)	\$1,770.71
7/8/2022	156406	COMCAST CABLE	\$371.69
7/8/2022	156407	Void / CalPERS	\$0.00
7/8/2022	156408	Chico Turf Plus, LLC	\$95.00
7/8/2022	156409	Clean Master	\$2,340.00
7/8/2022	156410	Douglas DeSoto	\$443.65
7/8/2022	156411	Hignell, Inc. dba Experts in Your Home	\$494.00
7/8/2022	156412	InterWest Insurance Services, LLC	\$600.00
7/8/2022	156413	JACKSONS GLASS CO, INC.	\$789.45
7/8/2022	156414	North Valley Tree Service dba	\$900.00
7/8/2022	156415	RSC Associates, Inc	\$1,967.28
7/8/2022	156416	SPRINT	\$73.70
7/8/2022	156417	Staples Business Credit	\$1,883.61
7/8/2022	156418	WASTE MANAGEMENT	\$433.45
7/8/2022	156419	Willdan Financial Services	\$1,750.00
7/14/2022	2225	Empower	\$2,155.00
7/14/2022	2226	CalPERS	\$215.00
7/14/2022	2227	CalPERS	\$11,002.11
7/15/2022	2215	Benefit Resource, Inc.	\$125.00
7/15/2022	2228	Empower	\$2,155.00
7/15/2022	156421	A-1 Appliance	\$76.54
7/15/2022	156422	Advanced Document	\$660.81
7/15/2022	156423	CALIF. WTR. SER. ORO	\$1,112.29
7/15/2022	156424	COMCAST CABLE	\$359.59
7/15/2022	156425	E Center	\$190.76
7/15/2022	156426	Illustratus	\$253.75
7/15/2022	156427	Industrial Power Products dba	\$179.07
7/15/2022	156428	JACKSONS GLASS CO, INC.	\$312.38
7/15/2022	156429	Neal Road Recycling & Waste	\$30.16
7/15/2022	156430	Nor-Cal Landscape Maintenance dba	\$11,915.00
7/15/2022	156431	OPER. ENG. LOCAL #3	\$708.00
7/15/2022	156432	P G & E	\$7,040.96
7/15/2022	156433	Plan B Professional Answering Services	\$121.80
7/15/2022	156434	Reed Francis	\$500.00
7/15/2022	156435	Void / The Home Depot Credit Services	\$0.00
7/15/2022	156436	The Home Depot Credit Services	\$4,263.49
7/15/2022	156437	The Nelrod Company	\$1,649.00
7/15/2022	156438	Thermalito Irrigation	\$611.70
7/15/2022	156439	United States Postal Service (CMRS-FP)	\$2,500.00
7/15/2022	156440	WASTE MANAGEMENT	\$1,394.77

7/21/2022	2229	CalPERS	\$30,149.58
7/21/2022	2230	CalPERS	\$217.92
7/21/2022	2232	CalPERS	\$10,847.96
7/22/2022	2231	CalPERS	\$215.00
7/22/2022	156441	A-1 Appliance	\$1,579.06
7/22/2022	156442	AT&T	\$70.68
7/22/2022	156443	Advanced Document	\$34.53
7/22/2022	156444	Armed Guard Private Security, Inc	\$300.00
7/22/2022	156445	Baker Distributing Company, Inc.	\$28.39
7/22/2022	156446	Butte Credit Bureau	\$200.00
7/22/2022	156447	CALIF. WTR. SER. ORO	\$4,570.20
7/22/2022	156448	COMCAST CABLE	\$146.59
7/22/2022	156449	Candelario Ace Hardware dba	\$7.37
7/22/2022	156450	Charles Alford	\$50.00
7/22/2022	156451	Chico Auto Care / Ace Radiator	\$6,845.58
7/22/2022	156452	Climate & Energy Solutions	\$89.00
7/22/2022	156453	Cypress Dental Administrators	\$3,409.59
7/22/2022	156454	David Pittman	\$50.00
7/22/2022	156455	ENTERPRISE-RECORD	\$5,297.83
7/22/2022	156456	GUZI-WEST Inspection and Consulting. LLC	\$471.62
7/22/2022	156457	Golden State Risk Management Authority	\$29,408.00
7/22/2022	156458	Gridley Municipal Utilities	\$1,296.95
7/22/2022	156459	HD Supply Facilities Maintenance, Ltd.	\$1,766.74
7/22/2022	156460	HMR Architects, Inc.	\$34,939.33
7/22/2022	156461	Illustratus	\$120.51
7/22/2022	156462	JACKSONS GLASS CO, INC.	\$299.30
7/22/2022	156463	Jiffy Lube, Inc.	\$270.20
7/22/2022	156464	LES SCHWAB TIRES	\$485.81
7/22/2022	156465	Larry Hamman	\$50.00
7/22/2022	156466	Larry Hamman	\$37.50
7/22/2022	156467	MAINTENANCE PLUS	\$8,566.75
7/22/2022	156468	MES VISION	\$559.00
7/22/2022	156469	MILLER GLASS, INC.	\$303.18
7/22/2022	156470	Management Resource Group, Inc.	\$3,950.00
7/22/2022	156471	Michael's Mechanical Heating & AC	\$6,984.12
7/22/2022	156472	North Valley Tree Service dba	\$6,200.00
7/22/2022	156473	Void / P G & E	\$0.00
7/22/2022	156474	ROTO-ROOTER OROVILLE	\$235.00
7/22/2022	156475	RSC Associates, Inc	\$754.70
7/22/2022	156476	Regina Sayles-Lambert	\$50.00
7/22/2022	156477	Richard H. Ober	\$50.00
7/22/2022	156478	Robert R Crowe	\$50.00
7/22/2022	156479	Sarah Richter	\$50.00
7/22/2022	156480	Susie Torres-Agustin	\$1,000.42
7/22/2022	156481	Tiffany Lee	\$450.00

7/22/2022	156482	Tina Delfino	\$3,000.00
7/22/2022	156483	US Bank	\$477.75
7/22/2022	156484	Unum Life Insurance Company	\$1,064.64
7/22/2022	156485	Warren Asbestos Abatement Cont., Inc.	\$10,137.00
7/22/2022	156486	Youth For Change	\$30.00
7/28/2022	2233	Paylocity	\$779.50
7/28/2022	2236	CalPERS	\$10,859.76
7/29/2022	2234	Empower	\$2,155.00
7/29/2022	2235	CalPERS	\$215.00
7/29/2022	2237	CalPERS	\$4,305.66
7/29/2022	156494	Adecco Employment Services	\$4,462.14
7/29/2022	156495	CALIFORNIA WATER SERVICE	\$8,922.92
7/29/2022	156496	COMCAST CABLE	\$152.86
7/29/2022	156497	Carl A Knudsen	\$1,000.00
7/29/2022	156498	Chico Villa East Associates	\$1,000.00
7/29/2022	156499	Douglas DeSoto	\$443.65
7/29/2022	156500	FedEx	\$41.70
7/29/2022	156501	Gregory P. Einhorn	\$2,680.00
7/29/2022	156502	Hignell, Inc. dba Experts in Your Home	\$10,144.97
7/29/2022	156503	Jiffy Lube, Inc.	\$187.16
7/29/2022	156504	MI CASA EDUCATION, INC.	\$5,000.00
7/29/2022	156505	Nan McKay & Associates, Inc.	\$562.50
7/29/2022	156506	Neal Road Recycling & Waste	\$10.00
7/29/2022	156507	P G & E	\$950.95
7/29/2022	156508	TPx Communications	\$926.30
7/29/2022	156509	US Bank	\$223.08
7/29/2022	156510	United States Postal Service (CMRS-FP)	\$2,500.00
7/29/2022	156511	Valero Fleet	\$769.15
7/29/2022	156512	Verizon Wireless	\$1,213.94
7/29/2022	156513	WCP Solutions	\$1,270.81
7/29/2022	156514	Yuba City	\$76.00
		TOTAL	\$368,330.38

Housing Authority of the County of Butte
BALANCE SHEET
June, 2022

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	4,174,940.04
Cash - Other Restricted	1,324,814.22
Cash - Tenant Security Deposits	303,797.37
Accounts Receivable - HUD	-175,834.90
Accounts Receivable - Other Gov	1,128.78
Accounts Receivable - Misc	-1,156,878.10
Accounts Receivable - Tenants	109,736.40
Accounts Receivable - Fraud	0.00
Note Receivable - Current Portion	-14,049.00
Accrued Interest Receivable	58,645.32
Investments - Unrestricted	2,056,978.29
Investments - Restricted	10,642,965.17
Inventories	70,088.11
Prepaid Expenses	750,448.48
Inter-program Due From	-784,595.55
Total Current Assets	17,362,184.63
Fixed Assets	
Fixed Assets & Accumulated Depreciation	27,173,815.13
Total Fixed Assets	27,173,815.13
Other Non-Current	
Notes Loans & Mortgages Receivable	1,965,371.97
Deferred Outflows - GASB 68 & 75	642,452.50
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,820,116.82
Total Other Non-Current	6,427,951.29
TOTAL ASSETS	50,963,951.05
LIABILITIES	
Current Liabilities	
Accounts payable	45,549.86
Accrued Payroll Liabilities	67,891.37
Accrued Interest Payable	424,017.31
Tenant Security Deposits	336,892.11
Deferred Revenue	3,851.32
Payable to HUD	0.00
Long Term Debt - Current Portion	336,738.01
Accrued Liabilities - Other	607,356.16
Inter-program Due To General Fund	87,925.80
Total Current Liabilities	1,910,221.94
Long-Term Liabilities	
Deferred Inflows - GASB 68 & 75	111,474.00
Other Post Retirement Ben-Net GASB 75	243,914.00
Unfunded Pension Liabiltiy - GASB 68	3,733,706.00
Long-Term Debt	13,411,221.92
Non-Current Liability- Other (FSS)	55,493.28
Total Long-Term Liabilities	17,555,809.20
TOTAL LIABILITIES	19,466,031.14
NET POSITION	
Beginning Net Position	29,569,518.26
Retained Earnings	1,928,401.65
TOTAL NET POSITION	31,497,919.91
TOTAL LIABILITIES AND NET POSITION	50,963,951.05

Housing Authority of the County of Butte
CONSOLIDATED INCOME STATEMENT

June 30, 2022

YTD %
75.00

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Net Dwelling Rent	396,527	316,094	80,433	3,429,888	3,793,131	-363,243	90.42
Tenant Charges	8,490	5,074	3,416	61,075	60,890	185	100.30
Laundry Revenue	312	2,693	-2,381	21,605	32,320	-10,715	66.85
HUD Grant Revenue	1,222,266	1,818,169	-595,903	13,313,319	21,818,026	-8,504,707	61.02
Other Grant Revenue	0	0	0	0	0	0	0.00
Mortgage Interest Income	0	6,364	-6,364	31,588	76,369	-44,781	41.36
Fraud Recovery	4,434	4,167	267	58,096	50,000	8,096	116.19
Other Income	15,060	50,558	-35,498	324,907	606,700	-281,793	53.55
Investment Income-unrestricted	58	2,246	-2,188	232,426	26,952	205,474	862.37
Investment Income-restricted	3,748	108	3,640	6,607	1,296	5,311	509.79
TOTAL REVENUES	1,650,895	2,205,474	-554,578	17,479,511	26,465,684	-8,986,173	66.05
Administrative Employee Salaries	303,445	134,300	169,144	2,342,089	1,611,605	730,484	145.33
Audit Fee	0	2,816	-2,816	1,328	33,787	-32,459	3.93
Advertising & Marketing	176	1,811	-1,635	3,098	21,726	-18,628	14.26
Payroll Taxes and Benefits - Admin	115,141	64,590	50,551	887,559	775,084	112,475	114.51
Office Expenses	-66,158	22,969	-89,127	148,052	275,633	-127,581	53.71
Legal Expenses	1,820	4,358	-2,538	15,581	52,300	-36,719	29.79
Travel	0	1,633	-1,633	1,717	19,600	-17,883	8.76
Allocated Overhead	0	95,648	-95,648	-250	1,147,781	-1,148,031	-0.02
Other Admin. Expenses	62,145	46,459	15,686	355,182	557,504	-202,322	63.71
Total Operating Admin. Costs	416,569	374,585	41,985	3,754,356	4,495,020	-740,664	83.52
Tenant Service-Salaries	4,128	8,375	-4,247	37,737	100,500	-62,763	37.55
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	1,846	3,512	-1,666	20,166	42,144	-21,978	47.85
Tenant Services - Misc	5,963	2,947	3,015	105,705	35,365	70,340	298.90
Total Tenant Services	11,937	14,834	-2,897	163,608	178,009	-14,401	91.91
Water	21,679	18,318	3,361	126,712	219,820	-93,108	57.64
Electricity	13,533	9,118	4,415	76,721	109,421	-32,700	70.12
Gas	1,490	1,845	-354	19,097	22,139	-3,042	86.26
Sewer	34,692	17,666	17,026	142,920	211,993	-69,073	67.42
Total Utilities-Project	71,395	46,948	24,447	365,450	563,373	-197,923	64.87
Maintenance Salaries	48,944	35,879	13,065	387,803	430,546	-42,743	90.07
Maintenance Materials	1,413	12,594	-11,181	75,730	151,130	-75,400	50.11
Maintenance Contract Costs	92,251	76,153	16,098	849,111	913,832	-64,721	92.92
Payroll Taxes and Benefits - Maint	15,525	17,829	-2,304	112,062	213,948	-101,886	52.38
Total Maintenance Costs	158,133	142,455	15,678	1,424,706	1,709,456	-284,750	83.34
Protective Services	5,690	4,783	907	31,705	57,400	-25,695	55.23
Insurance-Liab/Property/Auto	3,919	33,490	-29,571	185,729	401,875	-216,146	46.22
Other General Expenses	14,464	8,100	6,364	570,201	97,200	473,001	586.63
PILOT	0	11,785	-11,785	53,052	141,418	-88,366	37.51
Bad Debts-Tenant	0	6,488	-6,488	46,378	77,850	-31,472	59.57
Interest Expense	545	31,532	-30,987	134,196	378,386	-244,190	35.47
Total Other Operating Expenses	24,618	96,177	-71,559	1,021,260	1,154,129	-132,869	88.49
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,385,842	1,476,718	-90,876	11,764,185	17,720,620	-5,956,435	66.39
HAP - Ports IN	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	1,385,842	1,476,718	-90,876	11,764,185	17,720,620	-5,956,435	66.39
TOTAL EXPENSES	2,068,494	2,151,717	-83,223	18,493,566	25,820,607	-7,327,041	71.62
RETAINED EARNINGS	-417,599	53,756	-471,355	-1,014,055	645,077	-1,659,132	-157.20
+/- Replacement Reserves (net)	-3,755	-3,675	-80	-60,862	-44,100	-16,762	138.01
+/- Transfers / USDA Grant	0	0	0	289,275	0	289,275	0.00
- Debt Service Payments (Bond & USDA)	-12,559	-24,480	11,921	-128,375	-293,758	165,383	43.70
+/- Gain/Loss on PARS Trust Account	-123,072	4,308	-127,380	-307,230	51,700	-358,930	-594.25
- Capitalized Assets & Work in Progress	-53,884	-67,266	13,381	-923,016	-807,187	-115,829	114.35
- Accrued Interest	545	0	545	-26,726	0	-26,726	0.00
NET CASH FLOW	-610,324	-37,356	-572,968	-2,170,989	-448,268	-1,722,721	484.31
Depreciation & Amortization	0	0	0	748,474	0	748,474	0.00

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Housing Authority of the County of Butte
SECTION 8 INCOME STATEMENT W/CARES ACT
June 30, 2022

YTD %
75.00

	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	1,135,883	1,627,014	-491,131	12,285,913	19,524,163	-7,238,250	62.93
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	3	150	-147	61,979	1,800	60,179	3,443.25
Investment Income-restricted	-11,862	4,167	-16,029	-103,850	50,000	-153,850	-207.70
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	4,434	4,167	267	58,096	50,000	8,096	116.19
Other Income	0	625	-625	513	7,500	-6,987	6.84
TOTAL REVENUES	1,128,458	1,636,122	-507,664	12,302,650	19,633,463	-7,330,813	62.66
Administrative Employee Salaries	44,712	65,529	-20,817	423,523	786,345	-362,822	53.86
Audit Fee	0	1,675	-1,675	0	20,100	-20,100	0.00
Advertising & Marketing	0	417	-417	1,554	5,000	-3,446	31.09
Admin. Fringe Benefits & Taxes	28,026	28,871	-845	220,539	346,450	-125,911	63.66
Office Expenses	8,603	12,216	-3,613	89,546	146,586	-57,040	61.09
Legal Expenses	960	1,250	-290	6,150	15,000	-8,850	41.00
Travel	0	350	-350	0	4,200	-4,200	0.00
Allocated Overhead	128,160	39,114	89,046	876,824	469,362	407,462	186.81
Other Admin. Expenses	6,926	21,438	-14,512	26,960	257,255	-230,295	10.48
Total Operating Admin. Costs	217,386	170,858	46,527	1,645,097	2,050,298	-405,201	80.24
Tenant Service-Salaries	0	4,000	-4,000	0	48,000	-48,000	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	1,944	-1,944	0	23,322	-23,322	0.00
Resident Services	5,842	0	5,842	87,816	0	87,816	0.00
Total Tenant Services	5,842	5,944	-102	87,816	71,322	16,494	123.13
Water	234	133	101	838	1,600	-762	52.40
Electricity	1,143	1,092	51	7,875	13,100	-5,225	60.11
Gas	90	83	7	1,171	1,000	171	117.06
Sewer	19	125	-106	170	1,500	-1,330	11.32
Total Utilities-Project	1,486	1,433	53	10,054	17,200	-7,146	58.45
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	594	-594	2,197	7,130	-4,933	30.81
Maintenance Contract Costs	428	917	-489	12,309	11,000	1,309	111.90
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	428	1,511	-1,083	14,505	18,130	-3,625	80.01
Protective Services	144	267	-123	2,383	3,200	-817	74.46
Insurance-Liab/Property/Auto	0	433	-433	1,872	5,200	-3,328	36.00
Other General Expenses	1,824	5,167	-3,343	16,387	62,000	-45,613	26.43
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	1,968	5,867	-3,899	20,641	70,400	-49,759	29.32
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,370,903	1,459,677	-88,774	11,611,629	17,516,120	-5,904,491	66.29
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	1,370,903	1,459,677	-88,774	11,611,629	17,516,120	-5,904,491	66.29
TOTAL EXPENSES	1,598,013	1,645,289	-47,277	13,389,742	19,743,470	-6,353,728	67.82
RETAINED EARNINGS	-469,555	-9,167	-460,388	-1,087,093	-110,007	-977,086	988.20
Assets Purchased	0	0	0	0	0	0	0.00
NET CASH FLOW	-469,555	-9,167	-460,388	-1,087,093	-110,007	-977,086	988.20

