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

MEETING AGENDA

October 20, 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.

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Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/759788197

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (571) 317-3116

Access Code: 759-788-197

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. 4875

ITEMS OF BUSINESS

1. ROLL CALL

2. AGENDA AMENDMENTS

3. CONSENT CALENDAR

   3.1 Minutes for the meeting of September 15, 2022

3.2 Checks written for:

3.2.1	Accounts Payable (General) –	$1,027,857.68
3.2.2	Landlords –	$2,794,540.14
3.2.3	Payroll –	$127,511.36

3.3 Financial Statements

3.4 Section 8 Housing Choice Voucher Program
3.4.1 'Waiting for this for 30 years': Butte County awarded 17 new Section 8 vouchers, *Enterprise Record, by Michael Weber, September 27, 2022*

3.5 Property Vacancy Report

3.6 Public Housing

3.7 Construction Projects

3.8 Capital Fund Improvement Projects

3.9 Farm Labor Housing Report

3.10 HACB Owned Properties

3.11 Tax Credit Properties

3.12 Family Self Sufficiency

3.13 Rental Assistance Programs

4. CORRESPONDENCE

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Housing Authority of the County of Butte (HACB) – Brown Act Review; Presentation Tom Lewis, Attorney.

Recommendation: Information/Discussion

5.2 Section 8 Administrative Plan (AP) – Receive comments; adopt; Significant Amendment Family Unification (FUP) / Transitional Age Youth (TAY) Section 8 Housing Admissions Preference Change in Section 8 AP.

Recommendation: Resolution No. 4875

5.3 Memorandum of Understanding (MOU) – Establish Partnership between Butte County DESS and HACB for Family Unification and Transitional Age Youth Housing Vouchers.

Recommendation: Resolution No. 4876

5.4 HACB Write-Offs – Approval of HACB Write-Offs Uncollectible Accounts Receivable.

Recommendation: Resolution No. 4877

5.5 Personnel – Re-Organization of Accounting Department.

Recommendation: Resolution No. 4878

5.6 Personnel – Resolution Amending HACB Section 125 Cafeteria Plan – Flexible Spending Account (FSA).

Recommendation: Resolution No. 4879

5.7 Housing Authority of the County of Butte (HACB) – Homeless Impact on HACB Properties.

Recommendation: Information/Discussion

5.8 Development Activity – Status Review Update.

Recommendation: Information/Discussion

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

7.1 HACB / BCHADC – Property Tour with Public Officials, Thursday October 27th, 2022

8. SPECIAL REPORTS

8.1 NAHRO 2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, 2022, San Diego, CA – Report by Executive Director Mayer; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; and Commissioner Sayles-Lambert.

9. REPORTS FROM COMMISSIONERS

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

Recommendation: Motion

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

12. COMMISSIONERS' CALENDAR

- **Next Meeting – November 17, 2022**

13. ADJOURNMENT

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BOARD OF COMMISSIONERS MEETING

MEETING MINUTES OF September 15, 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 2:04 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford (arrived 2:07 p.m.) Rich Ober, David Pittman, Sarah Richter, and Regina Sayles-Lambert); all attended in person with the exception of Commissioners Richter and Ober, 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; and Marysol Perez, Executive Assistant; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Executive Director Mayer pointed out Agenda Item 3.4.1, which included HUD Notice of a Section 8 Voucher award in which HACB was allocated 17 new HCV vouchers, as well as Agenda Item 3.9.2, which included notice of Mi CASA-sponsored NAHRO "What Home Means To Me" national calendar poster contest winner. Finance Director Hope Stone noted she had provided charts and graphs in the financial reports, as suggested at the previous meeting. Chair Pittman complimented the number of visuals included in the month's Board packet.

Commissioner Sayles-Lambert moved that the Consent Calendar be accepted as presented, Commissioner Richter seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

4.1 United States Senate, Senator Alex Padilla – letter was provided for information purposes only.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 HACB Consolidated Budget – The FY 2022-23 budget was presented for approval. The proposed budget becomes effective October 1st, and was reviewed and discussed by the Boards Budget Review Committee. This year Section 8 and Public Housing programs are seeing increased funding support from Congress. The operating budget presented addresses and budgets anticipated expenses and revenues of the agency of the agency's programs and projects; it is a roll-up of sub-budgets, many of which were previously reviewed and approved. In summary, the HACB is in good financial condition - this is a routine budget, consistent with previous operations activity and trajectory, presented for approval.

RESOLUTION NO. 4872

Commissioner Ober moved that Resolution No. 4872 be adopted by reading of the title only: "APPROVAL OF FISCAL YEAR 2022-23 CONSOLIDATED OPERATING BUDGET INCLUDING THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, HUD CONVENTIONAL LOW RENT PUBLIC HOUSING PROGRAM, USDA FARM LABOR HOUSING PROGRAM, AUTHOIRTY OWNED PROJECTS, AND OTHER AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS". Commissioner Richter seconded. The vote in favor was unanimous.

5.2 Section 8 Housing Choice Voucher (HCV) & Emergency Housing Voucher (EHV) Payment Standards – Area Fair Market Rents (FMR's) by bedroom size for Butte and Glenn Counties are issued by HUD annually. HACB analyzes them to set Payment Standards for purposes of program administration. Section 8 Housing Manager Angie Little reviewed market rental data to arrive at recommendations for both the Section 8 HCV and EHV programs, recommending, in general, the HACB adopt Payment Standards at 110% of FMR's. Commissioner Richter suggested appealing FMR methodology to HUD, since the FMR's seem lower than what they should be for the area. FMR appeals were discussed. Tamra Young expressed caution, as Payment Standards tend to define the bottom of the local rental market, suggesting revision to Payment Standards be considered in six months if voucher holders are not having success leasing up. Staff research showed that voucher holders should have adequate housing opportunity with assistance set at 110% of FMR.

RESOLUTION NO. 4873

Commissioner Ober moved that Resolution No. 4873 be adopted by reading of the title only: "DETERMINATION OF 2023 PAYMENT STANDARDS FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND EMERGENCY HOUSING VOUCHER PROGRAM". Commissioner Sayles-Lambert seconded. The vote in favor was unanimous.

5.3 Family Self Sufficiency (FSS) – The FSS program is a subcomponent of the Section 8 program; evolving program regulations now require establishment of a conforming FSS Action Plan, and annual update. Section 8 Housing Manager and

Tamra Young, Administrative Operations Director worked together to update the FSS Action Plan using guidance from Nan McKay subscription services. The FSS Action Plan is due to HUD by September 30th. Because updating the plan will become an annual requirement, Tamra Young suggested rolling the update process into the agency's Annual Plan Process, routinely initiated in the Spring (the process that includes the PHA Annual Plan, Capital Fund Five Year Plan, Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy).

RESOLUTION NO. 4874

Commissioner Sayles-Lambert moved that Resolution No. 4873 be adopted by reading of the title only: "ADOPTION OF ACTION PLAN FOR SECTION 8 HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM". Commissioner Ober seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

Chair Pittman inquired about next Property Tour for City & County officials. Executive Director Mayer replied that a date and plan for the next tour is in the works.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Chair Pittman shared update that the Mission Esperanza project in Oroville is moving forward, the project to be located next to the Oroville Rescue Mission, providing safe tent camping, RV and car parking, and pallet shelters to serve the homeless.

10. MATTERS INITIATED BY COMMISSIONERS

A discussion item regarding homelessness and impact on HACB Properties will be added to the October agenda per the HACB Board of Commissioners and Executive Director Mayer.

11. EXECUTIVE SESSION

Adjourned: 2:39 pm
Reconvened: 2:54 pm

11.1 Government Code 54957: Public Employment Maintenance Supervisor – Direction was given to HACB staff regarding compensation and benefits associated with the Maintenance Supervisor position.

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

12. COMMISSIONERS' CALENDAR

- **Next Meeting – October 20, 2022**
- **2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, San Diego, CA.**

13. ADJOURNMENT

Commissioner Sayles-Lambert moved that the meeting be adjourned. Commissioner Ober seconded. The meeting was adjourned at 2:55 p.m.

Dated: September 15, 2022.

_____
David Pittman, Board Chair

ATTEST:

_____
Edward S. Mayer, Secretary

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/1/2022	156633	Gridley Municipal Utilities	$504.00
9/1/2022	156634	P G & E	$560.00
9/2/2022	156635	A-1 Appliance	$1,532.56
9/2/2022	156636	ARNALL GOLDEN GREGORY LLP	$8,074.50
9/2/2022	156637	Baker Distributing Company, Inc.	$393.43
9/2/2022	156638	Basis Architecture & Consulting, Inc.	$1,601.85
9/2/2022	156639	CALIFORNIA WATER SERVICE	$9,792.11
9/2/2022	156640	CIC	$80.02
9/2/2022	156641	COMCAST CABLE	$986.89
9/2/2022	156642	Candelario Ace Hardware dba	$53.59
9/2/2022	156643	Carle, Mackie, Power & Ross LLP	$926.50
9/2/2022	156644	Chico Turf Plus, LLC	$115.00
9/2/2022	156645	Clean Master	$2,340.00
9/2/2022	156646	EAGLE SECURITY SYSTEMS	$207.55
9/2/2022	156647	EMPLOYMENT DEV.DEPT.	$9.34
9/2/2022	156648	GUZI-WEST Inspection and Consulting. LLC	$3,208.38
9/2/2022	156649	GreatAmerica Financial Services	$190.34
9/2/2022	156650	Hignell, Inc. dba Experts in Your Home	$632.87
9/2/2022	156651	Hispanic Resource Council of Nor Cal	$50.00
9/2/2022	156652	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	$1,485.10
9/2/2022	156653	North Valley Property Owners Association	$1,527.50
9/2/2022	156654	One Source Mobility	$4,292.86
9/2/2022	156655	PSWRC-NAHRO	$537.92
9/2/2022	156656	ROTO-ROOTER OROVILLE	$175.00
9/2/2022	156657	Rizzo Mattingly Bosworth PC	$946.00
9/2/2022	156658	S.E.C. 5 Private Security dba	$1,260.00
9/2/2022	156659	US Bank	$223.08
9/2/2022	156660	Valero Fleet	$1,072.02
9/9/2022	156661	Access Information Holdings, LLC.	$98.11
9/9/2022	156662	Biggs Municipal Utilities	$2,622.15
9/9/2022	156663	CDW Government, Inc.	$425.40
9/9/2022	156664	CIC	$3,219.25
9/9/2022	156665	Candelario Ace Hardware dba	$53.15
9/9/2022	156666	Douglas DeSoto	$443.65
9/9/2022	156667	E Center	$246.45
9/9/2022	156668	ENTERPRISE-RECORD	$250.06
9/9/2022	156669	FedEx	$25.96
9/9/2022	156670	Fenceit Inc.	$9,990.00
9/9/2022	156671	GUZI-WEST Inspection and Consulting. LLC	$665.00
9/9/2022	156672	HD Supply Facilities Maintenance, Ltd.	$4,014.75
9/9/2022	156673	Hignell, Inc. dba Experts in Your Home	$904.32
9/9/2022	156674	Illustratus	$120.51

9/9/2022	156675	InterWest Insurance Services, LLC	$600.00
9/9/2022	156676	J.W. Wood Co., Inc.	$792.09
9/9/2022	156677	Void / Jasson Strickland	$0.00
9/9/2022	156678	Jiffy Lube, Inc.	$74.16
9/9/2022	156679	MRI Software LLC	$350.00
9/9/2022	156680	Mendes Supply Company (dba)	$335.39
9/9/2022	156681	Nan McKay & Associates, Inc.	$125.00
9/9/2022	156682	Nor-Cal Landscape Maintenance dba	$12,085.00
9/9/2022	156683	P G & E	$6,062.23
9/9/2022	156684	Plan B Professional Answering Services	$126.00
9/9/2022	156685	QUILL CORPORATION	$1,533.14
9/9/2022	156686	Void / RECOLOGY BUTTE COLUSA COUNTIES, I	$0.00
9/9/2022	156687	RECOLOGY BUTTE COLUSA COUNTIES, INC.	$5,101.17
9/9/2022	156688	ROTO-ROOTER OROVILLE	$175.00
9/9/2022	156689	Richard's North State Pest Mgmt (dba)	$1,479.00
9/9/2022	156690	SPRINT	$172.11
9/9/2022	156691	Void / SUE KEMP	$0.00
9/9/2022	156692	Scrubbs, Inc.	$26.00
9/9/2022	156693	Staples Business Credit	$1,979.90
9/9/2022	156694	Void / Susana Torres-Agustin	$0.00
9/9/2022	156695	Void / Thermalito Irrigation	$0.00
9/9/2022	156696	Tina Delfino	$500.00
9/9/2022	156697	Tina Delfino	$1,000.00
9/9/2022	156698	WASTE MANAGEMENT	$1,805.39
9/9/2022	156699	WCP Solutions	$143.07
9/9/2022	156700	Wego Wise, Inc	$4,435.00
9/9/2022	156701	Jasson Strickland*S8PB	$74.95
9/9/2022	156702	Void / Thermalito Irrigation	$0.00
9/9/2022	156703	Thermalito Irrigation	$487.32
9/12/2022	2260	Empower	$2,155.00
9/15/2022	156706	Regina Sayles-Lambert	$189.00
9/15/2022	156707	A-1 Appliance	$479.01
9/15/2022	156708	Advanced Document	$368.38
9/15/2022	156709	Armed Guard Private Security, Inc	$300.00
9/15/2022	156710	CALIF. WTR. SER. ORO	$1,054.88
9/15/2022	156711	CITY OF GRIDLEY	$16,145.05
9/15/2022	156712	COMCAST CABLE	$521.76
9/15/2022	156713	Charles Alford	$50.00
9/15/2022	156714	Cypress Dental Administrators	$3,498.28
9/15/2022	156715	David Pittman	$50.00
9/15/2022	156716	ED MAYER	$189.00
9/15/2022	156717	Enloe Medical Center	$71.00
9/15/2022	156718	Golden State Risk Management Authority	$30,829.00

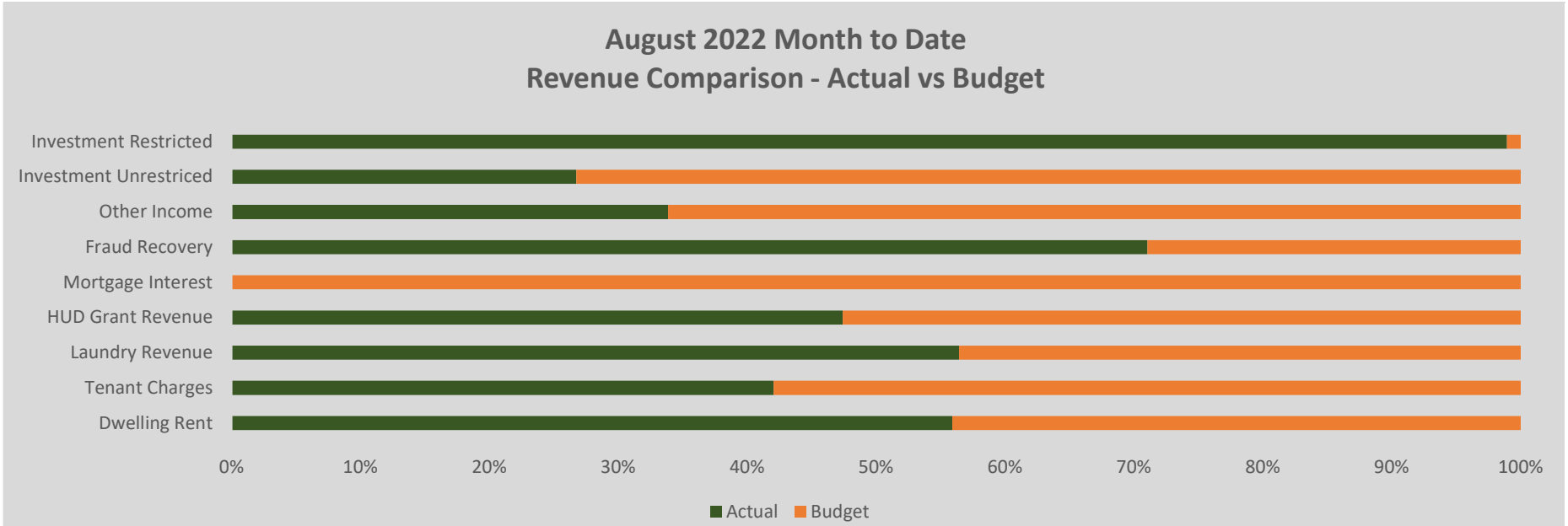
9/15/2022	156719	Gregory P. Einhorn	$600.00
9/15/2022	156720	HMR Architects, Inc.	$32,524.40
9/15/2022	156721	Housing Tools	$162.50
9/15/2022	156722	LES SCHWAB TIRES	$397.98
9/15/2022	156723	LOWE'S	$918.99
9/15/2022	156724	Larry Guanzon	$189.00
9/15/2022	156725	MES VISION	$574.98
9/15/2022	156726	Neal Road Recycling & Waste	$58.00
9/15/2022	156727	OPER. ENG. LOCAL #3	$708.00
9/15/2022	156728	P G & E	$4,273.74
9/15/2022	156729	ROTO-ROOTER OROVILLE	$145.00
9/15/2022	156730	Regina Sayles-Lambert	$50.00
9/15/2022	156731	Regina Sayles-Lambert	$24.00
9/15/2022	156732	Richard H. Ober	$50.00
9/15/2022	156733	Sarah Richter	$50.00
9/15/2022	156734	TAMRA C. YOUNG	$189.00
9/15/2022	156735	Void / The Home Depot Credit Services	$0.00
9/15/2022	156736	The Home Depot Credit Services	$4,081.47
9/15/2022	156737	Unum Life Insurance Company	$1,077.14
9/15/2022	156738	WCP Solutions	$104.25
9/15/2022	156739	Yuba City	$151.00
9/20/2022	2257	CalPERS	$215.00
9/20/2022	2258	CalPERS	$10,859.90
9/20/2022	2259	CalPERS	$4,323.52
9/20/2022	2262	CalPERS	$30,149.58
9/20/2022	2263	CalPERS	$217.92
9/22/2022	2266	CalPERS	$10,369.08
9/22/2022	2267	CalPERS	$4,323.14
9/22/2022	2268	CalPERS	$465.00
9/23/2022	2256	Paylocity	$779.50
9/23/2022	2261	Empower	$2,155.00
9/23/2022	156740	AT&T	$84.17
9/23/2022	156741	Adecco Employment Services	$2,500.00
9/23/2022	156742	CALIF. WTR. SER. ORO	$4,834.82
9/23/2022	156743	Void / CALIFORNIA WATER SERVICE	$0.00
9/23/2022	156744	Candelario Ace Hardware dba	$31.09
9/23/2022	156745	Gregory P. Einhorn	$3,480.00
9/23/2022	156746	Gridley Municipal Utilities	$1,472.46
9/23/2022	156747	Hignell, Inc. dba Experts in Your Home	$3,308.00
9/23/2022	156748	MAINTENANCE PLUS	$1,827.46
9/23/2022	156749	MILLER GLASS, INC.	$631.30
9/23/2022	156750	Management Resource Group, Inc.	$6,800.00
9/23/2022	156751	Nan McKay & Associates, Inc.	$3,928.00

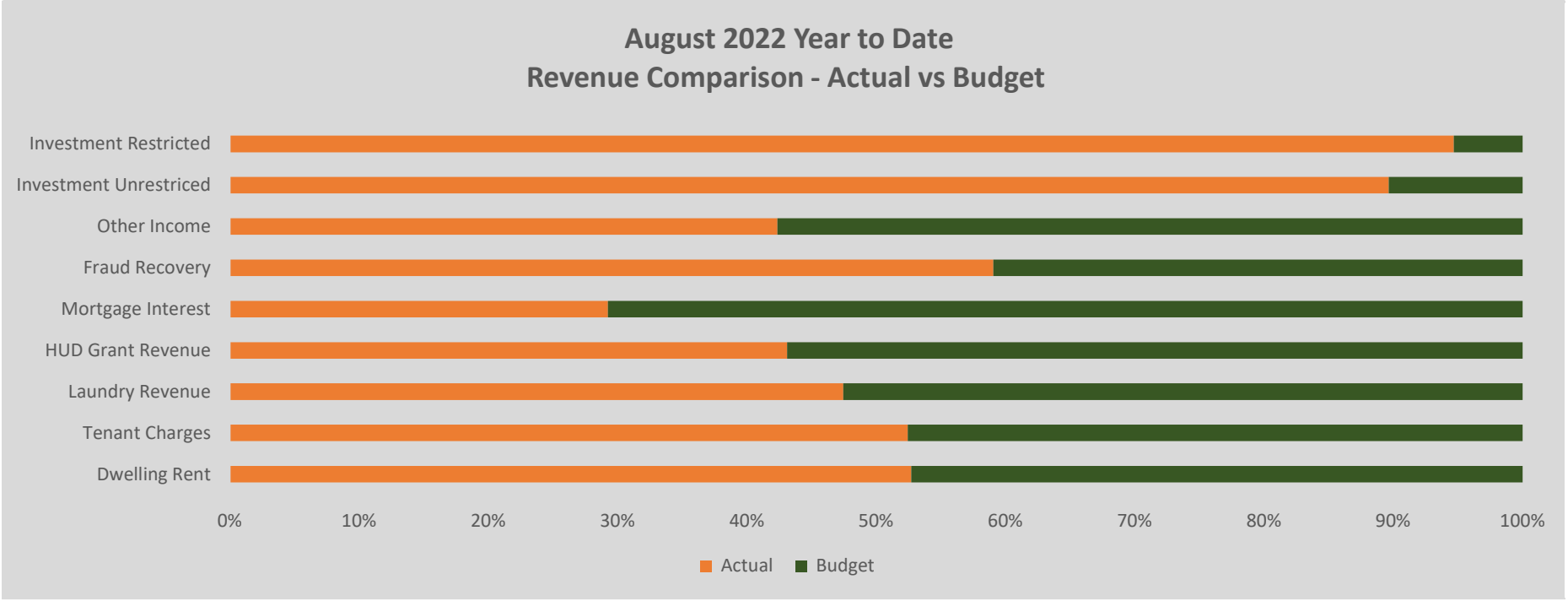
9/23/2022	156752	Neal Road Recycling & Waste	$61.00
9/23/2022	156753	OFFICE DEPOT INC	$758.67
9/23/2022	156754	P G & E	$27.10
9/23/2022	156755	RSC Associates, Inc	$67.27
9/23/2022	156756	Reed Francis	$500.00
9/23/2022	156757	Susanne Kemp	$57.39
9/23/2022	156758	Susie Torres-Agustin	$1,000.42
9/23/2022	156759	Towne Carpet dba	$3,482.60
9/23/2022	156760	US Bank	$477.75
9/23/2022	156761	Umpqua Bank	$6,969.35
9/28/2022	2264	The Bank of New York Mellon Trust Co NA	$354,945.21
9/29/2022	2265	Umpqua Bank	$30.00
9/30/2022	156763	A-1 Appliance	$142.38
9/30/2022	156764	Adecco Employment Services	$1,487.38
9/30/2022	156765	Advanced Document	$243.46
9/30/2022	156766	Biggs Municipal Utilities	$2,605.25
9/30/2022	156767	CALIF. WTR. SER. ORO	$723.18
9/30/2022	156768	CALIFORNIA WATER SERVICE	$8,974.87
9/30/2022	156769	CITY OF CHICO (22332)	$4,473.20
9/30/2022	156770	COMCAST CABLE	$152.86
9/30/2022	156771	Douglas DeSoto	$443.65
9/30/2022	156772	Emily Wood	$111.50
9/30/2022	156773	FedEx	$78.76
9/30/2022	156774	GUZI-WEST Inspection and Consulting. LLC	$4,223.89
9/30/2022	156775	GreatAmerica Financial Services	$155.52
9/30/2022	156776	HARRP (Lockbox)	$312,479.00
9/30/2022	156777	Hignell, Inc. dba Experts in Your Home	$11,239.02
9/30/2022	156778	Larry Guanzon	$59.00
9/30/2022	156779	Nan McKay & Associates, Inc.	$239.00
9/30/2022	156780	Normac, Inc.	$861.46
9/30/2022	156781	P G & E	$175.12
9/30/2022	156782	Susanne Kemp	$57.39
9/30/2022	156783	TAMRA C. YOUNG	$105.00
9/30/2022	156784	TPx Communications	$980.30
9/30/2022	156785	United States Postal Service (CMRS-FP)	$2,500.00
9/30/2022	156786	Valero Fleet	$1,277.47
9/30/2022	156787	Verizon Wireless	$1,588.42
9/30/2022	156788	Warren Asbestos Abatement Cont., Inc.	$3,800.00
		Total	**$1,027,857.68**

Date/Time hopes
10/13/202 2:19:41 PM

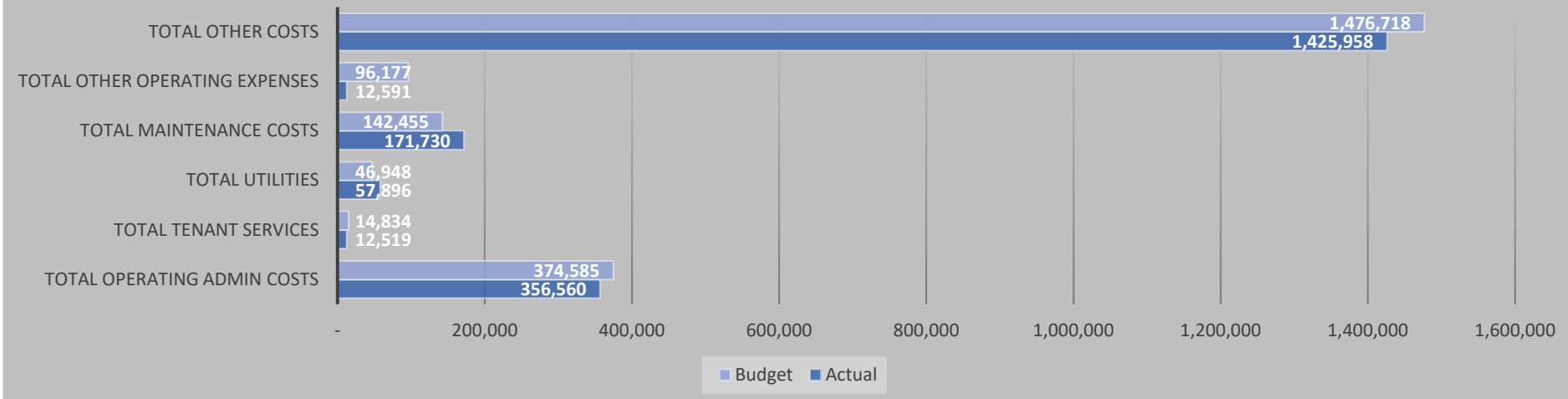
Housing Authority of the County of Butte
BALANCE SHEET
August, 2022

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	4,152,396.35
Cash - Other Restricted	1,376,075.94
Cash - Tenant Security Deposits	321,658.72
Accounts Receivable - HUD	-248,546.19
Accounts Receivable - Other Gov	1,128.78
Accounts Receivable - Misc	-846,758.03
Accounts Receivable - Tenants	90,096.28
Accounts Receivable - Fraud	0.00
Note Receivable - Current Portion	-17,171.00
Accrued Interest Receivable	58,645.32
Investments - Unrestricted	2,058,286.72
Investments - Restricted	10,700,704.79
Inventories	99,410.18
Prepaid Expenses	653,085.66
Inter-program Due From	-546,233.74
Total Current Assets	**17,852,779.78**
Fixed Assets	
Fixed Assets & Accumulated Depreciation	27,330,928.61
Total Fixed Assets	**27,330,928.61**
Other Non-Current	
Notes Loans & Mortgages Receivable	1,965,371.97
Deferred Outflows - GASB 68 & 75	653,513.19
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,820,116.82
Total Other Non-Current	**6,439,011.98**
TOTAL ASSETS	**51,622,720.37**
LIABILITIES	
Current Liabilities	
Accounts payable	494,479.58
Accrued Payroll Liabilities	52,884.92
Accrued Interest Payable	403,227.47
Tenant Security Deposits	338,577.04
Deferred Revenue	4,626.24
Payable to HUD	0.00
Long Term Debt - Current Portion	336,738.01
Accrued Liabilities - Other	618,470.72
Inter-program Due To General Fund	-546,233.7
Total Current Liabilities	**1,702,770.24**
Long-Term Liabilities	
Deferred Inflows - GASB 68 & 75	108,352.00
Other Post Retirement Ben-Net GASB 75	243,914.00
Unfunded Pension Liabiltiy - GASB 68	3,733,706.00
Long-Term Debt	13,386,104.00
Non-Current Liability- Other (FSS)	55,493.28
Total Long-Term Liabilities	**17,527,569.28**
TOTAL LIABILITIES	**19,230,339.52**
NET POSITION	
Beginning Net Position	29,521,929.56
Retained Earnings	2,870,451.29
TOTAL NET POSITION	**32,392,380.85**
TOTAL LIABILITIES AND NET POSITION	**51,622,720.37**

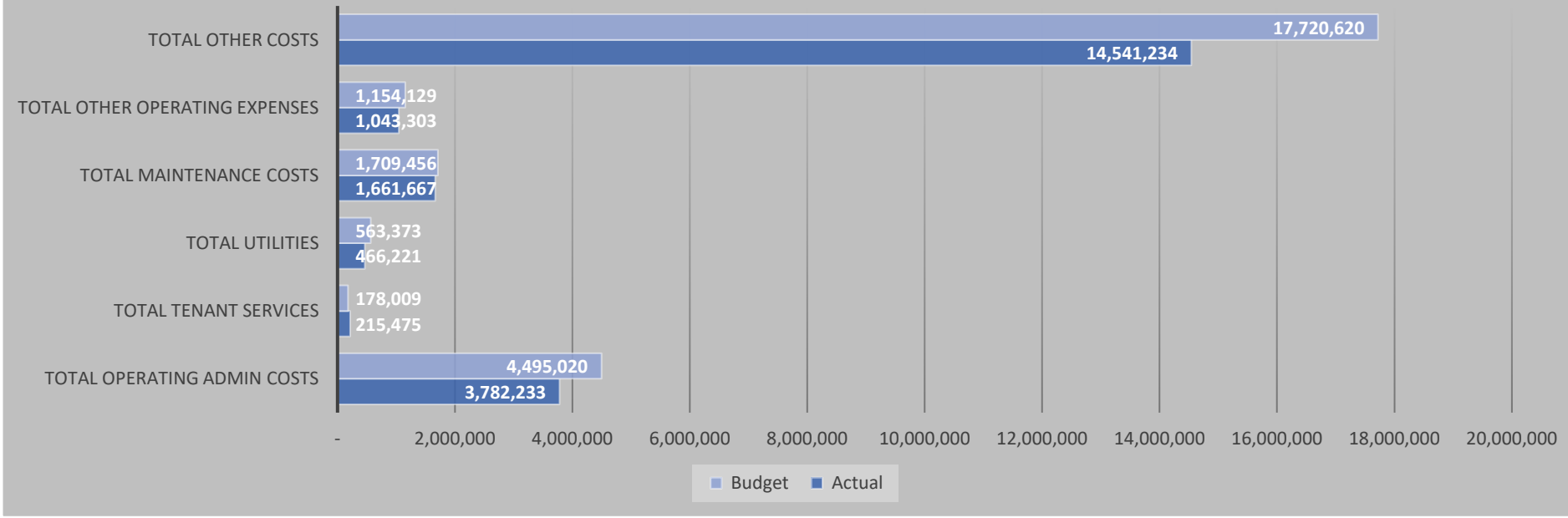

August 2022 Month to Date
Revenue Comparison - Actual vs Budget
Investment Restricted
Investment Unrestriced
Other Income
Fraud Recovery
Mortgage Interest
HUD Grant Revenue
Laundry Revenue
Tenant Charges
Dwelling Rent
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Actual
Budget