Housing Authority of the County of Butte
PUBLIC HOUSING-ALL INCOME STATEMENT

June 30, 2022

YTD %
75.00

	Month to Date			Year to Date			
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
Dwelling Rent	126,505	125,685	820	1,161,981	1,508,220	-346,239	77.04
Tenant Charges	7,471	3,333	4,138	49,154	40,000	9,154	122.89
Laundry Revenue	0	1,333	-1,333	10,309	16,000	-5,691	64.43
HUD Grant Revenue	86,383	104,793	-18,410	940,644	1,257,518	-316,874	74.80
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	5	383	-378	167,329	4,600	162,729	3,637.58
Investment Income-restricted	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	200	-200	2,023	2,400	-377	84.31
TOTAL REVENUES	220,365	235,728	-15,363	2,331,440	2,828,738	-497,298	82.42
Administrative Employee Salaries	35,165	33,333	1,832	303,267	400,000	-96,733	75.82
Audit Fee	0	267	-267	0	3,200	-3,200	0.00
Advertising & Marketing	0	750	-750	0	9,000	-9,000	0.00
Admin. Fringe Benefits & Taxes	41,994	17,767	24,227	258,355	213,200	45,155	121.18
Office Expenses	3,761	5,000	-1,239	45,759	60,000	-14,241	76.27
Legal Expenses	0	1,250	-1,250	3,084	15,000	-11,916	20.56
Travel	0	235	-235	0	2,825	-2,825	0.00
Allocated Overhead	135,572	37,823	97,749	927,536	453,871	473,665	204.36
Other Admin. Expenses	787	4,870	-4,083	24,098	58,441	-34,343	41.23
Total Operating Admin. Costs	217,278	101,295	115,983	1,562,099	1,215,537	346,562	128.51
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	121	719	-598	970	8,625	-7,655	11.25
Total Tenant Services	121	719	-598	970	8,625	-7,655	11.25
Water	16,329	10,833	5,495	87,424	130,000	-42,576	67.25
Electricity	2,418	2,417	2	17,050	29,000	-11,950	58.79
Gas	679	500	179	5,799	6,000	-201	96.64
Sewer	4,348	10,108	-5,760	65,246	121,300	-56,054	53.79
Total Utilities-Project	23,774	23,858	-84	175,519	286,300	-110,781	61.31
Maintenance Salaries	22,813	25,833	-3,021	216,921	310,000	-93,079	69.97
Maintenance Materials	4,561	10,417	-5,856	37,200	125,000	-87,800	29.76
Maintenance Contract Costs	17,869	27,429	-9,559	201,381	329,145	-127,764	61.18
Maintenance Fringe Benefits	19	14,467	-14,447	51,688	173,600	-121,912	29.77
Total Maintenance Costs	45,263	78,145	-32,883	507,189	937,745	-430,556	54.09
Protective Services	2,875	2,333	542	15,761	28,000	-12,239	56.29
Insurance-Liab/Property/Auto	0	16,021	-16,021	78,381	192,250	-113,869	40.77
Other General Expenses	0	250	-250	226	3,000	-2,774	7.52
PILOT	0	9,375	-9,375	45,875	112,500	-66,625	40.78
Bad Debts-Tenant	0	4,167	-4,167	0	50,000	-50,000	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	2,875	32,146	-29,271	140,243	385,750	-245,507	36.36
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	289,310	236,163	53,147	2,386,021	2,833,957	-447,936	84.19
RETAINED EARNINGS	-68,945	-435	-68,510	-54,581	-5,219	-49,362	1,045.81
Capital Fund Transfers In	0	1,667	-1,667	0	20,000	-20,000	0.00
Capitalized Assets & Work in Progress	0	0	0	30,384	0	30,384	0.00
NET CASH FLOW	-68,945	1,232	-70,177	-84,965	14,781	-99,746	-574.83

Housing Authority of the County of Butte
FARM LABOR HOUSING - R&E RD FORMAT

June 30, 2022

**YTD %
75.00**

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	114,572	42,960	71,613	973,621	515,514	458,107	188.86
Tenant Charges	0	200	-200	0	2,400	-2,400	0.00
Laundry Revenue	0	217	-217	1,439	2,600	-1,161	55.33
Investment Income-unrestricted	2	17	-15	21	200	-179	10.38
Investment Income-restricted	15	100	-85	146	1,200	-1,054	12.15
Federal Grant Revenue	-38,799	35,000	-73,799	-306,579	420,000	-726,579	-73.00
Other Income	0	0	0	1,413	0	1,413	0.00
TOTAL REVENUES	75,790	78,493	-2,703	670,061	941,914	-271,853	71.14
Maintenance & Repairs Payroll	2,778	4,500	-1,722	41,039	54,000	-12,961	76.00
Maintenance & Repairs Supply	-4,803	1,250	-6,053	9,490	15,000	-5,510	63.27
Maintenance & Repairs Contracts	3,816	15,065	-11,249	29,273	180,775	-151,502	16.19
Painting	0	0	0	0	0	0	0.00
Grounds	7,592	0	7,592	64,960	0	64,960	0.00
Security Services	2,218	2,017	201	12,213	24,200	-11,987	50.47
Capital Budget items	0	0	0	0	0	0	0.00
Other Operating Expenses	6	0	6	51	0	51	0.00
Sub-Total Maint. & Operations	11,607	22,831	-11,225	157,027	273,975	-116,948	57.31
Electricity	6,716	2,917	3,799	26,084	35,000	-8,916	74.53
Water	71	2,667	-2,596	2,028	32,000	-29,972	6.34
Sewer	25,581	1,583	23,998	31,976	19,000	12,976	168.30
Fuel (Gas/Propane)	113	583	-470	5,135	7,000	-1,865	73.36
Garbage & Trash Removal	2,627	0	2,627	18,543	0	18,543	0.00
Sub-Total Utilities	35,107	7,750	27,357	83,766	93,000	-9,234	90.07
Site Mgmt Payroll	4,889	8,250	-3,361	36,725	99,000	-62,275	37.10
Project Auditing Exp	0	338	-338	0	4,053	-4,053	0.00
Project Bookkeeping/Accounting	0	792	-792	974	9,500	-8,526	10.25
Legal Expenses	340	208	132	340	2,500	-2,160	13.60
Advertising	125	375	-250	1,906	4,500	-2,594	42.36
Telephone	742	0	742	4,379	0	4,379	0.00
Office Supplies	685	167	518	7,907	2,000	5,907	395.37
Office Furniture & Equipment	0	0	0	0	0	0	0.00
Training Expense	327	71	256	4,395	850	3,545	517.01
Health Ins & Other Emp Benefits	78	3,405	-3,327	7,018	40,863	-33,845	17.17
Payroll Taxes	816	2,767	-1,951	9,168	33,209	-24,041	27.61
Workman's Comp	271	606	-335	4,059	7,277	-3,218	55.77
Other Admin. Expenses	-82,206	1,783	-83,989	-77,552	21,401	-98,953	-362.38
Sub-Total Administrative	-73,933	18,763	-92,696	-683	225,153	-225,836	-0.30
PILOT (Special Assessments)	0	2,118	-2,118	7,169	25,410	-18,241	28.21
Insurance-Property & Liability	0	3,464	-3,464	15,425	41,569	-26,144	37.11
Insurance-Other	0	7,575	-7,575	39,583	90,900	-51,317	43.55
Sub-Total Taxes & Insurance	0	13,157	-13,157	62,178	157,879	-95,701	39.38
TOTAL EXPENSES	-27,220	62,501	-89,721	302,288	750,007	-447,719	40.30
RETAINED EARNINGS	103,010	15,992	87,018	367,773	191,907	175,866	191.64
- Reserve Capital Expenditures	2,491	0	2,491	10,615	0	10,615	0.00
- Debt Payments	12,559	12,559	0	113,031	150,703	-37,672	75.00
- Miscellaneous Expenses	0	417	-417	46,378	5,000	41,378	927.55
- Asset Mgt Fee	3,360	0	3,360	49,317	0	49,317	0.00
-/+ Change in Reserves Bal.(-interest)	-2,877	-2,975	98	-83,004	-35,700	-47,304	232.50
NET CASH FLOW	81,723	42	81,681	65,429	504	64,925	12,982.01

Housing Authority of the County of Butte
CAPITAL FUNDS INCOME STATEMENT

June 30, 2022

YTD %
75.00

	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	0	76,114	-76,114	48,541	913,365	-864,825	5.31
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	0	76,114	-76,114	48,541	913,365	-864,825	5.31
Administrative Employee Salaries	2,459	3,380	-921	22,379	40,560	-18,181	55.18
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	1,105	1,802	-697	7,271	21,618	-14,347	33.63
Office Expenses	90	542	-452	762	6,500	-5,738	11.72
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	94	-94	0	1,125	-1,125	0.00
Allocated Overhead	7,352	1,698	5,655	50,303	20,375	29,928	246.89
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	11,006	7,515	3,491	80,715	90,178	-9,463	89.51
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	14,719	0	14,719	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	0	0	0	14,719	0	14,719	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	11,006	7,515	3,491	95,434	90,178	5,256	105.83
RETAINED EARNINGS	-11,006	68,599	-79,605	-46,893	823,187	-870,080	-5.70
Transfers to PH	0	-1,667	1,667	0	-20,000	20,000	0.00
Capital Assets	24,027	66,932	-42,905	229,019	803,187	-574,169	28.51
NET CASH FLOW	-35,033	0	-35,033	-275,912	0	-275,912	0.00

**Housing Authority of the County of Butte
SHELTER PLUS CARE - ALL GRANTS**

June 30, 2022

**YTD %
75.00**

	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	0	4,305	-4,305	12,933	51,658	-38,725	25.04
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	0	4,305	-4,305	12,933	51,658	-38,725	25.04
Administrative Employee Salaries	0	100	-100	1,921	1,200	721	160.07
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	53	-53	1,217	640	577	190.21
Office Expenses	0	27	-27	3	318	-315	0.80
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	180	-180	3,141	2,158	983	145.54
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	983	4,125	-3,142	20,540	49,500	-28,960	41.49
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	983	4,125	-3,142	20,540	49,500	-28,960	41.49
TOTAL EXPENSES	983	4,305	-3,322	23,681	51,658	-27,977	45.84
RETAINED EARNINGS	-983	0	-983	-10,747	0	-10,747	0.00
Capital Fund Transfers	0	0	0	0	0	0	0.00
NET CASH FLOW	-983	0	-983	-10,747	0	-10,747	0.00

Housing Authority of the County of Butte
ROSS GRANT (FSS) INCOME STATEMENT
June 30, 2022

YTD %
75.00

	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	0	5,944	-5,944	25,289	71,322	-46,033	35.46
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	0	5,944	-5,944	25,289	71,322	-46,033	35.46
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	4,128	4,375	-247	37,737	52,500	-14,763	71.88
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	1,846	1,569	278	20,319	18,822	1,497	107.95
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	5,974	5,944	31	58,056	71,322	-13,266	81.40
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	5,974	5,944	31	58,056	71,322	-13,266	81.40
RETAINED EARNINGS	-5,974	0	-5,974	-32,767	0	-32,767	0.00
Assets Purchased	0	0	0	0	0	0	0.00
NET CASH FLOW	-5,974	0	-5,974	-32,767	0	-32,767	0.00

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2022

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	1,008,621	1,008,621	1,063,120	1,112,199	1,212,917	1,408,510							1,008,621
BEG. INVESTED IN CAPITAL ASSETS	87,296	87,296	0	0	0	0							87,296
HUD ADMIN FEE REVENUE	146,298	146,298	146,298	143,419	246,670	148,834							977,817
FRAUD RECOVERY	4,067	2,634	4,090	4,974	2,384	2,156							20,305
INTEREST INCOME / GAIN or LOSS INV	43,540	-19,782	2,750	69,852	64,982	0							161,342
DEPRECIATION (reduces Capital Assets)	-2,826	-2,826	0	0	0	0							-5,652
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0							0
ADMINISTRATIVE EXPENDITURES	-79,264	-66,562	-104,059	-117,527	-118,443	-151,700							-637,555
ENDING ADMIN RESERVE BALANCE	1,207,732	1,155,679	1,112,199	1,212,917	1,408,510	1,407,800	0	0	0	0	0	0	1,612,174
YTD Change in Admin.	111,815	59,762	16,282	117,000	312,593	311,883	-1,095,917	-1,095,917	-1,095,917	-1,095,917	-1,095,917	-1,095,917	516,257
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	270,216	270,216	246,270	242,989	179,976	128,655							270,216
HUD HAP REVENUE	1,186,501	1,208,465	1,261,208	1,229,713	1,226,128	976,528							7,088,543
FRAUD RECOVERY	4,067	2,634	4,090	4,974	2,384	2,156							20,305
FSS FORFEITURES	0	512	0	0	0	0							512
BAD DEBT-HAP	0	0	0	0	0	0							0
HOUSING ASSISTANCE PAYMENTS	-1,202,684	-1,144,717	-1,268,579	-1,297,700	-1,279,833	-1,301,855							-7,495,368
ENDING HAP RESERVE BALANCE	258,100	337,110	242,989	179,976	128,655	-194,516	0	0	0	0	0	0	-115,792
YTD Change in HAP	-12,116	66,894	-27,227	-90,240	-141,561	-464,732	-270,216	-270,216	-270,216	-270,216	-270,216	-270,216	-386,008
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							9,389,928
HAP EXPENDITURES (Current Month)	1,209,858	1,223,406	1,268,579	1,268,579	1,268,579	1,294,282							7,533,283
CY 2020 HAP BUDGET UTILIZATION	77%	78%	81%	81%	81%	83%							80%
BUDGET AVAILABLE (YTD)	1,564,988	3,129,976	4,694,964	6,259,952	7,824,940	9,389,928							9,389,928
TOTAL HAP EXPENDITURES (YTD)	1,209,858	2,433,264	3,701,843	4,970,422	6,239,001	7,533,283							7,533,283
BUDGET REMAINING (YTD)	355,130	696,712	993,121	1,289,530	1,585,939	1,856,645	-	-	-	-	-	-	1,856,645
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,957	1,984	1,993	2,011	2,024	2,048							12,017
UNIT MONTH'S AVAILABLE	2,236	2,236	2,236	2,236	2,236	2,236							13,416
OVER or (UNDER) LEASED	-279	-252	-243	-225	-212	-188							-1,399
CY 2022 VOUCHER UTILIZATION	88%	89%	89%	90%	91%	92%							90%
CY 2021 VOUCHER UTILIZATION	84%	84%	85%	86%	87%	88%							87%
CY 2022 AVERAGE HAP	618	617	637	631	627	632							627
CY 2021 AVERAGE HAP	637	631	634	632	632	618							627

HOUSING AUTHORITY OF THE COUNTY OF BUTTE**HOUSING CHOICE VOUCHER (SECTION 8)****UTILIZATION SUMMARY REPORT****ROLLING 12 MONTH ANALYSIS**

UNITS LEASED SUMMARY	AUG'22	JUL'22	JUN'22	MAY'22	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21	OCT'21	SEP'21
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1878	1871	1865	1849	1832	1812	1803	1777	1773	1772	1774	1765
VOUCHER UTILIZATION %	96.06%	95.70%	95.40%	94.58%	93.71%	92.69%	92.23%	90.90%	90.69%	90.64%	90.74%	90.28%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	61	62	63	64	65	65	65	65	65	65	65	67
VOUCHER UTILIZATION %	70.11%	71.26%	72.41%	73.56%	74.71%	74.71%	74.71%	74.71%	74.71%	74.71%	74.71%	77.01%
VASH												
ACC UNIT MONTHS	194	194	194	194	194	194	194	194	194	194	194	194
CURRENT LEASED	114	113	110	112	110	111	113	111	112	115	113	111
VOUCHER UTILIZATION %	58.76%	58.25%	56.70%	57.73%	56.70%	57.22%	58.25%	57.22%	57.73%	59.28%	58.25%	57.22%
TOTAL												
ACC UNIT MONTHS	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236
CURRENT LEASED	2053	2046	2038	2025	2007	1988	1981	1953	1950	1952	1952	1943
VOUCHER UTILIZATION %	91.82%	91.50%	91.14%	90.56%	89.76%	88.91%	88.60%	87.34%	87.21%	87.30%	87.30%	86.90%

HAP SUMMARY*	AUG'22	JUL'22	JUN'22	MAY'22	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21	OCT'21	SEP'21
ACC BUDGET	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,628,598	\$ 1,628,598	\$ 1,628,598	\$ 1,628,598
ACTUAL HAP	\$ 1,257,406	\$ 1,273,069	\$ 1,292,373	\$ 1,286,238	\$ 1,280,583	\$ 1,268,349	\$ 1,224,744	\$ 1,214,331	\$ 1,201,240	\$ 1,202,952	\$ 1,191,508	\$ 1,162,273
PER UNIT COST	\$ 612	\$ 622	\$ 634	\$ 635	\$ 638	\$ 638	\$ 618	\$ 622	\$ 616	\$ 616	\$ 610	\$ 598
BUDGET UTILIZATION %	79.15%	80.13%	81.35%	80.96%	80.61%	79.84%	77.09%	76.44%	73.76%	73.86%	73.16%	71.37%

ACTIVITY SUMMARY	AUG'22	JUL'22	JUN'22	MAY'22	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21	OCT'21	SEP'21
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	32	30	29	29	31	32	30	30	30	34	34	36
ZERO HAP	22	26	27	27	19	23	19	15	15	14	16	24
UTILITY ASSISTANCE PAYMENTS	98	101	106	102	96	95	84	70	80	82	69	57
NEW ADMISSIONS	**	35	40	29	49	27	30	30	30	24	27	31
INITIAL VOUCHERS SEARCHING	301	263	273	263	252	242	232	223	222	170	195	242
ACTUAL/ESTIMATED EOP	15	7	21	14	16	12	18	14	9	21	14	17
REMAIN ON WAITING LIST	943	1047	1585	1753	1892	2182	2296	2429	2668	2819	2963	3112

*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
2022**

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	116*	7	2	24	20	10	30	30	0 (12)	18	40	174	%
Aug-22	11**	0	0	0	1	0	1	0	12***	0	0	2	98.9%
Jul-22	11**	0	0	0	1	0	0	0	12***	0	0	1	99.4%
Jun-22	14**	0	0	0	0	0	0	0	12***	0	1	1	99.4%
May-22	14**	0	0	0	0	0	0	0	12***	0	0	0	100.0%
Apr-22	12**	1	0	0	0	0	0	0	12***	0	0	0	100.0%
Mar-22	12**	2	0	0	0	0	0	0	12***	0	1	1	99.4%
Feb-22	12**	2	0	0	1	0	0	0	12***	2	2	5	97.1%
Jan-22	13**	1	0	0	1	0	1	2	12***	2	0	6	96.6%
Dec-21	11**	1	0	0	1	0	0	2	12***	1	1	5	97.1%
Nov-21	11**	1	0	0	2	0	0	4	12***	0	1	7	96.0%
Oct-21	15**	0	0	0	1	0	0	3	12***	0	1	5	97.1%
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%

* Unit count adjusted by units offline - (16) uninhabitable and (9) less units due to rehab reconfiguration.

** Vacancy rate does not include units offline for construction; (10) 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	%
Aug-22	2	1	1	3	5	0	1	13	96.2%
Jul-22	2	0	1	1	3	1	1	9	97.4%
Jun-22	2	1	3	1	3	0	3	13	96.2%
May-22	1	1	6	0	3	1	2	14	95.9%
Apr-22	1	1	5	0	2	1	2	12	96.5%
Mar-22	2	1	4	0	2	3	1	13	96.2%
Feb-22	1	0	5	0	2	3	0	11	96.8%
Jan-22	1	0	5	1	1	2	0	10	97.1%
Dec-21	0	0	5	0	0	1	0	6	98.3%
Nov-21	1	0	5	1	0	1	0	8	97.7%
Oct-21	1	0	4	3	0	1	0	9	97.4%
Sep-21	1	0	3	5	0	1	0	10	97.1%
Aug-21	1	1	1	1	1	1	0	6	98.3%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Aug-22	6
Jul-22	4
Jun-22	3
May-22	2
Apr-22	1
Mar-22	2
Feb-22	1
Jan-22	3
Dec-21	3
Nov-21	0
Oct-21	0
Sep-21	1
Aug-21	2

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Aug-22	2	2	0	2
Jul-22	0	2	1	0
Jun-22	3	1	1	2
May-22	3	1	1	2
Apr-22	4	0	1	1
Mar-22	5	0	1	1
Feb-22	1	0	0	2
Jan-22	2	0	0	0
Dec-21	3	0	0	0
Nov-21	3	0	2	0
Oct-21	4	0	0	0
Sep-21	4	1	2	0
Aug-21	3	1	1	0

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	17 Transfer list	6+	234	6+	167	6+
2	116	3+			60	3+
3	70	1+	51	1+	51	2+
4	27	5+			13	4+
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	23		12	2
2	1	7			0	
3	0	2	0	6	0	
4	0	4+			0	
5					0	

MEMO

Date: August 12, 2022

To: HACB Board of Commissioners

From: Sheri Bouvier, Contracts Administrator
Ed Mayer, Executive Director

Subject: Status of HACB Construction Projects

As of August 12, 2022, the status of HACB construction activity follows:

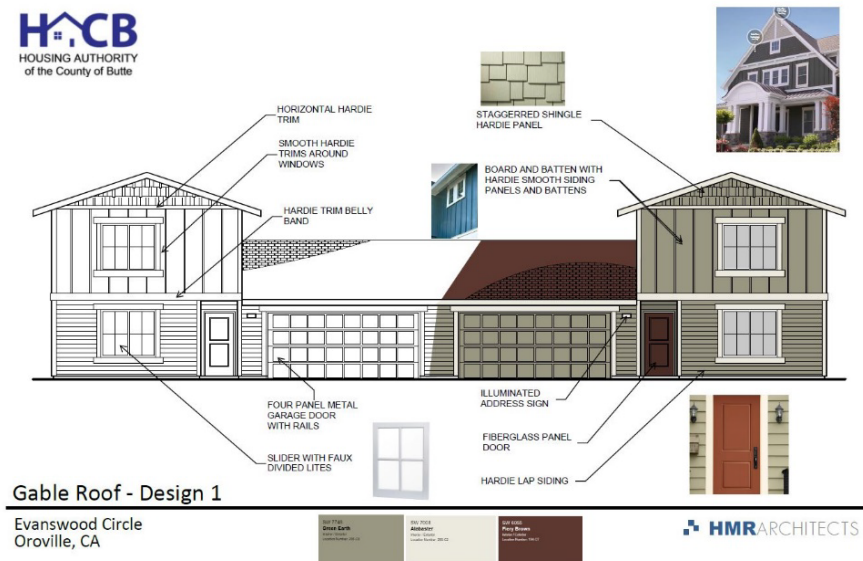
- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; Thirteen (13) units have been completed during the 2021/2022 fiscal year to date; 138 of 232 Public Housing units have been completed overall.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project programing and bidding planned for 2022 Year.
- Public Housing – HVAC System Replacements (43-01, 03), Gridley and Chico. Replace forty-two (42) roof mounted gas/electric package HVAC units which have reached the end of their useful life. Project bidding complete. Notice to proceed has been issued. Replacements are scheduled to begin September 15, 2022
- Public Housing- All Sites, Range Replacement. Replace (122) Gas Ranges that have reached the end of their useful life. Project contract award is complete. Range installations began on July 20, 2022. To date 83 ranges have been installed
- Public Housing – Accessibility Improvements (43-10) Winston Gardens, Oroville. Update three (3) units to full physical accessibility standards, and update the community building to full accessibility standards. HMR Architects has been contracted to provide architectural and engineering designs for this project. Architectural and Engineering construction document development is underway.
- Gridley Farm Labor Housing – HACB continued to outreach to USDA-RD for funding to carry out unit rehab work. HACB is investigating application for State Joe Serna Jr. Farmworker Housing funds, MHP and HOME Funds, which may provide up to \$30 million of funding in an effort to fully fund all planned remaining project objectives and rehabilitation work.

*August 12, 2022
HACB Construction Status Memo
pg. 1*

- Gridley Farm Labor Housing's Commercial Structures Exterior Improvements- Partial siding and trim replacements, select exterior door replacement, and full exterior paint of the four (4) buildings occupied by the E. Center and Mi C.A.S.A. Lead Abatement, siding replacements and exterior painting work is complete. Contractor has received the backordered windows; installation is being coordinated between the contractor and the Lead-based Paint abatement testing consultant.
- HACB Main Office, Chico – Safety and Security Improvements. Completion of CARES Act-funded interior virus mitigation and exterior security improvements. Substantially complete, pending close-out.
- 2020A Bond Renovations - Renovation work to be accomplished at the six (6) properties financially leveraged by the 2020A Bond issuance.
 - 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. (HMR) has been retained to provide architecture for the renovation work, beginning with three (3) major rehab efforts: remediation of the exterior stucco siding at Evanswood Apartments, Oroville, reconstruction of the stair access and balcony assemblies at the Lincoln Apartments, Chico, and Community Room and site accessibility improvements at Park Place Apartments, Oroville.

Evanswood Estates Apartments, Oroville:

- Project bidding complete. Construction contract was approved at the June Board meeting. Construction scheduling is subject to backordered windows -expectation is construction will begin in early October.

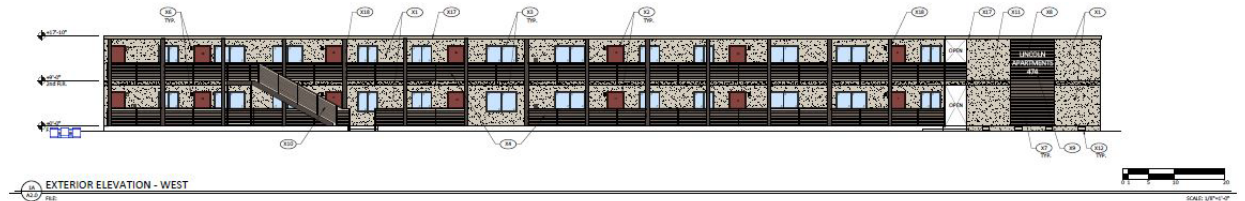


Evanswood Estates Apts., Oroville –Planning Submittal Color Rendering

August 12, 2022
HACB Construction Status Memo
pg. 2

Lincoln Apartments, Chico:

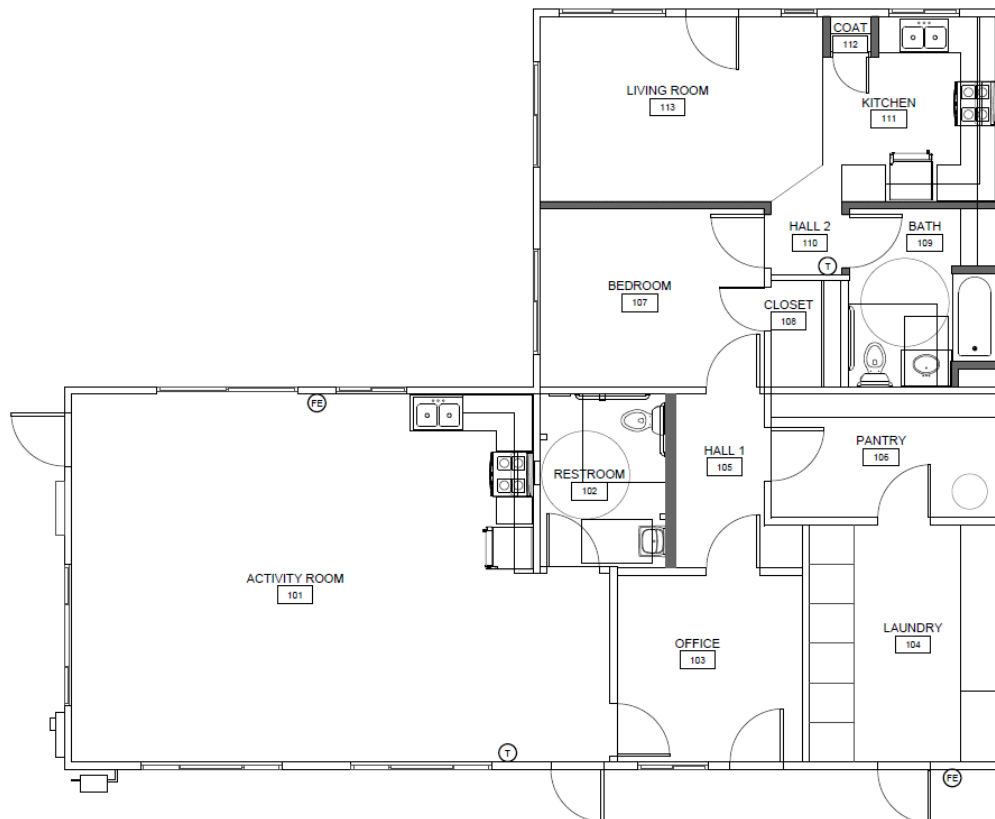
- Design Development near completion, Contract Documents 95% complete.
- Project design submitted for jurisdictional planning review; comments received; updates and revisions underway.
 - Project Building Permit Submittal anticipated, with bidding and construction following



Lincoln Apts., Chico –Planning Submittal Color Rendering

Park Place Apartments, Oroville:

- Architectural and engineering design development is underway. Community Room floor plans have been approved for Contract Document development.



Park Place Apts., Oroville – Community Room Design Development Floor Plans

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Kathy Court Apts, Paradise – Rebuild of Kathy Court Apts, Paradise. Status:

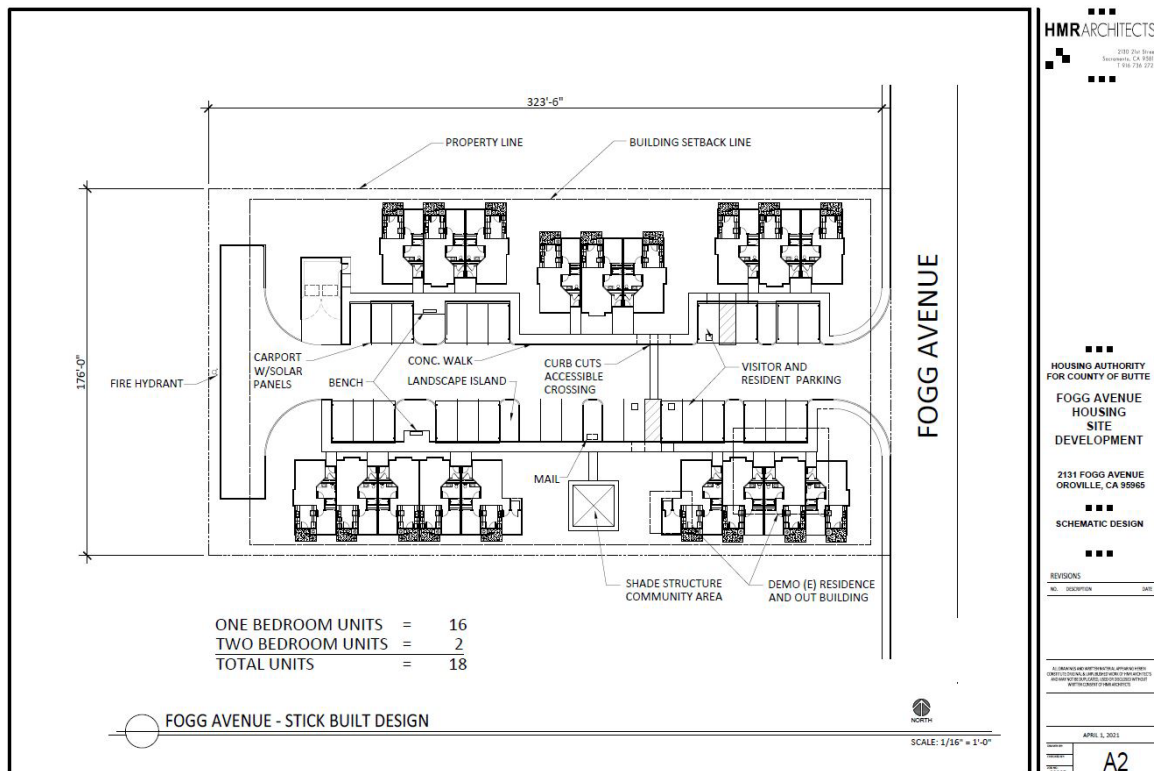
- The project includes 12 units – 8 2BR units, 2 3BR units, and 2 1BR units.
- Target affordability: 2 units are planned at 60% AMI - both are 2BR's. 4 units are planned at 50% AMI - 1 1BR, 2 2BR, and 1 3BR. 2 units are planned at 40% AMI - both being 2BR. 4 units are planned at 30% AMI - 1 1BR, 2 2BR, and 1 3BR.
- Architectural plans are complete and ready for bidding.
- Plans have been approved for Building Permit issuance.
- The total Project Development Cost is estimated at \$8.9 million, of which \$5,967,191 are hard costs, and \$3,031,012 are soft costs.
- Sources include a \$669,000 permanent loan, \$429,921 in deferred Dev Fee, \$3,500,000 in State MHP funds, \$3,599,281 Paradise CDBG-DR funds, and \$800,000 PG&E Settlement funds.
- A title report, market study, and appraisal have been completed.
- The Housing Authority seeks to fund, bid, and construct the units ASAP. Looking forward, at best, unit delivery set for the Spring of 2024.
- Consultant Chris Westlake, retained to complete the CDBG-DR and MHP applications, has abandoned the work and is now considered non-responsive. HACB seeks a new consultant to package the transaction.



Kathy Court Apts., Paradise – Planning Commission Submittal Color – front

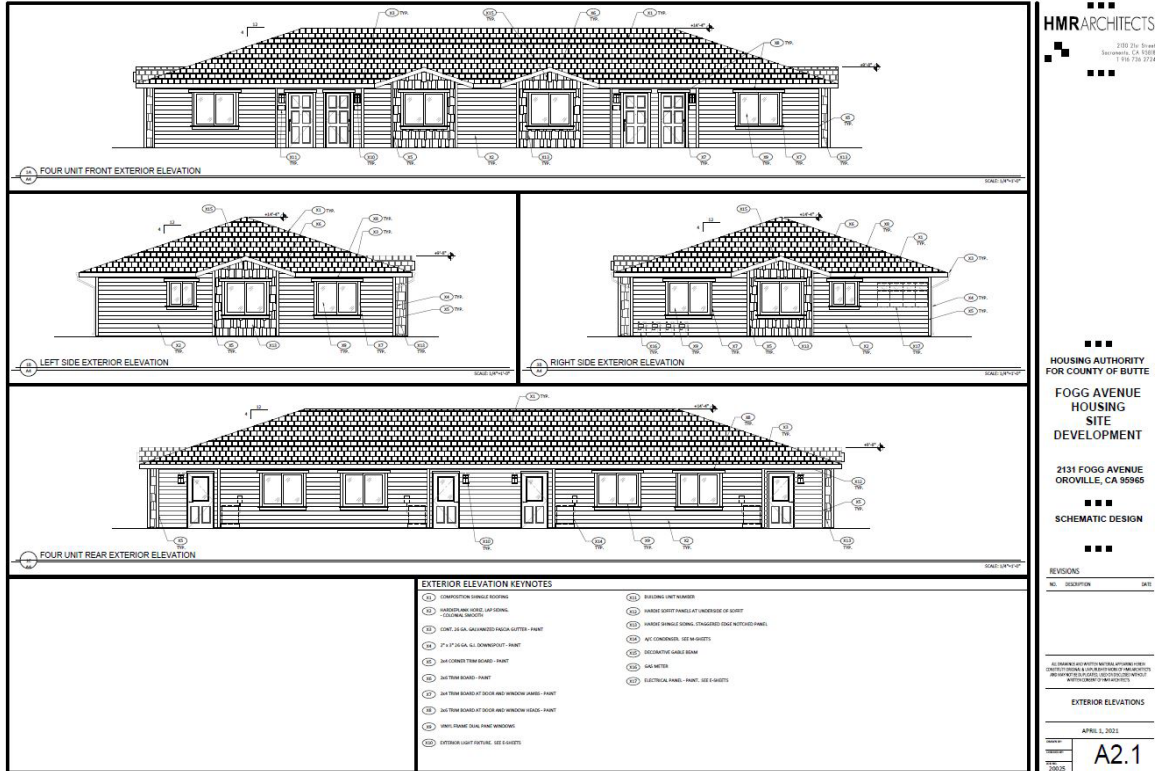
2131 Fogg Avenue, Oroville – Development Initiative (1+ acre lot with single-family home).

- The HACB has developed an eighteen (18) unit single story build-out proposal, consisting of sixteen (16) one-bedroom units and two (2) two-bedroom units.
- Financing has been explored, utilizing federal CDBG Disaster Recovery State Multifamily Housing Program (MHP) funds.
- Unfortunately, the Housing Authority, owner of the property, *may* not be able to proceed with the project without City of Oroville Article XXXIV authority, which requires a voter referendum. Article XXXIV is a California State Constitution Amendment, enacted by voter referendum, which specifically prevents the development of affordable housing by public entities without voter approval. There are nuances to Article XXXIV's applicability based on case law. One exemption involves property development in which *less than* 50% of the units developed are restricted to occupancy by low income households.