August 2022 Year to Date
Revenue Comparison - Actual vs Budget
Investment Restricted
Investment Unrestriced
Other Income
Fraud Recovery
Mortgage Interest
HUD Grant Revenue
Laundry Revenue
Tenant Charges
Dwelling Rent
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Actual
Budget

August 2022 Month to Date
Expense Comparison - Actual vs Budget



August 2022 Year to Date
Expense Comparison - Actual vs Budget



Housing Authority of the County of Butte
CONSOLIDATED INCOME STATEMENT
August 31, 2022

YTD %
91.67

	Month to Date			Year to Date			
	Actual	**Budget**	**Remaining**	**Actual**	**Budget**	**Remaining**	**% used**
Net Dwelling Rent	400,767	316,094	84,673	4,230,147	3,793,131	437,016	111.52
Tenant Charges	3,683	5,074	-1,391	67,163	60,890	6,273	110.30
Laundry Revenue	3,490	2,693	797	29,185	32,320	-3,135	90.30
HUD Grant Revenue	1,639,086	1,818,169	-179,083	16,539,814	21,818,026	-5,278,212	75.81
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	10,224	4,167	6,058	72,167	50,000	22,167	144.33
Other Income	25,876	50,558	-24,682	445,781	606,700	-160,919	73.48
Investment Income-unrestricted	820	2,246	-1,426	233,826	26,952	206,874	867.56
Investment Income-restricted	10,037	108	9,929	23,124	1,296	21,828	1,784.25
TOTAL REVENUES	**2,093,984**	**2,205,474**	**-111,490**	**21,672,794**	**26,465,684**	**-4,792,890**	**81.89**
Administrative Employee Salaries	176,426	134,300	42,125	2,273,811	1,611,605	662,206	141.09
Audit Fee	0	2,816	-2,816	1,328	33,787	-32,459	3.93
Advertising & Marketing	1,570	1,811	-240	4,921	21,726	-16,805	22.65
Payroll Taxes and Benefits - Admin	63,892	64,590	-698	777,322	775,084	2,238	100.29
Office Expenses	36,810	22,969	13,840	228,590	275,633	-47,043	82.93
Legal Expenses	15,922	4,358	11,564	35,468	52,300	-16,832	67.82
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	61,940	46,459	15,482	459,324	557,504	-98,180	82.39
Total Operating Admin. Costs	**356,560**	**374,585**	**-18,025**	**3,782,233**	**4,495,020**	**-712,787**	**84.14**
Tenant Service-Salaries	5,444	8,375	-2,931	69,369	100,500	-31,131	69.02
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	942	3,512	-2,570	20,135	42,144	-22,009	47.78
Tenant Services - Misc	6,133	2,947	3,186	125,972	35,365	90,607	356.20
Total Tenant Services	**12,519**	**14,834**	**-2,315**	**215,475**	**178,009**	**37,466**	**121.05**
Water	21,749	18,318	3,431	167,757	219,820	-52,063	76.32
Electricity	26,171	9,118	17,053	118,260	109,421	8,839	108.08
Gas	1,273	1,845	-572	21,164	22,139	-975	95.59
Sewer	8,702	17,666	-8,964	159,040	211,993	-52,953	75.02
Total Utilities-Project	**57,896**	**46,948**	**10,949**	**466,221**	**563,373**	**-97,152**	**82.76**
Maintenance Salaries	30,782	35,879	-5,097	351,118	430,546	-79,428	81.55
Maintenance Materials	4,115	12,594	-8,480	85,713	151,130	-65,417	56.71
Maintenance Contract Costs	121,117	76,153	44,964	1,065,355	913,832	151,523	116.58
Payroll Taxes and Benefits - Maint	15,717	17,829	-2,112	159,481	213,948	-54,467	74.54
Total Maintenance Costs	**171,730**	**142,455**	**29,276**	**1,661,667**	**1,709,456**	**-47,789**	**97.20**
Protective Services	3,251	4,783	-1,532	36,890	57,400	-20,510	64.27
Insurance-Liab/Property/Auto	3,919	33,490	-29,571	193,863	401,875	-208,012	48.24
Other General Expenses	2,279	8,100	-5,821	565,210	97,200	468,010	581.49
PILOT	0	11,785	-11,785	53,052	141,418	-88,366	37.51
Bad Debts-Tenant	893	6,488	-5,594	57,297	77,850	-20,553	73.60
Interest Expense	2,249	31,532	-29,283	136,990	378,386	-241,396	36.20
Total Other Operating Expenses	**12,591**	**96,177**	**-83,587**	**1,043,303**	**1,154,129**	**-110,826**	**90.40**
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,425,958	1,476,718	-50,760	14,541,234	17,720,620	-3,179,386	82.06
HAP - Ports IN	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	**1,425,958**	**1,476,718**	**-50,760**	**14,541,234**	**17,720,620**	**-3,179,386**	**82.06**
TOTAL EXPENSES	**2,037,254**	**2,151,717**	**-114,463**	**21,710,132**	**25,820,607**	**-4,110,475**	**84.08**
RETAINED EARNINGS	**56,729**	**53,756**	**2,973**	**-37,338**	**645,077**	**-682,415**	**-5.79**
+/- Replacement Reserves (net)	-3,759	-3,675	-84	-68,379	-44,100	-24,279	155.05
+/- Transfers / USDA Grant	0	0	0	289,275	0	289,275	0.00
- Debt Service Payments (Bond & USDA)	-12,559	-24,480	11,921	-153,493	-293,758	140,265	52.25
+/- Gain/Loss on PARS Trust Account	-63,302	4,308	-67,610	-263,574	51,700	-315,274	-509.81
- Capitalized Assets & Work in Progress	-111,296	-67,266	-44,030	-1,080,129	-807,187	-272,942	133.81
- Accrued Interest	-21,335	0	-21,335	-47,516	0	-47,516	0.00
NET CASH FLOW	**-155,520**	**-37,356**	**-118,165**	**-1,361,154**	**-448,268**	**-912,886**	**303.65**
Depreciation & Amortization	0	0	0	748,474	0	748,474	0.00

Rpt File: \GLST7CR.QRP

Housing Authority of the County of Butte
SECTION 8 INCOME STATEMENT W/CARES ACT
August 31, 2022

YTD %
91.67

	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	1,528,614	1,627,014	-98,400	15,291,464	19,524,163	-4,232,699	78.32
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	204	150	54	62,324	1,800	60,524	3,462.43
Investment Income-restricted	-33,044	4,167	-37,211	-81,066	50,000	-131,066	-162.13
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	10,224	4,167	6,058	72,167	50,000	22,167	144.33
Other Income	0	625	-625	513	7,500	-6,987	6.84
TOTAL REVENUES	**1,505,999**	**1,636,122**	**-130,123**	**15,345,401**	**19,633,463**	**-4,288,062**	**78.16**
Administrative Employee Salaries	65,839	65,529	311	773,276	786,345	-13,069	98.34
Audit Fee	0	1,675	-1,675	0	20,100	-20,100	0.00
Advertising & Marketing	1,311	417	894	2,866	5,000	-2,134	57.31
Admin. Fringe Benefits & Taxes	23,741	28,871	-5,130	266,486	346,450	-79,964	76.92
Office Expenses	15,511	12,216	3,296	115,237	146,586	-31,349	78.61
Legal Expenses	11,120	1,250	9,870	19,710	15,000	4,710	131.40
Travel	0	350	-350	0	4,200	-4,200	0.00
Allocated Overhead	21,197	39,114	-17,917	396,343	469,362	-73,019	84.44
Other Admin. Expenses	9,371	21,438	-12,067	38,739	257,255	-218,516	15.06
Total Operating Admin. Costs	**148,090**	**170,858**	**-22,768**	**1,612,656**	**2,050,298**	**-437,642**	**78.65**
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	5,740	0	5,740	101,762	0	101,762	0.00
Total Tenant Services	**5,740**	**5,944**	**-204**	**101,762**	**71,322**	**30,440**	**142.68**
Water	636	133	502	1,474	1,600	-126	92.12
Electricity	3,511	1,092	2,419	12,897	13,100	-203	98.45
Gas	20	83	-63	1,235	1,000	235	123.51
Sewer	46	125	-79	216	1,500	-1,284	14.38
Total Utilities-Project	**4,213**	**1,433**	**2,779**	**15,822**	**17,200**	**-1,378**	**91.99**
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	594	-594	2,691	7,130	-4,439	37.74
Maintenance Contract Costs	1,847	917	930	15,343	11,000	4,343	139.48
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	**1,847**	**1,511**	**336**	**18,034**	**18,130**	**-96**	**99.47**
Protective Services	144	267	-123	2,670	3,200	-530	83.44
Insurance-Liab/Property/Auto	0	433	-433	1,872	5,200	-3,328	36.00
Other General Expenses	2,266	5,167	-2,900	20,351	62,000	-41,649	32.82
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	**2,410**	**5,867**	**-3,457**	**24,893**	**70,400**	**-45,507**	**35.36**
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,413,366	1,459,677	-46,311	14,363,996	17,516,120	-3,152,124	82.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	**1,413,366**	**1,459,677**	**-46,311**	**14,363,996**	**17,516,120**	**-3,152,124**	**82.00**
TOTAL EXPENSES	**1,575,665**	**1,645,289**	**-69,624**	**16,137,164**	**19,743,470**	**-3,606,306**	**81.73**
RETAINED EARNINGS	**-69,666**	**-9,167**	**-60,499**	**-791,762**	**-110,007**	**-681,755**	**719.74**
Assets Purchased	0	0	0	0	0	0	0.00
NET CASH FLOW	**-69,666**	**-9,167**	**-60,499**	**-791,762**	**-110,007**	**-681,755**	**719.74**

Rpt File: \GLST7CR.QRP

Housing Authority of the County of Butte
PUBLIC HOUSING-ALL INCOME STATEMENT
August 31, 2022

YTD %
91.67

	Month to Date			Year to Date			
	Actual	**Budget**	**Remaining**	**Actual**	**Budget**	**Remaining**	**% used**
Dwelling Rent	124,219	125,685	-1,466	1,409,520	1,508,220	-98,700	93.46
Tenant Charges	3,451	3,333	117	54,385	40,000	14,385	135.96
Laundry Revenue	1,410	1,333	77	14,488	16,000	-1,512	90.55
HUD Grant Revenue	110,472	104,793	5,679	1,161,588	1,257,518	-95,930	92.37
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	549	383	166	168,255	4,600	163,655	3,657.72
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	2,643	2,400	243	110.12
TOTAL REVENUES	**240,101**	**235,728**	**4,373**	**2,810,879**	**2,828,738**	**-17,859**	**99.37**
Administrative Employee Salaries	56,996	33,333	23,662	636,003	400,000	236,003	159.00
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	28,321	17,767	10,555	264,753	213,200	51,553	124.18
Office Expenses	5,580	5,000	580	56,723	60,000	-3,277	94.54
Legal Expenses	2,444	1,250	1,194	5,528	15,000	-9,472	36.86
Travel	0	235	-235	0	2,825	-2,825	0.00
Allocated Overhead	22,423	37,823	-15,400	419,265	453,871	-34,606	92.38
Other Admin. Expenses	6,497	4,870	1,627	36,427	58,441	-22,014	62.33
Total Operating Admin. Costs	**122,261**	**101,295**	**20,966**	**1,418,700**	**1,215,537**	**203,163**	**116.71**
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	1,465	8,625	-7,160	16.98
Total Tenant Services	**121**	**719**	**-598**	**1,465**	**8,625**	**-7,160**	**16.98**
Water	16,624	10,833	5,790	118,764	130,000	-11,236	91.36
Electricity	5,396	2,417	2,980	25,472	29,000	-3,528	87.83
Gas	508	500	8	6,755	6,000	755	112.59
Sewer	5,971	10,108	-4,138	75,508	121,300	-45,792	62.25
Total Utilities-Project	**28,499**	**23,858**	**4,641**	**226,500**	**286,300**	**-59,800**	**79.11**
Maintenance Salaries	24,982	25,833	-851	294,645	310,000	-15,355	95.05
Maintenance Materials	2,839	10,417	-7,577	42,840	125,000	-82,160	34.27
Maintenance Contract Costs	48,367	27,429	20,938	281,210	329,145	-47,935	85.44
Maintenance Fringe Benefits	5,700	14,467	-8,766	102,214	173,600	-71,386	58.88
Total Maintenance Costs	**81,888**	**78,145**	**3,743**	**720,909**	**937,745**	**-216,836**	**76.88**
Protective Services	2,991	2,333	657	18,939	28,000	-9,061	67.64
Insurance-Liab/Property/Auto	0	16,021	-16,021	78,381	192,250	-113,869	40.77
Other General Expenses	-238	250	-488	371	3,000	-2,629	12.36
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	**2,753**	**32,146**	**-29,393**	**143,566**	**385,750**	**-242,184**	**37.22**
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	**235,521**	**236,163**	**-642**	**2,511,141**	**2,833,957**	**-322,816**	**88.61**
RETAINED EARNINGS	**4,580**	**-435**	**5,015**	**299,738**	**-5,219**	**304,957**	**-5,743.21**
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	**4,580**	**1,232**	**3,348**	**269,354**	**14,781**	**254,573**	**1,822.30**

Housing Authority of the County of Butte
FARM LABOR HOUSING - R&E RD FORMAT
August 31, 2022

YTD %
91.67

	Month to Date			Year to Date			
	Actual	**Budget**	**Remaining**	**Actual**	**Budget**	**Remaining**	**% used**
Dwelling Rent	118,603	42,960	75,644	1,211,111	515,514	695,597	234.93
Tenant Charges	0	200	-200	0	2,400	-2,400	0.00
Laundry Revenue	293	217	77	1,724	2,600	-876	66.30
Investment Income-unrestricted	4	17	-13	27	200	-173	13.35
Investment Income-restricted	15	100	-85	177	1,200	-1,023	14.73
Federal Grant Revenue	-41,074	35,000	-76,074	-388,506	420,000	-808,506	-92.50
Other Income	960	0	960	2,615	0	2,615	0.00
TOTAL REVENUES	**78,802**	**78,493**	**309**	**827,148**	**941,914**	**-114,766**	**87.82**
Maintenance & Repairs Payroll	5,800	4,500	1,300	54,957	54,000	957	101.77
Maintenance & Repairs Supply	668	1,250	-582	11,765	15,000	-3,235	78.43
Maintenance & Repairs Contracts	11,262	15,065	-3,803	42,374	180,775	-138,401	23.44
Painting	0	0	0	0	0	0	0.00
Grounds	9,903	0	9,903	82,456	0	82,456	0.00
Security Services	59	2,017	-1,957	13,820	24,200	-10,380	57.11
Capital Budget items	0	0	0	0	0	0	0.00
Other Operating Expenses	24	0	24	89	0	89	0.00
Sub-Total Maint. & Operations	**27,717**	**22,831**	**4,885**	**205,460**	**273,975**	**-68,515**	**74.99**
Electricity	11,156	2,917	8,240	43,579	35,000	8,579	124.51
Water	211	2,667	-2,456	2,309	32,000	-29,691	7.22
Sewer	0	1,583	-1,583	31,976	19,000	12,976	168.30
Fuel (Gas/Propane)	218	583	-365	5,517	7,000	-1,483	78.82
Garbage & Trash Removal	1,643	0	1,643	22,298	0	22,298	0.00
Sub-Total Utilities	**13,228**	**7,750**	**5,478**	**105,679**	**93,000**	**12,679**	**113.63**
Site Mgmt Payroll	5,517	8,250	-2,733	51,208	99,000	-47,792	51.73
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	0	208	-208	340	2,500	-2,160	13.60
Advertising	0	375	-375	2,156	4,500	-2,344	47.91
Telephone	1,561	0	1,561	6,620	0	6,620	0.00
Office Supplies	717	167	550	9,111	2,000	7,111	455.56
Office Furniture & Equipment	0	0	0	0	0	0	0.00
Training Expense	1,607	71	1,536	6,860	850	6,010	807.06
Health Ins & Other Emp Benefits	513	3,405	-2,892	7,764	40,863	-33,099	19.00
Payroll Taxes	989	2,767	-1,779	11,418	33,209	-21,791	34.38
Workman's Comp	430	606	-177	5,240	7,277	-2,037	72.01
Other Admin. Expenses	3,208	1,783	1,424	-55,231	21,401	-76,632	-258.08
Sub-Total Administrative	**14,542**	**18,763**	**-4,221**	**46,460**	**225,153**	**-178,693**	**20.63**
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	**55,486**	**62,501**	**-7,014**	**419,777**	**750,007**	**-330,230**	**55.97**
RETAINED EARNINGS	**23,315**	**15,992**	**7,323**	**407,371**	**191,907**	**215,464**	**212.28**
- Reserve Capital Expenditures	0	0	0	11,800	0	11,800	0.00
- Debt Payments	12,559	12,559	0	138,149	150,703	-12,554	91.67
- Miscellaneous Expenses	971	417	554	57,375	5,000	52,375	1,147.49
- Asset Mgt Fee	6,160	0	6,160	61,637	0	61,637	0.00
-/+ Change in Reserves Bal.(-interest)	-2,880	-2,975	95	-88,763	-35,700	-53,063	248.63
NET CASH FLOW	**746**	**42**	**704**	**49,648**	**504**	**49,144**	**9,850.83**

Housing Authority of the County of Butte
CAPITAL FUNDS INCOME STATEMENT
August 31, 2022

YTD %
91.67

	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	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	1,129	3,380	-2,251	33,108	40,560	-7,452	81.63
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	252	1,802	-1,549	7,050	21,618	-14,568	32.61
Office Expenses	50	542	-491	854	6,500	-5,646	13.14
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	94	-94	0	1,125	-1,125	0.00
Allocated Overhead	1,216	1,698	-482	22,738	20,375	2,363	111.60
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	**2,648**	**7,515**	**-4,867**	**63,750**	**90,178**	**-26,428**	**70.69**
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	127	0	127	0.00
Total Maintenance Costs	**0**	**0**	**0**	**14,846**	**0**	**14,846**	**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	**2,648**	**7,515**	**-4,867**	**78,596**	**90,178**	**-11,582**	**87.16**
RETAINED EARNINGS	**-2,648**	**68,599**	**-71,247**	**-30,056**	**823,187**	**-853,243**	**-3.65**
Transfers to PH	0	-1,667	1,667	0	-20,000	20,000	0.00
Capital Assets	108,644	66,932	41,711	359,923	803,187	-443,264	44.81
NET CASH FLOW	**-111,292**	**0**	**-111,292**	**-389,978**	**0**	**-389,978**	**0.00**

Housing Authority of the County of Butte
SHELTER PLUS CARE - ALL GRANTS
August 31, 2022

YTD %
91.67

	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	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	2,031	1,200	831	169.29
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	1,194	640	554	186.56
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**	**3,228**	**2,158**	**1,070**	**149.58**
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	1,987	4,125	-2,138	24,880	49,500	-24,620	50.26
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	**1,987**	**4,125**	**-2,138**	**24,880**	**49,500**	**-24,620**	**50.26**
TOTAL EXPENSES	**1,987**	**4,305**	**-2,318**	**28,108**	**51,658**	**-23,550**	**54.41**
RETAINED EARNINGS	**-1,987**	**0**	**-1,987**	**-15,175**	**0**	**-15,175**	**0.00**
Capital Fund Transfers	0	0	0	0	0	0	0.00
NET CASH FLOW	**-1,987**	**0**	**-1,987**	**-15,175**	**0**	**-15,175**	**0.00**

Housing Authority of the County of Butte
ROSS GRANT (FSS) INCOME STATEMENT
August 31, 2022

YTD % 91.67

	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	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	5,444	4,375	1,069	69,369	52,500	16,869	132.13
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	1,215	1,569	-354	23,047	18,822	4,225	122.44
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	**6,658**	**5,944**	**715**	**92,415**	**71,322**	**21,093**	**129.57**
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	0	0	0	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
TOTAL EXPENSES	**6,658**	**5,944**	**715**	**92,415**	**71,322**	**21,093**	**129.57**
RETAINED EARNINGS	**-6,658**	**0**	**-6,658**	**-67,126**	**0**	**-67,126**	**0.00**
Assets Purchased	0	0	0	0	0	0	0.00
NET CASH FLOW	**-6,658**	**0**	**-6,658**	**-67,126**	**0**	**-67,126**	**0.00**

Rpt File: \GLST7CR.QRP

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	1,395,941	1,456,659					1,008,621
BEG. INVESTED IN CAPITAL ASSETS	87,296	87,296	0	0	0	0	0	0					87,296
HUD ADMIN FEE REVENUE	146,298	146,298	146,298	143,419	246,670	148,834	148,834	148,834					1,275,485
FRAUD RECOVERY	4,067	2,634	4,090	4,974	2,384	2,156	1,923	5,112					27,340
INTEREST INCOME / GAIN or LOSS INV	43,540	-19,782	2,750	69,852	64,982	-11,859	55,970	-32,840					172,613
DEPRECIATION (reduces Capital Assets)	-2,826	-2,826	0	0	0	0	0	0					-5,652
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0					0
ADMINISTRATIVE EXPENDITURES	-79,264	-66,562	-104,059	-117,527	-118,443	-151,700	-146,009	-100,648					-884,212
ENDING ADMIN RESERVE BALANCE	1,207,732	1,155,679	1,112,199	1,212,917	1,408,510	1,395,941	1,456,659	1,477,117	0	0	0	0	1,681,491
YTD Change in Admin.	*111,815*	*59,762*	*16,282*	*117,000*	*312,593*	*300,024*	*360,742*	*381,200*	*-1,095,917*	*-1,095,917*	*-1,095,917*	*-1,095,917*	*585,574*
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	-194,516	-216,300					270,216
HUD HAP REVENUE	1,186,501	1,208,465	1,261,208	1,229,713	1,226,128	976,528	1,246,527	1,302,347					9,637,417
FRAUD RECOVERY	4,067	2,634	4,090	4,974	2,384	2,156	1,923	5,112					27,340
FSS FORFEITURES	0	512	0	0	0	0	0	0					512
BAD DEBT-HAP	0	0	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	-1,270,234	-1,343,809					-10,109,411
ENDING HAP RESERVE BALANCE	258,100	337,110	242,989	179,976	128,655	-194,516	-216,300	-252,650	0	0	0	0	-173,926
YTD Change in HAP	*-12,116*	*66,894*	*-27,227*	*-90,240*	*-141,561*	*-464,732*	*-486,516*	*-522,866*	*-270,216*	*-270,216*	*-270,216*	*-270,216*	*-444,142*
HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)													
HAP - Accrual Basis	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUNE**	**JULY**	**AUG**	**SEPT**	**OCT**	**NOV**	**DEC**	**Y-T-D**
HAP BUDGET (Funding + Reserves)	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988					12,519,904
HAP EXPENDITURES (Current Month)	1,281,948	1,211,279	1,372,638	1,415,227	1,398,276	1,453,555	1,416,243	1,444,457					10,993,623
CY 2020 HAP BUDGET UTILIZATION	82%	77%	88%	90%	89%	93%							88%
BUDGET AVAILABLE (YTD)	1,564,988	3,129,976	4,694,964	6,259,952	7,824,940	9,389,928	10,954,916	12,519,904					12,519,904
TOTAL HAP EXPENDITURES (YTD)	1,281,948	2,493,227	3,865,865	5,281,092	6,679,368	8,132,923	9,549,166	10,993,623					10,993,623
BUDGET REMAINING (YTD)	283,040	636,749	829,099	978,860	1,145,572	1,257,005	1,405,750	1,526,281	-	-	-	-	1,526,281
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	2,044	2,052					16,113
UNIT MONTH'S AVAILABLE	2,236	2,236	2,236	2,236	2,236	2,236	2,236	2,236					17,888
OVER or (UNDER) LEASED	-279	-252	-243	-225	-212	-188	-192	-184					-1,775
CY 2022 VOUCHER UTILIZATION	88%	89%	89%	90%	91%	92%	91%	92%					90%
CY 2021 VOUCHER UTILIZATION	84%	84%	85%	86%	87%	88%	87%	86%					87%
CY 2022 AVERAGE HAP	655	611	689	704	691	710	693	704					682
CY 2021 AVERAGE HAP	637	631	634	632	632	618	595	601					627

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

UNITS LEASED SUMMARY	OCT'22	SEP'22	AUG'22	JUL'22	JUN'22	MAY'22	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1885	1892	1877	1870	1866	1849	1832	1812	1803	1777	1773	1772
VOUCHER UTILIZATION %	**96.42%**	**96.78%**	**96.01%**	**95.65%**	**95.45%**	**94.58%**	**93.71%**	**92.69%**	**92.23%**	**90.90%**	**90.69%**	**90.64%**
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	61	61	62	62	63	64	65	65	65	65	65	65
VOUCHER UTILIZATION %	**70.11%**	**70.11%**	**71.26%**	**71.26%**	**72.41%**	**73.56%**	**74.71%**	**74.71%**	**74.71%**	**74.71%**	**74.71%**	**74.71%**
VASH												
ACC UNIT MONTHS	194	194	194	194	194	194	194	194	194	194	194	194
CURRENT LEASED	116	115	113	112	110	112	110	111	113	111	112	115
VOUCHER UTILIZATION %	**59.79%**	**59.28%**	**58.25%**	**57.73%**	**56.70%**	**57.73%**	**56.70%**	**57.22%**	**58.25%**	**57.22%**	**57.73%**	**59.28%**
TOTAL												
ACC UNIT MONTHS	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236
CURRENT LEASED	2062	2068	2052	2044	2039	2025	2007	1988	1981	1953	1950	1952
VOUCHER UTILIZATION %	**92.22%**	**92.49%**	**91.77%**	**91.41%**	**91.19%**	**90.56%**	**89.76%**	**88.91%**	**88.60%**	**87.34%**	**87.21%**	**87.30%**

HAP SUMMARY*	OCT'22	SEP'22	AUG'22	JUL'22	JUN'22	MAY'22	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'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	$ 1,588,703	$ 1,588,703	$ 1,628,598	$ 1,628,598
ACTUAL HAP	$ 1,277,831	$ 1,307,087	$ 1,322,831	$ 1,295,443	$ 1,299,791	$ 1,288,723	$ 1,283,184	$ 1,268,349	$ 1,224,744	$ 1,214,331	$ 1,201,240	$ 1,202,952
PER UNIT COST	$ 620	$ 632	$ 645	$ 634	$ 637	$ 636	$ 639	$ 638	$ 618	$ 622	$ 616	$ 616
BUDGET UTILIZATION %	**80.43%**	**82.27%**	**83.26%**	**81.54%**	**81.81%**	**81.12%**	**80.77%**	**79.84%**	**77.09%**	**76.44%**	**73.76%**	**73.86%**

ACTIVITY SUMMARY	OCT'22	SEP'22	AUG'22	JUL'22	JUN'22	MAY'22	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	32	32	33	29	28	29	30	32	30	30	30	34
ZERO HAP	29	24	22	26	27	27	19	23	19	15	15	14
UTILITY ASSISTANCE PAYMENTS	107	105	98	101	106	102	96	95	84	70	80	82
NEW ADMISSIONS	**	20	48	38	40	29	49	27	30	30	30	24
INITIAL VOUCHERS SEARCHING	244	267	301	263	273	263	252	242	232	223	222	170
ACTUAL/ESTIMATED EOP	15	12	14	18	25	15	16	12	18	14	9	21
REMAIN ON WAITING LIST	702	761	943	1047	1585	1753	1892	2182	2296	2429	2668	2819

*HAP Summary is a "snapshot" as of the 1st of the month, which does not include prior month adjustments per VMS.
**No data.

‘Waiting for this for 30 years’: Butte County awarded 17 new Section 8 vouchers

Enterprise-Record, by Michael Weber, September 27, 2022, 4:30 a.m.

CHICO — The U.S. Department of Housing and Urban Development awarded 17 new Section 8 housing choice vouchers to the Butte County Housing Authority on Friday — the first awards to come from an act by the U.S. Congress in more than 20 years.

Ed Mayer, executive director of the Butte County Housing Authority, said the authority has held 2236 units of Section 8 housing since about the mid-1990s, which is about the time Mayer said Congress stopped awarding additional vouchers.

“We’ve been waiting for this for 30 years. This is what’s needed and maybe it’s a start,” Mayer said. “It’s the first drop that will hopefully become a stream of help for our citizens.”

The 17 new Section 8 vouchers awarded to Butte County Housing Authority come from the first round of allocations of more than 100,000 new Section 8 vouchers nationwide funded by the American Rescue Plan and Fiscal Year 2022 budget — a total of $214,519,250, according to a press release by HUD.

HUD Secretary Marcia Fudge stated in the press release that about 19,000 Section 8 housing choice vouchers were awarded to housing authorities nationwide to help people who are dealing with housing affordability and people experiencing homelessness.

The vouchers awarded to Butte County Housing Authority on Friday add up to $147,187 in yearly funding from HUD, not including annual adjustments to the housing market.

“It’s not significant in terms of numbers, but it means 17 more households in our jurisdiction will be able to access affordable housing — which is really cool any day of the week,” Mayer said.

Mayer said that in his early career at the housing authority in the 1980s, Congress awarded new Section 8 vouchers to the housing authority every year to accommodate more and more people, but stopped funding new vouchers and public housing projects beginning in the early 1990s.

Rhoads Terrace, completed in 1988, was the last public housing project built in Chico, Mayer said. And the last public housing project in all of Butte County — Hammon Park located in Oroville — was built in 1996.

Mayer said during the early 1980s, section 8 assistance by the Butte County Housing Authority used to be able to accommodate one in three households who qualified for their programs.

But now, Mayer said, the housing authority is only able to accommodate one in five households that qualify because the number of section 8 vouchers stayed the same while the demand for housing increased.