*Fogg Avenue, Oroville
Site Plan - Proposed 18-unit Multifamily Development*

*August 12, 2022
HACB Construction Status Memo
pg. 5*



*Fogg Avenue, Oroville
 Elevations, Proposed 18-unit Multifamily project*

*August 12, 2022
 HACB Construction Status Memo
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12 Month HACB Project Schedule - August 12, 2022

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
	FLH														
1		Phase (II & III) Combined Unit Rehab - CM	\$236,937.00												
1		Phase (II & III) Combined Unit Rehab - Construction (11 Buildings)	\$6,140,849.00												
3		Admin Building- Gutters, Downspout, Paint	\$35,000.00												
1		1567 Booth Commercial Buildings: E Center and Mi Casa Siding And Paint	\$138,000.00												
	Public Housing														
2		Energy Performance - Electrical	\$254,380.00												
1		HVAC Replacement (43-01,03)	\$284,190.00												
1		ADA Unit Replacements and Community Room Improvments (43-10)	\$513,000.00												
1		ACM Tile Abatement	\$58,484.00												
1		Landscape Improvements (43-13) Shelton Oaks and Rhodes Terrace	\$448,970.00												
4		Oro Dam Wall	\$250,000.00												
3		PH Capital Fund Energy Audit	\$13,000.00												
1		AMP Wide Range Replacement	\$87,934.59												
1		AMP Wide Carbon Monoxide Detector Replacement	\$56,058.00												
	Chico Commons														
		Property repositioning and Refinance	Cost Estimates Pending												
1		Subject to refinance Gutters and Downspout Replacement	Cost Estimates Pending												
1		Subject to refinance Exterior Building Paint	Cost Estimates Pending												
2		Subject to refinance HVAC Replacements	Cost Estimates Pending												
3		Subject to refinance Cabinets, Interior Work	Cost Estimates Pending												
	Walker Commons														
		Property repositioning and Refinance	Cost Estimates Pending												
2		Subject to refinance Architecture: Window, HVAC, Siding Repl.	Cost Estimates Pending												
3		Subject to refinance Siding Reply/ Gutter and Downspout Repl/ Window	Cost Estimates Pending												
3		Subject to refinance HVAC	Cost Estimates Pending												
3		Subject to refinance ADA Path of Travel	Cost Estimates Pending												
	DAC's Reports														
1		Update ALL reports in ALL projects	\$1,200.00												
	Evanswood Apts														
		Architecture: Exterior Stucco and Siding Improvement Project	\$93,900.00												
		Construction: Exterior Stucco and Siding Improvement Project	\$3,009,181.32												
	Lincoln Apts.														
		Architecture: Exterior Stairway and Balcony Imp Project	\$155,500.00												
		Construction: Exterior Stairway and Balcony Imp Project	\$1,839,910.68												
	Alamont Apts.		Subject to 2020A Bond												
	Park Place Apts.		Subject to 2020A Bond												
		Architecture: Community Room and Site ADA Imp	\$122,500.00												
		Construction: Community Room and Site ADA Imp	\$605,000.00												
	Cordillera Apts.		Subject to 2020A Bond												
	Locust Apts.		Subject to 2020A Bond												
	Kathy Court Apts.														
		Dev. Site Plan and Survey	\$15,813.00												
		Dev. Architecture	\$355,555.00												
		Dev. CDBG-DR, MHP, HOME Funding and Environmental Review	\$87,750.00												
		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. CDBG-DR, MHP, HOME Funding and Environmental Review	\$84,000.00												
3		Dev. Architecture: Design Development	TBD												
	2039 Forest Avenue														
1		Virus Mitigation and Security Improvements	\$259,535.12												
Total next 12 months			\$19,467,121.71												

501-19	501-19E	
Obligation Start:	4/16/2019	Obligation Start: 4/9/2021
Obligation End:	4/15/2023	Obligation End: 4/8/2022
Disbursement End:	4/15/2025	Disbursement End: 4/8/2023
501-20	501-22	
Obligation Start:	3/26/2020	Obligation Start: 5/12/2022
Obligation End:	3/25/2024	Obligation End: 5/11/2024
Disbursement End:	3/25/2026	Disbursement End: 5/11/2026
501-21		
Obligation Start:	2/23/2021	
Obligation End:	2/22/2023	
Disbursement End:	2/22/2025	

Design/Bid Phase
Construction Phase
Completed

MEMO

Date: August 12, 2022

To: Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Public Housing - Capital Fund Status Report

Note that with the departure of HACB Modernization Coordinator Jerry Martin, the retention of new Capital Fund administrator Sheri Bouvier, Contract Administrator, and the retention of new Accounting Department personnel, Capital Fund activity and reporting is seeing renewed administrative organization and effort by agency staff, subject to training and assumption of duties.

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

This Capital Fund is 99% obligated and 61% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing, twenty-three (23) units have been completed to date using these Capital Fund monies.
- **Five-year Environmental Review** – All Public Housing Units. Complete.
- **Unit Range Replacements-** Amp Wide. Range Replacement, a project has been organized to replace (122) select Gas Ranges which have reached the end of their useful life. Range deliveries began July 20, 2022; to date 83 ranges have been delivered and installed.
- **HVAC Replacements – Biggs (43-2A)** Replace Five (5) HVAC units. Complete.
- **HVAC Replacements – 43-01,** Replace one (1) package HVAC unit. Complete.
- **HVAC Replacements – 43-03,** Replace one (1) package HVAC unit. Complete.
- **HVAC Replacements – Gridley and Biggs (43-1A,1B,04 and 43-2A,2B)** Replace twenty (20) HVAC units. Complete
- **HVAC Replacements – Gardella (43-14)** Replace one (1) split system Furnace. Complete.
- **HVAC Replacements – Gridley and Chico (43-1A,1B,04 and 43-03)** Replace forty-two (42) package HVAC units. Project is under contract and scheduled to begin September 15, 2022
- **Window and Door Security Screen Improvements** – 115 Nelson Avenue Community Room & Maintenance Shop, Installation of window and door security screens to prevent vandalism. Complete.

August 12, 2022
HUD Public Housing Capital Fund Report
pg. 1

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

This Capital Fund is 21% obligated and 20% expended. Projects Included:

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Water Heater Replacement Project**– Countywide, replace water heaters which have reached the end of their useful life, in planning
- **HVAC Replacements** –Replace select failing package HVAC units, in planning.
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, 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.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **Landscape Upgrades** – Landscape replacement, Shelton Oaks, Rhodes Terrace 43-13, project received one bid during recent re-bid. The bid received came in well over budget is not recommended for award at this time. This project will be tabled until a later date to prioritize ongoing needed HVAC replacements at the Gridley and Chico properties
- **Landscape Upgrades** – Individual Water Meter replacement for Gridley Units (43-1A, 1B 04), in planning.

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

This Capital Fund is 19% obligated and 4% expended. Projects Planned:

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Water Heater Replacement Project**– Countywide, replace water heaters which have reached the end of their useful life, in planning
- **HVAC Replacements** –Replace select failing package HVAC units, in planning.
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, 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.

*August 12, 2022
HUD Public Housing Capital Fund Report
pg. 2*

- **Community Room Improvements**– Winston Gardens (43-10), Community Room accessibility and water distribution improvements, architecture for this project is underway.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units and the community room to be upgraded to full accessibility standards, architecture for this project is underway. The majority of Capital Fund 501-21 monies are anticipated to be obligated in support of this work.
- **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.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **Landscape Upgrades** – Landscape replacement, Gardella Apts, 43-14, in planning

Capital Fund 501-22, Funding Amount \$1,113,256.00

This Capital Fund is 19% obligated and 1% expended.

- HACB has been notified of the 501-22 Formula Grant Award.
- 2022-2026, Capital Fund 5 Year Action Plan has been approved by HUD, and received by HACB Board of Commissioners under Resolution 4862.
- Annual Contribution Contract Amendment for grant acceptance has been received from HUD and accepted by HACB Board of Commissioners by means of Resolution 4863.

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

This Capital Fund is 91% obligated and 29% expended

- **Carbon Monoxide Replacement** – Amp wide replacement of aging Carbon Monoxide detectors in all Public Housing units. Project replacements are underway.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 08-12-2022																
Capital Funds 501-19, 501-20 and 501-21																
			501-19 (Revision #1, 06-30-2021)				501-20				501-21				Totals	
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended
Line No.	Summary by Development Account															Balance
	Total Non-CGP Funds															
1	100	Reserved Budget	4,455.00	-											-	-
2	1406	Operations (25% Max)	28,811.00	28,811.00	7,996.97	7,996.97	90,000.00		90,000.00	90,000.00	27,875.00				146,686.00	97,996.97
3	1408	Management Improvements	2,000.00	2,000.00	1,883.79	1,883.79	2,000.00				5,000.00				9,000.00	1,883.79
4	1410	Administration (10% Max)	80,842.00	81,287.00	81,287.00	81,287.00	87,533.00		87,533.00	75,476.46	91,336.00		91,336.00		260,156.00	156,763.46
5	1480	Audit	2,000.00	2,000.00			2,000.00				2,000.00				6,000.00	-
7	1480	Fees and Costs	75,120.00	75,120.00	48,867.57	35,450.09	90,000.00				75,000.00		82,750.00	32,498.35	240,120.00	67,948.44
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	616,153.00	620,163.00	663,731.25	369,551.25	600,306.00		9,150.77	9,150.77	712,154.00				1,932,623.00	378,702.02
17	1480	Relocation Costs	3,500.00	3,500.00			3,500.00								7,000.00	-
16	1492	Move to Work Demonstration													-	-
18	1501	Moving To Work Demonstration													-	-
19	1503	Collator Exp/Debt Srvc													-	-
20	1504	RAD-CFP													-	-
21	9000	RAD Investment Activity													-	-
22	9001	Debt Reserves													-	-
23	9002	Bond Debt Obligation													-	-
24	9900	Post Audit Adjustment													-	-
			812,881.00	812,881.00	803,766.58	496,169.10	875,339.00	-	186,683.77	174,627.23	913,365.00	-	174,086.00	32,498.35	2,601,585.00	703,294.68
					99%	61%			21%	20%			19%	4%		1,898,290.32

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 8-12-2022	-	48,689.03	7,116.21	103,392.54	6,000.00	172,171.56	1,553,920.98	7,000.00	1,898,290.32	
	501-19 , 501-20, 501-21 Funding										
100	Reserved Budget	-								-	
1406	Operations		48,689.03							48,689.03	
1408	Management Improvements			7,116.21						7,116.21	
1411	Audit Cost Cap Fund					6,000.00				6,000.00	
1410	Administration				103,392.54					103,392.54	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						112,802.97			112,802.97	
1430	Fees and Costs: CAP Fund Environmental Review ECORP						9,116.94			9,116.94	Complete
1430	Fees and Costs: 43-13 Landscape Imp Shelton and Rhodes									-	UC
1430	Fees and Costs:43-10 Community Room and ADA Imp						50,251.65			50,251.65	
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 - 43-01,02 HVAC Repl							-		-	Complete
1470	Non-Dwelling Structures									-	
1475	Non-Dwelling Equipment									-	
1485	Demolition									-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment							1,553,920.98		1,553,920.98	
1495	Relocation Costs								7,000.00	7,000.00	
1502	Contingency									-	
										1,898,290.32	Total

MEMO

Date: August 12, 2022

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 August 1, 2022, there are a total of (80) occupied units. Additionally, there are (9) units that have been kept offline pending the next phase of rehab work, and (16) units have been deemed uninhabitable because of their age, condition, and relative high price (a function of the USDA's operational system); so consequently, there are (11) units available for occupancy. There are (2) applicants scheduled to move-in before the end of the month, Units 823 and 829 on Marie Court.

AWI staff has revamped their marketing efforts to attract more applicants by distributing flyers to local businesses and agencies, posting advertisements on Craig's List, and promoting a \$100.00 incentive to current residents to refer their family and friends. There are no "Intent to Vacate" notices or unlawful detainers at this time.

Maria Acevedo (Property Manager) and Lydia Garcia (Assistant Manager) continue to work on leasing up the remaining vacant units. AWI staff is in the process of hiring a new maintenance team, and is looking for qualified candidates to fill the full-time and part-time maintenance positions. AWI has pulled maintenance staff from their other properties to provide coverage at Gridley Farm Labor while the maintenance positions are filled.

On-site security reports no significant issues on the property at this time. Chavarria's Landscaping continues to serve the landscaping needs of the property. Bids for tree trimming, clearing of all canals, and playground improvements are in process. The HVAC system for the main office stopped working in the month of July, and was replaced on August 4th, 2022. Preventative cleaning of all mini-split filters was completed for all remodeled units during the last week of July.

AWI property management is working with USDA on the board approved budget submission and to request the two (2) tiered rent schedule for the rehab and non-rehab units. As you are aware, the rent structure is the same for a two (2) bedroom unit whether it is rehabbed or not. The rehabbed two bedrooms units are vastly different in terms of amenities and the overall newer condition, as compared to units not rehabbed. This change in rent structure would greatly enhance the properties cashflow.

Monthly food distribution was held on August 9, 2022 from 3-6 pm in the Community Room. The food was pre-packaged and distributed by Mi CASA staff, still wearing PPE. The NVCSS Promotores Dual Language Learning (DLL) program continues to operate out of the

Community Room; they're currently working with (8) families. Promotores staff is outreaching to all residents, and have even changed their program hours to earlier in the day in the hopes of increasing participation. AWI staff is partnering with the Butte County Health Department to provide Covid-19 test kits for all residents free of charge.

Mi C.A.S.A.'s Summer School classes have come to an end, and staff is preparing for their Fall Session of classes. Summer School lasted a total of (6) weeks ending in early August, 2022 before the start of the new school year. All of the students who attended the summer school classes were served breakfast, lunch, and a snack daily. Mi C.A.S.A. staff reported that 85% of eligible students living at Gridley Farm Labor housing attended their summer session of classes which is a significant increase from last year.

Additional funds are being sought to continue property building renovation. The USDA is not a factor at this time, offering no coherent path forward. 2022 rehab activity is forgone. State Joe Serna Jr. Farmworker Housing, MHP, and CDBGR program funds are being investigated as an alternative towards funding future renovations.

Renovation/demolition/historic preservation of the historically significant 1930's era wooden units is still under consideration.

The annual inspection of the Small Water System (Well #3) was conducted by Butte County Environmental Health the latter part of June 2022. There were "no findings" and just normal submission of updating plans for the Small Water System. The report highly recommends having an auxiliary power supply (backup generator) due to power outages in the Gridley area. At this time, we are investigating the costs for this recommendation. Monthly reporting to the California Water Board via the SAFER system is now required in monitoring the water system at GFLH for any issues regarding drought. AWI staff will be working closely with Lance Andes, GFLH water operator, to complete the necessary reports.

Exterior improvements to the four (4) commercial lease buildings, including the E Center and Mi CASA structures, which includes lead paint abatement, limited siding replacement and painting, is now substantially complete, only waiting installation of back-ordered windows, which have now been received. The E-Center building's roofing maintenance repairs have been completed, paid by a E-Center-secured grant. We are working on the commercial lease renewals for the E-Center and BCOE Migrant Education Program.



Un-rehabilitated Unit



Rehabilitated Unit

Gridley Farm Labor Housing July 2022

Separate Variance Report explaining budget differences and expenditures.

Updates:

As of the end of July:

- 80 occupied
- 9 units offline due to rehab
- 16 units deemed uninhabitable
- 11 units available for occupancy
 - 829 and 823 Marie Court are the next units in process and slotted for move-ins.

Currently there are no households with a notice to vacate.

One household with a past due balance; ERN-863 - \$2865.00, paying \$250.00 on top of current rent every month until past due is paid in full.

Bids for tree trimming, clearing of all canals, and playground work are in process. Once received they will be forwarded for approval.

The HVAC system for the main office at GFLH was replaced on August 4th.

With the help of Claudio and Ben of HABC the irrigation is back up and running– Thank you!

The Maintenance Tech position and Assistant Manager / Tech positions are vacant. We are currently advertising and looking for qualified candidates. Coverage is in place.

Monthly reporting to California Water boards via the SAFER system begin this month to monitor the system at Gridley for issues regarding drought. AWI staff is partnering with Lance (small water operator) to complete the necessary reporting.

The preventative cleaning of all mini splits was completed during the last week in July.

The quarterly purging of fire hydrants was completed.

Staff is looking forward to participating in Dia Del Campensino (Day of the Farmer) on October 2nd!



Gridley Farm Labor 645
For the Month Ended July 31, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 96,408.00	\$ 97,243.00	\$ (835.00)	\$ 972,377.00	\$ 972,430.00	\$ (53.00)
Vacancies	(17,539.00)	(19,283.50)	1,744.50	(187,434.00)	(192,835.00)	5,401.00
Manager's Unit	(835.00)	0.00	(835.00)	(3,340.00)	0.00	(3,340.00)
Total Tenant Rent	<u>\$ 78,034.00</u>	<u>\$ 77,959.50</u>	<u>\$ 74.50</u>	<u>\$ 781,603.00</u>	<u>\$ 779,595.00</u>	<u>\$ 2,008.00</u>
Other Project Income:						
Laundry Income	\$ (8.25)	\$ 216.67	\$ (224.92)	\$ 1,851.52	\$ 2,166.67	\$ (315.15)
Interest Income	1.32	16.67	(15.35)	19.91	166.67	(146.76)
Restricted Reserve Interest Incom	4.39	0.00	4.39	8.80	0.00	8.80
Other Tenant Income	242.00	200.00	42.00	1,024.50	2,000.00	(975.50)
Utility Allowance	(242.00)	0.00	(242.00)	(362.00)	0.00	(362.00)
Miscellaneous Income	0.00	0.00	0.00	1,143.50	0.00	1,143.50
Other Project Income	<u>\$ (2.54)</u>	<u>\$ 433.34</u>	<u>\$ (435.88)</u>	<u>\$ 3,686.23</u>	<u>\$ 4,333.34</u>	<u>\$ (647.11)</u>
Total Project Income	<u>\$ 78,031.46</u>	<u>\$ 78,392.84</u>	<u>\$ (361.38)</u>	<u>\$ 785,289.23</u>	<u>\$ 783,928.34</u>	<u>\$ 1,360.89</u>
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 21,186.97	\$ 20,331.26	\$ 855.71	\$ 204,819.41	\$ 203,312.51	\$ 1,506.90
Utilities (From Pg 2)	4,456.31	10,250.00	(5,793.69)	67,271.24	102,500.00	(35,228.76)
Administrative (From Pg 2)	24,490.80	11,304.50	13,186.30	167,807.15	113,045.00	54,762.15
Taxes & Insurance (From Pg 2)	13,763.00	13,763.00	0.00	153,259.74	137,630.00	15,629.74
Other Taxes & Insurance (Fr Page	20,885.09	6,169.67	14,715.42	34,390.76	61,696.67	(27,305.91)
Other Project Expenses	2,130.50	1,095.84	1,034.66	23,749.07	10,958.34	12,790.73
Total O&M Expenses	<u>\$ 86,912.67</u>	<u>\$ 62,914.27</u>	<u>\$ 23,998.40</u>	<u>\$ 651,297.37</u>	<u>\$ 629,142.52</u>	<u>\$ 22,154.85</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.58	\$.38	\$ 125,589.60	\$ 125,585.83	\$ 3.77
Transfer - Reserves	\$ 2,875.00	\$ 2,875.00	\$ 0.00	\$ 28,750.00	\$ 28,750.00	\$ 0.00
Total Mortgage & Owner's Exp.	<u>\$ 15,433.96</u>	<u>\$ 15,433.58</u>	<u>\$.38</u>	<u>\$ 154,339.60</u>	<u>\$ 154,335.83</u>	<u>\$ 3.77</u>
Total Project Expenses	<u>\$ 102,346.63</u>	<u>\$ 78,347.85</u>	<u>\$ 23,998.78</u>	<u>\$ 805,636.97</u>	<u>\$ 783,478.35</u>	<u>\$ 22,158.62</u>
Net Profit (Loss)	<u>\$ (24,315.17)</u>	<u>\$ 44.99</u>	<u>\$ (24,360.16)</u>	<u>\$ (20,347.74)</u>	<u>\$ 449.99</u>	<u>\$ (20,797.73)</u>
Other Cash Flow Items:						
Reserve Transfers	\$ (4.39)	\$ 0.00	\$ (4.39)	\$ (422,932.93)	\$ 0.00	\$ (422,932.93)
T & I Transfers	(13,764.32)	0.00	(13,764.32)	(59,248.35)	0.00	(59,248.35)
Other Cash Changes	0.00	0.00	0.00	(500.00)	0.00	(500.00)
Sec Dep Owner Held	525.00	0.00	525.00	(2,586.00)	0.00	(2,586.00)

Gridley Farm Labor 645
For the Month Ended July 31, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rent Annuity	\$ 40,853.00	\$ 0.00	\$ 40,853.00	\$ 386,181.00	\$ 0.00	\$ 386,181.00
Rent Subsidy	(40,853.00)	0.00	(40,853.00)	(386,181.00)	0.00	(386,181.00)
Authorized Reserve - Other	0.00	0.00	0.00	(3,774.87)	0.00	(3,774.87)
Tenant Receivables	8,841.00	0.00	8,841.00	(4,814.54)	0.00	(4,814.54)
Other Receivables	11,315.25	0.00	11,315.25	18,826.63	0.00	18,826.63
Rental Assistance	(2,054.00)	0.00	(2,054.00)	9,227.96	0.00	9,227.96
Accounts Payable - Trade	10,157.19	0.00	10,157.19	30,657.70	0.00	30,657.70
Accrued Property Taxes	2,117.50	0.00	2,117.50	21,175.00	0.00	21,175.00
Prepaid Rents	0.00	0.00	0.00	(6,112.49)	0.00	(6,112.49)
Partner's Equity	0.00	0.00	0.00	449,494.00	0.00	449,494.00
Total Other Cash Flow Items	\$ 17,133.23	\$ 0.00	\$ 17,133.23	\$ 29,412.11	\$ 0.00	\$ 29,412.11
Net Operating Cash Change	<u>\$ (7,181.94)</u>	<u>\$ 44.99</u>	<u>\$ (7,226.93)</u>	<u>\$ 9,064.37</u>	<u>\$ 449.99</u>	<u>\$ 8,614.38</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Account - FFB	\$ 0.00	\$ 9,064.37	\$ 9,064.37
Tax & Insurance - FFB	0.00	59,248.35	59,248.35
Reserve - FFB	0.00	54,983.93	54,983.93
Cash - Owner Held Reserves	0.00	396,699.00	396,699.00

Payables & Receivables:			
Accounts Payable - Trade	0.00	30,657.70	30,657.70
Rents Receivable - Current Tenants	1,786.97	6,601.51	4,814.54
Prepaid Rents	(6,112.49)	0.00	6,112.49

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
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Maintenance & Operating Expenses:

Maintenance Payroll	\$ 8,118.47	\$ 4,500.00	\$ 3,618.47	\$ 49,226.14	\$ 45,000.00	\$ 4,226.14
Janitorial/Cleaning Supplies	0.00	0.00	0.00	524.36	0.00	524.36
Plumbing Repairs	549.50	0.00	549.50	8,213.00	0.00	8,213.00
Painting & Decorating	63.25	0.00	63.25	2,223.19	0.00	2,223.19
Repairs & Maintenance - Supply	1,298.01	1,250.00	48.01	9,924.46	12,500.00	(2,575.54)
Repairs & Maintenance - Contract	70.53	1,166.67	(1,096.14)	22,517.49	11,666.67	10,850.82
Grounds Maintenance	7,592.00	8,000.00	(408.00)	80,144.46	80,000.00	144.46
Pest Control Service	245.00	1,000.00	(755.00)	245.00	10,000.00	(9,755.00)
Fire/Alarm Services	0.00	1,016.67	(1,016.67)	1,560.61	10,166.67	(8,606.06)
Security Service	1,547.00	0.00	1,547.00	13,681.48	0.00	13,681.48
Capital Improvements - Other	562.40	2,006.25	(1,443.85)	1,468.59	20,062.50	(18,593.91)
Capital Improvements - Flooring	0.00	0.00	0.00	7,685.00	0.00	7,685.00
Capital Improvements - Appliance	622.81	558.33	64.48	622.81	5,583.33	(4,960.52)

Gridley Farm Labor 645
For the Month Ended July 31, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - HVAC Repl	\$ 0.00	\$ 200.00	\$ (200.00)	\$ 3,634.57	\$ 2,000.00	\$ 1,634.57
Capital Improvements - Water Heat	0.00	216.67	(216.67)	2,052.78	2,166.67	(113.89)
Carpet Cleaning	0.00	0.00	0.00	285.00	0.00	285.00
HVAC Repairs	518.00	0.00	518.00	607.00	0.00	607.00
Cable Service	0.00	0.00	0.00	127.70	0.00	127.70
Tenant Services	0.00	416.67	(416.67)	75.77	4,166.67	(4,090.90)
Total Maint. & Operating Exp.	\$ 21,186.97	\$ 20,331.26	\$ 855.71	\$ 204,819.41	\$ 203,312.51	\$ 1,506.90
Utilities:						
Electricity	\$ 2,260.90	\$ 2,666.67	\$ (405.77)	\$ 17,859.59	\$ 26,666.67	\$ (8,807.08)
Water	0.00	2,916.67	(2,916.67)	391.58	29,166.67	(28,775.09)
Sewer	0.00	1,583.33	(1,583.33)	25,580.84	15,833.33	9,747.51
Heating Fuel/Other	83.53	583.33	(499.80)	4,240.37	5,833.33	(1,592.96)
Garbage & Trash Removal	2,111.88	2,500.00	(388.12)	19,198.86	25,000.00	(5,801.14)
Total Utilities	\$ 4,456.31	\$ 10,250.00	\$ (5,793.69)	\$ 67,271.24	\$ 102,500.00	\$ (35,228.76)
Administrative:						
Manager's Salary	\$ 7,967.05	\$ 8,166.67	\$ (199.62)	\$ 44,586.65	\$ 81,666.67	\$ (37,080.02)
Management Fees	6,160.00	0.00	6,160.00	61,987.00	0.00	61,987.00
Bad Debt Expense	10,026.00	416.67	9,609.33	57,856.00	4,166.67	53,689.33
Auditing	337.75	337.75	0.00	3,377.50	3,377.50	0.00
Bookkeeping Fees	0.00	875.00	(875.00)	0.00	8,750.00	(8,750.00)
Legal	0.00	208.33	(208.33)	0.00	2,083.33	(2,083.33)
Other Administrative Expenses	0.00	1,300.08	(1,300.08)	0.00	13,000.83	(13,000.83)
Total Administrative Expense	\$ 24,490.80	\$ 11,304.50	\$ 13,186.30	\$ 167,807.15	\$ 113,045.00	\$ 54,762.15
Taxes & Insurance Reserve For:						
Special Assessments	\$ 2,117.50	\$ 2,117.50	\$ 0.00	\$ 21,175.00	\$ 21,175.00	\$ 0.00
Property Insurance	2,934.25	2,934.25	0.00	29,342.50	29,342.50	0.00
Other Insurance	8,711.25	8,711.25	0.00	102,742.24	87,112.50	15,629.74
Total Taxes & Insurance Expense	\$ 13,763.00	\$ 13,763.00	\$ 0.00	\$ 153,259.74	\$ 137,630.00	\$ 15,629.74
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,652.76	\$ 1,128.42	\$ 524.34	\$ 9,841.09	\$ 11,284.17	\$ (1,443.08)
Sales Tax Expense	0.00	0.00	0.00	57.22	0.00	57.22
Other Taxes, Fees & Permits	18,067.05	0.00	18,067.05	19,375.18	0.00	19,375.18
Bond Premiums	528.00	0.00	528.00	528.00	0.00	528.00
Worker's Compensation Insurance	632.70	774.25	(141.55)	3,966.14	7,742.50	(3,776.36)
Personnel Medical Insurance	4.58	4,267.00	(4,262.42)	623.13	42,670.00	(42,046.87)
Total Other Taxes & Insurance	\$ 20,885.09	\$ 6,169.67	\$ 14,715.42	\$ 34,390.76	\$ 61,696.67	\$ (27,305.91)
Other Project Expenses						
Telephone & Answering Service	\$ 311.19	\$ 450.00	\$ (138.81)	\$ 2,464.09	\$ 4,500.00	\$ (2,035.91)

Gridley Farm Labor 645
For the Month Ended July 31, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Internet Service	\$ 0.00	\$ 0.00	\$ 0.00	\$ 682.60	\$ 0.00	\$ 682.60
Advertising	250.00	375.00	(125.00)	3,455.99	3,750.00	(294.01)
Office Supplies & Expense	322.94	166.67	156.27	8,182.51	1,666.67	6,515.84
Postage	186.94	0.00	186.94	694.56	0.00	694.56
Toner/Copier Expense	135.29	0.00	135.29	460.80	0.00	460.80
Office Furniture & Equipment Expe	0.00	0.00	0.00	1,113.23	0.00	1,113.23
Travel & Promotion	791.45	0.00	791.45	6,208.58	0.00	6,208.58
Training Expense	66.69	104.17	(37.48)	247.61	1,041.67	(794.06)
Credit Checking	66.00	0.00	66.00	164.50	0.00	164.50
Employee Meals	0.00	0.00	0.00	74.60	0.00	74.60
Total Other Project Expenses	<u>\$ 2,130.50</u>	<u>\$ 1,095.84</u>	<u>\$ 1,034.66</u>	<u>\$ 23,749.07</u>	<u>\$ 10,958.34</u>	<u>\$ 12,790.73</u>
Lease Up Expenses						
Total Lease Up Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.58	\$.38	\$ 125,589.60	\$ 125,585.83	\$ 3.77
Transfer - Reserves	\$ 2,875.00	\$ 2,875.00	\$ 0.00	\$ 28,750.00	\$ 28,750.00	\$ 0.00
Total Mortgage & Owner's Exp.	<u>\$ 15,433.96</u>	<u>\$ 15,433.58</u>	<u>\$.38</u>	<u>\$ 154,339.60</u>	<u>\$ 154,335.83</u>	<u>\$ 3.77</u>
Total Expenses	<u>\$ 102,346.63</u>	<u>\$ 78,347.85</u>	<u>\$ 23,998.78</u>	<u>\$ 805,636.97</u>	<u>\$ 783,478.35</u>	<u>\$ 22,158.62</u>
Authorized Reserve - Other	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 3,774.87</u>	<u>\$ 0.00</u>	<u>\$ 3,774.87</u>
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,774.87	\$ 0.00	\$ 3,774.87

MEMO

Date: August 12, 2022

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – HACB Other-Owned Properties

- Alamont Apartments, Chico (30 units, family)
- Cordillera Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (31 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)
- 1744 Laurel St, Chico (1 single family house)

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 (30 units, family, RSC) – As of the first of August there is one (1) vacancy. RSC's monthly

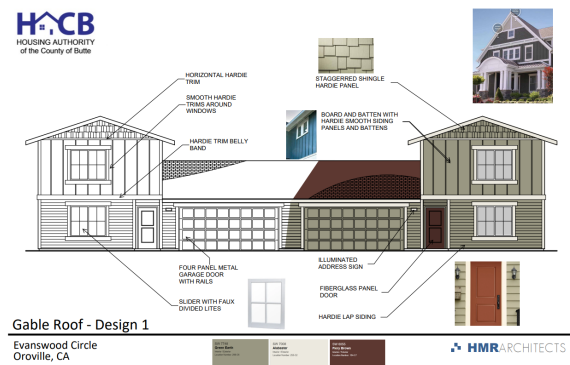
narrative reviews the delinquent rent and Unlawful Detainer regarding two units. YTD total income is ahead of budget, with lower than anticipated total expenses. Net Operating Income is \$24,000+ more than budget, at \$177,712.70. Modest capital improvement work continues to be completed, addressing 2020A bond-finance-identified needs, such as new water heaters, range hoods, ceiling fans, garbage disposals, and replacement of GFCI outlets. The property continues to perform consistently.

Cordillera/Cameo Apartments, Chico (20 units, family, RSC) - The property currently has one (1) vacancy, reserved for a Behavioral Health-sponsored tenant. Behavioral Health is seeking a qualified applicant. All rents were collected for the month, with the exception of one unit. YTD total income is up by \$2,457.31, with total expenses being lower than budget. Net Operating Income is almost \$24,500.00 over projection YTD, due to overall expenses and turnover expenses being much lower than anticipated.



Evanswood Estates Apartments, Oroville (31 units, family, RSC) – The property currently has zero (0) vacancy. Unpaid rents include two units, described in RSC’s monthly narrative. Exterior siding replacement work has been bid and awarded to contractor Experts in Your Home. Residents will be noticed and engaged regarding the improvement work, scheduled to begin in later part of October. The work is delayed because of supply-chain issues: the contractor anticipates procurement of the

new windows in 12-16 weeks. The work will be completed in 2022-23 using Series 2020A bond proceeds.





Gridley Springs II, Gridley (24 units, Family, Sackett) The property is 100% occupied; with no 30-day notices to vacate. Year to Date income is ahead of budget. With the total expenses continuing to be under budget; our Net Operating Income is \$32,069.80 above projection, at \$59,564.80. YTD. Annual tree trimming has been completed.

Kathy Court Apartments, Paradise (12 units, family, RSC) – the Building Permit Application has finally been approved. A funding application for 40% of Total Development Costs was being prepared by consultant Chris Westlake, helping HACB apply for Town of Paradise CDBG-Disaster Recovery funds. State of California HCD Multi-family Housing Program (MHP) funds will also be applied for. The consultant has been determined non-responsive. We are in the process of finding a new consultant to package the project. HACB received \$822,702.77 from the Fire Victim Trust in partial settlement of the claim made against PG&E. It is anticipated these funds will be contributed towards reconstruction. Property and Liability insurance remains problematic, with the industry unstable and policies exorbitant. We are continuing to search to secure property insurance.

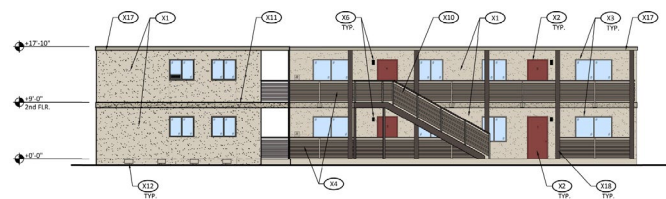


*Kathy Court Apartments
Rendering of front of Building*



Lincoln Apartments, Chico (18 units, family, RSC) – Lincoln Apartments has no vacancies as of the 1st of August. All rents were collected for the month with the exception of two units, where small balances are owed. YTD vacancy loss and increased total expenses has brought Net Operating Income lower than anticipated, by approximately \$1,000+. The installation of 2020A bond-funded Capital Improvements, including water heaters, a refrigerator, exhaust hoods and GFCI installation continue. HMR Architects has developed

plans for building upgrades, focusing on the exterior walkways, stairways, and railing assemblies, windows, and heating and cooling systems. Exterior painting will follow the walkway improvements. Walkway work and parking lot repair will occur in 2022-23. Building rehab plans are in process of permitting. Solicitation of bids will follow. Improvements are to be paid by means of the Series 2020A Bond proceeds.



*Lincoln Apartment, Chico
Proposed Exterior Improvements – Rails, Decks,
Stairways, and Paths of Travel*



Locust Apartments, Chico (10 units, family, RSC) - The property continues to be fully occupied. All rents were paid with the

exception of two units; one partial rent, and the other where an Unlawful Detainer action has been filed. Scheduled Capital Improvements continue with the replacement of water heaters, range hoods, and GFCI outlets, paid by means of Series 2020A Bond proceeds. With the property's continued low vacancy loss, the property is performing better than budget with Net Operating Income up \$11,000+ more than anticipated YTD.

Park Place Apartments, Oroville (40 units, senior, RSC) – The property is fully occupied as of the first of August. RSC's narrative covers the rent collection regarding three units. With low vacancy loss and increased income YTD, and less overall expenses than anticipated, the property performs consistently above budget. Bond-funded improvements include equipment replacements, gazebo replacement, Community Room renovation, and planning for property site paths of travel - all in process.





2131 Fogg Ave, Oroville (SFH, HACB) – The single-family house is occupied, with rent paid. The site’s development potential has been schematically explored, resulting in a proposed 18-unit single story development proposal, serving 16 1-bedroom households, and two 2-bedroom households. County CDBG-DR and other affordable housing funds are being sought to build out the property.

1744 Laurel St, Chico (SFH, HACB) – This single family 2-bedroom, 1 bath house is occupied. The rent is current for the month.





August 4, 2022

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

RE: July 2022 HACB Monthly Financial Package

Dear Mr. Mayer:

Below is a summary of the July 2022 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. 2021/2022 Performance Review
9. Capital Improvement Summary

1519 Locust Apartments

Monthly Highlights:

- **Occupancy** - 100% at the end of July.
- **Rent collection**
 - ✓ The tenant of unit #5 has not made a payment since November 2021 and is with the lawyer for eviction.
 - ✓ Unit #9 has a small July rent balance due.
 - ✓ All other tenants paid in full.

Mr. Ed Mayer, Executive Director
Chico, California

Alamont Apartments

Monthly Highlights

- **Occupancy** – 97% at the end of July.
- **Rent collection**
 - ✓ Unit #22 has been locked out effective July 20th. We are completing the turnover work and actively marketing the unit.
 - ✓ Unit #28 has made no rent payments since May and an unlawful detainer has been filed against them.
 - ✓ All other units paid in full.

Cordillera/Cameo Drive Apartments

Monthly Highlights:

- **Occupancy** – 96% as of the end of July. There was a move out on 6/10 in unit #49-3A which is a Behavioral Health unit. Moved the new tenant into this vacancy on August 1st.
- **Rent collection**
 - ✓ #49-1 received one HACB payment, but still has a past due balance for July.
 - ✓ All other tenants paid in full.

Evanswood Estates Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of July.
- **Rent Collection**
 - ✓ #40 made payments, but still has a small balance for July rent.
 - ✓ #69 has made payment arrangements to catch up their past due balance with RSC.
 - ✓ All other tenants paid in full.
- **Capital Improvements:** a dishwasher was installed in unit #8, a hood was installed in unit #17 and there was a garage door replacement for unit #36.

Evanswood #21, #25, and #33

Monthly Highlights:

- **Occupancy** – 100% at the end of July.
- **Rent Collection** – 100% of rent was collected.