Although 17 new Section 8 vouchers are added to the countywide pool of vouchers, Mayer said finding housing can still be difficult for voucher holders because of the county’s housing shortage.

“Those who actually get a voucher in their hand … about 50% of them actually lease up. Most of them are leasing up housing that they are already living in,” Mayer said. “I can say fairly

that if you have a voucher and you don't already live in a unit that can be subsidized, you're probably not going to find housing."

Mayer said the housing authority is looking forward to more than 3000 units of regulated affordable housing being built right now which will open doors to the housing authority's Section 8 housing voucher holders.

"The fact that Congress is talking about this and the administration is putting this forward as an issue is important," Mayer said. "I think it's finally coming to a head, this realization nationally, that we have been underproducing housing for our vulnerable populations for a long time."

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	%
Oct-22	13**	0	0	0	0	0	1	0	12***	0	0	1	99.4%
Sep-22	13**	0	0	1	0	0	1	0	12***	0	0	1	99.4%
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%

* 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	%
Oct-22	3	1	1	0	2	1	1	9	97.4%
Sep-22	3	1	1	3	3	0	1	12	96.5%
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%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Oct-22	8
Sep-22	8
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

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Sep-21	2	1	1	0
Sep-22	2	1	0	1
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

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	17 Transfer list	6+	244	6+	177	6+
2	123	2+			55	2+
3	62	1+	46	1+	50	2+
4	27	5+			14	4+
5					3	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	32		21	2
2	1	7			0	
3	2	2	2	6	2	
4	0	4+			0	
5					0	

MEMO

Date: October 14, 2022

To: HACB Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Status of HACB Construction Projects

As of October 14, 2022, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; Seventeen (17) units have been completed during the 2021/2022 fiscal year to date; 142 of 232 Public Housing units have been completed overall.

- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project programing and bidding planned for 2023 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 was completed October 4th.

- 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-produced architectural and engineering documents are well underway, the plans were sent to the City of Oroville building department for review at the end of August. On October 4th HMR responded to initial comments from the City of Oroville. Plan approval is expected by the end of October. Project is scheduled to go out to bid November 1st.

- Public Housing – Tree Trim and Removal Project (All Sites) The HACB received three bids September 8th for the trimming of 294 trees, and the removal of 12 trees, across all public housing sites. The project scheduled to begin October 17th in Gridley. Project is expected to be completed by the end of November, by Richards Tree Service.

- Gridley Farm Labor Housing - 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, including completion of concrete-block unit renovations, demolition/reconstruction of the wooden units, and site improvements.

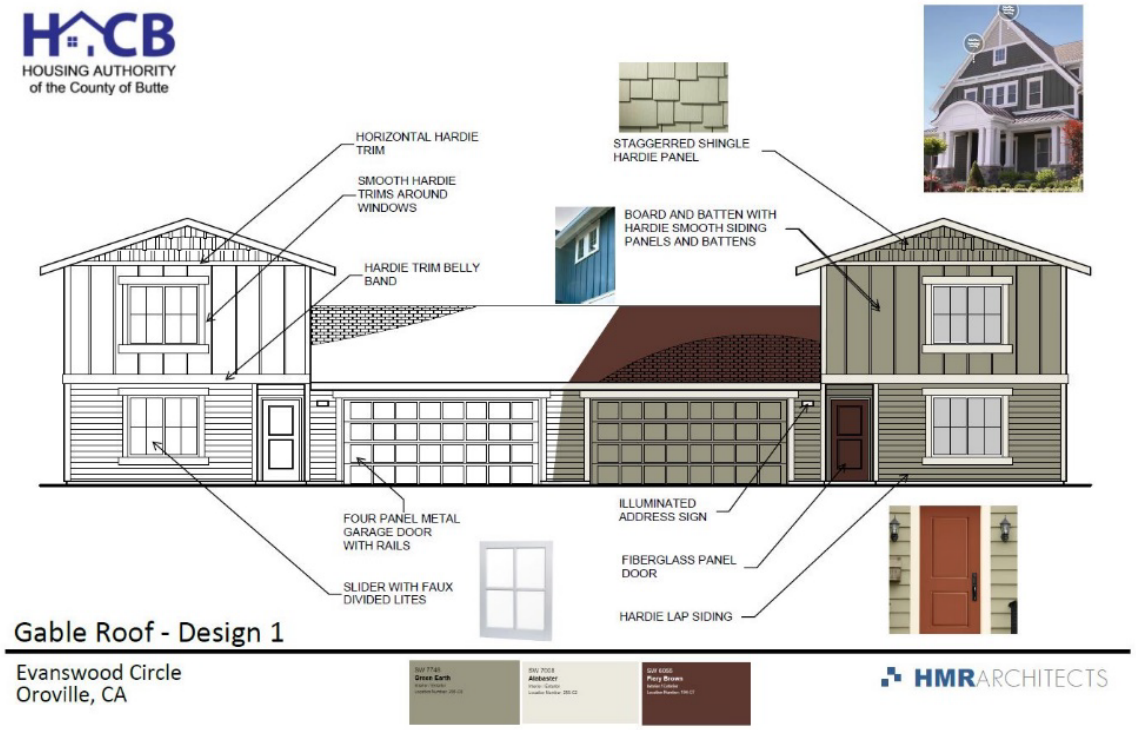
- Gridley Farm Labor Housing's Commercial Structures Exterior Improvements- Partial siding and trim replacements, select exterior door replacement, and full exterior paint of the four (4) buildings occupied by the E. Center and Mi C.A.S.A. Contractor has received and installed the windows, coordinating with the abatement testing consultant. Project is complete.

- 2020A Bond Renovations - Renovation work to be accomplished at the six (6) properties financially leveraged by the 2020A Bond issuance.

    - Much 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.

    <u>Evanswood Estates Apartments</u>:

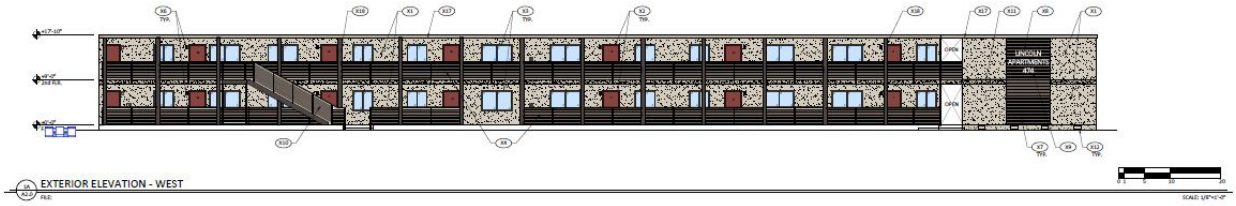
        - Work is under contract with contractor, Experts In Your Home. Construction is scheduled to start October 17, 2022.
        - Completion is scheduled for April 2023, barring delay(s).



Evanswood Estates Apts., Oroville –Planning Submittal Color Rendering

Lincoln Apartments, Chico:

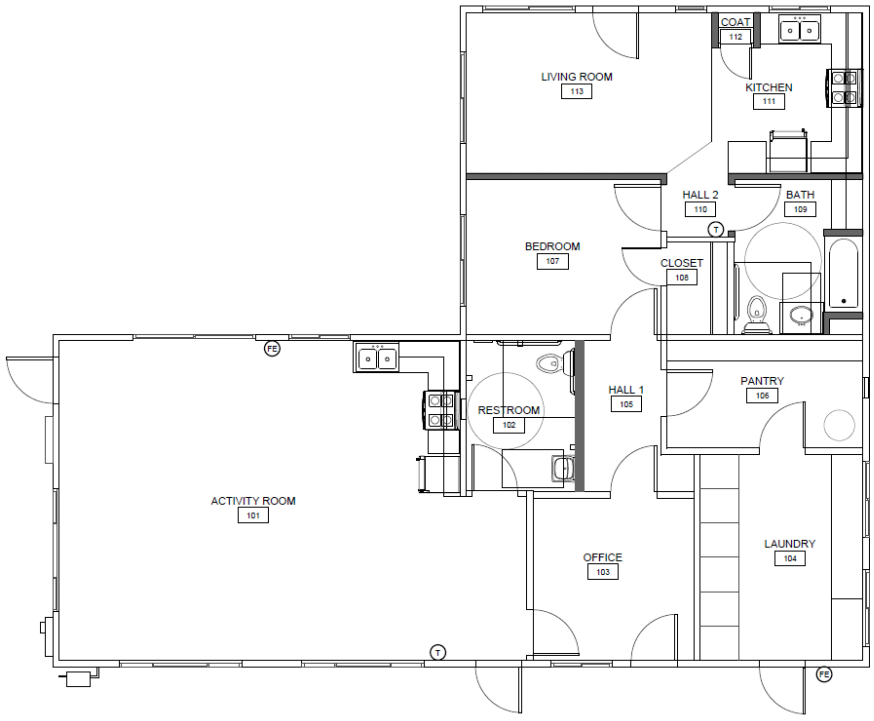
- Construction Documents are 100% complete.
- Project design has been submitted for final jurisdictional plan review.
- The permit is expected to be approved within the next two weeks.
- The Invitation for Bid for construction has been started and is expected to go out for bid at the end of October.



Lincoln Apts., Chico –Planning Submittal Color Rendering

Park Place Apartments, Oroville:

- Construction Documents are 100% complete.
- Plans have been submitted to the City of Oroville Building Division for review.

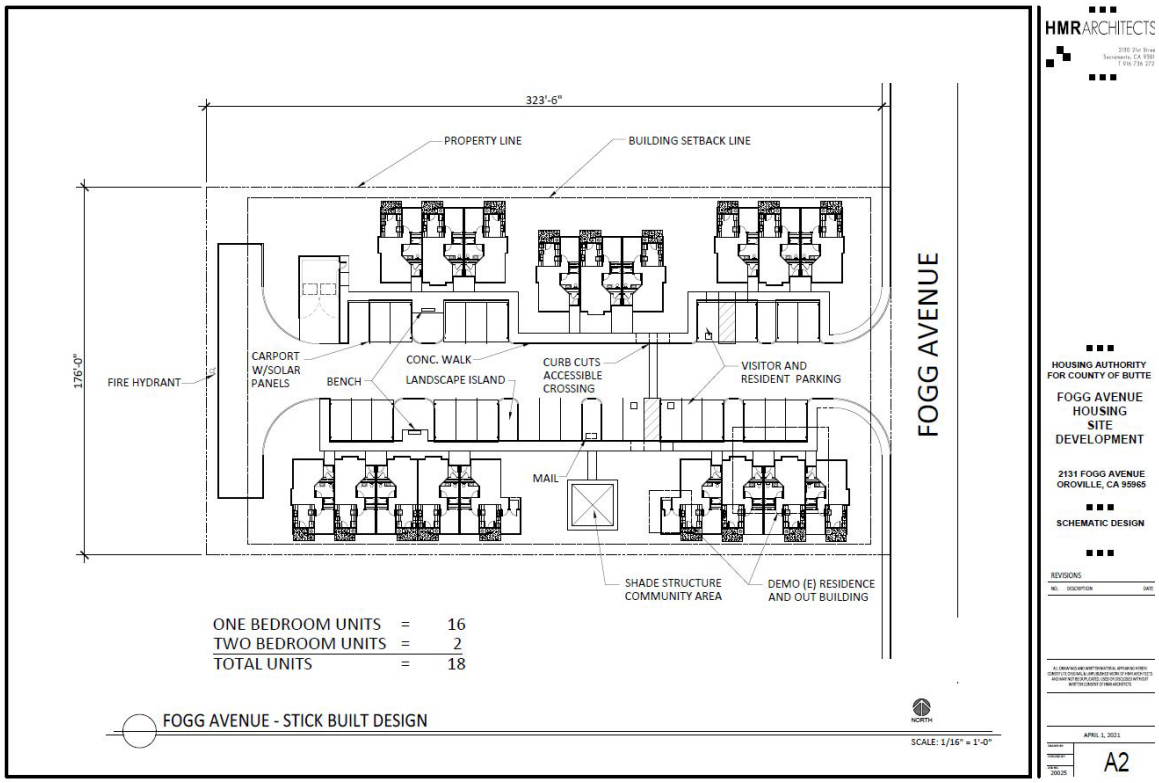


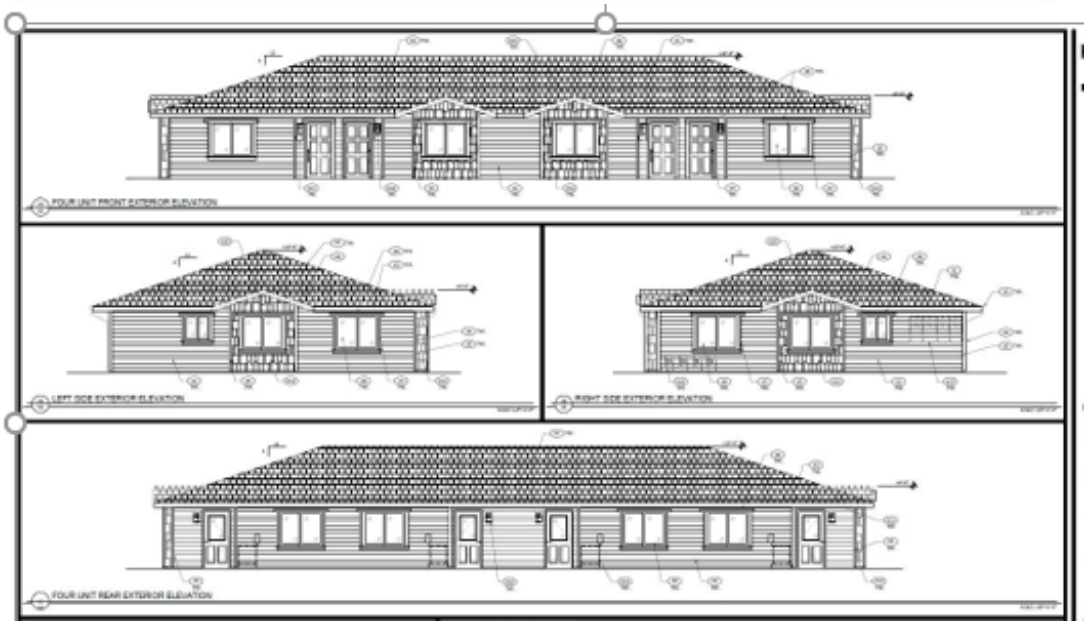
Park Place Apts., Oroville – Community Room Design Development Floor Plans

- Kathy Court Apts, Paradise: Rebuild of Kathy Court Apts, 12-unit, two story apartment building consisting of 2 one-bedroom, 8 two-bedroom, and 2 three-bedroom residential units.

    - Building Permit issuance was approved by Town of Paradise.
    - Financing is being packaged for reconstruction, including. 2020A Bond proceeds, PG&E Claim funds, CDBG-DR, MHP, and conventional loan funds. A CDBG-DR application has been submitted to the Town of Paradise, applying for $2.7 million. The Total Development cost is estimated at $8.75 million.

- 2131 Fogg Avenue, Oroville – Development Initiative (1+ acre lot with single-family home).
  - HMR Architects has completed schematic design plans using traditional multifamily construction methods (single story, stick frame, slab-on-grade, yielding 18 units (16 one-bedroom and 2 two-bedroom).
  - This initiative is on hold, seeking financing, including CDBG-DR and MHP monies.





12 Month HACB Project Schedule - October 14, 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 Micasa 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	Tree Trim and Removal Project (PHA Wide)		$156,050.00												
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		$19,623,171.71												

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: October 14, 2022

To: Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Public Housing - Capital Fund Status Report

Effort has been on expenditure of 501-19 funds, now complete with the last 42-unit HVAC installation task. This project is now ready for close-out. Because 501-20 funds were subject to COVID-authorized delay, 501-21 activity is now prominent because of its more imminent expenditure schedule. Also, replacement of exhausted interior cabinet systems will become featured in the next couple of years.

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

This Capital Fund is 99% obligated and 95% 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.
- **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 complete.
- **Window and Door Security Screen Improvements –** 115 Nelson Avenue Community Room & Maintenance Shop, Installation of window and door security screens to prevent vandalism. Complete.

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

This Capital Fund is 21% obligated and 21% 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.

<u>Capital Fund 501-21, Funding Amount $913,365</u>

This Capital Fund is 31% obligated and 28% expended. Projects Planned:

- **ACM Tile Replacement –** All concrete-block units – ongoing
- **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 delivery and installation were completed August 31, 2022.
- **Tree Trim and Removal Project** – Amp Wide - Trim 294 trees and remove 12 trees.
- **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.

- **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 10% obligated and 0% 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 HACB Board of Commissioners final approval under Resolution 4862
- Annual Contribution Contract Amendment for grant acceptance has been received from HUD and received HACB Board of Commissioners final approval under Resolution 4863.
- Initial document package has been approved
- 2022 Annual Statement Budget has been approved by HUD

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 09-09-2022

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

			501-19 (Revision #1, 06-30-2021)				501-20				501-21				501-22				Totals		
Line No.	Summary by Development Account		Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	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				58,149.00				204,835.00	97,996.97	106,838.03
3	1408	Management Improvements	2,000.00	2,000.00	1,883.79	1,883.79	2,000.00				5,000.00				5,000.00				14,000.00	1,883.79	12,116.21
4	1410	Administration (10% Max)	80,842.00	81,287.00	81,287.00	81,287.00	87,533.00		87,533.00	87,533.00	91,336.00		91,336.00	91,336.00	111,325.00		111,325.00		371,481.00	260,156.00	111,325.00
5	1480	Audit	2,000.00	2,000.00			2,000.00				2,000.00				2,000.00				8,000.00	-	8,000.00
7	1480	Fees and Costs	75,120.00	75,120.00	38,633.57	35,466.09	90,000.00				75,000.00		82,775.86	59,109.77	75,000.00				315,120.00	94,575.86	220,544.14
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	616,153.00	620,163.00	677,830.55	649,411.55	600,306.00		9,150.77	9,150.77	712,154.00		109,211.81	109,211.81	861,782.00		-	-	2,794,405.00	767,774.13	2,026,630.87
17	1480	Relocation Costs	3,500.00	3,500.00			3,500.00												7,000.00	-	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	807,631.88	776,045.40	875,339.00	-	186,683.77	186,683.77	913,365.00	-	283,323.67	259,657.58	1,113,256.00	-	111,325.00	-	3,714,841.00	1,222,386.75	2,492,454.25
					99%	95%			21%	21%			31%	28%			10%	0%			

Housing Authority of the County of Butte

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 10/14/2022	-	106,838.03	12,116.21	111,325.00	8,000.00	220,544.14	2,026,630.87	7,000.00	2,492,454.25	
	501-19 , 501-20, 501-21, 501-22 Funding										
100	Reserved Budget	-								-	
1406	Operations		106,838.03							106,838.03	
1408	Management Improvements			12,116.21						12,116.21	
1411	Audit Cost Cap Fund					8,000.00				8,000.00	
1410	Administration				111,325.00					111,325.00	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						220,544.14			220,544.14	

MEMO

Date: October 14, 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 October 1, 2022, there are a total of (78) occupied units (see AWI's narrative for further details). There are (2) applicants scheduled to move-in this month, into units at 823 and 829 Marie Court. There are (3) households that have turned in "Intent to Vacate" notices due to being over income. There are no unlawful detainers at this time.

AWI staff revamped their marketing efforts recently to attract more applicants. In addition to flyer distribution, use of Craig's List, and a $100.00 resident referral incentive, AWI staff participated in this year's Dia del Campesino (Day of the Farmer) event, which was held on October 2nd in downtown Chico, from noon to 5:00 pm. AWI staff were able to hand out applications and flyers to prospective applicants at the event.

Maria Acevedo (AWI Property Manager) continues to work on leasing up available vacant units. AWI hired a full-time maintenance technician and is seeks to fill both the part-time maintenance position and the part-time Assistant Manager position.

1930's-era 2-Bedroom

"Demo" Unit

1930's-era 2-Bedroom

On-site security reports no significant issues. Chavarria's Landscaping serves the landscaping needs of the property. Bids for tree trimming and playground improvements are in process. The canals surrounding the property have been fully cleared by American Building J&S, and water purged from the primary well is now flowing through the canals, as designed.

Unrenovated 1980's-era Duplex

Mi CASA's monthly food distribution was held on October 11, 2022 from 3-6 pm in the Community Room. NVCSS's Promotores Dual Language Learning (DLL) program operates out of the Community Room; they're currently working with (10) families. Leases have been renewed with the E-Center and BCOE Migrant Education.

Mi C.A.S.A.'s is half way through their Fall Session It has been learned that, once again, a poster submitted by a Mi CASA student has been selected for publication in national NAHRO's annual What Home Means to Me calendar for 2023.

Renovated 1980's-era Concrete-block Units

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 under consideration.

We have recently learned of a grant opportunity that would fund such a generator, available through the State Water Board but the HACB was deemed "not qualified" due to being a Farm

Labor Camp. We are in the process of appealing and were given three (3) other agencies to explore grant opportunities.

Exterior improvements to the four (4) commercial lease buildings, including the E Center and Mi CASA structures, which included lead paint abatement, limited siding replacement and painting, is now complete -the back-ordered windows have been installed. The E-Center building's roofing maintenance repairs have been completed, paid by a E-Center-secured grant.

Gridley Farm Labor Housing
September 2022

Separate Variance Report explaining budget differences and expenditures.

Updates:

As of the end of September

- 78 occupied
  New move out unit #AU875
- 9 units held offline due to next phase of rehab
- 16 units deemed uninhabitable
- 13 units available for occupancy

Unit #829 & #823 Marie Court are the next units in process for move-ins.

Three Households over the RD limits – All 3 have submitted a 60-day notice to vacate.

Two current residents in old Brick units (1475 Ogden and 1457 McConnel) will be transferred due to their units being severely deteriorated.

Past Due Balances:

- **Unit # ERN 863- balance $3,305** payment plan in place and keeping up with payments.
- **Unit # AU 0878 balance $1,573** served a 10-day notice.
- **Unit #SU 1528 balance $ 951.35** served a 10-day notice.

Staff still seeking estimates for tree trimming and playground work.

Eriberto Delgado Martinez has joined the team as the new maintenance technician.
He started on 10/03/22. We are actively recruiting for the assistant manager and assistant maintenance positions.

The Dia Del Campesino (Day of the Farmer) event went well. The booth looked great. Prospects stopped by to pick up flyers, applications and business cards. A few visitors requested more info regarding the apartments. Staff walked around and passed flyers. It was a great experience.

Gridley Farm Labor 645
For the Month Ended September 30, 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	$ 98,078.00	$ (1,670.00)	$ 1,165,193.00	$ 1,176,936.00	$ (11,743.00)
Vacancies	(19,037.00)	(19,283.50)	246.50	(224,515.00)	(231,402.00)	6,887.00
Manager's Unit	0.00	(835.00)	835.00	(4,175.00)	(10,020.00)	5,845.00
Total Tenant Rent	$ 77,371.00	$ 77,959.50	$ (588.50)	$ 936,503.00	$ 935,514.00	$ 989.00
Other Project Income:						
Laundry Income	$ 230.43	$ 216.66	$ 13.77	$ 2,375.39	$ 2,600.00	$ (224.61)
Interest Income	5.58	16.66	(11.08)	28.40	200.00	(171.60)
Restricted Reserve Interest Incom	4.78	0.00	4.78	18.11	0.00	18.11
Other Tenant Income	242.00	200.00	42.00	1,720.45	2,400.00	(679.55)
Utility Allowance	(242.00)	0.00	(242.00)	(846.00)	0.00	(846.00)
Miscellaneous Income	0.00	0.00	0.00	1,649.50	0.00	1,649.50
Other Project Income	$ 240.79	$ 433.32	$ (192.53)	$ 4,945.85	$ 5,200.00	$ (254.15)
Total Project Income	$ 77,611.79	$ 78,392.82	$ (781.03)	$ 941,448.85	$ 940,714.00	$ 734.85
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	$ 14,561.15	$ 20,331.23	$ (5,770.08)	$ 240,197.98	$ 243,975.00	$ (3,777.02)
Utilities (From Pg 2)	2,882.13	10,250.00	(7,367.87)	76,374.86	123,000.00	(46,625.14)
Administrative (From Pg 2)	12,249.47	11,304.50	944.97	192,637.60	135,654.00	56,983.60
Taxes & Insurance (From Pg 2)	13,763.00	13,763.00	0.00	180,785.74	165,156.00	15,629.74
Other Taxes & Insurance (Fr Page	1,044.22	6,169.66	(5,125.44)	37,307.70	74,036.00	(36,728.30)
Other Project Expenses	1,117.83	1,095.82	22.01	28,029.72	13,150.00	14,879.72
Total O&M Expenses	$ 45,617.80	$ 62,914.21	$ (17,296.41)	$ 755,333.60	$ 754,971.00	$ 362.60
Mortgage & Owner's Expense						
Mortgage Payment	$ 12,558.96	$ 12,558.59	$ .37	$ 150,707.52	$ 150,703.00	$ 4.52
Transfer - Reserves	$ 2,875.00	$ 2,875.00	$ 0.00	$ 34,500.00	$ 34,500.00	$ 0.00
Total Mortgage & Owner's Exp.	$ 15,433.96	$ 15,433.59	$ .37	$ 185,207.52	$ 185,203.00	$ 4.52
Total Project Expenses	$ 61,051.76	$ 78,347.80	$ (17,296.04)	$ 940,541.12	$ 940,174.00	$ 367.12
Net Profit (Loss)	$ 16,560.03	$ 45.02	$ 16,515.01	$ 907.73	$ 540.00	$ 367.73
Other Cash Flow Items:						
Reserve Transfers	$ 7,195.22	$ 0.00	$ 7,195.22	$ (415,742.24)	$ 0.00	$ (415,742.24)
T & I Transfers	(13,768.58)	0.00	(13,768.58)	(86,994.79)	0.00	(86,994.79)
Other Cash Changes	0.00	0.00	0.00	(500.00)	0.00	(500.00)
Sec Dep Owner Held	(535.00)	0.00	(535.00)	(3,341.00)	0.00	(3,341.00)

Gridley Farm Labor 645
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rent Annuity	$ 39,590.00	$ 0.00	$ 39,590.00	$ 466,845.00	$ 0.00	$ 466,845.00
Rent Subsidy	(39,590.00)	0.00	(39,590.00)	(466,845.00)	0.00	(466,845.00)
Authorized Reserve - Other	(7,200.00)	(2,916.66)	(4,283.34)	(10,974.87)	(35,000.00)	24,025.13
Tenant Receivables	(2,438.00)	0.00	(2,438.00)	(8,275.54)	0.00	(8,275.54)
Other Receivables	11,551.25	0.00	11,551.25	42,361.13	0.00	42,361.13
Rental Assistance	1,484.00	0.00	1,484.00	10,490.96	0.00	10,490.96
Accounts Payable - Trade	(13,550.42)	0.00	(13,550.42)	8,261.39	0.00	8,261.39
Accrued Property Taxes	2,117.50	0.00	2,117.50	25,410.00	0.00	25,410.00
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	$ (15,144.03)	$ (2,916.66)	$ (12,227.37)	$ 4,076.55	$ (35,000.00)	$ 39,076.55
Net Operating Cash Change	$ 1,416.00	$ (2,871.64)	$ 4,287.64	$ 4,984.28	$ (34,460.00)	$ 39,444.28

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating - FFB	$ 0.00	$ 4,984.28	$ 4,984.28
Tax & Insurance - FFB	0.00	86,994.79	86,994.79
RD Reserves - FFB	0.00	53,543.24	53,543.24
Cash - Owner Held Reserves	0.00	396,699.00	396,699.00
Payables & Receivables:			
Accounts Payable - Trade	0.00	8,261.39	8,261.39
Rents Receivable - Current Tenants	1,786.97	10,062.51	8,275.54
Prepaid Rents	(6,112.49)	0.00	6,112.49

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	$ 2,071.14	$ 4,500.00	$ (2,428.86)	$ 57,097.56	$ 54,000.00	$ 3,097.56
Janitorial/Cleaning Supplies	0.00	0.00	0.00	551.40	0.00	551.40
Plumbing Repairs	350.00	0.00	350.00	9,808.38	0.00	9,808.38
Painting & Decorating	236.69	0.00	236.69	2,459.88	0.00	2,459.88
Repairs & Maintenance - Supply	24.20	1,250.00	(1,225.80)	10,616.92	15,000.00	(4,383.08)
Repairs & Maintenance - Contract	2,429.43	1,166.66	1,262.77	28,012.85	14,000.00	14,012.85
Grounds Maintenance	8,330.79	8,000.00	330.79	98,378.40	96,000.00	2,378.40
Pest Control Service	0.00	2,016.66	(2,016.66)	245.00	24,200.00	(23,955.00)
Fire/Alarm Services	0.00	0.00	0.00	1,560.61	0.00	1,560.61
Security Service	1,071.00	0.00	1,071.00	14,811.96	0.00	14,811.96
Capital Improvements - Other	0.00	2,006.25	(2,006.25)	1,468.59	24,075.00	(22,606.41)
Capital Improvements - Flooring	0.00	0.00	0.00	7,685.00	0.00	7,685.00
Capital Improvements - Appliance	0.00	558.34	(558.34)	622.81	6,700.00	(6,077.19)