Kathy Court Apartments

Monthly Highlights: None at this time.

Mr. Ed Mayer, Executive Director
Chico, California

Lincoln Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of July.
- **Rent Collection**
 - ✓ Unit #12 and #18 had small outstanding balances at the end of July.
 - ✓ All other tenants paid in full.

Park Place Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of July.
- **Rent Collection**
 - ✓ Unit #25 made a partial payment for July rent, still has a balance due.
 - ✓ Unit #18 made a partial payment in July, but still owes for June and July. He is now on Section 8, and they should be sending payments in August. He has also been approved for rental assistance for the full balance due through veteran's assistance.
 - ✓ Unit #38 made a partial payment in July, but still has an outstanding balance for July. He is now on Section 8 and should start getting payments in August.
 - ✓ All other tenants paid in full.
- **Capital Improvements:** there was an interior paint in unit #38 and there was a large cactus removed in the rear parking lot.

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 August 2022

Property Status:

1. GSI has 2 vacant unit with Zero notices to vacate
2. GSII is 100% occupied with Zero notices to vacate.
3. Annual Tree service for both properties was completed and looks great.
4. GSII finally received the covid payment for #16 and her account is now current.
5. GSI is still waiting for the remaining covid payments which are in process.

Sincerely,
Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
July 31, 2022

CASH SUMMARY - Operating Account	JULY		10 months YTD	
	2022	%%	2022	%%
Total Rent Revenue	16,198.00	100.00%	160,682.55	100.00%
Vacancies	0.00	0.00%	(1,118.00)	-0.70%
Net Rental Revenue	16,198.00	100.00%	159,564.55	99.30%
Other Income	12.98	0.08%	240.94	0.15%
Total Revenue	16,210.98	100.08%	159,805.49	99.45%
Expenses:				
Administrative Expenses	4,032.10	24.89%	30,537.58	19.00%
Utilities	2,245.24	13.86%	20,073.94	12.49%
Operating & Maintenance	4,035.04	24.91%	38,856.78	24.18%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	859.45	5.31%	10,772.39	6.70%
Total Expenses	11,171.83	63.66%	100,240.69	44.32%
Net Operating Income	5,039.15	38.77%	59,564.80	36.68%
Interest and Finance Expense	565.08	3.49%	5,590.80	3.48%
Replacement Costs	2,400.16	14.82%	2,400.16	1.49%
Net Cash Flow from Operations	2,073.91		51,573.84	
Plus (Minus)				
Interest Income	(12.98)		(71.42)	
Unpaid Rent Collected (Owed)	2,567.00		(544.60)	
Prepaid Rent Received (Absorbed)	0.00		(80.00)	
Prepaid Insurance Expense	(55.00)		(55.00)	
Security Deposits Received (Refunded)	0.00		132.00	
Accrued Interest (Payment)	545.08		5,450.80	
Net Cash Increase (Decrease)	5,118.01		56,405.62	
Beginning of Period Cash Balance	76,548.71		33,053.00	
Contributions (Distributions) to Owner	0.00		0.00	
Transfer from (to) Impound Account	(401.33)		(4,014.10)	
Transfer From (to) Replacement Reserves	(450.00)		(4,500.00)	
Transfer from (to) Security account	0.00		(129.13)	
Ending Cash Balance - Operating Account	\$80,815.39		\$80,815.39	
- Replacement Reserve			\$113,740.35	
- Tax and Insurance Impounds			\$51,191.40	
- Security Deposit Accounts			\$14,992.65	

	Current Month	UNIT STATUS	Current Month
TENANT RECEIVABLES			
Rent and Rent Related Receivables			
Balance at Beginning of Month	5,267.00	Total Units	24
Uncollected (Collected) During Month	(2,567.00)	Vacant units at beginning of month	0
Written off to Bad Debts	0.00	Plus Units vacated during month	0
Balance at End of Month	<u>\$2,700.00</u>	Less move ins and deposits to hold	0
		Vacant units at end of month	<u>0</u>

Balance Sheet
HACB GRIDLEY SPRINGS II
As of
July 31, 2022

***** ASSETS *****

Petty Cash	250.00	
Cash - Operating	80,815.39	
Cash - Replacement Reserve	113,740.35	
Cash - Impound Account	51,191.40	
Cash - Security Deposit Account	14,992.65	
Total Cash		260,989.79

ACCOUNTS RECEIVABLE

Tenant Rent Receivable	2,700.00	
Total Accounts Receivable		2,700.00

Prepaid Property Insurance

	0.00	
Total Prepaid Expenses		0.00

Total Current Assets		263,689.79
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CAPITAL IMPROVEMENTS

Land	55,276.00	
Building	497,483.59	
Improvements	421,449.94	
Accumulated Depreciation	(219,793.41)	
Total Fixed Assets		754,416.12
TOTAL ASSETS		1,018,105.91

***** LIABILITIES *****

Accrued Interest-SHRA	103,589.97	
Security Deposit Liability	14,991.00	
Prepaid Rent Revenue	17.00	
Total Current Liabilities		118,597.97

Note Payable	218,032.00	
Total Long Term Liabilities		218,032.00
Total Liabilities		336,629.97

***** OWNER'S EQUITY *****

Partner's Equity (CF Distributions)	684,336.63	
AGP Cash Flow Distributions	(56,413.00)	
Retained Earnings	(131,098.21)	
Owner Contributions/Distribution	133,076.68	
Current Year Net Income (Loss)	51,573.84	
Total Equity		681,475.94

Total Liabilities & Equity	1,018,105.91
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Income Statement
HACB GRIDLEY SPRINGS II
As of
July 31, 2022

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	15,246.00	16,020.00	(774.00)	151,300.55	160,200.00	(8,899.45)
Tenant Assistance Payments	952.00	0.00	952.00	9,382.00	0.00	9,382.00
Total Revenue	16,198.00	16,020.00	178.00	160,682.55	160,200.00	482.55
Apartment Vacancies	0.00	(320.00)	320.00	(1,118.00)	(3,204.00)	2,086.00
Total Vacancies	0.00	(320.00)	320.00	(1,118.00)	(3,204.00)	2,086.00
NET RENTAL REVENUE	16,198.00	15,700.00	498.00	159,564.55	156,996.00	2,568.55
Interest Income-Other Cash	12.14	3.00	9.14	67.27	30.00	37.27
Interest Income-Sec Deposits	0.84	0.00	0.84	4.15	0.00	4.15
Total Financial Revenue	12.98	3.00	9.98	71.42	30.00	41.42
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	1,125.00	(1,125.00)
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	0.00	90.00	(90.00)	169.52	900.00	(730.48)
Total Other Revenue	0.00	215.00	(215.00)	169.52	2,025.00	(1,855.48)
TOTAL REVENUE	16,210.98	15,918.00	292.98	159,805.49	159,051.00	754.49
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	15.00	(15.00)	0.00	150.00	(150.00)
Credit Reports	0.00	5.00	(5.00)	93.50	50.00	43.50
Uniforms	0.00	0.00	0.00	0.00	0.00	0.00
IT Support Services	128.00	128.00	0.00	1,280.00	1,280.00	0.00
Telephone/Answering Service	0.00	70.00	(70.00)	420.50	700.00	(279.50)
Consulting/Purchased Services	0.00	0.00	0.00	558.55	0.00	558.55
Postage and Mailing	0.00	0.00	0.00	53.88	0.00	53.88
Administrative Expense/Office Personnel	0.00	0.00	0.00	91.67	0.00	91.67
Office Supplies/Expenses	0.00	439.00	(439.00)	1,360.37	3,712.00	(2,351.63)
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)	10,305.00	10,800.00	(495.00)
Manager Salaries	1,584.10	1,342.00	242.10	14,851.24	13,628.00	1,223.24
Education/Registration fees	0.00	100.00	(100.00)	53.58	1,000.00	(946.42)
Legal Expense	1,285.00	63.00	1,222.00	1,285.00	624.00	661.00
Auditing Fees	0.00	0.00	0.00	0.00	4,000.00	(4,000.00)
Television/Cable Expense	0.00	0.00	0.00	120.00	0.00	120.00
Total Administrative Expenses	4,032.10	3,242.00	790.10	30,537.58	35,944.00	(5,406.42)
Utility Expenses						
Electricity	1,629.81	310.00	1,319.81	4,134.36	3,100.00	1,034.36
Water	0.00	500.00	(500.00)	2,775.26	5,000.00	(2,224.74)
Gas	56.70	50.00	6.70	572.12	500.00	72.12
Sewer	0.00	820.00	(820.00)	7,245.00	8,200.00	(955.00)
Garbage and Trash Removal	558.73	500.00	58.73	5,347.20	5,000.00	347.20
Total Utility Expenses	2,245.24	2,180.00	65.24	20,073.94	21,800.00	(1,726.06)
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	359.00	0.00	359.00
Cleaning Supplies	159.00	0.00	159.00	189.14	0.00	189.14
Exterminating Contract	0.00	0.00	0.00	839.65	0.00	839.65
Tree Service	0.00	0.00	0.00	0.00	0.00	0.00
Grounds Contract	1,135.44	0.00	1,135.44	9,135.44	0.00	9,135.44
Grounds Maintenance and Supplies	0.00	0.00	0.00	2,286.34	0.00	2,286.34
Maintenance Personnel	1,584.10	1,342.00	242.10	13,328.43	13,416.00	(87.57)
Repair Materials	776.80	1,667.00	(890.20)	9,253.44	16,666.00	(7,412.56)
Repair Contract/Vendor Labor	0.00	1,825.00	(1,825.00)	0.00	18,250.00	(18,250.00)
Electrical Repair and Supplies	0.00	0.00	0.00	734.00	0.00	734.00
HVAC Repair/Maintenance	0.00	1,667.00	(1,667.00)	1,427.51	16,666.00	(15,238.49)
Appliance Repair and Maintenance	146.14	0.00	146.14	681.13	0.00	681.13
Plumbing Repair and Supplies	233.56	0.00	233.56	351.42	0.00	351.42
Gas, Oil and Mileage	0.00	0.00	0.00	61.16	0.00	61.16
Fire Protection Equipment	0.00	0.00	0.00	210.12	0.00	210.12
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	4,035.04	6,501.00	(2,465.96)	38,856.78	64,998.00	(26,141.22)

Income Statement
HACB GRIDLEY SPRINGS II
As of
July 31, 2022

	***** 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	490.89	318.00	172.89	3,423.44	3,182.00	241.44
Property & Liability Insurance	0.00	150.00	(150.00)	0.00	1,500.00	(1,500.00)
Worker's Compensation	250.36	221.00	29.36	1,887.15	2,208.00	(320.85)
Health/Dental Insurance	118.20	193.00	(74.80)	2,210.58	1,924.00	286.58
Other Insurance	0.00	0.00	0.00	3,251.22	0.00	3,251.22
Total Taxes & Insurance Expenses	859.45	882.00	(22.55)	10,772.39	8,814.00	1,958.39
TOTAL EXPENSES	11,171.83	12,805.00	(1,633.17)	100,240.69	131,556.00	(31,315.31)
NET OPERATING INCOME (LOSS)	5,039.15	3,113.00	1,926.15	59,564.80	27,495.00	32,069.80
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	5,450.80	0.00	5,450.80
Bank Fees	20.00	0.00	20.00	140.00	0.00	140.00
Total Interest & Finance Expense	565.08	0.00	565.08	5,590.80	0.00	5,590.80
OPERATING PROFIT (LOSS)	4,474.07	3,113.00	1,361.07	53,974.00	27,495.00	26,479.00
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	0.00	0.00	0.00
Appliance Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture/Equipment Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Carpet/Flooring Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Plumbing Replacement	2,400.16	0.00	2,400.16	2,400.16	0.00	2,400.16
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	2,400.16	0.00	2,400.16	2,400.16	0.00	2,400.16
NET CASH FLOW FROM OPERATIONS	2,073.91	3,113.00	(1,039.09)	51,573.84	27,495.00	24,078.84

Date: 7/13/2022

MEMO

To: Board of Commissions

From: Angie Little, Section 8 Housing Manager

Subject: Family Self-Sufficiency (FSS) Program update for June 2022

Program Statistics for Period Ending	July 2022	July 2021
Number of participants as of last day of the month	35	42
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	0	1
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	3	0
Number of participants with annual income increases (YTD)	0	6
Number of participants with new employment (YTD)	0	3
Number of participants with escrow accounts	24	25
Number of participants currently escrowing	16	14
Amount disbursed from escrow account	\$0.00	\$13,304.49
Balance of Escrow Account	\$109,894.17	\$109,631.20

FSS FY 2022 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2022)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	35
Number of FSS participants identified as a person with disabilities	9
Number of FSS participants employed	19
Number of FSS participants in training programs	7
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	1
Number of FSS families moved to non-subsidized housing	1
Number of FSS families moved to home-ownership	1

HACB CoC Programs: A Report to the Board of Commissioners for the Month of July 2022

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	07/2022 Enrollment	07/2022 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/21 - 9/30/22	\$48,480.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	2	\$1,649.77	\$26,290.23
City of Chico - LGP	7/1/22 - 6/30/23	\$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	7/1/22 - 6/30/23	\$150,000.00	City of Chico	SSA	18	Low-income, under case management with self-sufficiency plan	Butte County	10	\$9,640.00	\$140,360.00
BHHAP/Security Deposit	7/1/22 - 6/30/23	\$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	7/1/22 - 6/30/23	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$642.00	\$23,649.00
Totals		\$235,197.00			40			14	\$11,931.77	\$202,725.23

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:08/12/2022

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

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
RESTRICTED VS. UN-RESTRICTED FUNDS ANALYSIS
March 31, 2021

	a	b	c	=a-b-c	
HACB - Primary Government					
	Total Cash + Current Assets	Restricted Cash	Current Liabilities, less debt	6/30/2022 Available Fund Balance	6/30/2021 Available Cash Balance
<u>Unrestricted HA Owned</u>					
2020A Bonds-new units	5,263	0	8,999	-3,736	0
Alamont Apts	494,951	0	278,474	216,476	122,113
Continuum of Care	65,504	0	19,439	46,065	9,016
Cordillera/Cameo	1,885,321	0	1,821,586	63,735	84,493
Demo Housing	611,005	0	765,851	-154,846	264,159
Evanswood Estates	751,363	0	613,142	138,220	129,665
General Fund	17,717,699	8,895,719	8,820,916	1,064	2,002,553
Kathy Ct Apts	5,694	0	0	5,694	4,580
Lincoln Apts	387,861	0	358,463	29,398	46,741
Locust St Apts	151,247	0	124,411	26,836	88,210
Park Place Apts (Oro)	577,122	85,172	415,537	76,414	152,284
Total Unrestricted HA Owned	22,653,029	8,980,891	13,226,819	445,320	2,903,814
<u>Restricted to Federal or State Program</u>					
HCD Gridley Springs II	1,240,656	65,779	936,390	238,487	76,799
HUD Public Housing	7,735,426	1,241,940	7,993,455	-1,499,968	110,384
USDA Farm Labor Housing	15,050,801	849,869	15,528,971	-1,328,039	112,238
HUD Section 8 HCV	2,795,370	1,185,415	2,825,953	-1,215,999	923,979
HUD FSS Program (S8)	115,830	0	11,876	103,954	103,978
Total Federal/State Programs	26,938,083	3,343,003	27,296,645	-3,701,565	1,327,377
TOTAL HACB PRIMARY GOV'T	49,591,112	12,323,894	40,523,464	-3,256,245	4,231,192

HACB - Component Units					
	Total Cash & Current A/R	Restricted Cash	Current Liabilities	6/30/2022 Available Fund Balance	6/30/2021 Available Cash Balance
<u>Restricted to Mission Stmt</u>					
BCAHDC General Fund	1,156,237	662	1,141,692	13,883	1,155,575
Banyard Management	483,641	254,893	524,782	-296,035	228,747

Note: Column a Asset formula updated to include prepaid expenses; mirrors HUD PHAS scoring denominator

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
QUARTERLY CASH AND INVESTMENT REPORT
June 30, 2022

INVESTMENT	MATURITY DATE	YIELD	COST	MARKET VALUE	NON-FEDERAL FUNDS	HUD PUBLIC HSG	HUD HCV SEC. 8	CA HCD RHCP-GSII	USDA-RD FARM LABOR
Umpqua - Operating Account		0.00	1,119,037	1,119,037	719,223				
Umpqua - Savings Account		VAR.	2,635,983	2,635,983	438,974	488,406	1,593,585		
Umpqua - Section 8 FSS Escrow		VAR.	54,172	54,172			54,172		
Umpqua - Sec. 125 Cafeteria Plan		0.00	31,868	31,868	10,471				
FNC - Money Market Funds		VAR.	53,369	53,369	2,668	14,943	35,757		
Mechanics Bank (Security Deposit dox location)		0.00	2,095	2,095	2,095				
Petty Cash Accounts		0.00	100	100	100				
Locust St balances @ RSC		0.00	33,855	33,855	33,855				
Park Place Apts @ RSC		0.00	3,736	3,736	3,736				
Lincoln Apts balances @ RSC		0.00	6,896	6,896	6,896				
Kathy Court balances @ RSC		0.00	3,845	3,845	3,845				
Alamont Apts balances @ RSC		0.00	51,791	51,791	51,791				
Evanswood balances @ RSC		0.00	99,261	99,261	99,261				
New Evanswood units balances @ RSC		0.00	22,111	22,111	22,111				
Gridley Springs II @ Sackett		0.00	255,859	255,859	255,859			213,637	
Cordillera Apts (Cameo Dr) balances @ RSC		0.00	43,262	43,262	43,262				
SUBTOTAL CASH ACCOUNTS			4,417,241	4,417,241	1,694,149	503,349	1,683,514	213,637	0
TCB FLH Operating Account		0.00	18,210	18,210					18,210
TCBFLH Construction Account		VAR.	198,901	198,901					198,901
TCBFLH Tax & Insurance		VAR.	2,695	2,695					2,695
TCB FLH Reserves Security Deposits		VAR.	364,145	364,145					364,145
TCBFLH Security Deposits		VAR.	46,133	46,133					46,133
TOTAL USDA-RD FARM LABOR			630,084	630,084	0	0	0	0	630,084
BNY Mellon - Debt Reserve - 2020A			5	5	5				
BNY Mellon - Bond Program Acct (Proceeds) - 2020A			7,848,824	7,848,824	7,848,824				
BNY Mellon - Bond Reserve (P&I) - 2020A			523,097	523,097	523,097				
TOTAL HACB BONDS			8,371,926	8,371,926	8,371,926	0	0	0	0
<i>Mizuho BK New York - -MATURED</i>	<i>11/3/2021</i>	<i>0.05</i>	<i>0</i>	<i>0</i>			<i>0</i>		
<i>SAFRA NATL BK New York - MATURED</i>	<i>2/3/2022</i>	<i>0.05</i>	<i>0</i>	<i>0</i>		<i>0</i>			
<i>NORTHPOINTE BK Grand Rapids MI - MATURED</i>	<i>2/4/2022</i>	<i>0.05</i>	<i>0</i>	<i>0</i>		<i>0</i>			
<i>BANK HAPOALIM New York - 2/3/21</i>	<i>5/2/2022</i>	<i>0.10</i>	<i>0</i>	<i>0</i>		<i>140,000</i>	<i>100,000</i>		
Morgan Stanley Bank - 5/12/22 - NEW	11/13/2023	2.27	150,000	148,295		150,000			
Greenstate Credit Union - 5/16/22 - NEW	5/16/2024	2.77	100,000	99,053			100,000		
Goldman SACHS BK NEW YORK - 5/6/2021 - NEW	6/3/2024	0.10	240,000	238,253		120,000	120,000		
Meridian Bank - 1/21/22 NEW	10/21/2022	0.20	100,000	99,503		50,000	50,000		
First FNDTN BK IRVINE - 5/6/2021 - NEW	11/14/2022	0.50	200,000	198,600		200,000			
Sandy Spring Bank - 2/18/22 - NEW	11/18/2022	0.55	240,000	238,618		240,000			
Austin Telco Fed CU - 2/16/22 - NEW	2/16/2023	0.70	240,000	237,456		240,000			
Hingham Instn Svgs - 01/31/22 - NEW	4/28/2023	0.40	100,000	98,146		50,000	50,000		
Comenity Capital Bank - 5/6/2021 - NEW	5/15/2023	0.20	200,000	198,571		200,000			

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
QUARTERLY CASH AND INVESTMENT REPORT
June 30, 2022

Lending Club Bank - 1/28/22 - NEW	7/28/2023	0.40	100,000	97,465		50,000	50,000		
TOTAL FNC CD'S			1,670,000	1,653,959	0	1,440,000	470,000	0	0
Self-Help Credit Union - CD DTD 2/10/20 (compounding)	2/10/2021	2.10	104,502	104,502	104,502				
TOTAL CD'S			1,774,502	1,464,295	104,502	1,440,000	470,000	0	0
PARS SECTION 115 TRUST		var	2,271,040	2,271,040	227,104	908,416	1,135,520		
TOTAL HOUSING AUTHORITY CASH & INVESTMENTS			17,464,792	17,154,585	10,397,680	2,851,765	3,289,034	213,637	630,084

INVESTMENT	MATURITY DATE	YIELD	COST	MARKET VALUE	
1200 Park Avenue, L.P.; 11/23/2004	11/23/2054	4.84	675,000	1,220,540	* interest compounds to principal June 1st annually
Chico Harvest Park, L.P.; 1/29/2013	1/28/2068	2.31	600,000	724,509	* interest compounds to principal May 1st annually
TOTAL for HACB Mortgages & Loans			1,275,000	1,945,049	

BCAHDC*	
BCAHDC Umpqua Operating Account	814,493
BCAHDC Umpqua Savings Account	341,082
TOTAL for BCAHDC	1,155,575

BANYARD MANAGEMENT	
Banyard - Umpqua General Savings	228,747
TOTAL for BANYARD MGT	228,747

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4871

ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES

WHEREAS, the Housing Authority of the County of Butte (HACB) administers the U.S. Department of Housing and Urban Development (HUD) Low Income Public Housing (LIPH) Program under Annual Contributions Contract; and

WHEREAS, the HACB owns, manages and maintains 345 LIPH units, and other non-regulated housing units; and

WHEREAS, each year the HACB reviews its Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges; and

WHEREAS, each year the HACB re-establishes its Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges to reflect current costs for accomplishment of work and provision of materials; and

WHEREAS, HACB staff has reviewed the Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges, effective October 1, 2022, and made recommendations for amendment; and

WHEREAS, the Board of Commissioners of the HACB has reviewed the changes recommended by HACB staff to the Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges and determined such charges are made in accordance with program regulation and in the best interest of the HACB;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt its Standard Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges, such schedule of charges to become effective October 1, 2022, such schedule to include recommended changes and amendments, such schedule attached to and made a part of this Resolution Number 4871.

Dated: August 18, 2022.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
Maintenance: (530) 895-4474 or (800) 564-2999

**STANDARD CHARGES TO RESIDENTS FOR
CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES**

(Approved by Board Resolution No.4871 August 18, 2022)

Effective October 1, 2022

NOTE: All labor between 7:30 a.m. and 4:30 p.m. Monday through Friday will be charged at the rate of \$61.89 per hour. All after hours' labor will be charged at the rate of \$81.65 per hour. Charges are for tenant caused damages, beyond normal wear and tear. Labor rates are based upon individual item replacement; the labor charge for multiple items replaced on a single work order may be lower, based on time expended.

The HACB will also contract the services of local businesses in regards to maintenance, apartment cleaning, carpet cleaning, and routine and non-routine repairs, to perform repair to various tenant caused damages beyond ordinary wear and tear. The maintenance charges will be based on the actual cost for labor and materials by the third party contractor, plus the time accrued by the HACB Maintenance Staff managing the contractor.

The charges listed are subject to change in cases where the actual costs to the HACB have been changed by the vendor.

BATHROOM Replacement of:

Complete toilet replacement	\$214.00 + 2 hrs labor or see invoice
Toilet tank lid	\$56.00+ .50 hr labor or see invoice
Toilet seat	\$37.50 + .75 hr labor
Toilet paper dispenser	\$4.00 + .50 hr labor
Toilet paper roller	\$2.00 + .50 hr labor
Towel bar 24" (bar & brackets)	\$12.00 + .75 hr labor
Towel bar only	\$3.00 + .50 hr labor
Medicine cabinet	\$64.00 + 1 hr labor or see invoice
Shower curtain rod	\$14.00 + .50 hr labor
Fixed Shower Head	\$8.00 + .50 hr labor
Hand Held Shower Head	\$28.00 + .75 hr labor
Slide Rail Shower System (ADA Units)	\$158.00 + 1 hr labor or see invoice
Rubber Tub/Sink Stoppers	\$4.00 + .50 hr labor
Pop-up Sink Stoppers	\$6.00 + .75 hr labor
Faucet Aerator	\$4.00 + .50 hr labor

KITCHEN Replacement of:

Bread board	\$30.00 + .25 hr labor
Refrigerator door gasket	see invoice + 2 hrs labor
Fresh food bin	see invoice + .50 hr labor
Crisper top	see invoice + .50 hr labor
Freezer door bar	see invoice + .50 hr labor
Freezer door end caps	see invoice + .50 hr labor
Fresh food door bar	see invoice + .50 hr labor
Fresh food end caps	see invoice + .50 hr labor
Stove hood filter	\$6.00 + .50 hr labor
Oven rack	see invoice + .50 hr labor
GFCI (Ground Fault Circuit Interrupters)	\$18.35 + labor
Sink Strainer Baskets (Lug or Rubber-bottom)	\$8.00 + .50 hr. labor
Faucet Aerator	\$4.00 + .50 hr labor

DOORS, WINDOWS AND SCREENS Replacement of:

Door – exterior (solid core)	see invoice + 2.5 hrs labor
Door – interior (hollow core)	\$79.00+ 2.5 hrs labor
Door – Screen Door	see invoice
Door – Screen Door Screen	see invoice
Door stop	\$1.00 each + .50 hr labor
Window glass	see invoice + 1 hr labor (board up window)
Window screen only	\$25.00 + .50 hr labor or see invoice
Window screen plus frame	\$40.00 + .50 hr labor or see invoice
Front door viewer	\$10.00 + .50 hr labor
Mini blind	see invoice + .50 hr labor per blind
Mini blind wands	\$4.00 + .50 hr labor

BEDROOM Replacement of:

NEW 13” CEILING LIGHT FIXTURES LED	\$46.00 + .50 hr labor
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GENERAL (Replacement of):

Smoke detectors	\$20.00 + .50 hr labor
Carbon Monoxide detectors	\$37.00 + .50 hr labor
Combination Smoke & Carbon Monoxide detector	\$52.00 + .50 hr labor
VCT floor tile	\$1.00 each + 1 hr labor (1–5 tiles)
Hallway light fixture glass (FLH-Gridley-Biggs) LED	see invoice + .50 hr labor
Hallway light fixture glass (Gardella) LED	see invoice + .50 hr labor
Jelly jar light fixture glass (porch light) LED	\$45.00 +.50 labor
Electrical, cable or receptacle plates	\$1.00 + .50 hr labor
Jelly jar light fixture glass (porch light) LED	\$45.00 +.50 labor

Light bulbs

Fluorescent 4’	\$4.00 + .25 hr labor (1-4 bulbs)
Compact fluorescent light – bi-pin	\$14.00 + .25 hr labor (1-4 bulbs)
Compact fluorescent light – twist	\$14.00 + .25 hr labor (1-4 bulbs)

LED light fixtures	see invoice
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Cooler vent cover	\$16.00 + .25 hr labor
Telephone jack	\$3.00 + .50 hr labor
Clothes line for backyard	\$47.00 + 1 hr labor

OTHER:

Cleaning, as required	# hrs x \$61.89 or see cleaning vendor invoice** **Cleaning Vendor cost varies according to: Unit Bedroom Size and Light, Medium, or Heavy Cleaning required upon move-out (\$199.00 up to \$550.00 per unit & up) *** plus dump fees & actual labor cost @ \$61.89 per hour.
Carpet cleaning:	
1 bedroom	see invoice (range \$100.00 - \$200.00)
2 bedroom	see invoice (range \$150.00- \$250.00)
Disinfecting	\$45.00
Stain Removal	see invoice
Repairs	see invoice
Pet Damage	see invoice

Carpet Replacement	Pro-rated useful life or see invoice
Interior Painting	Pro-rated useful life or see invoice
Interior Painting – Prep	# of hours x \$61.89
TV – Microwave disposal	\$25.00 each
Refrigerator disposal	\$35.00 each + # hours x \$61.89 + (see invoice)
Dump fees	see invoice
Appliance pickup	\$25.00 each
Sewage Line Clog – Resident Caused	# hours x \$61.89 or see invoice
Debris hauling	# hours x \$61.89 + (see invoice) dump fees
Lost keys (lost or broken)	\$17.00
Lock out (during work hours)	\$15.00
Lock out (after work hours)	\$40.00
Complete exterior lock replacement (include re-key)	\$45.00
Complete interior lock replacement	\$30.00
Keys (additional)	\$6.00
Re-key only (each lock)	\$20.00
Vehicle towing	see invoice
Mow & trim yard	# of hours x \$61.89 or see vendor invoice
Clean-up yard & disposal of items	# hours x \$61.89 or see vendor invoice
Damage due to smoking within unit	materials (see invoice) + # hours x \$61.89
Packing & storage of abandoned personal items	storage facility (see invoice) + # hours x \$61.89
after move-out	
Pests - general*	\$61.89 or see vendor invoice
Pests - bed bugs	varies \$250.00 - \$750.00 or see vendor invoice

*Residents whose housekeeping habits cause pest infestation may be charged at the contractor's or maintenance personnel labor cost for pest control services per treatment.

Items not identified above which could include, "Excessive cleaning and/or replacement of carpets, linoleum, tile, windows, appliances or repair of damage beyond normal wear and tear will be done at cost per receipt from our service vendor companies or maintenance personnel".

Other Misc Charges

Any City or County fines incurred by the HACB on a tenant's behalf for failure to comply with City or County ordinances shall be assessed directly to the tenant whose failure to comply is the basis for the fine.

Fees related to the Unlawful Detainer Process, (eviction) brought by the HACB against residents are charged and payable as follows:

Filing Fee for Summons and Complaint	Actual Cost
Attorney's Fees	Actual Cost
Process Service Fees for service of Summons & Complaint	Actual Cost
Sheriff Fees for service of execution for eviction	Actual Cost
Sheriff Fees for actual eviction	Actual Cost

Late Charges for unpaid rent will be \$25.00 if not paid by the 5th of each month.

Non-Sufficient Funds charge for returned checks will be \$25.00.



IRS increases mileage rate for remainder of 2022

IR-2022-124, June 9, 2022

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rate for the final 6 months of 2022. Taxpayers may use the optional standard mileage rates to calculate the deductible costs of operating an automobile for business and certain other purposes.

For the final 6 months of 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from the rate effective at the start of the year. The new rate for deductible medical or moving expenses (available for active-duty members of the military) will be 22 cents for the remainder of 2022, up 4 cents from the rate effective at the start of 2022. These new rates become effective July 1, 2022. The IRS provided legal guidance on the new rates in [Announcement 2022-13](#) [PDF](#), issued today.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2022. The IRS normally updates the mileage rates once a year in the fall for the next calendar year. For travel from Jan. 1 through June 30, 2022, taxpayers should use the rates set forth in [Notice 2022-03](#) [PDF](#).

"The IRS is adjusting the standard mileage rates to better reflect the recent increase in fuel prices," said IRS Commissioner Chuck Rettig. "We are aware a number of unusual factors have come into play involving fuel costs, and we are taking this special step to help taxpayers, businesses and others who use this rate."

While fuel costs are a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

The 14 cents per mile rate for charitable organizations remains unchanged as it is set by statute.

Midyear increases in the optional mileage rates are rare, the last time the IRS made such an increase was in 2011.

Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/2022	Rates 7/1 through 12/31/2022
Business	58.5	62.5
Medical/Moving	18	22
Charitable	14	14

August 12, 2022

MEMORANDUM

To: HACB Board of Commissioners

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

Subject: Agenda Item 5.1
2022-23 Section 8 Administrative Plan (AP) - Significant Amendment
Family Unification (FUP) / Transitional Age Youth (TAY) Section 8 Housing
Choice Voucher Admissions Preference

HACB staff recommends the making of a Significant Amendment to its adopted and HUD-approved Section 8 Administrative Plan (AP).

The proposal includes the eventual entering into of a Memorandum of Understanding (MOU) with the County of Butte Department of Employment and Social Services (DESS), for Section 8 voucher use supporting youth served by DESS. The proposed program, entitled Family Unification (FUP) and Transitional Age Youth (TAY) Housing Voucher program, would be made effective November 1, 2022. The program would help fill an important housing gap, in providing housing opportunity to youth re-unifying with their families, and to youth aging out of the foster care system. Both of these activities have long been an objective of the HACB, DESS, and the Butte County Homeless Continuum of Care (CoC).

To implement this program, HACB needs to amend its Section 8 Housing Choice Voucher Program Administrative Plan (AP), specifically, changing the AP's Admissions Preferences, found in Chapter 4. The FUP/TAY admissions preference, as outlined in red on the attached, is set up similar to HACB's Homeless and Moving Up admissions preferences already in effect.

Essentially, the HACB would "set aside" ten (10) Section 8 Housing Choice Vouchers for those served. Vouchers would only be issued to households that have been referred by DESS, and who receive DESS services, which would be ongoing. Implementation of a successful FUP/TAY program may enable the HACB to apply for future HUD FUP and/or TAY voucher funding, expanding HACB's voucher program.

As this change is characterized as a “significant amendment” to the HUD-regulated Section 8 Administrative Plan, the proposed changes require the following action process to adopt and implement:

DATE	REQUIRED ACTION
08/11/2022	Resident Advisory Board meeting held
<i>08/18/2022</i>	<i>Draft approval by HACB Board – Accept and File</i>
	Required 45-day Review Period - Document available for public comment.
<i>10/20/2022</i>	<i>Meeting open for public comment. Final AP amendment approval by HACB Board, adoption of County DESS MOU</i>
11/1/2022	Effective date of revised Admin Plan, program start

Recommendation: Receive draft amendment to Section 8 Admin Plan, authorize publication of Public Notice for public review and comment (minimum 45 days required), and schedule Public Hearing for receipt of comment and final adoption of AP documents on October 20, 2022.



**HOUSING AUTHORITY
of the County of Butte**

2022

ADMINISTRATIVE PLAN

FOR THE

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Revision: 08/11/2022

Effective Date: 11/01/2022



Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the Administrative Plan and the Annual Plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list and must these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application

process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

HACB Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the HACB may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within sixty (60) days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least sixty (60) days from the date of application. Under the two-step application process, the HACB initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

When HACB provides public notice that it is accepting applications for housing assistance, the application will be available on-line, at any time of day or night. The applicant may complete the application from any computer with internet access (e.g., home, public library, community-based organization, etc.). If the applicant requires assistance with completing the application, resources for assistance will be listed in waiting list opening announcements. Completed applications must be submitted to HACB in the method explained in waiting list opening announcements. Applications must be complete in order to be accepted by HACB for processing.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA's application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Eligible for Placement on the Waiting List

HACB Policy

Since placement on the waiting list does not require an interview and the information contained in the lottery entry form does not require verification, a set number of applications will be selected, ordered, and placed in the waiting list using a computer-generated random lottery system.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;

- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

HACB Policy

The HACB will maintain a single waiting list for the HCV program combining Butte and Glenn County jurisdictions.

HACB Policy

The HACB allows the following Local Preferences for the HCV waiting list for Butte County jurisdiction:

Limited Homeless Preference (PIH 2013-15)

The HACB limits the number of families that qualify for a homeless preference to sixty-five (65) families. Families must be under case management of a Butte Countywide Continuum of Care or Dos Rios Continuum of Care (Glenn County) organization. Homeless verification will be provided by the organization providing the case management. Once the HACB is serving sixty-five (65) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened for applicants that qualify for that preference or if kept open, as determined in accordance with prioritization established by the Coordinated Entry system. The family must be referred to the HACB by a homeless service provider through Coordinated Entry based on their VI-SPDAT score.

Limited Moving Up Preference (PIH 2013-15)

The HACB limits the number of families that qualify for the moving up preference to ten (10) families. Families must be transitioning from a Permanent Supportive Housing (PHS) unit and are under case management of a Butte Countywide Continuum of Care organization. These are persons that were previously homeless prior to entry into the PSH program and who no longer need that level of supportive services. Once the HACB is serving ten (10) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened only or if kept open, for those who qualify for the preference as determined by submitted verification by a Butte Countywide Continuum of Care or Dos Rios Continuum of Care (Glenn County) partnering agency. The family must be referred to the HACB by service provider through the Butte Countywide Continuum of Care or Dos Rios Continuum of Care (Glenn County).

Government Displacement

This preference is subject to approval of the Executive Director. The HACB Board must be notified within a reasonable time that preference has been approved. Local individuals or families displaced by government action (i.e., required to move by any level of government: federal, state or local). These include, but are not limited, to:

- Persons displaced as the result of a government-declared natural disaster
- Persons displaced as the result of governmental action.
- Victims under VAWA Reauthorization Act of 2013
- Victims under witness protection programs

These preferences are available even when the wait list is closed to other applicants.