Gridley Farm Labor 645
For the Month Ended September 30, 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	$ 2,400.00	$ 1,234.57
Capital Improvements - Water Heat	0.00	216.66	(216.66)	2,052.78	2,600.00	(547.22)
Carpet Cleaning	0.00	0.00	0.00	285.00	0.00	285.00
HVAC Repairs	0.00	0.00	0.00	607.00	0.00	607.00
Cable Service	47.90	0.00	47.90	223.50	0.00	223.50
Tenant Services	0.00	416.66	(416.66)	75.77	5,000.00	(4,924.23)
Total Maint. & Operating Exp.	$ 14,561.15	$ 20,331.23	$ (5,770.08)	$ 240,197.98	$ 243,975.00	$ (3,777.02)
Utilities:						
Electricity	$ 211.05	$ 2,666.66	$ (2,455.61)	$ 22,410.61	$ 32,000.00	$ (9,589.39)
Water	0.00	2,916.66	(2,916.66)	462.11	35,000.00	(34,537.89)
Sewer	0.00	1,583.34	(1,583.34)	25,580.84	19,000.00	6,580.84
Heating Fuel/Other	90.40	583.34	(492.94)	4,498.68	7,000.00	(2,501.32)
Garbage & Trash Removal	2,580.68	2,500.00	80.68	23,422.62	30,000.00	(6,577.38)
Total Utilities	$ 2,882.13	$ 10,250.00	$ (7,367.87)	$ 76,374.86	$ 123,000.00	$ (46,625.14)
Administrative:						
Manager's Salary	$ 5,348.72	$ 8,166.66	$ (2,817.94)	$ 55,047.60	$ 98,000.00	$ (42,952.40)
Management Fees	5,728.00	0.00	5,728.00	73,875.00	0.00	73,875.00
Bad Debt Expense	835.00	416.66	418.34	59,662.00	5,000.00	54,662.00
Auditing	337.75	337.75	0.00	4,053.00	4,053.00	0.00
Bookkeeping Fees	0.00	875.00	(875.00)	0.00	10,500.00	(10,500.00)
Legal	0.00	208.34	(208.34)	0.00	2,500.00	(2,500.00)
Other Administrative Expenses	0.00	1,300.09	(1,300.09)	0.00	15,601.00	(15,601.00)
Total Administrative Expense	$ 12,249.47	$ 11,304.50	$ 944.97	$ 192,637.60	$ 135,654.00	$ 56,983.60
Taxes & Insurance Reserve For:						
Special Assessments	$ 2,117.50	$ 2,117.50	$ 0.00	$ 25,410.00	$ 25,410.00	$ 0.00
Property Insurance	2,934.25	2,934.25	0.00	35,211.00	35,211.00	0.00
Other Insurance	8,711.25	8,711.25	0.00	120,164.74	104,535.00	15,629.74
Total Taxes & Insurance Expense	$ 13,763.00	$ 13,763.00	$ 0.00	$ 180,785.74	$ 165,156.00	$ 15,629.74
Other Taxes & Insurance:						
Payroll Taxes	$ 562.80	$ 1,128.41	$ (565.61)	$ 11,353.52	$ 13,541.00	$ (2,187.48)
Sales Tax Expense	0.00	0.00	0.00	57.22	0.00	57.22
Other Taxes, Fees & Permits	78.33	0.00	78.33	19,484.81	0.00	19,484.81
Bond Premiums	0.00	0.00	0.00	528.00	0.00	528.00
Worker's Compensation Insurance	277.97	774.25	(496.28)	4,653.30	9,291.00	(4,637.70)
Personnel Medical Insurance	125.12	4,267.00	(4,141.88)	1,230.85	51,204.00	(49,973.15)
Total Other Taxes & Insurance	$ 1,044.22	$ 6,169.66	$ (5,125.44)	$ 37,307.70	$ 74,036.00	$ (36,728.30)
Other Project Expenses						
Telephone & Answering Service	$ 243.33	$ 450.00	$ (206.67)	$ 3,001.76	$ 5,400.00	$ (2,398.24)

Gridley Farm Labor 645
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Internet Service	$ 172.90	$ 0.00	$ 172.90	$ 1,359.58	$ 0.00	$ 1,359.58
Advertising	0.00	375.00	(375.00)	3,455.99	4,500.00	(1,044.01)
Office Supplies & Expense	375.70	166.66	209.04	9,248.74	2,000.00	7,248.74
Postage	39.98	0.00	39.98	774.52	0.00	774.52
Toner/Copier Expense	0.00	0.00	0.00	487.40	0.00	487.40
Office Furniture & Equipment Expe	0.00	0.00	0.00	1,113.23	0.00	1,113.23
Travel & Promotion	225.00	0.00	225.00	7,749.08	0.00	7,749.08
Training Expense	60.92	104.16	(43.24)	308.53	1,250.00	(941.47)
Credit Checking	0.00	0.00	0.00	164.50	0.00	164.50
Employee Meals	0.00	0.00	0.00	366.39	0.00	366.39
Total Other Project Expenses	$ 1,117.83	$ 1,095.82	$ 22.01	$ 28,029.72	$ 13,150.00	$ 14,879.72
Lease Up Expenses						
Total Lease Up Expenses	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Mortgage & Owner's Expense						
Mortgage Payment	$ 12,558.96	$ 12,558.59	$ .37	$ 150,707.52	$ 150,703.00	$ 4.52
Transfer - Reserves	$ 2,875.00	$ 2,875.00	$ 0.00	$ 34,500.00	$ 34,500.00	$ 0.00
Total Mortgage & Owner's Exp.	$ 15,433.96	$ 15,433.59	$ .37	$ 185,207.52	$ 185,203.00	$ 4.52
Total Expenses	$ 61,051.76	$ 78,347.80	$ (17,296.04)	$ 940,541.12	$ 940,174.00	$ 367.12
Authorized Reserve - Other	$ 7,200.00	$ 2,916.66	$ 4,283.34	$ 10,974.87	$ 35,000.00	$ (24,025.13)
	$ 7,200.00	$ 2,916.66	$ 4,283.34	$ 10,974.87	$ 35,000.00	$ (24,025.13)

MEMO

Date: October 14, 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)

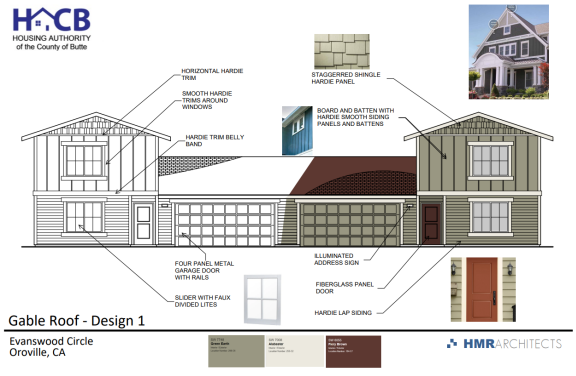
For Alamont, Cordillera, Evanswood, Kathy Court, Lincoln, Locust, and Park Place Apartments, please also see monthly reports provided by the property manager, RSC Associates Inc., following this memo. Please also find Sackett Corporation's financials for Gridley Springs II.

Alamont Apartments, Chico (30 units, family, RSC) – As of the first of October there is one (1) vacancy. RSC's monthly narrative reviews the delinquent rents. YTD total income is ahead of budget by $10,960.24, at $322,264. Total operating expenses YTD came in below budget by $13,446.04 at $113,110.96. YTD Net Operating Income is $24,400+ more than budget, at $209,153.28. *Overall, the Alamont Apartments performed well for the 2021-22 fiscal year and better than budget.* The 2020A bond-finance-identified needs, such as new water heaters, range hoods, ceiling fans, garbage disposals, and replacement of GFCI outlets have been completed, using bond proceeds.

Cordillera/Cameo Apartments, **Chico** (20 units, family, RSC) - The property currently has no vacancy. Only 8 units turned over this past fiscal year. All rents were collected for the month, with the exception of two units as indicated of the RSC monthly narrative. YTD total income is up by $2,588.28, with total expenses being lower than budget by $21,501.85, at $87,471.15. Net Operating Income is $24,090.13 over projection YTD, due to general and turnover expenses being lower than anticipated. Cordillera/Cameo Apartments performed well this past fiscal year.

Evanswood Estates Apartments, Oroville (31 units, family, RSC) – The property currently has zero (0) vacancy. The past 8 month's there has been *no* turnover. Unpaid rents include two units, described in RSC's monthly narrative, where there is one UD pending, and one unit owes a small balance. YTD total income is $9,521.74 better than projection at $398,971.67. YTD Operating Expenses came in higher than budget by $41,556.85, at $240,041.85. This brought the YTD NOI to $32,035.11 less than budget, at $158,902.89. Both administrative and turnover expenses came in higher than budgeted. $3 million in 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 relating to the new windows and also a main subcontractor issue. The work will be completed in 2022-23 using Series 2020A bond proceeds.

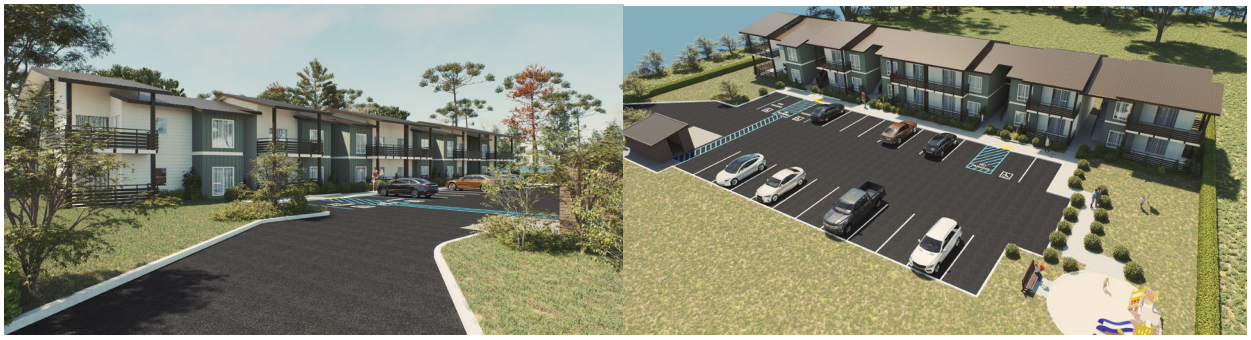
Units #21, 25, & 33, purchased and tracked separately, came in on budget with its total income at $35,450.00. YTD Total Expenses were $2,073.69 more than budget at $16,951.69, bringing YTD NOI to $18,498.31. These three units brought the total owned units from 28 to 31. #33 is the sole unit not owned by the HACB.



Planned Exterior Renovations (typical)

Gridley Springs II, Gridley (24 units, Family, Sackett) The property currently has one (1) vacant unit, with one thirty (30) day notice to vacate. Only one turnover occurred in the past fiscal year! Year to Date income came in ahead of budget by $212.24, at $191,098.44. Total YTD expenses came in $36,625.01 under projection, at $121,540.99, bringing the property's NOI to $69,557.45- $35,625.01 better than budget. Overall, GS II performed very well for the 2021-22 fiscal year. Annual power washing of all buildings is complete.

Kathy Court Apartments, Paradise (12 units, family, RSC) – the Building Permit Application has been approved. A CDBG-DR funding application for 40% of the total development has been submitted to the Town of Paradise. State of California HCD Multi-family Housing Program (MHP) funds will also be applied for in assembling the finance package. Multi-family property and liability insurance has been determined available via State Farm Insurance. A total of $2,708.24 remains in the operating account after annual third-party property management fees, asset management fees, water, and landscape costs to manage/upkeep the vacant parcel.



Lincoln Apartments, Chico (18 units, family, RSC) – Lincoln Apartments has no vacancies as of the 1st of October. All rents were collected for the month with the exception of three units, where small balances are owed. YTD vacancy loss ($1,418.49 more than budget) and slightly increased YTD total expenses has brought Net Operating Income lower than anticipated, by approximately $1,222.67, at $78,822.00. Historically, the Lincoln Apartments due to its age, has had higher expenses at turnovers, impacting the property's performance. The installation of 2020A bond-funded Capital Improvements, including water heaters, a refrigerator,

exhaust hoods and GFCI installation is underway. HMR Architects has completed 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 2023. 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.

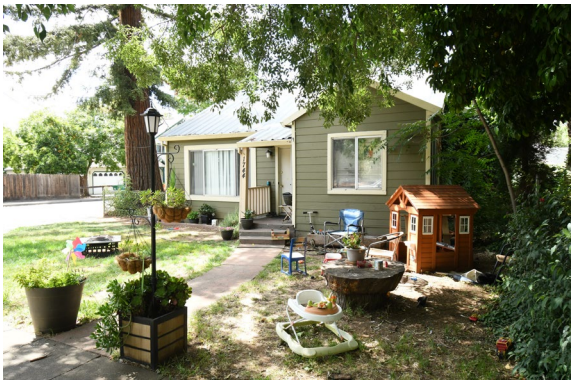
Lincoln Apartment, Chico
Proposed Exterior Improvements – Rails, Decks, Stairways, and Paths of Travel

Locust Apartments, Chico (10 units, family, RSC) - The property continues to be fully occupied. There has been no turnover in 2021-22 fiscal year. All rents were paid, with the exception of one unit, where an Unlawful Detainer action was filed - RSC now has possession of the unit. Total YTD income came in ahead of budget at $86,333.72. Total Operating Expenses came to $31,294.92, $11,630.08 more than budget. YTD NOI totaled $55,038.80, $13,925.80 better than anticipated for the 2021-22 fiscal year. The Locust Apartments was managed well by RSC Associates, Inc. Scheduled Capital Improvements continue with the replacement of water heaters, range hoods, and GFCI outlets, paid by means of Series 2020A Bond proceeds.

Park Place Apartments, **Oroville** (40 units, senior, RSC) – The property is fully occupied as of the first of the month. RSC's narrative covers the property rent collection for the month. With low vacancy loss and increased YTD income $6,211.51 more than budget and less overall expenses than anticipated ($9,015.34 less than budget at $130,988.66), the property performs consistently above budget. NOI is approximately $15,200.00+ more than budget, at $174,295.85. Consequently, the property performed very well as of the end of the fiscal year, September 30th. Bond-funded work includes equipment replacements, gazebo replacement, Community Room renovation, and site paths of travel improvements - 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.



RSC ASSOCIATES, INC. PROPERTY MANAGEMENT

October 13, 2022

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

RE: September 2022 HACB Monthly Financial Package

Dear Mr. Mayer:

Below is a summary of the fiscal year ending September 30, 2022, for 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 September.
- **Rent collection**
  - ✓ The tenant of unit #5 has been evicted and had the Sheriff Lock out effective October 5th.
  - ✓ All other tenants paid in full.

Annual Financial Summary

Revenue

- Total Income - $2,295.72 over budget due to lower Vacancy Loss

Expenses

- Total Operating Expenses were under budget by $11,630.08 as all expense categories were below budget.
- 2020A Bond Capital Improvements were slightly above budget by $1,666.89. The overage is attributed to actual costs exceeding the Property Condition Assessment (PCA) budget estimates.

Net Operating Income was over budget by $13,925.80 due to the lower vacancy loss and lower expenses described above.

Alamont Apartments

Monthly Highlights

- **Occupancy** – 96.66% at the end of September.
- **Rent collection**
  - ✓ Unit #22 moved in on 9/19/22 but has an outstanding balance for September rent.
  - ✓ Unit #28 was vacant, but a tenant has been approved, and is expected to move in on 10/7/22.
  - ✓ Unit #1 has not paid September rent.
  - ✓ All other tenants paid in full.
- **Capital Improvements** – a water heater was installed in the laundry room through the 2020A Capital Bond Project, and there was the painting of the exterior of the building.

Annual Financial Summary

Revenue

- Total Income - $10,960.24 over budget largely due to higher Rent Potential and lower Vacancy Loss.

Expenses

- Total Operating Expenses were under budget by $13,446.04 mostly as a result of lower Turnover cost due to lower than planned vacancies.
- Capital Improvements were below budget by $54,798.56. The shortage was attributed to 2020A Bond projects that were moved into the 2022/2023 fiscal year and offset by overages in exterior painting actual costs.

Net Operating Income was over budget by $24,406.28 due to the higher Rent Potential and lower expenses described above.

Cordillera/Cameo Drive Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of September.
- **Rent collection**
  - ✓ #49-1 has an outstanding balance for September rent which we are working with them on the collection.
  - ✓ #49-3A has an outstanding balance for September rent which we are working with Behavioral Health on collecting.
  - ✓ All other tenants paid in full.

Annual Financial Summary

Revenue

- Total Income – was in-line with the budget for the year.

Expenses

- Total Operating Expenses were under budget by $21,501.85 mostly as a result of lower Administrative bad debt and Turnover costs.
- Capital Improvements were below budget by $50,162.39. The overage was attributed to 2020A Bond projects that were moved into the 2022/2023 fiscal year or held off for completion until a unit is vacated at which time the improvements will be scheduled. Lower turnover activity will delay some the 2020A projects.

Net Operating Income was over budget by $24,090.13 due to the lower expenses described above.

Evanswood Estates Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of September.
- **Rent Collection**
  - ✓ #32 owes for September rent.
  - ✓ #69 has been evicted effective October 5th.
  - ✓ All other tenants paid in full.
- **Capital Improvements** – a garage door was replaced for unit #4, a water heater, exhaust hood, and GFCI outlets were installed for unit #368 as part of the Capital Bond Project.

Annual Financial Summary

Revenue

- Total Income - $9,521.74 over budget due to higher Rent Potential

Expenses

- Administrative Expenses were over budget by $21,071.79 due to unplanned Project Fees attributed to reconstructing units #28 and #71 after they were damaged by fire.
- Turnover Expenses were over budget by $20,114.00. The overage was attributed to high costs of turning over units that were occupied by long-term residents (unit 16-**20** year resident, unit 65-**7** year resident, unit 45-**14** year resident) where the units needed major upgrades.
- Total Capital Improvement & Financial Expenses were over budget by $21,283.62 which if mostly attributed to the Interior Painting of the turnover units and replacement of garage doors for units #4 and #36.
- Net Income was under budget by $53,318.73 as a result of the higher revenue offsetting a portion of the higher costs described above.

Net Operating Income was under budget by $32,035.11 due to the higher Administrative and Turnover expenses described above.

Evanswood #21, #25, and #33

Monthly Highlights:

- **Occupancy** – 100% at the end of September.
- **Rent Collection** – 100% of rent was collected.
- **Capital Improvements** – there was a removal of a woodstove and flue, removal of the stone hearth and walls, and the drywall repair and painting for unit #33. There was also a deck removal, installation of a new window, and exterior stucco repairs for unit #33, which were part of the Capital Improvement Bond Project.

Annual Financial Summary

Revenue

- Total Income – was in-line with the budget for the year.

Expenses

- Total Operating Expenses were over budget by $2,073.69 due to water damage repairs to unit #21 during the year.
- 2020A Bond Capital Improvements were above budget by $27,058.33 due to the removal of a dry rot impaired balcony and installation of a new window in unit #33.

Net Operating Income was under budget by $3,970.69 due to the higher operating expenses described above.

Kathy Court Apartments

Monthly Highlights: None at this time.

Annual Financial Summary

Expenses

- Total Operating Expenses were under budget by $5,796.33 as property repair costs and additional landscaping costs were much lower than expected.
- Capital Improvements included the cost to remove a large tree blocking the driveway entrance in June.

Net Income was above budget by $3,536.33 due to the lower operating expenses described above.

Lincoln Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of September.
- **Rent Collection**
  - ✓ Unit #11, #12 and #18 had small outstanding balances at the end of September.
  - ✓ All other tenants paid in full.

Annual Financial Summary

Revenue

- Total Income – was in-line with the budget for the year.

Expenses

- Total Operating Expenses were under budget by $1,307.83 overall with Maintenance expense over budget by $3,747.08 which were offset by lower Turnover and Administrative expenses.
- 2020A Bond Capital Improvements were above budget by $1,628.89 as we continue to work on projects per the Property Condition Assessment (PCA) report.

Net Operating Income was in-line with the budget for the year.

Mr. Ed Mayer, Executive Director
Chico, California

Park Place Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of September.
- **Rent Collection**
  - ✓ Unit #35 made the rent payment, but still has a small outstanding balance for a late fee.
  - ✓ Unit #23 still owes for September rent.
  - ✓ All other tenants paid in full.

Annual Financial Summary

Revenue

- Total Income – was slightly above budget for the year and in-line with the budget.

Expenses

- Total Operating Expenses were under budget by $9,015.34 as Bad Debt and Maintenance costs were below budget which offset higher Utility and Turnover cost during the year.
- 2020A Bond Capital Improvements were well below budget due to moving higher cost project for the common area and asphalt repairs to the next fiscal year.
- Capital Improvement costs were above budget which was attributed to painting unit interiors on turnover and removing a large tree near the clubhouse.

Net Operating Income was above budget by $9,015.34 due to the lower operating expenses described above.

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

SACKETT
CORPORATION
Property Management

GRIDLEY SPRINGS
October 2022

Property Status:

1. GSI has 1 vacant unit with Zero notices to vacate

2. GSII has 0 vacant units with 1 notices to vacate.

3. GSI (finally) received the completed FY2021 HOME inspection report with zero findings.

4. The GSI (USDA) budget is being prepared for ownership approval and will be transmitted to USDA for approval this month.

Sincerely,
Mac Upshaw

SACKETT CORPORATION
Property Management

HACB GRIDLEY SPRINGS II
As of
September 30, 2022

CASH SUMMARY - Operating Account	SEPTEMBER 2022	SEPTEMBER %%	12 months YTD 2022	12 months YTD %%
Total Rent Revenue	15,135.00	100.00%	192,743.55	100.00%
Vacancies	(391.00)	-2.58%	(1,934.00)	-1.00%
Net Rental Revenue	14,744.00	97.42%	190,809.55	99.00%
Other Income	12.25	0.08%	288.89	0.15%
Total Revenue	14,756.25	97.50%	191,098.44	99.15%
Expenses:				
Administrative Expenses	3,091.27	20.42%	36,738.51	19.06%
Utilities	2,213.85	14.63%	24,544.94	12.73%
Operating & Maintenance	3,502.27	23.14%	47,572.75	24.68%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	798.80	5.28%	12,684.79	6.58%
Total Expenses	9,606.19	58.19%	121,540.99	43.52%
Net Operating Income	5,150.06	37.77%	69,557.45	37.42%
Interest and Finance Expense	565.08	3.73%	6,720.96	3.49%
Replacement Costs	0.00	0.00%	2,400.16	1.25%
Net Cash Flow from Operations	4,584.98		60,436.33	
Plus (Minus)				
Interest Income	(12.25)		(96.69)	
Unpaid Rent Collected (Owed)	(2,503.00)		(3,147.60)	
Prepaid Rent Received (Absorbed)	(14.00)		(82.00)	
Prepaid Insurance Expense	0.00		(55.00)	
Security Deposits Received (Refunded)	824.00		406.00	
Accrued Interest (Payment)	545.08		(15,339.04)	
Net Cash Increase (Decrease)	**3,424.81**		**42,122.00**	
Beginning of Period Cash Balance	62,255.63		33,053.00	
Contributions (Distributions) to Owner	0.00		0.00	
Transfer from (to) Impound Account	(401.33)		(4,816.76)	
Transfer From (to) Replacement Reserves	(450.00)		(5,400.00)	
Transfer from (to) Security account	(270.73)		(399.86)	
Ending Cash Balance - Operating Account	$64,558.38		$64,558.38	
- Replacement Reserve			$114,658.42	
- Tax and Insurance Impounds			$51,999.64	
- Security Deposit Accounts			$15,265.00	

TENANT RECEIVABLES	Current Month
Rent and Rent Related Receivables	
Balance at Beginning of Month	2,800.00
Uncollected (Collected) During Month	2,503.00
Written off to Bad Debts	0.00
Balance at End of Month	$5,303.00

UNIT STATUS	Current Month
Total Units	24
Vacant units at beginning of month	1
Plus Units vacated during month	0
Less move ins and deposits to hold	1
Vacant units at end of month	0

Balance Sheet
HACB GRIDLEY SPRINGS II
As of
September 30, 2022

***** ASSETS *****		
Petty Cash	250.00	
Cash - Operating	64,558.38	
Cash - Replacement Reserve	114,658.42	
Cash - Impound Account	51,999.64	
Cash - Security Deposit Account	15,265.00	
Total Cash		246,731.44
ACCOUNTS RECEIVABLE		
Tenant Rent Receivable	5,303.00	
Total Accounts Receivable		5,303.00
Prepaid Property Insurance	0.00	
Total Prepaid Expenses		0.00
Total Current Assets		252,034.44
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		**1,006,450.56**
***** LIABILITIES *****		
Accrued Interest-SHRA	82,800.13	
Security Deposit Liability	15,265.00	
Prepaid Rent Revenue	15.00	
Total Current Liabilities		98,080.13
Note Payable	218,032.00	
Total Long Term Liabilities		218,032.00
Total Liabilities		**316,112.13**
***** 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)	60,436.33	
Total Equity		**690,338.43**
Total Liabilities & Equity		**1,006,450.56**

Income Statement
HACB GRIDLEY SPRINGS II
As of
September 30, 2022

	***** Current Month *****			***** Year-to-Date *****		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
***** REVENUES *****						
Rent Revenue - Gross Potential						
Apartment Rents	14,291.00	16,020.00	(1,729.00)	181,565.55	192,240.00	(10,674.45)
Tenant Assistance Payments	844.00	0.00	844.00	11,178.00	0.00	11,178.00
Total Revenue	15,135.00	16,020.00	(885.00)	192,743.55	192,240.00	503.55
Apartment Vacancies	(391.00)	(320.00)	(71.00)	(1,934.00)	(3,844.80)	1,910.80
Total Vacancies	(391.00)	(320.00)	(71.00)	(1,934.00)	(3,844.80)	1,910.80
NET RENTAL REVENUE	14,744.00	15,700.00	(956.00)	190,809.55	188,395.20	2,414.35
Interest Income-Other Cash	11.46	3.00	8.46	90.92	36.00	54.92
Interest Income-Sec Deposits	0.79	0.00	0.79	5.77	0.00	5.77
Total Financial Revenue	12.25	3.00	9.25	96.69	36.00	60.69
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	1,375.00	(1,375.00)
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)	192.20	1,080.00	(887.80)
Total Other Revenue	0.00	215.00	(215.00)	192.20	2,455.00	(2,262.80)
TOTAL REVENUE	**14,756.25**	**15,918.00**	**(1,161.75)**	**191,098.44**	**190,886.20**	**212.24**
***** EXPENSES *****						
Administrative Expenses						
Advertising and Promotions	0.00	15.00	(15.00)	0.00	180.00	(180.00)
Credit Reports	16.00	5.00	11.00	125.50	60.00	65.50
Uniforms	0.00	0.00	0.00	0.00	0.00	0.00
IT Support Services	128.00	128.00	0.00	1,536.00	1,536.00	0.00
Telephone/Answering Service	61.45	70.00	(8.55)	532.68	840.00	(307.32)
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	(62.74)	439.00	(501.74)	1,665.46	4,590.00	(2,924.54)
Dues and Subscriptions	257.45	0.00	257.45	321.74	0.00	321.74
Management Fee	1,035.00	1,080.00	(45.00)	12,375.00	12,960.00	(585.00)
Manager Salaries	1,656.11	1,342.00	314.11	18,019.45	16,312.00	1,707.45
Education/Registration fees	0.00	100.00	(100.00)	53.58	1,200.00	(1,146.42)
Legal Expense	0.00	63.00	(63.00)	1,285.00	750.00	535.00
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	3,091.27	3,242.00	(150.73)	36,738.51	42,428.00	(5,689.49)
Utility Expenses						
Electricity	289.28	310.00	(20.72)	6,121.61	3,720.00	2,401.61
Water	551.22	500.00	51.22	3,326.48	6,000.00	(2,673.52)
Gas	27.47	50.00	(22.53)	654.15	600.00	54.15
Sewer	841.26	820.00	21.26	8,086.26	9,840.00	(1,753.74)
Garbage and Trash Removal	504.62	500.00	4.62	6,356.44	6,000.00	356.44
Total Utility Expenses	2,213.85	2,180.00	33.85	24,544.94	26,160.00	(1,615.06)
Operating & Maintenance Expense						
Clean and Repair Apartment	269.00	0.00	269.00	628.00	0.00	628.00
Cleaning Supplies	0.00	0.00	0.00	189.14	0.00	189.14
Exterminating Contract	0.00	0.00	0.00	939.65	0.00	939.65
Tree Service	0.00	0.00	0.00	1,714.40	0.00	1,714.40
Grounds Contract	1,000.00	0.00	1,000.00	11,135.44	0.00	11,135.44
Grounds Maintenance and Supplies	0.00	0.00	0.00	2,286.34	0.00	2,286.34
Maintenance Personnel	1,656.11	1,342.00	314.11	16,496.64	16,100.00	396.64
Repair Materials	487.16	1,667.00	(1,179.84)	10,305.04	20,000.00	(9,694.96)
Repair Contract/Vendor Labor	0.00	1,825.00	(1,825.00)	93.76	21,900.00	(21,806.24)
Electrical Repair and Supplies	0.00	0.00	0.00	874.00	0.00	874.00
HVAC Repair/Maintenance	0.00	1,667.00	(1,667.00)	1,516.51	20,000.00	(18,483.49)
Appliance Repair and Maintenance	90.00	0.00	90.00	771.13	0.00	771.13
Plumbing Repair and Supplies	0.00	0.00	0.00	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	3,502.27	6,501.00	(2,998.73)	47,572.75	78,000.00	(30,427.25)

Income Statement
HACB GRIDLEY SPRINGS II
As of
September 30, 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	419.90	318.00	101.90	4,363.15	3,818.00	545.15
Property & Liability Insurance	0.00	150.00	(150.00)	235.59	1,800.00	(1,564.41)
Worker's Compensation	260.71	221.00	39.71	2,387.86	2,650.00	(262.14)
Health/Dental Insurance	118.19	193.00	(74.81)	2,446.97	2,310.00	136.97
Other Insurance	0.00	0.00	0.00	3,251.22	0.00	3,251.22
Total Taxes & Insurance Expenses	798.80	882.00	(83.20)	12,684.79	10,578.00	2,106.79
TOTAL EXPENSES	9,606.19	12,805.00	(3,198.81)	121,540.99	157,166.00	(35,625.01)
NET OPERATING INCOME (LOSS)	5,150.06	3,113.00	2,037.06	69,557.45	33,720.20	35,837.25
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	6,540.96	0.00	6,540.96
Bank Fees	20.00	0.00	20.00	180.00	0.00	180.00
Total Interest & Finance Expense	565.08	0.00	565.08	6,720.96	0.00	6,720.96
OPERATING PROFIT (LOSS)	4,584.98	3,113.00	1,471.98	62,836.49	33,720.20	29,116.29
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	0.00	0.00	0.00	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	0.00	0.00	0.00	2,400.16	0.00	2,400.16
NET CASH FLOW FROM OPERATIONS	**4,584.98**	**3,113.00**	**1,471.98**	**60,436.33**	**33,720.20**	**26,716.13**

MEMO

Date: October 14, 2022

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – LIHTC Properties

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

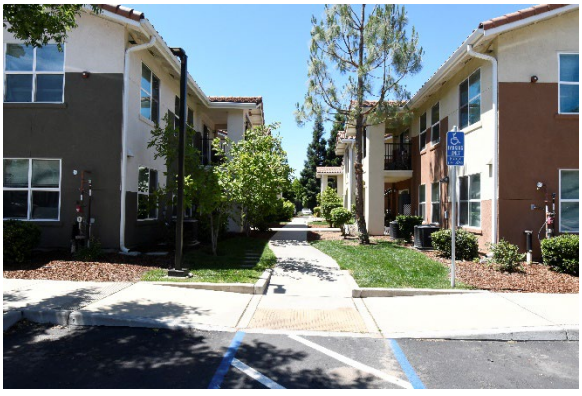
For Chico Commons, Walker Commons, and 1200 Park Ave. Apartments, Chico, please also see monthly reports provided by the property manager, AWI, following this memo. Property manager Winn Residential provides monthly reports for Harvest Park Apts., Chico; and Sackett Corporation for Gridley Springs I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

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP: Banyard Management, PM: AWI) – There currently are (8) vacancies as of the 1st of October. The vacancy loss increased the last two months due to finally being able to terminate tenancies for non-payment of rent. AWI details the expected current turnover in their monthly narrative, where six (6) vacant units have pending applications. There is one pending Unlawful Detainer being filed. Unpaid rents total 11 units; AWI again details the specific amounts owed, and associated payments through California's Rent Relief Program (RRP). AWI is monitoring the units where Unlawful Detainers can be filed, regarding households that did not apply for RRP or continue to not pay their rental obligations. Year to Date, after nine (9) months operation, the property's total income is $58,000+ more than budget, with total expenses being $36,000 less than anticipated; bringing NOI higher than budget, despite the continued challenges with rent collection. Bids for one dumpster enclosure/ gate, are being sought, as well as new directory signage, and painting of the grape stake balconies. The property continues to operate subject to pandemic protocols, with leasing dynamics being watched carefully – please find AWI's narrative property report and financials, following. The property is subject to repositioning, involving refinancing, capital improvements, and replacements. A Physical Needs Assessment of the property has been completed.

Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property has zero (0) vacancy as of the beginning of the month. No turnover occurred during the month. 1*00% of the rent was collected for September; October rents collection sees only 7 households outstanding.* AWI is still in the process of recruiting a new on-site manager. Nancy Winter there for over 5 years, will be transferring to another AWI managed property. The complex continues to operate under pandemic protocols. Gutters, downspouts and facia boards will be replaced yet in 2022. Please find the AWI monthly owners report following, as well as a brief property narrative provided by AWI. YTD Income and Expenses are better than budget. The property is subject to repositioning, involving refinance, capital improvements and replacements. The property generates significant amounts of surplus cash, which will help with anticipated renovations.

Gridley Springs I Apartments, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There is one (1) vacancy as of this memo, and no 30-day notices to vacate. There are still COVID-19 rental payments outstanding, which Sackett Corporation is waiting to process. Annual buildings' power washing is complete. YTD total income is lower than budget due to vacancy loss being higher than anticipated. The property's YTD expenses are $3,921.51 more than anticipated, bringing the NOI lower YTD by $11,640.68, at $55,057.93. Please find third party property manager's (Sackett Corporation's) Owner's report, following.

1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – This property currently has two (2) vacant units, with pending applications being processed for both units. Turnover consisted of one move ins and one move out during the month. There is one (1) thirty notice to vacate, which is an Unlawful Detainer for non-payment of rent. Unpaid rents for the month included one unit, again where it will be forwarded to legal for UD filing. There is no update to the legal complaint filed by a resident, involving a laundry room incident, in which a trial is anticipated. Gutter cleaning is being planned before the rainy season. Tree trimming and wall stucco repair bids are being collected for review. The resident computer lab will have two new computers. CAA Food Distribution is on-going; resident supportive services are being looked at for "startup" post COVID-19. YTD Income is more than budget by $42,900+. Expenses are higher by $15,300+, bringing the YTD Net Profit (Loss) to $27,600+ more than budget. Please find AWI's monthly financials and narrative following. The property is subject to repositioning, involving refinancing and capital improvements.



Harvest Park Apartments, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has one vacancy as of October 1st and no thirty (30) day notices. There are no pending 30-day notices to vacate. The Harvest Park financials, following, detail current unpaid rents at $53,016.59. The larger portion of unpaid rents have sought rent relief through the California Rent Relief Program. WINN Residential is working on the on-going collection. The property continues operations with total YTD income above budget by $1,471.92, YTD expenses are $37,315.00+ above budget, bringing the YTD NOI to less than anticipated by approximately $35,800.00+. Administrative, payroll, and O & M expenses are coming in more than budget YTD. Please find WINN Residential Owner's Report following.

Chico Commons Apartments
September 2022

Separate Variance Report explaining budget differences and expenditures.

Updates:

Chico Commons currently has 8 vacancies. No move-ins and no move-outs during the month of September.

Vacancies:
- **Unit #62** – Applicant close to an approval. Previous applicant withdrew app.
- **Unit #2** – Approved applicant. Waiting for HA inspection.
- **Unit #47** – unit almost complete with an applicant close to an approval.
- **Unit #35** – Unit market ready on 09/30 with applicant close to an approval.
- **Unit #15** – Unit market ready on 09/30 with applicant close to an approval.
- **Unit #10 –** Termination – heavy Turn. Processing applicants**.**
- **Unit #3** – Termination - turn in process. Processing applicants
- **Unit #46** – Unit market ready on 10/03 with applicant close to an approval.

If all goes as planned, several move-ins are forthcoming.

Upcoming Vacancies:
- **Unit #16 –Eviction/Nonpayment**

Most households have caught up past due balances there are a few that remain past due. There are 11 September rent payments pending, which includes those listed below:

- **Unit #5; Balance $3,827** notice of eviction intent served. Household has agreed to vacate by the end of the month.
- **Unit #8; Balance $4,327** served a 3/30-day notice. Paying sporadically.
- **Unit #14; Balance $5245.99** paid $1,927 and set up payment plan of $250 per month
- **Unit #16; Balance $8,126** under eviction for non-payment**.**
- **Unit #18; Balance $4,511** posted belief of abandonment.
- **Unit #30; Balance $2,209** has been served with 3/30day notice on 9/4.
- **Unit #53; Balance $1,036** will serve a 3/30day notice.

We will continue to monitor rent collection closely and encourage residents to get back into the habit of paying on time.

Final proofs of the new map directory signs have been received – nice improvement!

One of the garbage enclosure replacements (by unit #1-8) has been approved and the contractor will start in 3 weeks. Planning on doing the other two next year.

Staff is still seeking estimates to replace dry rot posts and paint fencing on the 2nd floor balconies.

Staff has reached out to local stores for pricing and installation of an additional storage shed. Hoping to get the storage shed before the end of this year!

Chico Commons 549
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	$ 67,470.00	$ 61,820.00	$ 5,650.00	$ 602,014.00	$ 556,380.00	$ 45,634.00
Vacancies	(7,703.00)	(2,472.84)	(5,230.16)	(24,253.00)	(22,255.50)	(1,997.50)
Rent Adjustments	(231.00)	(245.84)	14.84	243.99	(2,212.50)	2,456.49
Manager's Unit	(796.00)	(796.00)	0.00	(7,164.00)	(7,164.00)	0.00
Total Tenant Rent	$ 58,740.00	$ 58,305.32	$ 434.68	$ 570,840.99	$ 524,748.00	$ 46,092.99
Other Project Income:						
Laundry Income	$ 687.40	$ 677.84	$ 9.56	$ 6,378.72	$ 6,100.50	$ 278.22
Interest Income	9.90	4.75	5.15	52.49	42.75	9.74
Restricted Reserve Interest Incom	16.17	0.00	16.17	146.46	0.00	146.46
Late Charges	492.00	0.00	492.00	2,440.00	0.00	2,440.00
Other Tenant Income	$ 885.00	$ 349.59	$ 535.41	$ 6,791.73	$ 3,146.25	$ 3,645.48
Miscellaneous Income	$ 0.00	$ 0.00	$ 0.00	$ 5,948.57	$ 0.00	$ 5,948.57
Other Project Income	$ 2,090.47	$ 1,032.18	$ 1,058.29	$ 21,757.97	$ 9,289.50	$ 12,468.47
Total Project Income	$ 60,830.47	$ 59,337.50	$ 1,492.97	$ 592,598.96	$ 534,037.50	$ 58,561.46
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	$ 37,988.12	$ 21,872.61	$ 16,115.51	$ 180,667.86	$ 196,853.25	$ (16,185.39)
Utilities (From Pg 2)	10,484.86	8,644.02	1,840.84	73,993.29	77,796.00	(3,802.71)
Administrative (From Pg 2)	19,876.38	8,925.27	10,951.11	83,939.10	80,327.25	3,611.85
Taxes & Insurance (From Pg 2)	2,333.33	2,443.59	(110.26)	20,999.99	21,992.25	(992.26)
Other Taxes & Insurance (Fr Page	1,050.77	2,715.50	(1,664.73)	10,828.35	24,439.50	(13,611.15)
Other Project Expenses	1,402.02	1,588.34	(186.32)	8,652.61	14,295.00	(5,642.39)
Total O&M Expenses	$ 73,135.48	$ 46,189.33	$ 26,946.15	$ 379,081.20	$ 415,703.25	$ (36,622.05)
Mortgage & Owner's Expense						
Mortgage Payment	$ 2,604.17	$ 2,604.16	$ .01	$ 23,437.53	$ 23,437.50	$ .03
Reporting / Partner Management F	$ 1,080.00	$ 1,080.00	$ 0.00	$ 9,720.00	$ 9,720.00	$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	22,500.00	22,500.00	0.00
Total Mortgage & Owner's Exp.	$ 6,184.17	$ 6,184.16	$ .01	$ 55,657.53	$ 55,657.50	$ .03
Total Project Expenses	$ 79,319.65	$ 52,373.49	$ 26,946.16	$ 434,738.73	$ 471,360.75	$ (36,622.02)
Net Profit (Loss)	$ (18,489.18)	$ 6,964.01	$ (25,453.19)	$ 157,860.23	$ 62,676.75	$ 95,183.48
Other Cash Flow Items:						

Chico Commons 549
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	$ (16.17)	$ 0.00	$ (16.17)	$ (146.46)	$ 0.00	$ (146.46)
T & I Transfers	(1,770.68)	0.00	(1,770.68)	(15,933.77)	0.00	(15,933.77)
Operating - MMKT- FFB*	(9.22)	0.00	(9.22)	(100,048.72)	0.00	(100,048.72)
Security Deposit - FFB	0.00	0.00	0.00	(1,000.00)	0.00	(1,000.00)
Security Deposits Held	(1,900.00)	0.00	(1,900.00)	(2,550.00)	0.00	(2,550.00)
Authorized Reserve - Other	0.00	(9,801.66)	9,801.66	0.00	(88,215.00)	88,215.00
Tenant Receivables	4,605.10	0.00	4,605.10	(15,337.02)	0.00	(15,337.02)
Other Receivables	2,958.33	0.00	2,958.33	18,683.99	0.00	18,683.99
Accounts Payable - Trade	6,814.81	0.00	6,814.81	(19,226.36)	0.00	(19,226.36)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	23,437.53	0.00	23,437.53
Total Other Cash Flow Items	$ 13,286.34	$ (9,801.66)	$ 23,088.00	$ (112,120.81)	$ (88,215.00)	$ (23,905.81)
Net Operating Cash Change	$ (5,202.84)	$ (2,837.65)	$ (2,365.19)	$ 45,739.42	$ (25,538.25)	$ 71,277.67

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating - FFB	$ 61,916.16	$ 107,655.58	$ 45,739.42
Operating - MMKT- FFB*	117,215.39	217,264.11	100,048.72
Tax & Insurance-FFB	2,840.05	18,773.82	15,933.77
Security Deposit - FFB	43,775.00	44,775.00	1,000.00
Reserve Acct-FFB	71,774.45	94,350.01	22,575.56
Reserve Acct - MMKT - FFB*	200,021.06	200,091.96	70.90
Payables & Receivables:			
Accounts Payable - Trade	40,076.71	20,850.35	(19,226.36)
Rents Receivable - Current Tenants	17,872.90	26,353.93	8,481.03
Allowance for Doubtful Accounts	(5,053.99)	0.00	5,053.99
Other Tenant Charges Receivable	479.00	2,281.00	1,802.00

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	$ 4,001.00	$ 4,898.34	$ (897.34)	$ 27,739.86	$ 44,085.00	$ (16,345.14)
Janitorial/Cleaning Supplies	61.03	137.34	(76.31)	402.96	1,236.00	(833.04)
Plumbing Repairs	1,163.74	468.16	695.58	2,908.14	4,213.50	(1,305.36)
Painting & Decorating	1,463.24	508.16	955.08	2,681.78	4,573.50	(1,891.72)
Repairs & Maintenance - Supply	5,597.94	2,503.25	3,094.69	20,761.25	22,529.25	(1,768.00)
Repairs & Maintenance - Contract	5,205.24	1,570.59	3,634.65	40,201.71	14,135.25	26,066.46
Grounds Maintenance	1,825.00	1,552.25	272.75	17,435.00	13,970.25	3,464.75
Pest Control Service	430.00	695.09	(265.09)	5,215.00	6,255.75	(1,040.75)

Chico Commons 549
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Fire/Alarm Services	$ 308.37	$ 579.34	$ (270.97)	$ 2,490.30	$ 5,214.00	$ (2,723.70)
Capital Improvements - Other	4,389.76	5,588.59	(1,198.83)	23,404.07	50,297.25	(26,893.18)
Capital Improvements - Flooring	3,057.00	1,650.00	1,407.00	14,925.37	14,850.00	75.37
Capital Improvements - Appliance	0.00	937.50	(937.50)	8,723.42	8,437.50	285.92
Capital Improvements - HVAC Repl	9,700.00	0.00	9,700.00	9,700.00	0.00	9,700.00
Carpet Cleaning	0.00	41.34	(41.34)	1,039.00	372.00	667.00
HVAC Repairs	686.00	651.09	34.91	2,541.00	5,859.75	(3,318.75)
Cable Service	99.80	49.91	49.89	499.00	449.25	49.75
Tenant Services	0.00	41.66	(41.66)	0.00	375.00	(375.00)
Total Maint. & Operating Exp.	$ 37,988.12	$ 21,872.61	$ 16,115.51	$ 180,667.86	$ 196,853.25	$ (16,185.39)
Utilities:						
Electricity	$ 844.85	$ 584.59	$ 260.26	$ 6,182.92	$ 5,261.25	$ 921.67
Water	3,510.12	2,746.09	764.03	23,458.71	24,714.75	(1,256.04)
Sewer	1,654.56	1,654.59	(.03)	14,891.04	14,891.25	(.21)
Heating Fuel/Other	1,226.43	1,643.09	(416.66)	13,205.49	14,787.75	(1,582.26)
Garbage & Trash Removal	3,248.90	2,015.66	1,233.24	16,255.13	18,141.00	(1,885.87)
Total Utilities	$ 10,484.86	$ 8,644.02	$ 1,840.84	$ 73,993.29	$ 77,796.00	$ (3,802.71)
Administrative:						
Manager's Salary	$ 3,447.38	$ 3,587.34	$ (139.96)	$ 31,405.20	$ 32,286.00	$ (880.80)
Management Fees	3,240.00	3,240.00	0.00	29,160.00	29,160.00	0.00
Bad Debt Expense	12,499.00	625.00	11,874.00	12,585.00	5,625.00	6,960.00
Auditing	625.00	625.00	0.00	5,625.00	5,625.00	0.00
Legal	65.00	833.34	(768.34)	5,163.90	7,500.00	(2,336.10)
Other Administrative Expenses	0.00	14.59	(14.59)	0.00	131.25	(131.25)
Total Administrative Expense	$ 19,876.38	$ 8,925.27	$ 10,951.11	$ 83,939.10	$ 80,327.25	$ 3,611.85
Taxes & Insurance Reserve For:						
Real Estate Taxes	$ 0.00	$ 110.25	$ (110.25)	$ 0.00	$ 992.25	$ (992.25)
Property Insurance	2,333.33	2,333.34	(.01)	20,999.99	21,000.00	(.01)
Total Taxes & Insurance Expense	$ 2,333.33	$ 2,443.59	$ (110.26)	$ 20,999.99	$ 21,992.25	$ (992.26)
Other Taxes & Insurance:						
Payroll Taxes	$ 573.88	$ 738.41	$ (164.53)	$ 5,246.78	$ 6,645.75	$ (1,398.97)
Other Taxes, Fees & Permits	102.16	192.00	(89.84)	2,016.58	1,728.00	288.58
Bond Premiums	0.00	73.25	(73.25)	349.00	659.25	(310.25)
Worker's Compensation Insurance	317.98	835.34	(517.36)	2,557.97	7,518.00	(4,960.03)
Personnel Medical Insurance	56.75	876.50	(819.75)	658.02	7,888.50	(7,230.48)
Total Other Taxes & Insurance	$ 1,050.77	$ 2,715.50	$ (1,664.73)	$ 10,828.35	$ 24,439.50	$ (13,611.15)
Other Project Expenses						
Telephone & Answering Service	$ 362.65	$ 164.75	$ 197.90	$ 2,076.22	$ 1,482.75	$ 593.47

Chico Commons 549
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Internet Service	$ 293.75	$ 144.84	$ 148.91	$ 1,467.82	$ 1,303.50	$ 164.32
Advertising	0.00	54.16	(54.16)	0.00	487.50	(487.50)
Water/Coffee Service	6.34	0.00	6.34	24.78	0.00	24.78
Office Supplies & Expense	145.19	221.00	(75.81)	1,969.06	1,989.00	(19.94)
Postage	217.15	82.09	135.06	940.01	738.75	201.26
Toner/Copier Expense	253.74	188.09	65.65	1,030.79	1,692.75	(661.96)
Office Furniture & Equipment Expe	0.00	500.00	(500.00)	504.05	4,500.00	(3,995.95)
Travel & Promotion	0.00	70.91	(70.91)	129.80	638.25	(508.45)
Training Expense	60.92	62.50	(1.58)	286.30	562.50	(276.20)
Credit Checking	62.28	100.00	(37.72)	223.78	900.00	(676.22)
Total Other Project Expenses	$ 1,402.02	$ 1,588.34	$ (186.32)	$ 8,652.61	$ 14,295.00	$ (5,642.39)
Mortgage & Owner's Expense						
Mortgage Payment	$ 2,604.17	$ 2,604.16	$ .01	$ 23,437.53	$ 23,437.50	$ .03
Reporting / Partner Management F	$ 1,080.00	$ 1,080.00	$ 0.00	$ 9,720.00	$ 9,720.00	$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	22,500.00	22,500.00	0.00
Total Mortgage & Owner's Exp.	$ 6,184.17	$ 6,184.16	$ .01	$ 55,657.53	$ 55,657.50	$ .03
Total Expenses	$ 79,319.65	$ 52,373.49	$ 26,946.16	$ 434,738.73	$ 471,360.75	$ (36,622.02)
Authorized Reserve - Other	$ 0.00	$ 9,801.66	$ (9,801.66)	$ 0.00	$ 88,215.00	$ (88,215.00)
Total Authorized Reserves	$ 0.00	$ 9,801.66	$ (9,801.66)	$ 0.00	$ 88,215.00	$ (88,215.00)

Walker Commons
September 2022

Separate Variance Report explaining budget differences and expenditures.

Updates:

Walker Commons currently has no vacancies. No move in's and no move outs during the month of September.

100% of September rent was collected.

To date in October, 7 rent payments are outstanding – PM following up to collect.

The recruitment of a new Property Manager for Walker Commons is still in process. Currently there are several resumes on hand, but unfortunately not many with property manager experience. We will keep seeking the right candidate for the position.

Staff is seeking the following bids for consideration prior to year-end:

Gutters and fascia repairs/replacement. Staff is working on obtaining an additional bid for fascia, before submitting for review and approval.

Repair/replace outside pillars that are dry rot in some areas.

Install a motion sensor light on the south side parking lot. Installing the light will detour unwanted visitors and loiterers. There have been recent incidences of vehicle break-ins.

Starting the outreach to local programs to bring community support and services for the benefit residents. Something to look forward to.

Walker Commons 550
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	$ 41,875.00	$ 37,873.00	$ 4,002.00	$ 380,097.00	$ 340,857.00	$ 39,240.00
Vacancies	(458.00)	(378.75)	(79.25)	(7,029.00)	(3,408.75)	(3,620.25)
Rent Adjustments	0.00	(44.16)	44.16	(29.16)	(397.50)	368.34
Manager's Unit	(708.00)	(708.00)	0.00	(6,340.00)	(6,372.00)	32.00
Total Tenant Rent	$ 40,709.00	$ 36,742.09	$ 3,966.91	$ 366,698.84	$ 330,678.75	$ 36,020.09
Other Project Income:						
Laundry Income	$ 286.21	$ 173.84	$ 112.37	$ 2,931.46	$ 1,564.50	$ 1,366.96
Interest Income	12.02	6.09	5.93	79.80	54.75	25.05
Restricted Reserve Interest Incom	22.88	0.00	22.88	199.37	0.00	199.37
Late Charges	22.00	0.00	22.00	88.00	0.00	88.00
Other Tenant Income	0.00	123.75	(123.75)	1,233.50	1,113.75	119.75
Other Project Income	$ 343.11	$ 303.68	$ 39.43	$ 4,532.13	$ 2,733.00	$ 1,799.13
Total Project Income	$ 41,052.11	$ 37,045.77	$ 4,006.34	$ 371,230.97	$ 333,411.75	$ 37,819.22
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	$ 5,654.27	$ 12,690.93	$ (7,036.66)	$ 102,465.87	$ 114,218.25	$ (11,752.38)
Utilities (From Pg 2)	3,351.43	3,258.66	92.77	28,924.98	29,328.00	(403.02)
Administrative (From Pg 2)	6,323.50	6,769.91	(446.41)	57,910.50	60,929.25	(3,018.75)
Taxes & Insurance (From Pg 2)	1,375.00	1,385.59	(10.59)	12,375.00	12,470.25	(95.25)
Other Taxes & Insurance (Fr Page	1,640.84	3,373.98	(1,733.14)	21,992.51	30,366.00	(8,373.49)
Other Project Expenses	910.06	919.00	(8.94)	6,851.06	8,271.00	(1,419.94)
Total O&M Expenses	$ 19,255.10	$ 28,398.07	$ (9,142.97)	$ 230,519.92	$ 255,582.75	$ (25,062.83)
Mortgage & Owner's Expense						
Mortgage Payment	$ 1,250.00	$ 1,250.00	$ 0.00	$ 11,250.00	$ 11,250.00	$ 0.00
Reporting / Partner Management F	$ 625.00	$ 625.00	$ 0.00	$ 5,625.00	$ 5,625.00	$ 0.00
Transfer - Reserves	933.34	933.34	0.00	8,400.06	8,400.00	.06
Total Mortgage & Owner's Exp.	$ 2,808.34	$ 2,808.34	$ 0.00	$ 25,275.06	$ 25,275.00	$ .06
Total Project Expenses	$ 22,063.44	$ 31,206.41	$ (9,142.97)	$ 255,794.98	$ 280,857.75	$ (25,062.77)
Net Profit (Loss)	$ 18,988.67	$ 5,839.36	$ 13,149.31	$ 115,435.99	$ 52,554.00	$ 62,881.99
Other Cash Flow Items:						
Reserve Transfers	$ (22.88)	$ 0.00	$ (22.88)	$ (199.37)	$ 0.00	$ (199.37)
T & I Transfers	(1,041.20)	0.00	(1,041.20)	8,132.65	0.00	8,132.65
Operating - MMKT- FFB*	(10.82)	0.00	(10.82)	(70,069.45)	0.00	(70,069.45)

Walker Commons 550
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Security Deposits Held	$ 340.00	$ 0.00	$ 340.00	$ (1,140.00)	$ 0.00	$ (1,140.00)
Authorized Reserve - Other	0.00	(3,083.34)	3,083.34	0.00	(27,750.00)	27,750.00
Tenant Receivables	(645.08)	0.00	(645.08)	129.00	0.00	129.00
Other Receivables	2,000.00	0.00	2,000.00	(7,347.00)	0.00	(7,347.00)
Accounts Payable - Trade	(3,814.25)	0.00	(3,814.25)	(14,349.04)	0.00	(14,349.04)
Accounts Payable Other	0.00	0.00	0.00	794.00	0.00	794.00
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	11,250.00	0.00	11,250.00
Accrued Partnership Fees	625.00	0.00	625.00	5,625.00	0.00	5,625.00
Total Other Cash Flow Items	$ (1,319.23)	$ (3,083.34)	$ 1,764.11	$ (67,174.21)	$ (27,750.00)	$ (39,424.21)
Net Operating Cash Change	$ 17,669.44	$ 2,756.02	$ 14,913.42	$ 48,261.78	$ 24,804.00	$ 23,457.78

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating - FFB	$ 56,066.77	$ 104,328.55	$ 48,261.78
Operating - MMKT- FFB*	185,043.59	255,113.04	70,069.45
Tax & Insurance - FFB	37,959.45	29,826.80	(8,132.65)
Security Deposit - FFB	20,950.00	20,950.00	0.00
Reserve Acct - FFB	89,445.13	97,914.77	8,469.64
Reserve Acct MMKT-FFB*	345,985.70	346,115.49	129.79
Payables & Receivables:			
Accounts Payable - Trade	16,622.60	2,273.56	(14,349.04)
Rents Receivable - Current Tenants	(33.00)	(120.00)	(87.00)
Other Tenant Charges Receivable	54.00	12.00	(42.00)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	$ 1,908.00	$ 3,498.09	$ (1,590.09)	$ 24,077.76	$ 31,482.75	$ (7,404.99)
Janitorial/Cleaning Supplies	62.02	110.59	(48.57)	431.92	995.25	(563.33)
Plumbing Repairs	0.00	125.00	(125.00)	1,239.60	1,125.00	114.60
Painting & Decorating	85.32	166.66	(81.34)	672.82	1,500.00	(827.18)
Repairs & Maintenance - Supply	654.03	936.91	(282.88)	8,161.77	8,432.25	(270.48)
Repairs & Maintenance - Contract	1,145.00	1,250.00	(105.00)	9,790.91	11,250.00	(1,459.09)
Grounds Maintenance	1,650.00	1,708.34	(58.34)	16,908.35	15,375.00	1,533.35
Pest Control Service	0.00	333.34	(333.34)	3,217.00	3,000.00	217.00
Fire/Alarm Services	0.00	208.34	(208.34)	2,526.21	1,875.00	651.21
Capital Improvements - Other	0.00	2,078.00	(2,078.00)	26,907.51	18,702.00	8,205.51
Capital Improvements - Flooring	0.00	833.34	(833.34)	6,806.35	7,500.00	(693.65)
Capital Improvements - Appliance	0.00	229.16	(229.16)	379.06	2,062.50	(1,683.44)
Capital Improvements - HVAC Repl	0.00	604.84	(604.84)	960.46	5,443.50	(4,483.04)

Walker Commons 550
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - Water Heat	$ 0.00	$ 0.00	$ 0.00	$ (1,920.92)	$ 0.00	$ (1,920.92)
Carpet Cleaning	85.00	41.66	43.34	784.00	375.00	409.00
HVAC Repairs	0.00	200.00	(200.00)	654.00	1,800.00	(1,146.00)
Cable Service	64.90	66.66	(1.76)	649.00	600.00	49.00
Tenant Services	0.00	300.00	(300.00)	220.07	2,700.00	(2,479.93)
Total Maint. & Operating Exp.	$ 5,654.27	$ 12,690.93	$ (7,036.66)	$ 102,465.87	$ 114,218.25	$ (11,752.38)
Utilities:						
Electricity	$ 1,126.21	$ 526.25	$ 599.96	$ 5,894.96	$ 4,736.25	$ 1,158.71
Water	886.69	878.41	8.28	6,816.32	7,905.75	(1,089.43)
Sewer	1,286.88	1,312.59	(25.71)	11,582.04	11,813.25	(231.21)
Heating Fuel/Other	51.65	144.00	(92.35)	1,467.66	1,296.00	171.66
Garbage & Trash Removal	0.00	397.41	(397.41)	3,164.00	3,576.75	(412.75)
Total Utilities	$ 3,351.43	$ 3,258.66	$ 92.77	$ 28,924.98	$ 29,328.00	$ (403.02)
Administrative:						
Manager's Salary	$ 3,178.50	$ 3,274.91	$ (96.41)	$ 28,829.50	$ 29,474.25	$ (644.75)
Management Fees	2,520.00	2,520.00	0.00	22,680.00	22,680.00	0.00
Bad Debt Expense	0.00	208.34	(208.34)	68.00	1,875.00	(1,807.00)
Auditing	625.00	625.00	0.00	5,625.00	5,625.00	0.00
Legal	0.00	125.00	(125.00)	708.00	1,125.00	(417.00)
Other Administrative Expenses	0.00	16.66	(16.66)	0.00	150.00	(150.00)
Total Administrative Expense	$ 6,323.50	$ 6,769.91	$ (446.41)	$ 57,910.50	$ 60,929.25	$ (3,018.75)
Taxes & Insurance Reserve For:						
Real Estate Taxes	$ 0.00	$ 10.59	$ (10.59)	$ 0.00	$ 95.25	$ (95.25)
Property Insurance	1,375.00	1,375.00	0.00	12,375.00	12,375.00	0.00
Total Taxes & Insurance Expense	$ 1,375.00	$ 1,385.59	$ (10.59)	$ 12,375.00	$ 12,470.25	$ (95.25)
Other Taxes & Insurance:						
Payroll Taxes	$ 455.13	$ 597.50	$ (142.37)	$ 4,636.09	$ 5,377.50	$ (741.41)
Other Taxes, Fees & Permits	47.83	295.91	(248.08)	1,577.41	2,663.25	(1,085.84)
Bond Premiums	0.00	56.91	(56.91)	271.00	512.25	(241.25)
Worker's Compensation Insurance	203.08	672.91	(469.83)	1,996.07	6,056.25	(4,060.18)
Personnel Medical Insurance	934.80	1,750.75	(815.95)	13,511.94	15,756.75	(2,244.81)
Total Other Taxes & Insurance	$ 1,640.84	$ 3,373.98	$ (1,733.14)	$ 21,992.51	$ 30,366.00	$ (8,373.49)
Other Project Expenses						
Telephone & Answering Service	$ 224.93	$ 219.50	$ 5.43	$ 2,178.70	$ 1,975.50	$ 203.20
Internet Service	71.95	70.00	1.95	717.50	630.00	87.50
Advertising	0.00	16.66	(16.66)	0.00	150.00	(150.00)
Water/Coffee Service	9.46	2.09	7.37	9.46	18.75	(9.29)
Office Supplies & Expense	72.98	315.50	(242.52)	2,022.67	2,839.50	(816.83)

Walker Commons 550
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Postage	$ 46.81	$ 68.25	$ (21.44)	$ 728.92	$ 614.25	$ 114.67
Toner/Copier Expense	419.51	110.34	309.17	806.51	993.00	(186.49)
Travel & Promotion	0.00	33.34	(33.34)	0.00	300.00	(300.00)
Training Expense	60.92	41.66	19.26	286.30	375.00	(88.70)
Credit Checking	3.50	41.66	(38.16)	101.00	375.00	(274.00)
Total Other Project Expenses	$ 910.06	$ 919.00	$ (8.94)	$ 6,851.06	$ 8,271.00	$ (1,419.94)
Lease Up Expenses						
Total Lease Up Expenses	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Mortgage & Owner's Expense						
Mortgage Payment	$ 1,250.00	$ 1,250.00	$ 0.00	$ 11,250.00	$ 11,250.00	$ 0.00
Reporting / Partner Management F	$ 625.00	$ 625.00	$ 0.00	$ 5,625.00	$ 5,625.00	$ 0.00
Transfer - Reserves	933.34	933.34	0.00	8,400.06	8,400.00	.06
Total Mortgage & Owner's Exp.	$ 2,808.34	$ 2,808.34	$ 0.00	$ 25,275.06	$ 25,275.00	$ .06
Total Expenses	$ 22,063.44	$ 31,206.41	$ (9,142.97)	$ 255,794.98	$ 280,857.75	$ (25,062.77)
Authorized Reserve - Other	$ 0.00	$ 3,083.34	$ (3,083.34)	$ 0.00	$ 27,750.00	$ (27,750.00)
	$ 0.00	$ 3,083.34	$ (3,083.34)	$ 0.00	$ 27,750.00	$ (27,750.00)

SACKETT
CORPORATION
Property Management

GRIDLEY SPRINGS
October 2022

Property Status:

1. GSI has 1 vacant unit with Zero notices to vacate

2. GSII has 0 vacant units with 1 notices to vacate.

3. GSI (finally) received the completed FY2021 HOME inspection report with zero findings.

4. The GSI (USDA) budget is being prepared for ownership approval and will be transmitted to USDA for approval this month.

Sincerely,
Mac Upshaw

SACKETT CORPORATION
Property Management

DHI GRIDLEY SPRINGS I
As of
September 30, 2022

CASH SUMMARY - Operating Account	SEPTEMBER 2022	SEPTEMBER %%	9 months YTD 2022	9 months YTD %%
Total Rent Revenue	28,071.98	100.00%	221,311.78	100.00%
Vacancies	(1,975.00)	-7.04%	(9,623.00)	-4.35%
Net Rental Revenue	26,096.98	92.96%	211,688.78	95.65%
Other Income	3.90	0.01%	4,617.05	2.09%
Total Revenue	26,100.88	92.98%	216,305.83	97.74%
Expenses:				
Administrative Expenses	6,353.39	22.63%	51,554.39	23.29%
Utilities	3,054.08	10.88%	25,177.55	11.38%
Operating & Maintenance	4,211.58	15.00%	41,181.31	18.61%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	905.69	3.23%	31,738.26	14.34%
Total Expenses	14,524.74	48.51%	149,651.51	46.72%
Net Operating Income	11,576.14	25.88%	66,654.32	29.98%
Interest and Finance Expense	1,298.07	4.62%	11,596.39	5.24%
Replacement Costs	2,631.00	9.37%	8,590.84	3.88%
Net Cash Flow from Operations	7,647.07		46,467.09	
Plus (Minus)				
Interest Income	(3.90)		(65.76)	
Unpaid Rent Collected (Owed)	(332.00)		757.00	
Unpaid Subsidy Rent Collected (Owed)	(3,185.98)		(15,324.00)	
Prepaid Expenses	583.33		6,403.21	
Impound/Escrow Funds	(3,825.14)		(11,875.72)	
Prepaid Rent Received (Absorbed)	(80.52)		101.21	
Security Deposits Received (Refunded)	842.00		232.00	
Mortgage Principle payment	(2,706.29)		(24,307.85)	
Net Cash Increase (Decrease)	**(1,061.43)**		**2,387.18**	
Beginning of Period Cash Balance	12,068.13		7,984.82	
Owner Contribution	0.00		0.00	
Transfer from (to) Savings	0.00		0.00	
Transfer From (To) Impound Account	0.00		0.00	
Transfer from (to) Security account	(862.51)		(227.81)	
Ending Cash Balance - Operating Account	$10,144.19		$10,144.19	
- Security Deposit Accounts			$16,957.60	
- USDA Reserves			$92,964.50	

TENANT RECEIVABLES	Current Month
Rent and Rent Related Receivables	
Balance at Beginning of Month	5,273.00
Uncollected (Collected) During Month	332.00
Written off to Bad Debts	0.00
Balance at End of Month	$5,605.00
Move out Repairs, Cleaning & Legal Fees, etc.	
Balance at Beginning of Month	0.00
Uncollected (Collected) During Month	0.00
Written off to Bad Debts	0.00
Balance at End of Month	$0.00

UNIT STATUS	Current Month
Total Units	32
Vacant units at beginning of month	2
Plus Units vacated during month	1
Less move ins and deposits to hold	2
Vacant units at end of month	1

Balance Sheet
DHI GRIDLEY SPRINGS I
As of
September 30, 2022

***** ASSETS *****		
Petty Cash	250.00	
Cash - Operating	10,144.19	
Cash - USDA Reserve	92,964.50	
Cash - Security Deposit Account	16,957.60	
Cash - Charles Schwab-Transition Reserve	76,634.00	
Cash - Charles Schwab-Operating Deficit	112,309.00	
Cash - First Republic Distribution	725.00	
Cash - Charles Schwab #2285	10,159.00	
Cash - Charles Schwab #5750	10,159.00	
Total Cash		330,302.29
ACCOUNTS RECEIVABLE		
Tenant Rent Receivable	5,605.00	
Tenant Subsidy Rent Receivable	15,324.00	
Accounts Receivable	4,180.00	
Total Accounts Receivable		25,109.00
OTHER CURRENT ASSETS		
Prepaid Expenses	6,652.98	
Reserve Escrow (Bonneville-USDA Fee)	2,866.27	
Reserve Escrow (Bonneville-Insurance)	5,580.56	
Reserve Escrow (Bonneville-Tax Escrow)	3,692.37	
Reserve Escrow (Lewiston-Replacement Res)	73,386.74	
Reserve Escrow (Lewiston CD-Replacement Res)	244,800.00	
Total Other Assets		336,978.92
Total Current Assets		692,390.21
CAPITAL IMPROVEMENTS		
Land	149,957.00	
Building	3,137,787.00	
Improvements	165,810.00	
Furniture and Equipment	381,682.00	
Accumulated Depreciation	(1,105,489.00)	
Tangible Assets: Acquisition	20,129.00	
Accumulated Amortization	(10,735.00)	
Debt Issuance Costs	66,675.00	
Accumlated Amortization-Debt Issuance	(11,114.00)	
Total Fixed Assets		2,794,702.00
TOTAL ASSETS		**3,487,092.21**
***** LIABILITIES *****		
Short Term Liabilities		
Accrued Management GP fee	3,200.00	
Accrued Mortgage Insurance	423,800.00	
Accrued Interest	4,014.00	
Accrued Rpting/PTR Management	3,076.00	
Security Deposit Liability	16,957.60	
Prepaid Rent	67.48	
Total Current Liabilities		451,115.08
Long Term Liabilities		
Note Payable - Bonneville	323,017.89	
Note Payable - USDA	998,712.90	
Note Payable - Gridley	12,040.00	
Note Payable - City of Gridley	2,080,000.00	
Total Long Term Liabilities		3,413,770.79
Total Liabilities		**3,864,885.87**
***** OWNER'S EQUITY *****		
Partner's Equity	926,183.91	
Partner's Equity	(20,000.00)	
AGP Cash Flow Distributions	80,159.00	
MGP Cash Flow Distributions	(80,159.00)	
Retained Earnings	(1,330,444.66)	
Owner Contribution/Distribution	0.00	
Current Year Net Income (Loss)	46,467.09	
Total Equity		**(377,793.66)**
Total Liabilities & Equity		**3,487,092.21**

Income Statement
DHI GRIDLEY SPRINGS I
As of
September 30, 2022

	***** Current Month *****			***** Year-to-Date *****		
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**
***** REVENUES *****						
Rent Revenue - Gross Potential						
Apartment Rents	10,143.00	25,105.00	(14,962.00)	84,712.80	225,945.00	(141,232.20)
Tenant Assistance Payments	17,928.98	0.00	17,928.98	136,598.98	0.00	136,598.98
Total Revenue	28,071.98	25,105.00	2,966.98	221,311.78	225,945.00	(4,633.22)
Apartment Vacancies	(1,975.00)	(484.00)	(1,491.00)	(9,623.00)	(4,358.00)	(5,265.00)
Total Vacancies	(1,975.00)	(484.00)	(1,491.00)	(9,623.00)	(4,358.00)	(5,265.00)
NET RENTAL REVENUE	26,096.98	24,621.00	1,475.98	211,688.78	221,587.00	(9,898.22)
Interest Income-Other Cash	3.32	8.00	(4.68)	61.57	75.00	(13.43)
Interest Income-Sec Deposits	0.58	13.00	(12.42)	4.19	113.00	(108.81)
Total Financial Revenue	3.90	21.00	(17.10)	65.76	188.00	(122.24)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Misc Tenant Charges/Damages & Cleaning	0.00	0.00	0.00	1,037.00	0.00	1,037.00
Laundry Revenue	0.00	250.00	(250.00)	3,514.29	2,250.00	1,264.29
Total Other Revenue	0.00	250.00	(250.00)	4,551.29	2,250.00	2,301.29
TOTAL REVENUE	**26,100.88**	**24,892.00**	**1,208.88**	**216,305.83**	**224,025.00**	**(7,719.17)**
***** EXPENSES *****						
Administrative Expenses						
Advertising and Promotions	0.00	0.00	0.00	0.00	0.00	0.00
Rent Concessions	212.00	0.00	212.00	887.00	0.00	887.00
Credit Reports	28.00	10.00	18.00	341.00	90.00	251.00
Uniforms	0.00	0.00	0.00	148.25	0.00	148.25
IT Support Services	171.00	171.00	0.00	1,539.00	1,539.00	0.00
Telephone & Answering Service	81.92	52.00	29.92	528.65	471.00	57.65
USDA 538 Boneville Fee/Surcharges	0.00	0.00	0.00	0.00	0.00	0.00
USDA 515 MINC Fee/Surcharges	0.00	0.00	0.00	0.00	0.00	0.00
Postage and Mailing	0.00	30.00	(30.00)	7.58	270.00	(262.42)
Administrative Expenses	160.00	0.00	160.00	1,519.36	0.00	1,519.36
Office Supplies/Expenses	19.98	150.00	(130.02)	1,930.58	1,350.00	580.58
Dues and Subscriptions	343.27	0.00	343.27	428.98	0.00	428.98
Management Fee	2,146.00	2,294.00	(148.00)	19,905.00	20,646.00	(741.00)
Manager Salaries	2,207.89	2,090.00	117.89	17,893.98	18,806.00	(912.02)
Education/Registration Fees	0.00	250.00	(250.00)	0.00	2,250.00	(2,250.00)
Legal Expense	0.00	83.00	(83.00)	425.00	750.00	(325.00)
Auditing Fees	983.33	667.00	316.33	5,650.01	6,000.00	(349.99)
Accounting Services	0.00	10.00	(10.00)	350.00	90.00	260.00
Total Administrative Expenses	6,353.39	5,807.00	546.39	51,554.39	52,262.00	(707.61)
Utility Expenses						
Electricity	632.65	772.00	(139.35)	7,025.88	6,945.00	80.88
Water	555.10	439.00	116.10	2,771.14	3,954.00	(1,182.86)
Gas	94.97	33.00	61.97	987.71	300.00	687.71
Sewer	1,199.38	700.00	499.38	9,259.56	6,300.00	2,959.56
Garbage and Trash Removal	571.98	594.00	(22.02)	5,133.26	5,346.00	(212.74)
Total Utility Expenses	3,054.08	2,538.00	516.08	25,177.55	22,845.00	2,332.55
Operating & Maintenance Expense						
Clean/Repair Apartment	269.00	0.00	269.00	1,465.00	0.00	1,465.00
Cleaning Supplies	0.00	0.00	0.00	547.00	0.00	547.00
Exterminating Contract	300.00	0.00	300.00	1,100.00	0.00	1,100.00
Tree Service	0.00	0.00	0.00	2,285.60	0.00	2,285.60
Grounds Maintenance and Supplies	0.00	400.00	(400.00)	0.00	3,600.00	(3,600.00)
Grounds Contract	1,000.00	1,290.00	(290.00)	9,180.56	11,610.00	(2,429.44)
Maintenance Personnel	2,207.89	2,090.00	117.89	15,640.37	18,806.00	(3,165.63)
Repair Materials	467.59	304.00	163.59	2,451.87	2,738.00	(286.13)
Repair Contract/Vendor Labor	0.00	233.00	(233.00)	278.19	2,100.00	(1,821.81)
Electrical Repair/Supplies	0.00	0.00	0.00	218.75	0.00	218.75
HVAC Repair and Maintenance	0.00	0.00	0.00	2,495.00	0.00	2,495.00
Appliance Repair and Maintenance	(77.67)	0.00	(77.67)	427.63	0.00	427.63
Plumbing Repair and Supplies	44.77	0.00	44.77	1,373.27	0.00	1,373.27
Interior Painting and Supplies	0.00	92.00	(92.00)	3,235.00	825.00	2,410.00
Gas, Oil and Mileage	0.00	0.00	0.00	251.84	0.00	251.84
Equipment Leasing	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Equipment	0.00	0.00	0.00	231.23	0.00	231.23
Total Operating & Maint Expenses	4,211.58	4,409.00	(197.42)	41,181.31	39,679.00	1,502.31

Income Statement
DHI GRIDLEY SPRINGS I
As of
September 30, 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	940.00	(940.00)
Payroll Taxes	400.55	444.00	(43.45)	3,855.71	3,994.00	(138.29)
Misc Taxes & Licenses	0.00	1,017.00	(1,017.00)	1,600.00	9,150.00	(7,550.00)
Property & Liability Insurance	0.00	1,189.00	(1,189.00)	21,045.68	10,701.00	10,344.68
Worker's Compensation	347.56	221.00	126.56	2,500.45	1,989.00	511.45
Health/Dental Insurance	157.58	463.00	(305.42)	2,251.12	4,170.00	(1,918.88)
Other Insurance	0.00	0.00	0.00	485.30	0.00	485.30
Total Taxes & Insurance Expenses	905.69	3,334.00	(2,428.31)	31,738.26	30,944.00	794.26
TOTAL EXPENSES	14,524.74	16,088.00	(1,563.26)	149,651.51	145,730.00	3,921.51
NET OPERATING INCOME (LOSS)	11,576.14	8,804.00	2,772.14	66,654.32	78,295.00	(11,640.68)
Interest & Finance Expense						
Mortgage Interest	1,253.07	1,607.00	(353.93)	11,326.39	14,467.00	(3,140.61)
General Partner Fee	0.00	2,700.00	(2,700.00)	0.00	24,300.00	(24,300.00)
Bank Fees	45.00	0.00	45.00	270.00	0.00	270.00
Total Interest & Finance Expense	1,298.07	4,307.00	(3,008.93)	11,596.39	38,767.00	(27,170.61)
OPERATING PROFIT (LOSS)	10,278.07	4,497.00	5,781.07	55,057.93	39,528.00	15,529.93
Replacements						
Roofing/Paving/Exterior	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
Drapery and Blind Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Carpet/ Flooring Replacement	2,631.00	0.00	2,631.00	8,091.00	0.00	8,091.00
HVAC Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Plumbing Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture and Equipment Replacement	0.00	50.00	(50.00)	0.00	450.00	(450.00)
Door & Screen Repair/ Replacement	0.00	0.00	0.00	499.84	0.00	499.84
Total Cost of Replacements	2,631.00	50.00	2,581.00	8,590.84	450.00	8,140.84
NET CASH FLOW FROM OPERATIONS	**7,647.07**	**4,447.00**	**3,200.07**	**46,467.09**	**39,078.00**	**7,389.09**

1200 Park Avenue
September 2022

Separate Variance Report explaining budget differences and expenditures.

Updates:

1200 Park Avenue currently has 2 vacancies. One move-in and one move-out during the month of September.

Vacancies:

- **Unit #131** – Unit nearly market ready. Applicant close to an approval.
- U**nit #232**– Unit nearly market ready. Applicant in process.

Upcoming Vacancies:

- **Unit #207 –**Eviction – non-payment.

Balances:

- **Unit #207; Balance $8,633.50** file forward to legal for unlawful detainer

All September rent collected with the exception of 207, listed above.

Staff still seeking estimates for stucco repairs on the office exterior wall.

Gutter cleaning will be scheduled for later in the fall.

The computer lab will receive two new computers and monitors. The existing ones are outdated and can no longer be updated. Resident will be very happy to finally get rid of the old computers.

Cake day and bingo day is back again!! Residents are very excited and can't wait!!

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

AWI Management Corporation is an Equal Opportunity provider.

Park Avenue 569
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	$ 85,488.00	$ 80,024.00	$ 5,464.00	$ 758,573.00	$ 720,216.00	$ 38,357.00
Vacancies	(1,465.00)	(2,000.59)	535.59	(13,539.50)	(18,005.25)	4,465.75
Rent Adjustments	(74.00)	0.00	(74.00)	957.94	0.00	957.94
Manager's Unit	(870.00)	(870.00)	0.00	(7,718.00)	(7,830.00)	112.00
Total Tenant Rent	$ 83,079.00	$ 77,153.41	$ 5,925.59	$ 738,273.44	$ 694,380.75	$ 43,892.69
Other Project Income:						
Laundry Income	$ 0.00	$ 819.50	$ (819.50)	$ 5,500.00	$ 7,375.50	$ (1,875.50)
Interest Income	1.38	0.00	1.38	10.24	0.00	10.24
Restricted Reserve Interest Incom	8.20	4.91	3.29	76.71	44.25	32.46
Late Charges	224.00	0.00	224.00	788.00	0.00	788.00
Application Fees	0.00	32.09	(32.09)	0.00	288.75	(288.75)
Other Tenant Income	484.50	333.34	151.16	3,224.92	3,000.00	224.92
Miscellaneous Income	0.00	12.50	(12.50)	312.98	112.50	200.48
Other Project Income	$ 718.08	$ 1,202.34	$ (484.26)	$ 9,912.85	$ 10,821.00	$ (908.15)
Total Project Income	$ 83,797.08	$ 78,355.75	$ 5,441.33	$ 748,186.29	$ 705,201.75	$ 42,984.54
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	$ 25,317.72	$ 16,309.41	$ 9,008.31	$ 167,690.15	$ 146,784.75	$ 20,905.40
Utilities (From Pg 2)	18,729.45	9,496.68	9,232.77	94,025.56	85,470.00	8,555.56
Administrative (From Pg 2)	10,614.22	10,671.16	(56.94)	95,894.81	96,040.50	(145.69)
Taxes & Insurance (From Pg 2)	5,618.00	5,806.25	(188.25)	50,561.76	52,256.25	(1,694.49)
Other Taxes & Insurance (Fr Page	2,145.77	3,924.41	(1,778.64)	22,152.80	35,319.75	(13,166.95)
Other Project Expenses	2,381.61	1,817.16	564.45	17,790.15	16,354.50	1,435.65
Total O&M Expenses	$ 64,806.77	$ 48,025.07	$ 16,781.70	$ 448,115.23	$ 432,225.75	$ 15,889.48
Mortgage & Owner's Expense						
Mortgage Payment	$ 26,242.49	$ 26,300.41	$ (57.92)	$ 236,182.41	$ 236,703.75	$ (521.34)
Managing General Partner Fees	$ 1,118.09	$ 1,118.09	$ 0.00	$ 10,062.81	$ 10,062.75	$ .06
Transfer - Reserves	2,675.00	2,675.00	0.00	24,075.00	24,075.00	0.00
Total Mortgage & Owner's Exp.	$ 30,035.58	$ 30,093.50	$ (57.92)	$ 270,320.22	$ 270,841.50	$ (521.28)
Total Project Expenses	$ 94,842.35	$ 78,118.57	$ 16,723.78	$ 718,435.45	$ 703,067.25	$ 15,368.20
Net Profit (Loss)	$ (11,045.27)	$ 237.18	$ (11,282.45)	$ 29,750.84	$ 2,134.50	$ 27,616.34
Other Cash Flow Items:						
Reserve Transfers	$ (6.15)	$ 0.00	$ (6.15)	$ 92.66	$ 0.00	$ 92.66

Park Avenue 569
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
T & I Transfers	$ (811.95)	$ 0.00	$ (811.95)	$ (18,437.52)	$ 0.00	$ (18,437.52)
Operating - MMKT- FFB*	(.43)	0.00	(.43)	(3.72)	0.00	(3.72)
Security Deposit - FFB	0.00	0.00	0.00	(185.00)	0.00	(185.00)
Security Deposits Held	190.53	0.00	190.53	399.53	0.00	399.53
Authorized Reserve - Other	0.00	(7,447.59)	7,447.59	0.00	(67,028.25)	67,028.25
Tenant Receivables	(5.00)	0.00	(5.00)	(2,376.97)	0.00	(2,376.97)
Other Receivables	4,814.00	0.00	4,814.00	98,572.91	0.00	98,572.91
Accounts Payable - Trade	11,768.51	0.00	11,768.51	(9,905.91)	0.00	(9,905.91)
Accrued Expenses	(3,659.00)	0.00	(3,659.00)	(3,559.00)	0.00	(3,559.00)
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	55,125.00	0.00	55,125.00
Accrued Local Administration Fee	416.67	0.00	416.67	3,750.03	0.00	3,750.03
Accrued Managing GP Fee	701.42	0.00	701.42	6,312.78	0.00	6,312.78
Accrued Interest Housing Authority	4,922.85	0.00	4,922.85	44,305.65	0.00	44,305.65
Total Other Cash Flow Items	$ 24,456.45	$ (7,447.59)	$ 31,904.04	$ 174,090.44	$ (67,028.25)	$ 241,118.69
Net Operating Cash Change	$ 13,411.18	$ (7,210.41)	$ 20,621.59	$ 203,841.28	$ (64,893.75)	$ 268,735.03

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating - FFB	$ 42,654.93	$ 246,496.21	$ 203,841.28
Operating - MMKT- FFB*	10,148.84	10,152.56	3.72
Tax & Insurance-FFB	6,016.55	24,454.07	18,437.52
Security Deposit - FFB	35,879.00	36,064.00	185.00
Repl Reserves - Berkadia - IMP	325,837.42	349,819.76	23,982.34
Payables & Receivables:			
Accounts Payable - Trade	26,999.38	17,093.47	(9,905.91)
Rents Receivable - Current Tenants	5,889.40	8,922.86	3,033.46
Other Tenant Charges Receivable	2,499.49	1,843.00	(656.49)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	$ 4,838.61	$ 6,531.91	$ (1,693.30)	$ 45,088.48	$ 58,787.25	$ (13,698.77)
Janitorial/Cleaning Supplies	520.42	276.59	243.83	2,864.12	2,489.25	374.87
Plumbing Repairs	362.18	113.84	248.34	1,723.27	1,024.50	698.77
Painting & Decorating	847.70	138.91	708.79	2,014.32	1,250.25	764.07
Repairs & Maintenance - Supply	958.90	1,000.00	(41.10)	9,897.29	9,000.00	897.29
Repairs & Maintenance - Contract	4,758.54	2,040.25	2,718.29	25,243.69	18,362.25	6,881.44
Grounds Maintenance	3,067.63	1,767.25	1,300.38	21,277.63	15,905.25	5,372.38
Elevator Maintenance & Contract	2,235.00	714.66	1,520.34	12,544.08	6,432.00	6,112.08
Pest Control Service	454.00	1,000.00	(546.00)	2,043.00	9,000.00	(6,957.00)

Park Avenue 569
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Fire/Alarm Services	$ 796.68	$ 758.34	$ 38.34	$ 5,809.93	$ 6,825.00	$ (1,015.07)
Security Service	1,332.00	726.00	606.00	5,979.00	6,534.00	(555.00)
Capital Improvements - Other	144.13	0.00	144.13	791.21	0.00	791.21
Capital Improvements - Flooring	1,633.00	0.00	1,633.00	19,242.59	0.00	19,242.59
Capital Improvements - Appliance	1,661.43	0.00	1,661.43	3,273.22	0.00	3,273.22
Capital Improvements - HVAC Repl	1,565.86	0.00	1,565.86	4,039.34	0.00	4,039.34
Capital Improvements - Water Heat	0.00	0.00	0.00	1,722.44	0.00	1,722.44
Carpet Cleaning	0.00	891.66	(891.66)	2,701.00	8,025.00	(5,324.00)
HVAC Repairs	89.00	225.00	(136.00)	591.26	2,025.00	(1,433.74)
Cable Service	0.00	0.00	0.00	355.91	0.00	355.91
Tenant Services	52.64	125.00	(72.36)	488.37	1,125.00	(636.63)
Total Maint. & Operating Exp.	$ 25,317.72	$ 16,309.41	$ 9,008.31	$ 167,690.15	$ 146,784.75	$ 20,905.40
Utilities:						
Electricity	$ 13,841.07	$ 4,649.75	$ 9,191.32	$ 51,514.69	$ 41,847.75	$ 9,666.94
Water	1,400.48	1,170.59	229.89	9,341.51	10,535.25	(1,193.74)
Sewer	2,458.72	2,458.84	(.12)	22,129.60	22,129.50	.10
Heating Fuel/Other	285.62	223.66	61.96	3,128.62	2,013.00	1,115.62
Garbage & Trash Removal	743.56	993.84	(250.28)	7,911.14	8,944.50	(1,033.36)
Total Utilities	$ 18,729.45	$ 9,496.68	$ 9,232.77	$ 94,025.56	$ 85,470.00	$ 8,555.56
Administrative:						
Manager's Salary	$ 5,046.17	$ 4,853.75	$ 192.42	$ 41,468.44	$ 43,683.75	$ (2,215.31)
Management Fees	4,815.00	4,815.00	0.00	43,335.00	43,335.00	0.00
Bad Debt Expense	126.00	175.00	(49.00)	3,696.00	1,575.00	2,121.00
Auditing	625.00	625.00	0.00	5,625.00	5,625.00	0.00
Legal	0.00	177.41	(177.41)	1,601.00	1,596.75	4.25
Other Administrative Expenses	2.05	25.00	(22.95)	169.37	225.00	(55.63)
Total Administrative Expense	$ 10,614.22	$ 10,671.16	$ (56.94)	$ 95,894.81	$ 96,040.50	$ (145.69)
Taxes & Insurance Reserve For:						
Special Assessments	$ 0.00	$ 26.34	$ (26.34)	$ 0.00	$ 237.00	$ (237.00)
Property Insurance	5,618.00	5,666.66	(48.66)	50,561.76	51,000.00	(438.24)
Other Insurance	0.00	113.25	(113.25)	0.00	1,019.25	(1,019.25)
Total Taxes & Insurance Expense	$ 5,618.00	$ 5,806.25	$ (188.25)	$ 50,561.76	$ 52,256.25	$ (1,694.49)
Other Taxes & Insurance:						
Payroll Taxes	$ 738.66	$ 1,029.66	$ (291.00)	$ 7,534.13	$ 9,267.00	$ (1,732.87)
Other Taxes, Fees & Permits	148.16	166.66	(18.50)	3,078.33	1,500.00	1,578.33
Bond Premiums	0.00	108.75	(108.75)	518.00	978.75	(460.75)
Worker's Compensation Insurance	383.78	860.25	(476.47)	3,386.49	7,742.25	(4,355.76)
Personnel Medical Insurance	875.17	1,759.09	(883.92)	7,635.85	15,831.75	(8,195.90)
Total Other Taxes & Insurance	$ 2,145.77	$ 3,924.41	$ (1,778.64)	$ 22,152.80	$ 35,319.75	$ (13,166.95)

Park Avenue 569
For the Month Ended September 30, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	$ 560.64	$ 542.34	$ 18.30	$ 5,004.37	$ 4,881.00	$ 123.37
Internet Service	355.92	297.91	58.01	2,753.30	2,681.25	72.05
Advertising	0.00	16.66	(16.66)	0.00	150.00	(150.00)
Water/Coffee Service	73.99	31.41	42.58	722.68	282.75	439.93
Office Supplies & Expense	336.92	450.84	(113.92)	3,840.87	4,057.50	(216.63)
Postage	191.73	88.84	102.89	789.16	799.50	(10.34)
Toner/Copier Expense	239.08	248.25	(9.17)	3,068.26	2,234.25	834.01
Office Furniture & Equipment Expe	531.95	0.00	531.95	852.60	0.00	852.60
Travel & Promotion	0.00	41.66	(41.66)	42.00	375.00	(333.00)
Training Expense	91.38	61.75	29.63	519.91	555.75	(35.84)
Credit Checking	0.00	29.16	(29.16)	197.00	262.50	(65.50)
Employee Meals	0.00	8.34	(8.34)	0.00	75.00	(75.00)
Total Other Project Expenses	$ 2,381.61	$ 1,817.16	$ 564.45	$ 17,790.15	$ 16,354.50	$ 1,435.65
Lease Up Expenses						
Total Lease Up Expenses	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Mortgage & Owner's Expense						
Mortgage Payment	$ 26,242.49	$ 26,300.41	$ (57.92)	$ 236,182.41	$ 236,703.75	$ (521.34)
Managing General Partner Fees	$ 1,118.09	$ 1,118.09	$ 0.00	$ 10,062.81	$ 10,062.75	$ .06
Transfer - Reserves	2,675.00	2,675.00	0.00	24,075.00	24,075.00	0.00
Total Mortgage & Owner's Exp.	$ 30,035.58	$ 30,093.50	$ (57.92)	$ 270,320.22	$ 270,841.50	$ (521.28)
Total Expenses	$ 94,842.35	$ 78,118.57	$ 16,723.78	$ 718,435.45	$ 703,067.25	$ 15,368.20
Authorized Reserve - Other	$ 0.00	$ 7,447.59	$ (7,447.59)	$ 0.00	$ 67,028.25	$ (67,028.25)
	$ 0.00	$ 7,447.59	$ (7,447.59)	$ 0.00	$ 67,028.25	$ (67,028.25)

WinnResidential

Monthly Property Summary Report

75 Harvest Park Court

September 2022

HARVEST PARK

CHICO, CA.
90 UNITS
TAX CREDIT

Telephone 559-489-9945
2499 W. Shaw Ave. Ste 103 Fresno, CA 93711 www.winnco.com

MONTHLY PROPERTY SUMMARY REPORT

INCOME AND EXPENSE SUMMARY

• Total Operating Income Actual/Month:	**$82,855.00**	**-$429.00**	**0.51%**
• Total Operating Income Budget/Month:	**$83,284.00**		
• Total Operating Income Actual/YTD:	**$738,048.92**	**$1,471.95**	**0.19%**
• Total Operating Income Budget/YTD:	**$736,577.00**		
• Total Operating Expenses Actual/Month:	**$63,963.50**	**-$27,549.88**	**75.65%**
• Total Operating Expenses Budget/Month:	**$36,413.62**		
• Total Operating Expenses Actual/YTD:	**$381,965.83**	**-$37,315.77**	**10.82%**
• Total Operating Expenses Budget/YTD:	**$344,650.06**		
• Total Net Operating Income Actual/Month:	**$18,891.50**	**-$27,978.88**	**59.69%**
• Total Net Operating Income Budget/Month:	**$46,870.38**		
• Total Net Operating Income Actual/YTD:	**$356,083.09**	**-$35,843.85**	**9.14%**
• Total Net Operating Income Budget/YTD:	**$391,926.94**		

BUDGET VARIANCE REPORT

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

September Financials - Expense Variances

GL / Description	Actual	Budget	Variance	%	Comments:
		Month Ending 9/30/2022			
6470-0000 Rubbish Removal	$3,490.92	$1,008.90	($2,482.02)	-246.01%	(2) Months of service hit; In-line YTD.
6317-0000 Temporary Services	$7,520.09	$0.00	($7,520.09)	#DIV/0!	Past due invoices for temp staff; Sam/Cathryn/Angie.
6521-0000 Grounds Supplies	$10,195.00	$75.00	($10,120.00)	-13493.33%	Lava rock installation $9k.
6522-0000 Grounds Contract	$8,280.00	$1,955.00	($6,325.00)	-323.53%	Paid 4 months of service (past due).
6541-0000 Maintenance Supplies	$3,163.51	$833.33	($2,330.18)	-279.62%	Work order & unit turnover items needed.
6991-0000 Pool Supplies	$894.13	$175.00	($719.13)	-410.93%	Multiple months paid.
6992-0000 Pool Contract	$1,023.20	$275.00	($748.20)	-272.07%	Multiple months paid.
6340-0000 Legal Expense	$839.62	$0.00	($839.62)	#DIV/0!	(2) Files legal services.