Applicants who have vacated housing as a result of:

- a. Natural disaster that has been so declared by a local, state, or federal government entity (fire, flood, earthquake, etc.).
- b. Federal, State or local government action related to code enforcement, public improvement or development.
- c. Victims of domestic violence, dating violence, sexual assault, or stalking who either:
 1. Have vacated due to actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member, or
 2. Live in housing with an individual who engages in such violence. Such "actual" or "threatened" violence must have occurred recently or be of a continuing nature. An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.
 3. As a result of an emergency transfer from another PHA or HUD covered housing program in accordance with VAWA policy.
- d. Victims under witness protection programs: Applicant, or member of applicant family, has been advised by a law enforcement agency to relocate to minimize risk of violence against family members as a result of providing information on criminal activities to a law enforcement agency. Proper safeguards will be provided by the PHA to conceal the identity of families requiring protection against such reprisal. Verification to be provided by Law Enforcement Agency.

Public Housing Transfers

Preference will be given to existing Public Housing residents residing in HACB's Public Housing units who are in need of a reasonable accommodation, or PHA required or emergency transfer. The Waiting list will remain open in this preference category. To be eligible for this preference, written verification from the Executive Director that the tenant meets the following criteria:

- There are no suitable and available PH units for a transfer within a reasonable period of time.
- The family has lived in the PH unit for at least one year.
- The family is current in rent and lease compliant.

Limited Family Unification Program and Transitional Age Youth Preference

~~A preference for admission to select families participating in the County Child Welfare Agency's Family Unification Program (FUP).~~ The HACB limits the number of families that qualify for a Family Unification Program (FUP) or the Transitional Age Youth (TAY) preference to ten (10) families. Families must be receiving services through the Children's Services Division (CSD). Once the HACB is serving ten (10) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened for applicants that qualify for that preference or if kept open, as determined in accordance with prioritization established by the Butte County CSD. The family must be referred to the HACB by the Butte County CSD.

Voucher Utilization/Lease In-Place

In the event the HACB Section 8 HCV leasing rate falls below 97%, preference will be given to families on the waiting list who are willing and able to lease in place. HACB will continue to use the lease-in place preference until the calendar year lease-up rate is projected to be at 97% lease-up.

All applicants are required to provide verification of eligibility for the Local Government Displacement Preference claimed on their Initial Application and/or Application Updates. Preferences will not be given unless proper verification is submitted as required.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

HACB Policy

The HACB will not merge the HCV waiting list with the waiting list for any other program the HACB operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications from or to

reopen the waiting list to certain categories of families that meet particular preferences or funding criteria.

HACB Policy

The open period shall be long enough to achieve a waiting list adequate to cover projected HCV turnover, limited preference turnover and any new allocations for the twelve (12) months. The waiting list or accepting of lottery applications may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights law.

In the event there are enough lottery entries to fill anticipated openings for the twelve (12) months, the accepting of lottery entries and/or the waiting list may be closed. The waiting list may be kept open for applicants that qualify for a particular preference or funding criteria while closing it for all other applicants. The HACB will give at least five (5) business days' notice prior to closing the lottery application process. **Not all applicants will be placed on the waiting list.** Depending on projected voucher turnover for the calendar year, only a set number of applications will be selected for placement on the waiting list. Applicants may go online using confirmation number see if they have been placed on the list. Those without computer access can call HACB. Set number of applications will be selected and ordered using a computer-generated random lottery system.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received. The PHA may elect to only reopen the waiting list to certain categories of families that meet particular preferences or funding criteria.

HACB Policy

The HACB will utilize the following procedures for opening the Waiting List. When the HACB opens the Waiting List, the HACB will advertise through public notice on the Housing Authority's website, (www.butte-housing.com) newspapers (Chico Enterprise Record/Oroville Mercury Register/Paradise Post, Gridley Herald, Appeal Democrat – Glenn County) if applicable, minority publications and media entities. The HACB will also notify:

- Disability Action Center
- Legal Services of Northern California
- Butte County Department of Employment & Social Services
- Butte County Department of Behavioral Health
- Community Action Agency
- CDI Headstart
- Northern Valley Catholic Social Services
- True North Housing (Torres Shelter)
- Catalyst Domestic Violence Services Sabbath House
- Healthy Mother's Program
- Youth for Change (Paradise Ridge and Oroville Family Resource Centers)

The notice will contain:

- The dates, times, and the locations where families may apply.
- The name of the program(s) for which applications will be taken.
- Limitations, if any on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicant with information that includes the HACB address and telephone application and the eligibility requirements.

During the application process a person(s) with a disability may submit an application by means of an alternate method upon request as an accommodation.

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low-income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

HACB Policy

The HACB will monitor the characteristics of the population being served and the characteristics of the population as a whole in the HACB's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

HACB Policy

While the family is on the waiting list, the family must immediately inform the HACB of changes in contact information, including current residence, mailing address, and phone number as well as any changes in income and family composition. The changes must be submitted in writing within fourteen (14) calendar days of the change.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Maintaining the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

HACB Policy

The waiting list will be updated or purged as needed to ensure that all applicants and applicant information is current and timely.

To update or purge the waiting list, the HACB will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in the program. This update request will be sent to the last address that the HACB has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by the HACB not later than 14 calendar days from the date of the HACB letter.

If the family fails to respond within fourteen (14) calendar days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have fourteen (14) calendar days to respond from the date the letter was re-sent.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the HACB determines there were circumstances beyond the person's control. The following exceptions, if determined to exist, will be acceptable to warrant reinstatement:

1. Death in Family
2. Medical Emergency

3. Natural Disaster
4. Reasonable Accommodation
5. Verified error by US Post Office

Removal from the Waiting List

HACB Policy

If at any time an applicant family is on the waiting list, the HACB determines that the family is not eligible for assistance (see Chapter 3); the family will be removed from the waiting list.

If a family is removed from the waiting list because the HACB has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the HACB's decision (see Chapter 16) [24 CFR 982.201(f)].

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As Vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

HACB Policy

The HACB operates the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program. The HACB does not maintain a Waiting List or apply local preferences for this program. The Department of Veteran Affairs refers eligible families to HACB for the issuance of a HUD-VASH Voucher.

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HACB Policy

The HACB will use the following preferences to rank applicants on the waiting list:

Local Preference – Government Displacement (10 points)

Local individuals or families displaced by government action (i.e., required to move by any level of government: federal, state or local). Priority shall be given to families of veterans and servicemen.

Local Preference - Public Housing Transfers (10 points)

Preference will be given to existing Public Housing residents residing in HACB's Public Housing units who are in need of a reasonable accommodation, or PHA required or emergency transfer. The Waiting list will remain open in this preference category. To be eligible for this preference, written verification from the Executive Director that the tenant meets the following criteria:

- There are no suitable and available PH units for a transfer within a reasonable period of time.
- The family has lived in the PH unit for at least one year.
- The family is current in rent and lease compliant.

Local Preference – Limited Homeless Preference (8 points)

The HACB limits the number of families that qualify for a homeless preference sixty-five (65) families. Families must be under case management of a Butte Countywide Continuum

of Care or Dos Rios Continuum of Care (Glenn County) organization. Homeless verification will be provided by the organization providing the case management. Once the HACB is serving sixty-five (65) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened for applicants that qualify for that preference or if kept open, as determined in accordance with prioritization established by the Coordinated Entry system. The family must be referred to the HACB by a homeless service provider through the Coordinated Entry based on their VI-SPDAT score.

Local Preference – Moving Up Preference (8 points)

The HACB limits the number of families that qualify for the moving up preference to ten (10) families. Families must be transitioning from a Permanent Supportive Housing (PSH) unit and are under case management of a Butte Countywide Continuum of Care or Dos Rios Continuum of Care (Glenn County) organization. These are persons that were previously homeless prior to entry into the PSH program and who no longer need that level of supportive services. Once the HACB is serving ten (10) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened only or if kept open, for those who qualify for the preference as determined by submitted verification by a Butte Countywide Continuum of Care or Dos Rios Continuum of Care (Glenn County) partnering agency. The family must be referred to the HACB by service provider through the Butte Countywide Continuum of Care or Dos Rios Continuum of Care (Glenn County).

Local Preference – Voucher Utilization/Lease In-Place (3 points)

In the event the HACB Section 8 HCV leasing rate falls below 97%, preference will be given to families on the waiting list who are willing and able to lease in place. Families who are considered to be living in-place are those who reside in a unit where the landlord will accept the S8 HCV program. They must have resided in unit for the past three months and must remain in unit for a period of no less than one year after assistance starts. The unit must meet all other program requirements in order to qualify for the In-Place preference. Priority shall be given to families of veterans and servicemen.

Local Preference – Family Unification Program and Transitional Age Youth (1 point)

A preference for admission to select families participating in the County Child Welfare Agency's Family Unification Program (FUP) or qualify as Transitional Age Youth (TAY), the number of admissions is limited to the program size set forth in the Memorandum of Understanding (MOU) between the Butte County Department of Employment and Social Services and the HACB, such admissions to be made on a first come, first serve basis. The Family Unification Program (FUP) is a program under which vouchers are provided to families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care; or the delay in the discharge of the child, or children, to the family from out-of-home care. The Transitional

Age Youth Program (TAY) is a program under which vouchers are provided to youths at least eighteen (18) years old and not more than twenty-one (21) years old (have not reached 22nd birthday) who left foster care at age sixteen (16) or older and who do not have adequate housing. ~~are also eligible to receive housing assistance under the FUP. A FUP voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of eighteen (18) months. FUP and TAY admissions to be made without regard to the open or closed status of the waiting list.~~ Priority shall be given to families of veterans and servicemen and to households displaced by public action. The number of households admitted under the FUP and TAY preference shall be determined by the Board of Commissioner's policy and identified in the MOU.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least seventy-five percent (75%) of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or thirty percent (30%) of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

HACB Policy

The HACB will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application, or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

HACB Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the HACB's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected in order based on the original rank awarded by process of lottery. Documentation will be maintained by the HACB as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the HACB does not have to ask higher placed families each time targeted selections are made.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

HACB Policy

The HACB will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

- Who is required to attend the interview

- All documents that must be provided at the interview including information about what constitutes acceptable documentation

If a notification letter is returned to the HACB with no forwarding address, the family will be removed from the waiting list. A notice of denial will be issued in accordance with policies contained in Chapter 3 to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

HACB Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household must attend, and the spouse/co-head will be strongly encouraged to attend the interview together. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the HACB.

Pending disclosure and documentation of social security numbers, the HACB will allow the family to retain its place on the waiting list for ninety (90) days. If all household members have not disclosed their SSNs by the next time of HACB next issuance of vouchers, the HACB will issue a voucher to the next eligible applicant family on the waiting list.

If a child under age 6 has been added to an applicant family within 6 months prior to voucher issuance, an otherwise eligible family may be admitted to the program and must disclose and document the child's SSN within 90 days of the effective date of the initial

HAP contract. A 90-day extension will be provided for circumstances that could not reasonably have been foreseen and were outside of the control of the applicant. [PIH 2016-05]

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the HACB will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within fourteen (14) calendar days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the HACB will provide translation services in accordance with the HACB's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the HACB in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the HACB will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without HACB approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

HACB Policy

If the HACB determines that the family is ineligible, the HACB will send written notification of the ineligibility determination within fourteen (14) calendar days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The HACB will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the HACB determines that the family is eligible to receive assistance, the HACB will invite the family to attend a briefing in accordance with the policies in Chapter 5.

Housing Authority of the County of Butte (HACB)/Butte County Affordable Housing Development				Housing Authority Vouchers	Close	Delivery
TPC-AMG/BCAHDC	City	Units	Serves			
Sunrise Village Apts.	Gridley	37	Seniors	36	03/24/2022	Spring 2023
Riverbend Apts. Phase 1	Oroville	72	Family		06/07/2021	Fall 2022
Riverbend Apts. Phase 2	Oroville	48	Family		04/01/2022	Spring 2023
Liberty Bell Apts.	Orland	32	Seniors	31	06/07-2022	Spring 2023
Woodward Apts.	Orland	36	Family	25	05/24/2022	Spring 2023
Mitchell Ave Apts Phase I	Oroville	36	Seniors		05/11/2021	Leasing
Mitchell Ave Apts Phase II	Oroville	35	Seniors		03/22/2022	Winter 2023
Ford Oaks Apts	Gridley	36	Family		05/27/2021	Leasing
Deer Creek Apts Phase I	Chico	156	Family		12/30/2021	Summer 2023
Deer Creek Apts Phase II	Chico	48	Family		03/17/2022	Summer 2023
Prospect View	Oroville	40	Singles PSH	39	04/26/2022	Spring 2023
Prospect View II	Oroville	28	Singles/PSH			
Orchard View Apts Phase I	Gridley	48	Family		Nov 2022	Fall 2023
Orchard View Apts Phase II	Gridley		Family			
Orchard View Apts Phase III	Gridley		Family			
Oleander Community Housing Apts	Chico	38	Singles/PSH	37	Nov 2023	Spring 2025
TPC-Koss/BCAHDC						
Eaglepointe Apts	Paradise	43	Families			
CCHC/BCAHDC						
North Creek Crossing Apts., Phase I	Chico	106	Family	26	06/17/2021	Spring 2023
North Creek Crossing Apts., Phase II	Chico	54	Family	13	03/17/2022	Dec 2023
Bar Triangle	Chico	70	Family	25		Summer 2024
The Richman Group						
Lincoln Street Family Apts	Oroville	61	Family	25		
Lincoln Street Senior Apts	Oroville	65	Seniors	25		
Jamboree/BCAHDC						
Park Avenue Apts.	Chico	59	Singles/PSH	43	10/05/2021	Spring 2023
HACB						
Kathy Court Apts - rebuild	Paradise	12	Family	4		Spring 2024
Fogg Ave Apts	Oroville	16	Singles	6		Fall 2024

HACB/BCAHDC Summary:

1,176	total units	335	Vouchers
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465 9% Disaster Credit units - Round I

208 9% Disaster Credit units - Round 2

OTHER - Non-profit Development:

CHIP						
Creekside Place Apts	Chico	101	Seniors/PSH	100	05/05/2021	Leasing
Paradise Community Village - rebuild	Paradise	36	Family			Leased
Lakeridge Circle Apts	Paradise	63	Family	25		
Rural Communities Housing Development Corporation						
Glenn County NPLH	Willows	32	Singles/PSH	31		Fall 2023
North Valley Housing Trust						
Base Camp II	Oroville	18	Singles/PSH			Fall 2023
Veterans Housing Development Corp						
City Corporation Yard, Phase I	Oroville	60	HUD-VASH			Fall 2023
City Corporation Yard, Phase II	Oroville	40	Veterans			?
Cristian Church Homes						
Humboldt Apts	Chico	80	Senior	25		Fall 2023
Mercy Housing						
Cypress Family Apts	Paradise	70	Families	25		Fall 2023
Cypress Senior Apts	Paradise	70	Seniors	25		?

OTHER - For-profit Development:

CRP Affordable						
Senator Conness Apartments	Chico	162	Family		Dec 2021	Fall 2023
Danco Group						
Cussick Apartments	Chico	76	Family		Dec 2021	Fall 2023
Domus - Newport Partners						
Lava Ridge Apts, 2796 Native Oaks Dr.	Chico	98	Family			Spring 2023
Tonea Way Apts, 184 Tonea Way	Chico	104	Seniors			Fall 2023
Oak Park Apts., 2805 Cohasset	Chico	76	Family			Leasng
Oak Park Apts., 2805 Cohasset	Chico	60	Seniors			
K2 Development						
B20 Senior Apts, 1993 Bruce Rd	Chico	60	Senior + Retail		Aug 2021	Spring 2023
Olive Ranch Apts. I, Table Mtn & Grand	Oroville	81	Family		Feb 2021	Leasing
Olive Ranch Apts. II	Oroville	80	Family		Aug 2021	Spring 2023
Ovive Ranch Apts. III	Oroville	51	Seniors		Apr 2022	Fall 2023
Table Mountain Apts I, 122 Mono Ave	Oroville	47	Family		Mar 2022	Spring 2024
Table Mountain Apts II, 122 Mono Ave	Oroville	48	Family		Mar 2023	Fall 2024
Moe West - Impact						
Paradise Gardens III - rebuild	Paradise	48	Senior		Feb 2022	May 2023
Willow Partners						
Sierra Heights Apts II	Oroville	48	Senior			Leasing
Oroville Heights Apts II	Oroville	40	Family			Leasing

OTHER Summary: 1,649 231 Vouchers

Pipeline Projects: 2,825 Total units 566 Total Vouchers

1,135 9% Disaster LIHTC units - Round I

512 9% Disaster LIHTC's - Round II

Legend:

CCHC - Central California Housing Corporation, Clovis, CA (Private LIHTC Developer)

BCAHDC - Butte County Affordable Housing Development Corporation (non-profit instrumentality of the Housing Authority of the County of Butte)

CHIP - Community Housing Improvement Program, Chico, CA, (non-profit Developer)

Jamboree - Jamboree Housing Corporation, Irvine, CA (non-profit Developer)

TPC - The Pacific Companies, Boise, ID (private LIHTC Developer)

Source: Housing Authority of the County of Butte



Join NAHRO in San Diego as we re-emerge from the pandemic for our first in-person conference in 3 years! We're looking forward to seeing you in person again, and to celebrate your continued work on behalf of your communities. We've got a dynamic schedule that includes high-energy speakers such as the inspirational Sekou Andrews and basketball legend Bill Walton, an exhibit hall filled with trusted industry partners, and more than 35 concurrent sessions on vital H/CD topics.

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Amanda Patrick

[**apatrick@smithbucklin.com**](mailto:apatrick@smithbucklin.com) | **202.367.2421**

Questions? Please e-mail us at [**conferenceregistration@nahro.org**](mailto:conferenceregistration@nahro.org) so we can assist you!

Agenda

Agenda is tentative and subject to change.

Wednesday, September 21

All Day

NAHRO Committee Meetings

8:30am – 4:30pm

Commissioner Fundamentals Seminar, Day 1

9:00am – 6:00pm

Exhibitor Move-in

3:15pm – 4:15pm

First-Time Attendees Overview

6:00pm – 7:00pm

Welcome Reception

Thursday, September 22

7:00am – 8:30am

Continental Breakfast

8:00am – 10:00am

Opening Plenary Session, sponsored by Yardi

10:15am – 11:45am

Concurrent Sessions

11:45am – 1:30pm

Lunch Reception in the Exhibit Hall

1:30pm – 5:00pm

Commissioner Fundamentals Seminar, Day 2

1:45pm – 3:15pm

Concurrent Sessions

1:45pm – 4:00pm

Local Housing/Community Development Tour

3:30pm – 5:00pm

Concurrent Sessions

5:00pm – 7:00pm

Reception in the Exhibit Hall

Friday, September 23

7:00am – 8:30am

Continental Breakfast

8:00am – 10:00am

Morning Plenary Session: *The Washington Report*

9:00am – 5:00pm

HDLI Fall CLE Conference

10:15am – 11:45am

Concurrent Sessions

11:45am – 1:30pm

Lunch Reception in the Exhibit Hall

1:45pm – 3:15pm

Concurrent Sessions

3:30pm – 5:00pm

Concurrent Sessions

5:00pm – 7:00pm

Closing Reception in the Exhibit Hall

Saturday, September 24

8:00am – 9:30am

Continental Breakfast

8:30am – 10:00am

Closing Plenary Session