RESIDENT DELINQUENT RENT STATUS

(Table below sorted by "total" highest to lowest delinquency)

Unit	HOH Name	Transaction Code	Delinquent	Comments
01-104		RENT	1,064.00	Resident will be paid in full by the 21st, requested extension
01-108		RENT	253.00	Notice to pay served 10/13/22
01-107		RENT	8,301.00	Notice to pay served 10/13/22, tenant has an RA app in with a charity to cover the remaining.
01-201		RENT	905.00	Notice to pay served 10/13/22
02-108		RENT	150.00	Notice to pay served 10/13/22
02-210		RENT	200.00	Notice to pay served 10/13/22
03-115		RENT	2,256.00	Notice to pay served 10/13/22
03-215		RENT	5,968.00	Payment plan agreement with resident, paid rent in full and will be paying an extra 500 a month until caught up
03-218		RENT	2,349.00	Notice to pay served 10/13/22
03-218		LHA	296.81	Emailed LHA to request payment
04-123		RENT	450.00	Notice to pay served 10/13/22
04-215		RENT	1,293.00	Will be paid in full by the 20th, resident requested extension.
04-220		RENT	7,370.00	Resident is on a payment plan, $300 extra a month, he paid 2k this month
05-225		RENT	1,100.00	Notice to pay served 10/13/22
06-133		RENT	965.00	Notice to pay served 10/13/22
06-230		RENT	1,384.00	Notice to pay served 10/13/22, tenant has an RA app in with a charity, and is making payments when possible.
06-232		RENT	304.00	Notice to pay served 10/13/22
06-234		RENT	7,170.55	in Eviction
07-138		RENT	384.00	Notice to pay served 10/13/22
07-135		RENT	1,359.00	Notice to pay served 10/13/22
07-238		RENT	15,964.00	In Eviction
07-235		RENT	252.00	Notice to pay served 10/13/22
08-145		RENT	188.00	Notice to pay served 10/13/22
08-243		RENT	212.00	Notice to pay served 10/13/22

SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS

2022 Capital Expenditures:

			Funding Sources				Monitoring Status			
Property/SPM	Capital Project		Replacement Reserves (0001)	Replacement Reserves GL Codes	Operating Cash (0002)	Operating Cash GL Codes	3 Bid Package Status	Project Status	Actual Cost	Variance to Budget
Harvest Park	Tree Trimming/Shaping (Rod's Landscape)	Complete	$0	-	$20,570	1415-0002		Complete	*$20,570.00*	*$0*
Derrek Hammes	Mulch Application (NorCal Landscape)	Complete	$0	-	$5,000	1415-0002		Complete	*$6,800.00*	*$1,800*
GreenPages	Computers for Community Room (3 total)	Ordered	$0	-	$0			Ordered	*$5,772.45*	*$5,772*
As Needed Items:	*Carpet*	*As Needed*	*$0*	-	*$14,000*	*1440-0002*	*N/A*			
(annual allocation)	*Appliances*	*As Needed*	*$0*	-	*$6,400*	*1486-0000*	*N/A*			
	Total:		$0		$45,970				$33,142	$7,572

- YTD Actual Capital Improvements Completed $33,142
  - Added Computers for Community Room (3 Total) – Ordered
- YTD Budgeted Capital Improvements Budgeted $45,970
  (Computers not budgeted originally)

GENERAL PROPERTY ISSUES and HIGHLIGHTS

We ended the month with (1) vacant unit; (0) Units On-Notice. 100% leased & 99% occupied.

Harvest Park (Chico Harvest Park, L.P., a Californ
Budget Comparison
September 30, 2022

	Month Ending 09/30/2022				Year to Date 09/30/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
INCOME									
RENTAL INCOME									
5120-0000 - Rental Income	53,029.00	57,070.00	(4,041.00)	(7.08)	476,245.00	504,120.00	(27,875.00)	(5.52)	675,330.00
5150-0000 - Rental Assistance	23,526.00	21,732.00	1,794.00	8.25	211,478.00	195,588.00	15,890.00	8.12	260,784.00
5221-0000 - Gain/(Loss) to Lease	4,867.00	6,900.00	(2,033.00)	(29.46)	53,947.00	53,340.00	607.00	1.13	74,040.00
TOTAL RENTAL INCOME	**81,422.00**	**85,702.00**	**(4,280.00)**	**(4.99)**	**741,670.00**	**753,048.00**	**(11,378.00)**	**(1.51)**	**1,010,154.00**
MISC. INCOME									
5330-0000 - Tenant Services	0.00	25.00	(25.00)	(100.00)	150.00	75.00	75.00	100.00	75.00
5332-0000 - Application Fees	0.00	0.00	0.00	0.00	70.00	455.00	(385.00)	(84.61)	595.00
5385-0000 - Late/Term Fees	500.00	100.00	400.00	400.00	3,700.00	300.00	3,400.00	1,133.33	600.00
5390-0002 - Damages	430.00	425.00	5.00	1.17	1,384.00	3,825.00	(2,441.00)	(63.81)	5,100.00
5341-0000 - Cable Revenue	0.00	0.00	0.00	0.00	3,559.67	3,450.00	109.67	3.17	4,600.00
5341-0001 - Contra Cable Revenue	0.00	0.00	0.00	0.00	(286.75)	(864.00)	577.25	66.81	(1,152.00)
TOTAL MISC. INCOME	**930.00**	**550.00**	**380.00**	**69.09**	**8,576.92**	**7,241.00**	**1,335.92**	**18.44**	**9,818.00**
OTHER INCOME									
5493-0000 - Int on Replacement Reserve	0.00	2.00	(2.00)	(100.00)	0.00	18.00	(18.00)	(100.00)	24.00
TOTAL OTHER INCOME	**0.00**	**2.00**	**(2.00)**	**(100.00)**	**0.00**	**18.00**	**(18.00)**	**(100.00)**	**24.00**
VACANCY LOSS/RENTAL LOSS/BAD DEBT									
5218-0000 - Free Rent-Marketing Concession	(50.00)	(100.00)	50.00	50.00	(700.00)	(900.00)	200.00	22.22	(1,200.00)
5220-0000 - Vacancies Apartment	(257.00)	(850.00)	593.00	69.76	(3,484.00)	(7,650.00)	4,166.00	54.45	(10,200.00)
6370-0000 - Bad Debt	0.00	(417.00)	417.00	100.00	0.00	(3,753.00)	3,753.00	100.00	(5,004.00)
6370-0004 - Bad Debt-Miscellaneous	0.00	(500.00)	500.00	100.00	0.00	(1,500.00)	1,500.00	100.00	(1,500.00)
6330-0002 - Office Manager Rent Free Unit	810.00	(1,103.00)	1,913.00	173.43	(8,014.00)	(9,927.00)	1,913.00	19.27	(13,236.00)
TOTAL VACANCY	**503.00**	**(2,970.00)**	**3,473.00**	**116.93**	**(12,198.00)**	**(23,730.00)**	**11,532.00**	**48.59**	**(31,140.00)**
TOTAL INCOME	**82,855.00**	**83,284.00**	**(429.00)**	**(0.51)**	**738,048.92**	**736,577.00**	**1,471.92**	**0.19**	**988,856.00**
EXPENSES									
MANAGEMENT FEES									
6320-0000 - Management Fees	3,672.16	4,142.00	469.84	11.34	36,295.96	36,504.00	208.04	0.56	49,011.00
TOTAL MANAGEMENT FEES	**3,672.16**	**4,142.00**	**469.84**	**11.34**	**36,295.96**	**36,504.00**	**208.04**	**0.56**	**49,011.00**
REAL ESTATE TAXES									
6710-0000 - Taxes Real Estate	13.41	14.00	0.59	4.21	120.67	126.00	5.33	4.23	168.00
6712-0000 - Taxes Other	0.00	0.00	0.00	0.00	389.00	385.00	(4.00)	(1.03)	385.00
TOTAL REAL ESTATE TAXES	**13.41**	**14.00**	**0.59**	**4.21**	**509.67**	**511.00**	**1.33**	**0.26**	**553.00**

Harvest Park (Chico Harvest Park, L.P., a Californ
Budget Comparison
September 30, 2022

	Month Ending 09/30/2022				Year to Date 09/30/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
INSURANCE									
6720-0000 - Insurance Property	2,890.90	2,814.17	(76.73)	(2.72)	25,020.43	24,560.01	(460.42)	(1.87)	33,002.52
6720-0002 - Franchise Tax - Calif Pnps	0.00	0.00	0.00	0.00	800.00	800.00	0.00	0.00	800.00
TOTAL INSURANCE	**2,890.90**	**2,814.17**	**(76.73)**	**(2.72)**	**25,820.43**	**25,360.01**	**(460.42)**	**(1.81)**	**33,802.52**
UTILITIES EXPENSES									
6430-0000 - Electricity Vacant	374.07	25.00	(349.07)	(1,396.28)	932.15	225.00	(707.15)	(314.28)	300.00
6430-0001 - Employee Unit Utility	59.08	0.00	(59.08)	(100.00)	531.72	0.00	(531.72)	(100.00)	0.00
6440-0000 - Gas/Oil Heat Vacant	32.31	12.50	(19.81)	(158.48)	82.90	112.50	29.60	26.31	150.00
6450-0000 - Electricity	1,711.58	1,200.98	(510.60)	(42.51)	8,900.24	10,808.82	1,908.58	17.65	14,411.76
6451-0000 - Water and Sewer	5,345.41	4,777.00	(568.41)	(11.89)	42,902.37	42,993.00	90.63	0.21	57,324.00
6452-0000 - Natural Gas Heat	19.24	150.00	130.76	87.17	1,475.05	1,390.00	(85.05)	(6.11)	2,240.00
6470-0000 - Rubbish Removal	3,490.92	1,008.90	(2,482.02)	(246.01)	9,720.72	9,080.10	(640.62)	(7.05)	12,106.80
6470-0001 - Rubbish Removal - Bulk	0.00	65.39	65.39	100.00	474.40	588.51	114.11	19.38	784.68
6454-0000 - Utility Processing	49.68	75.00	25.32	33.76	596.84	975.00	378.16	38.78	1,200.00
TOTAL UTILITY EXPENSES	**11,082.29**	**7,314.77**	**(3,767.52)**	**(51.50)**	**65,616.39**	**66,172.93**	**556.54**	**0.84**	**88,517.24**
PAYROLL									
6310-0000 - Office Payroll	144.73	110.00	(34.73)	(31.57)	4,054.90	990.00	(3,064.90)	(309.58)	1,420.00
6317-0000 - Temporary Services	7,520.09	0.00	(7,520.09)	(100.00)	11,128.58	0.00	(11,128.58)	(100.00)	0.00
6330-0000 - Managers Payroll	2,985.64	4,368.00	1,382.36	31.64	37,073.08	45,240.00	8,166.92	18.05	60,742.00
6539-0000 - Maintenance Payroll General	4,280.79	3,973.00	(307.79)	(7.74)	43,898.83	36,610.00	(7,288.83)	(19.90)	50,697.00
6714-0001 - Taxes-Payroll Administrative	231.75	334.00	102.25	30.61	3,735.95	4,028.00	292.05	7.25	5,213.00
6714-0002 - Taxes-Payroll Maintenance	306.42	304.00	(2.42)	(0.79)	3,507.83	3,253.00	(254.83)	(7.83)	4,331.00
6724-0001 - Workers Comp. - Payroll Admin	289.00	303.00	14.00	4.62	2,601.00	3,142.00	541.00	17.21	4,219.00
6724-0002 - Workers Compensation-Payroll Maintenance	263.00	276.00	13.00	4.71	2,367.00	2,544.00	177.00	6.95	3,523.00
6726-0001 - Health Ins. & Benefits-Payroll Admin	200.24	1,458.00	1,257.76	86.26	4,362.38	13,375.00	9,012.62	67.38	17,888.00
6726-0002 - Health Ins. & Benefits-Payroll Maint.	1,358.48	1,183.00	(175.48)	(14.83)	16,384.40	10,730.00	(5,654.40)	(52.69)	14,398.00
TOTAL PAYROLL	**17,580.14**	**12,309.00**	**(5,271.14)**	**(42.82)**	**129,113.95**	**119,912.00**	**(9,201.95)**	**(7.67)**	**162,431.00**
OPERATING & MAINTENANCE EXPENSE									
6462-0000 - Exterminating Contract	700.00	433.00	(267.00)	(61.66)	6,300.00	5,499.00	(801.00)	(14.56)	6,798.00
6490-0019 - Property Expense Covid19 Coronavirus	0.00	0.00	0.00	0.00	25.33	0.00	(25.33)	(100.00)	0.00
6511-0000 - Security Contract and Repairs	43.40	105.00	61.60	58.66	583.40	945.00	361.60	38.26	1,260.00
6521-0000 - Grounds Supplies	10,195.00	75.00	(10,120.00)	(13,493.33)	11,120.00	2,695.00	(8,425.00)	(312.61)	2,920.00
6522-0000 - Grounds Contract	8,280.00	1,955.00	(6,325.00)	(323.52)	19,350.00	17,595.00	(1,755.00)	(9.97)	23,460.00
6541-0000 - Maintenance Supplies	3,163.51	833.33	(2,330.18)	(279.62)	14,629.42	7,499.97	(7,129.45)	(95.05)	9,999.96
6545-0000 - Repairs Contract General	0.00	400.00	400.00	100.00	3,566.02	4,160.00	593.98	14.27	7,310.00
6546-0000 - Repairs Contract Electric	0.00	0.00	0.00	0.00	939.72	600.00	(339.72)	(56.62)	800.00

Harvest Park (Chico Harvest Park, L.P., a Californ
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	Month Ending 09/30/2022				Year to Date 09/30/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
6547-0000 - Repairs - Contract - HVAC	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	100.00	1,500.00
6548-0000 - Repairs - Contract - Plumbing	0.00	208.00	208.00	100.00	6,355.25	2,152.00	(4,203.25)	(195.31)	2,776.00
6552-0000 - Uniforms	0.00	0.00	0.00	0.00	0.00	250.00	250.00	100.00	500.00
6581-0000 - Appliance Repair	10.71	210.00	199.29	94.90	1,570.95	1,890.00	319.05	16.88	2,520.00
6582-0000 - Lock and Key Expense	98.13	0.00	(98.13)	(100.00)	1,018.03	100.00	(918.03)	(918.03)	100.00
6586-0000 - Fire and Safety Systems	1,146.32	2,097.60	951.28	45.35	7,211.61	3,052.80	(4,158.81)	(136.22)	3,530.40
6991-0000 - Pool Supplies	894.13	175.00	(719.13)	(410.93)	1,811.51	1,155.00	(656.51)	(56.84)	1,260.00
6992-0000 - Pool Contract	1,023.20	275.00	(748.20)	(272.07)	2,660.25	2,475.00	(185.25)	(7.48)	3,300.00
TOTAL OPERATING & MAINT. EXPS.	**25,554.40**	**6,766.93**	**(18,787.47)**	**(277.63)**	**77,141.49**	**51,568.77**	**(25,572.72)**	**(49.58)**	**68,034.36**
TURNOVER COSTS									
6531-0000 - Cleaning Supplies	14.47	0.00	(14.47)	(100.00)	75.01	562.50	487.49	86.66	750.00
6532-0000 - Cleaning Contract	100.00	218.75	118.75	54.28	3,849.00	1,968.75	(1,880.25)	(95.50)	2,625.00
6561-0000 - Decorator Supplies	72.65	0.00	(72.65)	(100.00)	185.58	900.00	714.42	79.38	1,200.00
6562-0000 - Decorator Contract Services	0.00	0.00	0.00	0.00	0.00	1,875.00	1,875.00	100.00	2,500.00
TOTAL TURNOVER COSTS	**187.12**	**218.75**	**31.63**	**14.45**	**4,109.59**	**5,306.25**	**1,196.66**	**22.55**	**7,075.00**
MARKETING									
6212-0000 - Collateral Materials/Brand Identity	104.80	87.00	(17.80)	(20.45)	1,812.37	1,033.00	(779.37)	(75.44)	1,294.00
6216-0000 - Promotions and Promotional Items	0.00	0.00	0.00	0.00	0.00	156.00	156.00	100.00	156.00
6290-0000 - Miscellaneous Renting Expense	88.18	98.00	9.82	10.02	730.08	526.00	(204.08)	(38.79)	740.00
6981-0000 - Resident Supplies	0.00	70.00	70.00	100.00	1,667.27	1,010.00	(657.27)	(65.07)	1,420.00
TOTAL MARKETING	**192.98**	**255.00**	**62.02**	**24.32**	**4,209.72**	**2,725.00**	**(1,484.72)**	**(54.48)**	**3,610.00**
ADMINISTRATIVE EXPENSES									
6280-0000 - Credit Reports and Fees	0.00	11.00	11.00	100.00	0.00	99.00	99.00	100.00	132.00
6311-0000 - Office Expenses	462.78	565.00	102.22	18.09	5,342.64	6,093.10	750.46	12.31	7,818.10
6312-0000 - Copy Machine	8.41	132.00	123.59	93.62	1,520.87	1,188.00	(332.87)	(28.01)	1,584.00
6313-0000 - Postage	6.60	25.00	18.40	73.60	124.68	225.00	100.32	44.58	300.00
6316-0000 - Travel/Mileage	109.20	100.00	(9.20)	(9.20)	1,125.87	920.00	(205.87)	(22.37)	1,220.00
6316-0003 - Training	395.00	0.00	(395.00)	(100.00)	835.98	1,410.00	574.02	40.71	1,743.00
6316-0004 - Training - New Employee Orientation	0.00	0.00	0.00	0.00	835.69	0.00	(835.69)	(100.00)	0.00
6340-0000 - Legal Expense	839.62	0.00	(839.62)	(100.00)	1,207.16	2,400.00	1,192.84	49.70	2,400.00
6350-0000 - Auditing	0.00	0.00	0.00	0.00	12,800.00	12,781.00	(19.00)	(0.14)	12,781.00
6355-0001 - Administrative Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00
6360-0000 - Telephone	678.19	869.00	190.81	21.95	9,102.80	7,821.00	(1,281.80)	(16.38)	10,428.00
6380-0000 - Advertising - Employees	0.00	0.00	0.00	0.00	2,850.00	0.00	(2,850.00)	(100.00)	0.00
6385-0000 - Dues and Memberships	0.00	270.00	270.00	100.00	901.83	450.00	(451.83)	(100.40)	450.00
6390-0000 - Miscellaneous	0.00	200.00	200.00	100.00	9.92	740.00	730.08	98.65	740.00
6391-0000 - Licenses	0.00	150.00	150.00	100.00	0.00	150.00	150.00	100.00	150.00
6392-0000 - Bank Charges	192.27	257.00	64.73	25.18	1,920.80	2,313.00	392.20	16.95	3,084.00
6392-0001 - RP Transaction Fees	98.03	0.00	(98.03)	(100.00)	743.66	0.00	(743.66)	(100.00)	0.00

Harvest Park (Chico Harvest Park, L.P., a Californ
Budget Comparison
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	Month Ending 09/30/2022				Year to Date 09/30/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
6392-0002 - Paymode Rebates	0.00	0.00	0.00	0.00	(173.27)	0.00	173.27	100.00	0.00
TOTAL ADMINISTRATIVE EXPENSES	**2,790.10**	**2,579.00**	**(211.10)**	**(8.18)**	**39,148.63**	**36,590.10**	**(2,558.53)**	**(6.99)**	**45,530.10**
TOTAL EXPENSES	**63,963.50**	**36,413.62**	**(27,549.88)**	**(75.65)**	**381,965.83**	**344,650.06**	**(37,315.77)**	**(10.82)**	**458,564.22**
NET OPERATING INCOME	**18,891.50**	**46,870.38**	**(27,978.88)**	**(59.69)**	**356,083.09**	**391,926.94**	**(35,843.85)**	**(9.14)**	**530,291.78**
REPLACEMENT RESERVE/OTHER ESCROWS									
1316-0000 - Escrow - Replacement Reserve	2,332.50	2,333.00	0.50	0.02	20,992.50	20,997.00	4.50	0.02	27,996.00
TOTAL REPLACEMENT RESERVE/OTHER ESCROWS	**2,332.50**	**2,333.00**	**0.50**	**0.02**	**20,992.50**	**20,997.00**	**4.50**	**0.02**	**27,996.00**
DEBT SERVICE									
2320-0000 - Mortgage Payable - Wells Fargo	5,000.00	5,000.00	0.00	0.00	45,000.00	45,000.00	0.00	0.00	60,000.00
6820-0000 - Interest Expense - Wells Fargo	10,729.38	10,729.37	(0.01)	0.00	97,039.39	97,039.37	(0.02)	0.00	129,227.48
6824-0000 - Interest Expense - HACB	1,297.17	1,416.31	119.14	8.41	11,674.53	12,746.79	1,072.26	8.41	16,995.72
6828-0000 - Service Fee	5,869.67	5,906.16	36.49	0.61	53,132.00	53,314.49	182.49	0.34	71,006.45
TOTAL DEBT SERVICE	**22,896.22**	**23,051.84**	**155.62**	**0.67**	**206,845.92**	**208,100.65**	**1,254.73**	**0.60**	**277,229.65**
MISCELLANEOUS									
6890-0000 - Miscellaneous Financial Exp	416.67	416.67	0.00	0.00	3,750.03	6,250.03	2,500.00	39.99	10,000.04
6892-0000 - Trustee Fees	283.33	283.33	0.00	0.00	2,549.97	6,449.97	3,900.00	60.46	7,299.96
TOTAL MISCELLANEOUS	**700.00**	**700.00**	**0.00**	**0.00**	**6,300.00**	**12,700.00**	**6,400.00**	**50.39**	**17,300.00**
CAPITAL EXPENDITURES									
1415-0002 - Landscape and Land Improvements	0.00	0.00	0.00	0.00	25,070.00	25,570.00	500.00	1.95	25,570.00
1440-0002 - Carpet/Flooring	0.00	2,000.00	2,000.00	100.00	4,022.68	10,000.00	5,977.32	59.77	14,000.00
1486-0000 - Appliances	0.00	0.00	0.00	0.00	8,568.63	6,400.00	(2,168.63)	(33.88)	6,400.00
6568-0000 - Supplies/Appliances	342.96	0.00	(342.96)	(100.00)	342.96	0.00	(342.96)	(100.00)	0.00
TOTAL CAPITAL EXPENDITURES	**342.96**	**2,000.00**	**1,657.04**	**82.85**	**38,004.27**	**41,970.00**	**3,965.73**	**9.44**	**45,970.00**
MORTGAGOR EXPENSES									
7115-0000 - Non Profit Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
7135-0000 - Asset Management Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,298.00
7153-0000 - Administration Fee Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,786.00
TOTAL MORTGAGOR EXPENSES	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**42,084.00**
PROFIT/LOSS	**(7,380.18)**	**18,785.54**	**(26,165.72)**	**(139.28)**	**83,940.40**	**108,159.29**	**(24,218.89)**	**(22.39)**	**119,712.13**
Additional Adjustments to Cash Flow									
Accounts Payable	**9,814.27**	**0.00**	**9,814.27**	**100.00**	**10,539.95**	**0.00**	**10,539.95**	**100.00**	**0.00**
Resident Acounts Receivable	**(5,845.00)**	**0.00**	**(5,845.00)**	**(100.00)**	**(7,508.60)**	**0.00**	**(7,508.60)**	**(100.00)**	**0.00**
Subsidy Accounts Receivable	**870.00**	**0.00**	**870.00**	**100.00**	**16.54**	**0.00**	**16.54**	**100.00**	**0.00**

Harvest Park (Chico Harvest Park, L.P., a Californ
Budget Comparison
September 30, 2022

	Month Ending 09/30/2022				Year to Date 09/30/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
Other Accounts Receivable	0.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00	0.00
Prepaid Expenses	2,890.90	0.00	2,890.90	100.00	(12,229.13)	0.00	(12,229.13)	(100.00)	0.00
Prepaid Rent	1,005.43	0.00	1,005.43	100.00	344.50	0.00	344.50	100.00	0.00
Net Accruals	565.41	0.00	565.41	100.00	3,468.15	0.00	3,468.15	100.00	0.00
Security Deposits	0.00	0.00	0.00	0.00	1,350.00	0.00	1,350.00	100.00	0.00
Accrued Interest on Deferred Loans	1,297.17	(1,297.17)	2,594.34	200.00	11,674.53	(11,674.53)	23,349.06	200.00	(15,566.04)
Distributions to Owners	(9,500.00)	0.00	(9,500.00)	(100.00)	(151,914.00)	0.00	(151,914.00)	(100.00)	0.00
Escrow Tax	(13.68)	(14.00)	0.32	2.28	(42.68)	(126.00)	83.32	66.12	(168.00)
Escrow Insurance	(4,436.00)	(2,814.17)	(1,621.83)	(57.63)	7,015.00	(24,560.01)	31,575.01	128.56	(33,002.52)
Escrow Other	0.00	(2.00)	2.00	100.00	0.00	(18.00)	18.00	100.00	(24.00)
Total Additional Adjustments to Cash Flow	(3,351.50)	(4,127.34)	775.84	18.79	(135,285.74)	(36,378.54)	(98,907.20)	(271.88)	(48,760.56)
Total Net Adjusted Cash Flow	(10,731.68)	14,658.20	(25,389.88)	(173.21)	(51,345.34)	71,780.75	(123,126.09)	(171.53)	70,951.57
Net Change in Cash from TB	(10,731.68)	0.00	(10,731.68)	100.00	(51,345.34)	0.00	(51,345.34)	100.00	0.00
Variance	0.00	(14,658.20)	14,658.20	100.00	0.00	(71,780.75)	71,780.75	100.00	(70,951.57)

Date: 10/14/2022

MEMO

To: HACB Board of Commissioners

From: Angie Little, Section 8 Housing Manager

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

Program Statistics for Period Ending	September 2022	September 2021
Number of participants as of last day of the month	35	45
Number of Orientation Briefings	0	0
Number of signed contracts	0	0
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	0
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	7	0
Number of participants with annual income increases (YTD)	0	7
Number of participants with new employment (YTD)	0	5
Number of participants with escrow accounts	25	24
Number of participants currently escrowing	16	15
Amount disbursed from escrow account	$0.00	$0.00
Balance of Escrow Account	$121,844.00	$108,994.20

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 September 2022

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	09/2022 Enrollment	09/2022 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	$1,869.00	$22,475.90
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	9	$9,605.00	$121,150.00
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	$200.00	$22,807.00
Totals		**$235,197.00**			**40**			**13**	**$11,674.00**	**$178,858.90**

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:10/14/2022
Path: Z:\Boutique Programs\Special Programs Budget and Reports

October 14, 2022

MEMORANDUM

To: HACB Board of Commissioners

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

Subject: Agenda Item 5.2, Resolution No. 4875
Agenda Item 5.3, Resolution No. 4876

- 2022-23 Section 8 Administrative Plan (AP) - Significant Amendment Family Unification (FUP) / Transitional Age Youth (TAY) Section 8 Housing Choice Voucher Admissions Preference
- Butte County DESS - FUP/TAY MOU

This memo addresses two companion action items. The first is to adopt changes to the Section 8 program's Admin Plan to incorporate a program serving case-managed youth. The second action involves an agreement with the Butte County Department of Employment and Social Services to provide qualifying participants and case-management services.

At the August Board meeting, HACB staff recommended making a Significant Amendment to its adopted and HUD-approved Section 8 Administrative Plan (AP). The proposal includes the 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 (MOU also scheduled to be approved at this Board meeting).

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.

The proposed changes require the following action process to adopt and implement:

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

No comments were received during the 45-day Review Period. Therefore, Staff recommends that the proposed 2022-23 Section 8 Administrative Plan changes be adopted as presented at the August Board meeting.

Implementation of the program necessitates a supportive services agreement with the Butte County Department of Employment and Social Services. DESS will provide case-managed referrals to the program, and provide ongoing case-management services to program participants. The services agreement is addressed by means of MOU, subject of Resolution No. 4876.

Recommendations:

> *Agenda Item 5.2 - Open Public Hearing for Public Comment, Close Hearing, consider all comment, receive and file final Section 8 Admin Plan in accordance with the recommendations above, and adopt by means of Resolution No. 4875.*
>
> *Agenda Item Item 5.3 – Consider, and resolve to authorize the DESS MOU by means of adoption of Resolution No. 4876.*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4875

AUTHORIZATION TO AMEND
HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN
FAMILY UNIFICATION (FUP) / TRANSITIONAL AGE YOUTH (TAY)
ADMISSIONS PREFERENCE

WHEREAS, on June 16, 2022, by means of Resolution No. 4861, the Board of Commissioners of the Housing Authority of the County of Butte (HACB) adopted the HUD Section 8 Housing Choice Voucher program Administrative Plan (AP), effective October 1, 2022 through September 30, 2023; and

WHEREAS, HACB seeks to amend its AP to include a Family Unification (FUP) and Transitional Age Youth (TAY) Housing Voucher program (Program), implementing an admissions preference providing housing opportunity to youth re-unifying with their families and to youth aging out of the foster care system; and

WHEREAS, the draft Program AP language is attached, an excerpt from AP Section 8, Chapter 4; and

WHEREAS, on August 18, 2022 the Board of Commissioners accepted and filed the draft AP plan change for the required 45-day public comment review period; and

WHEREAS, AP Section 8, Chapter 4, as edited, has been determined to be in the best interest of the Section 8 program administration and the clients served; and

WHEREAS, such Program requires partnership with the Butte County Department of Employment and Social Services (DESS), such agency providing Program participant referrals and case management to Program participants; such partnership necessitating a Program agreement between HACB and DESS; and

WHEREAS, HACB has determined that the 2022-23 AP revision implementation shall set aside ten (10) Section 8 Housing Choice Vouchers in support of those served by the Program; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Butte to revise its Section 8 Housing Choice Voucher Administrative Plan, such changes in accordance with Administrative Plan Chapter 4, attached to and made a part of this Resolution No. 4875, such revision to take effect November 1, 2022.

Dated: October 20, 2022

_____
David Pittman, Board Chair

ATTEST:

_____
Edward S. Mayer, Secretary

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 and 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 (PHS) 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 though 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

RESOLUTION NO. 4876

MEMORANDUM OF UNDERSTANDING
WITH
BUTTE COUNTY DEPARTMENT OF EMPLOYEMENT AND SOCIAL SERVICES
ESTABLISHING
FAMILY UNIFICATION AND TRANSITIONAL AGE YOUTH HOUSING VOUCHER PROGRAM

WHEREAS, on June 16, 2022, by means of Resolution No. 4861, the Board of Commissioners of the Housing Authority of the County of Butte (HACB) adopted the agency HUD Section 8 Housing Choice Voucher program Administrative Plan (AP), effective October 1, 2022 through September 30, 2023; and

WHEREAS, HACB seeks to amend the AP to include a Family Unification (FUP) and Transitional Age Youth (TAY) Housing Voucher program (Program), implementing an admissions preference providing housing opportunity to case-managed youth re-unifying with their families and to youth aging out of the foster care system; and

WHEREAS, the HACB has adopted AP revisions providing for Program authorization; and

WHEREAS, the Program requires partnership with the Butte County Department of Employment and Social Services (DESS), such agency providing Program participant referrals and case management to Program participants; such partnership necessitating a Program agreement between HACB and DESS; and

WHEREAS, HACB and DESS have negotiated a Memorandum of Understanding (MOU) providing for Program implementation, such MOU attached to this Resolution No. 4876, and

WHEREAS, the HACB has determined the MOU to be in the best interest of the community and those served,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Butte to authorize the entering into of the Memorandum of Understanding (MOU) between HACB and the Butte County Department of Employment and Social Services, such MOU attached to and made a part of this Resolution No. 4876, this resolution implementing the Family Unification and Transitional Age Youth Housing Voucher program, effective November 1, 2022.

Dated: October 20, 2022

_____
David Pittman, Board Chair

ATTEST:

_____
Edward S. Mayer, Secretary

MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF BUTTE
AND
HOUSING AUTHORITY OF THE COUNTY OF BUTTE
FOR FAMILY UNIFICATION AND TRANSITIONAL AGE YOUTH HOUSING VOUCHERS

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into this 1st day of November, 2022, by and between the County of Butte through its Department of Employment and Social Services, herein referred to as "County" and Housing Authority of the County of Butte, herein referred to as "Contractor", hereinafter jointly referred to as the "Parties". The purpose of this document is to set forth the types and terms of collaborative services between County and Contractor.

WITNESSETH:

WHEREAS, both County and Contractor shall commit to housing qualified families/youth through the administration of Family Unification and Transitional Age Youth Housing Vouchers. Qualified families/youth shall consist of County clients who are currently receiving services through the Children's Services Division (CSD) and meet the qualifications for housing vouchers provided by Contractor.

NOW, THEREFORE, in consideration of their mutual covenants and conditions, the Parties hereto agree as follows:

1. **PURPOSE**
   The purpose of this MOU is to allow Contractor to provide Family Unification and Transitional Age Youth Housing Vouchers to qualified County CSD clients, as outlined in Attachment I, Description of Services, attached hereto and by this reference incorporated herein.

2. **TERM**
   The term of this MOU is November 1, 2022 through June 30, 2024.

3. **FISCAL EXPLANATION**
   This is a nonfinancial MOU and there are no costs associated with this agreement.

4. **RESPONSIBILITIES**
   The responsibilities of County and Contractor are set forth in Attachment I, Description of Services, attached hereto and by this reference incorporated herein. These services are being provided with no cost to either County or Contractor.

5. **TERMINATION**
   This MOU may be terminated by either Party upon the giving of thirty (30) days advance written notice of an intention to terminate.

6. **NON-ASSIGNMENT**
   Neither Party shall assign, transfer or sub-contract this MOU nor their rights or duties under this MOU without the prior written consent of the other Party.

7. **RECORDS**
   All Parties subject to this MOU shall maintain a record of services provided in sufficient detail to permit an evaluation of the MOU. All such records shall be made available during normal business hours to authorized representatives of County, State, and Federal governments during the term of this MOU and during the period of record retention for the purpose of program review and/or fiscal audit.

8. **COMPLIANCE WITH LAWS/POLICIES**
   The Parties shall comply with all applicable laws, rules and regulations related to Case Review of juvenile dependency cases as directed by the State of California.

9. CONFIDENTIALITY

The Parties shall act in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code section 56 et seq., Welfare and Institutions Code sections 827, 5328, 10850 and 14100.2, Health and Safety sections 11977 and 11812, 22 California Code of Regulations section 51009, and 42 Code of Federal Regulations sections 2.1 et seq. The Parties shall ensure that no list of persons receiving services under this MOU is published, disclosed, or used for any other purpose except for the direct administration of the program or other uses authorized by law that are not in conflict with requirements for confidentiality.

10. NON-DISCRIMINATION

During the performance of this MOU, the Parties shall not unlawfully discriminate against any employee or applicant for employment, or recipient of services, because of race, religion, color, national origin, ancestry, physical disability, medical condition, marital status, age or gender, pursuant to all applicable State and Federal statutes and regulations, as set forth in Attachment II, Assurance of Compliance, attached hereto and by this reference incorporated herein.

11. RELATIONSHIP OF PARTIES

It is understood that this is a MOU by and between two (2) separate public agencies and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or association.

12. NO THIRD PARTY BENEFICIARIES

Both County and Contractor agree it is their specific intent that no other person or entity shall be a Party to or a third Party beneficiary of this MOU or and attachment or addenda to this MOU.

13. INDEMNIFICATION

Both County and Contractor agree to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the full extent required by law.

14. NOTICE

Any and all notices, reports or other communications to be given to County or Contractor shall be given to the persons representing the respective parties at the following addresses:

Department of Employment and Social Services
Name: Sarah MacArthur
Title: Health and Human Services Program Analyst, Senior
Address: 78 Table Mountain Blvd., Oroville, CA 95965
Email: smacarthur@buttecounty.net
Phone: (530) 552-6338

Housing Authority of the County of Butte
Name: Edward S. Mayer
Title: Executive Director
Address: 2039 Forest Ave., Chico, CA 95928
Email: edm@butte-housing.com
Phone: (530) 895-4475 ext. 215

15. PUBLIC RECORDS ACT

Both County and Contractor are aware that this MOU and any documents provided to the other county related only to this MOU may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of both counties to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the counties agree with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

16. ENTIRE AGREEMENT AND MODIFICATION

This MOU contains the entire agreement of the Parties relating to the subject matter of this MOU and supersedes all prior agreements and representations with respect to the subject matter hereof. This MOU may only be modified by a written amendment hereto, executed by both Parties. If there are attachments attached hereto, and a conflict exists between the terms of this MOU and any attachment, the terms of this MOU shall control.

17. ENFORCEABILITY AND SEVERABILITY

The invalidity or enforceability of any term or provisions of this MOU shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

18. DISPUTES

Both County and Contractor agree to use good faith efforts to resolve any disputes prior to bringing any action to enforce the terms of this MOU.

Should it become necessary for a Party to this MOU to enforce any of the provisions hereof, the prevailing party in any claim or action shall be entitled to reimbursement for all expenses so incurred, including reasonable attorney's fees.

It is agreed by County and Contractor hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Butte, State of California.

19. CAPTIONS

The captions of this MOU are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this MOU.

20. OTHER DOCUMENTS

Both County and Contractor agree that they shall cooperate in good faith to accomplish the object of this MOU and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

21. CONTROLLING LAW

The validity, interpretation and performance of this MOU shall be controlled by and construed under the laws of the State of California.

22. AUTHORITY

County and Contractor and each Party's signatory warrant and represent that each has full authority and capacity to enter into this MOU in accordance with all requirements of law. The Parties also warrant that any signed amendment or modification to the MOU shall comply with all requirements of law, including capacity and authority to amend or modify the MOU.

IN WITNESS WHEREOF, the Parties hereto, by their duly authorized representative, have affixed their hands on the day and year first above written.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

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

COUNTY OF BUTTE

Shelby Boston, Director Date
Public Guardian/Public Administrator
Department of Employment and Social Services

Tamara Ingersoll, Deputy Director Date
General Services

REVIEWED AS TO FORM
Brad J. Stephens
Butte County Counsel

By Date

REVIEWED FOR CONTRACT POLICY COMPLIANCE

General Services Contracts Division Date

ATTACHMENT I

DESCRIPTION OF SERVICES

Unless indicated otherwise herein, Contractor shall furnish all labor, materials, transportation, supervision and management and pay all taxes required to complete the project described below.

In order to provide housing opportunities to at risk families and youth, Family Unification and Transitional Age Youth Housing Vouchers shall be available to Children's Services Division (CSD) clients meeting either of the following eligibility requirements:

- A family has an open CSD case, is enrolled in the Bringing Families Home (BFH) Program, and is actively participating in BFH and CSD case plan services
- A youth who is at least 18 years and not more than 24 years of age (has not reached his/her 25th birthday) who left foster care, or will leave foster care within 90 days, and is/was actively participating in CSD services

These Family Unification and Transitional Age Youth Housing Vouchers will come from the pool of Housing Choice (Section 8) Vouchers, targeting the specific population outlined above. This program offers affordable, decent and safe housing in open market rentals selected by Housing Choice Voucher holders.

The Housing Choice Voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to rent decent, safe, and sanitary housing in the open market. Since the rental assistance is provided on behalf of the family or individual, participants are able to find and lease privately owned housing, including single-family homes, townhouses and apartments. The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

Housing Choice Vouchers are administered locally by public and Indian housing agencies (HAs). The HAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer this voucher program. A family that is issued a rental voucher is responsible for finding and selecting a suitable rental unit of the family's choice. This unit may include the family's present residence. Rental units must meet minimum standards of health and safety, as determined by the HA. A rental subsidy is paid to the landlord directly by the HA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

<u>Contractor shall:</u>

- Provide ten (10) Family Unification and Transitional Age Youth Housing Vouchers for eligible CSD families/youth annually
- Accept direct referrals for Family Unification and Transitional Age Youth Housing Vouchers for eligible CSD families/youth from County
- Establish timeframes for Family Unification and Transitional Age Youth Housing Vouchers applicants to complete intake interviews and other required administrative processes
- Ensure the application, certification, and voucher issuance processes are completed in a timely manner
- Ensure unit inspections are completed in a timely manner
- Attend Multi-Disciplinary Team (MDT) meetings as necessary
- Identify and maintain a singular liaison to communicate with County
- Maintain releases of information for each family/youth to ensure open communication between County and Contractor

- Notify CSD liaison when a family/youth's housing is at risk due to non-compliance with their landlord
- Provide necessary demographic or case-specific information and related housing unit data to County
- Follow a problem resolution process that necessitates reaching agreement at the level closest to the client (if agreement is not reached, the issue is escalated to the next level with the final resolution resting with the Directors of both County and Contractor)
- Attend quarterly oversight meetings
- Provide services at various locations throughout Butte County as needed/indicated by CSD referral

County shall:

- Assist CSD clients in completing applications, paperwork, verifications, and obtaining necessary documentation, and ensure applications are complete prior to submission
- Provide case management and housing navigations services to CSD clients attempting to qualify for Family Unification and Transitional Age Youth Housing Vouchers
- Ensure supportive services are available to families/youth for the duration of their involvement with CSD
- Support Contractor by ensuring appointment notifications are provided to CSD clients and assist eligible CSD clients in meeting with Contractor
- Attend Multi-Disciplinary Team (MDT) meetings as necessary
- Identify and maintain a singular CSD liaison to communicate with Contractor
- Maintain releases of information for each family/youth to ensure open communication between County and Contractor
- Maintain a queue of families/youth that may be eligible for Family Unification and Transitional Age Youth Housing Vouchers
- Provide necessary demographic information and related data to Contractor
- Follow a problem resolution process that necessitates reaching agreement at the level closest to the client (if agreement is not reached, the issue is escalated to the next level with the final resolution resting with the Directors of both County and Contractor)
- Host quarterly oversight meetings

ATTACHMENT II

ASSURANCE OF COMPLIANCE

WITH

THE BUTTE COUNTY DEPARTMENT OF EMPLOYMENT AND SOCIAL SERVICES
NONDISCRIMINATION IN STATE AND FEDERALLY
ASSISTED PROGRAMS

Housing Authority of the County of Butte

HEREBY AGREES THAT it will comply with Title VI and VII of the CIVIL Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977 as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code, Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 ©, (h) (1), (I), and (j); California Government Code, Section 4459; Title 22, California Code of Regulations 98000 –98413, and other applicable federal and state laws, as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80,84, and 91, 7 CFR Part 15, and 28 CFR Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, mental disability, physical disability, medical condition, national origin, race, ancestry, marital status, sexual orientation of any person, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21 will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Edward S. Mayer, Executive Director Date

October 14, 2022

Memo

To: Board of Commissioners

From: Hope Stone, Finance Director

Subject: Resolution Number 4877
Write-Off of Uncollectible Accounts Receivable, as of September 30, 2022

Annually, at fiscal year-end, accounts receivable balances are written off the Balance Sheet for vacated participant and landlord accounts for which HACB has not received a payment for ninety (90) days or more. These balances represent uncollectable tenant rent, repayment agreements, and other charges for July 1, 2021 through June 30, 2022. To provide some perspective, below is a chart comparing 2022 to the past five years, along with the six-year averages.

Year	Public Housing	Farm Labor Housing	Housing Authority Owned	Housing Choice Voucher	VASH Security Deposits	Total
2022	$ 57,429	$ 1,219	$ 28,700	$ 39,201	$ -	$ 126,550
2021	$ 41,110	$ 1,660	$ -	$ 29,642	$ -	$ 72,413
2020	$ 74,034	$ 10,765	$ 8,428	$ 18,480	$ 500	$ 112,207
2019	$ 71,784	$ 264	$ 5,164	$ 14,024	$ -	$ 91,236
2018	$ 37,988	$ 7,617	$ 17,550	$ 24,004	$ -	$ 87,159
2017	$ 11,312	$ 1,984	$ 16,151	$ 50,861	$ -	$ 80,308
Averages	**$ 48,943**	**$ 3,918**	**$ 12,666**	**$ 29,369**	**$ 83**	**$ 90,196**

The amount written off the Balance Sheet is not the same as Bad Debt and Allowance for Doubtful Accounts (ADA), which are calculated as a percentage of the total Tenant Accounts Receivable. The process of recording the ADA does not require Board action; its purpose is to account for potentially uncollectible amounts, and not to write-off the debt.

These write-off accounts have been, or will be, sent to a Collection Agency for further action.

If you have any questions I will be happy to answer them at the Board Meeting.

Recommendation: adoption of Resolution No. 4877

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
RESOLUTION No. 4877
WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to hereby authorize the following accounts receivable amounts to be written off the Balance Sheet as uncollectible as of September 30, 2022:

PROJECT	# of UNITS	RENT	OTHER CHARGES	TOTAL
PUBLIC HOUSING: Balances from 07/01/2021-06/30/2022				
BIGGS (43-02A, 02B)	2	$171.43	$2,426.11	$2,597.54
CHICO (43-3)	8	$5,560.35	$12,740.25	$18,300.60
CHICO (43-13)	3	$552.67	$4,580.73	$5,133.40
GRIDLEY (43-01A, 01B, 04)	6	$696.99	$3,050.92	$3,747.91
OROVILLE (43-10)	5	$205.67	$1,326.67	$1,532.34
OROVILLE (43-14)	3	$3,546.20	$8,990.49	$12,536.69
OROVILLE (43-15)	4	$1,551.01	$12,029.88	$13,580.89
	TOTAL PUBLIC HOUSING:	**$12,284.32**	**$45,145.05**	**$57,429.37**
DEMO: Balances from 07/01/2021-06/30/2022				
DEMO	2	$994.32	$224.78	$1,219.10
	TOTAL DEMO HOUSING:	**$994.32**	**$224.78**	**$1,219.10**
HOUSING AUTHORITY OWNED: Balances from 07/01/2021-06/30/2022				
LOCUST ST APTS	1	$1,453.00	$0.00	$1,453.00
PARK PLACE APTS	2	$862.56	$0.00	$862.56
KATHY CT APTS	0	$0.00	$0.00	$0.00
ALAMONT APTS	2	$17,677.98	$0.00	$17,677.98
CAMEO APT	1	$300.00	$0.00	$300.00
EVANSWOOD ESTATES	3	$8,405.94	$0.00	$8,405.94
LINCOLN APTS	0	$0.00	$0.00	$0.00
	TOTAL AUTHORITY OWNED:	**$28,699.48**	**$0.00**	**$28,699.48**
HOUSING CHOICE VOUCHER PROGRAM: (SEC 8): Balances from 07/01/2021-06/30/2022				
TENANTS	36	$39,201.00	$0.00	$39,201.00
LANDLORDS	0	$0.00	$0.00	$0.00
	TOTAL SECTION 8:	**$39,201.00**	**$0.00**	**$39,201.00**
			GRAND TOTAL:	**$126,548.95**

Date: October 20, 2022

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4878

RE-ORGANIZATION OF ACCOUNTING DEPARTMENT

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

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

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

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

WHEREAS, it has been determined that elimination of the second Senior Accountant position, and re-establishment of an Accountant position, is in the best interest of the HACB and its administrative and operating efficiencies; and

WHEREAS, a revised HACB Organizational Chart showing the proposed allocation of positions is attached to this Resolution No. 4878; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to authorize re-organization of its Accounting Department, such reorganization including elimination of the second Senior Accountant position and re-establishment of an Accountant position, such actions documented by the HACB Organization Chart, attached to and made a part of this Resolution No. 4878, such actions to take effect immediately.

Dated: October 20, 2022.

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David Pittman, Chair

ATTEST:

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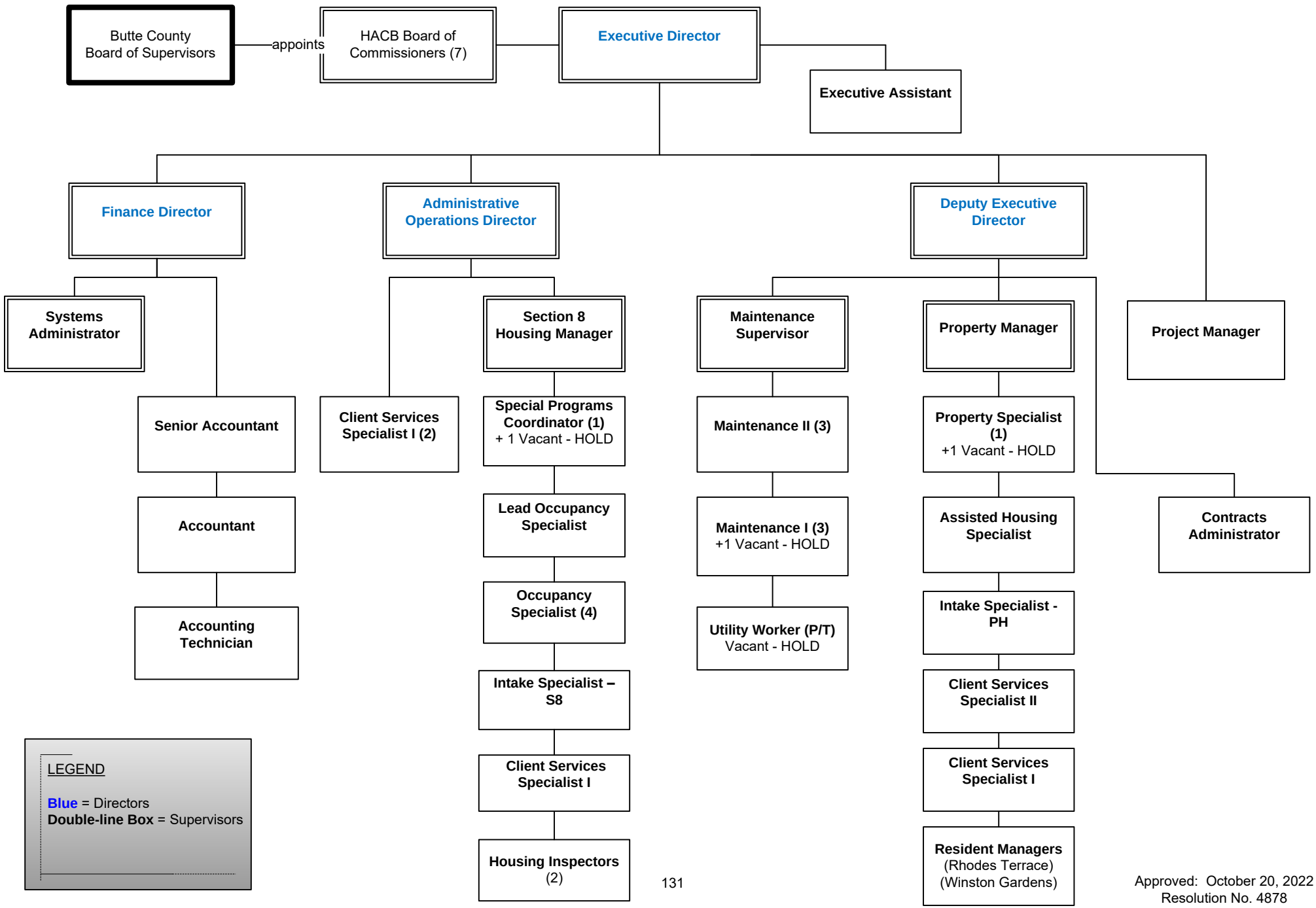
Edward S. Mayer, Secretary

HACB HOUSING AUTHORITY of the County of Butte



Approved: October 20, 2022
Resolution No. 4878

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4879

SECTION 125 CAFETERIA PLAN – FLEXIBLE SPENDING ACCOUNT

WHEREAS, by means of Resolution 4283, effective June 1, 2008, the Housing Authority of the County of Butte (HACB) established its IRS Section 125 Cafeteria Plan (Plan) for the benefit of its employees; and

WHEREAS, effective July 1, 2011, HACB adopted the Housing Authority of the County of Butte Flexible Benefit Plan (Plan) through Benefit Resource, Inc. for the benefit of its employees; and

WHEREAS, pursuant to Section 8.1 of the Plan, as Plan Administrator, the HACB may amend the Plan at any time by means of written action; and

WHEREAS, the Plan includes a Medical Flexible Spending Account and Dependent Care (FSA) benefit, whereby employees may make pre-tax contributions to an FSA account for purposes of medical expense; and

WHEREAS, the Internal Revenue Service (IRS) establishes limits to employee contributions to FSA accounts; and

WHEREAS, IRS has authorized an increase in Medical FSA contribution amounts from 2021 to 2022, whereby Medical FSA contributions can be increased from $2,750 to $2,850 annually, with rollover amount remaining at $570 and the Dependent Care FSA contribution amount maximum remaining at $5,000; and

WHEREAS, the HACB has authority to set FSA contribution amounts up to the statutory maximum;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Butte, as IRS Section 125 Cafeteria Plan Administrator, to hereby establish a $2,850 limit to employee contributions made under HACB's IRS Section 125 Cafeteria Plan's Medical Flexible Spending Account benefit, for the 2023 Plan year, commencing January 1, 2023. All other Plan benefits and amounts remain in effect without modification.

_____

David Pittman, Board Chair

I HEREBY CERTIFY that the foregoing is a true and exact copy of Resolution 4879, adopted by the Board of Commissioners of the Housing Authority of the County of Butte, and that such resolution has not been amended, modified, or revoked and remains in full force and effect.

IN WITNESS WHEREOF, I have signed this Certificate dated as of October 20, 2022.

ATTEST:

_____

Edward S. Mayer, Secretary

MEMO

Date: October 14, 2022

To: Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Agenda Item No. 5.7 – Homeless Impact on HACB Properties

This agenda item is provided for information and discussion purposes.

Homeless populations and their locations in the community served by the HACB do affect operations and resident quality of life, particularly in Chico and Oroville, but especially in Chico. The issues source systemically from community housing policy.

Recent photos from Windchime Park, Chico, across the street from HACB's Humboldt Apartments Public Housing complex, all found on the old Dead Horse Slough.

October 14, 2022

Memo

To: HACB Board of Commissioners

From: Ed Mayer, President

Subject: BCAHDC Development Activity – Status

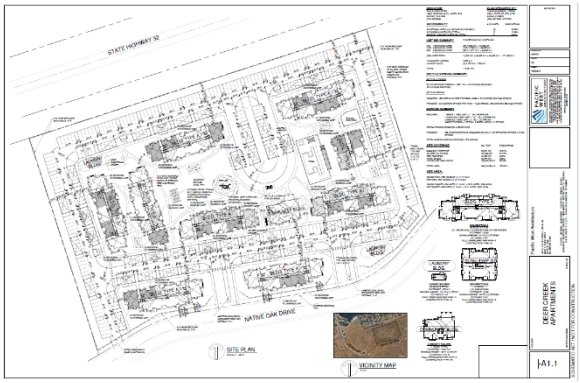
The following outlines status of affordable housing development activity in Butte and Glenn Counties, activity in which BCAHDC serves as Managing General Partner in the owning partnerships.

- Fourteen (14) phases within ten (10) projects have seen their Construction Loans close. All are in various stages of construction.
- Five of the projects are in Chico, five in Oroville, two in Gridley, and two in Orland.
- Two of the projects are now being placed in service, actively leasing to prospective tenants. They include the 36-unit Ford Oaks Apartments, Gridley, serving families, and the 36-unit Mitchell Avenue Apartments, Oroville, serving seniors.
- Two additional development partnerships are scheduled to close in 2023, and another four development agreements are anticipated and/or being negotiated.
- The HACB has committed 566 Section 8 Vouchers to 17 projects.
- BCAHDC has partnership ownership interest in 13 of the 17 Section 8 PBV projects.

North Creek Crossings Apts I, Chico (106 units, family, CCHC/BCAHDC. Lender: Wells Fargo/Berkadia. LIHTC Investor: R4 Capital) – located in Meriam Park, Phase I is nearing construction completion, with placement into service scheduled for Spring 2023. The HACB has opened its Section 8 Wait List for interested applicants to this property, and is directing other interested applicants to the property manager, WinnResidential. The project is in its sixteenth month of construction.

North Creek Crossings Apts II, Chico (60 units, family, CCHC/BCAHDC. Lender: Wells Fargo/Berkadia. LIHTC Investor: R4 Capital) – construction is now underway, with, with Sunseri Construction building both phases of the project. The sixth construction draw has been submitted, with foundations substantially complete and framing underway.

Deer Creek Apts I and II, Chico (204 units, families, The Pacific Companies/BCAHDC. Lender: Bank of America/CitiBank. LIHTC Investor: Bank of America) – located at the southeast corner of Bruce Road and Highway 32 in Chico, the project is coming out of the ground. Site grading, foundation and underground work is complete, with Phase I first floor framing underway. The Pacific Companies, development partner, is the contractor for the work (also the contractor for the adjacent 162 unit Senator Conness Apartments, being developed by CRP Affordable). Six construction draws for Phase I, and four for Phase II, have been processed.



1297 Park Ave Apts, Chico (59 units, formerly homeless singles, Jamboree & BCAHDC. Lender: Banner Bank. LIHTC Investor, CREA) – located across Park Avenue from 1200 Park Avenue Apartments, the project is under construction, with foundation work underway. Local contractor Modern Construction is the General Contractor. HACB has committed 43 Section 8 project-based vouchers to this special-needs project. Occupancy is scheduled for the Summer 2023.

Riverbend Apts I and II, Oroville
(120 units (72/48), family, The Pacific Companies/BCAHDC. Lender: Union Bank. LIHTC Investor: CREA)
Located at the intersection of Nelson Avenue and Table Mountain Boulevard, both phases of the project are under construction. Delivery is scheduled starting early 2023. Phase I has processed its tenth construction advance, and has initiated leasing. Phase II completed its second advance, seeing underground and foundation work completed. TPC's construction company is contractor.

Mitchell Ave Apts I & II, Oroville (71 units, seniors, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank. LIHTC Investor: Phase I, Redstone; Phase II, The Richman Group) – located immediately to the west of HACB's Winston Garden Public Housing property, both phases of the project are under construction, with Phase I complete and leasing - applications for residency are now available, and interested parties are being referred by HACB to the property manager, Cambridge Real Estate. Phase II just completed its second construction draw.

Ford Oaks Apts, Gridley (36 units, family, The Pacific Companies/BCAHDC. Lender: Umpqua Bank. LIHTC Investor: CREA) Located on Ford Avenue east of the Gridley Springs I & II Apts, the project is complete. The property is now leased, but still taking applications - HACB is referring interested applicants to the property manager, Cambridge Real Estate.

Prospect View Apts, Oroville
(40 units, formerly homeless singles, 15 NPLH units, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank. LIHTC investor: Boston Financial)

Located next to the County Clerk and Recorder's office on Nelson Avenue, the project is now under construction, by The Pacific Company's contracting arm, with site and foundation work engaged. The second construction draw has been processed. HACB has committed 39 Section 8 Vouchers to this project.

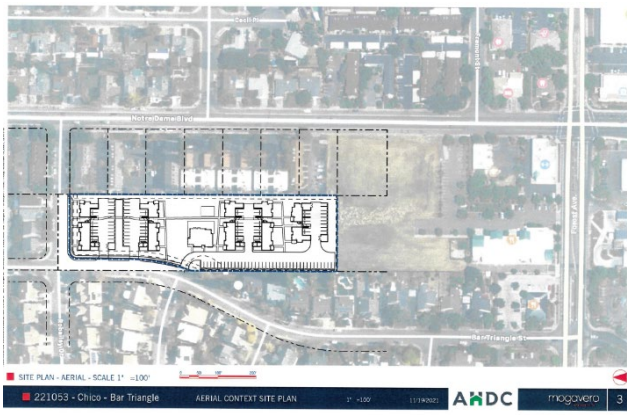
Sunrise Village Apts, Gridley (37 units, seniors, The Pacific Companies/BCAHDC) – The project is now under construction, with underground and foundations complete, and framing underway. The second construction draw has been processed. Senior occupants will be supported by HACB commitment of 36 Section 8 Vouchers. Highway 99 site access issues have been substantially resolved.

Liberty Bell Apts, Orland (32 units, seniors, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank, LIHTC investor: Redstone) – Site work has begun, with clearing and grubbing. HACB has committed 31 Section 8 Vouchers in support of the low-income senior occupancy. Construction by TPC's in-house construction company will be completed coincidental with the Woodward Apts, Orland project (see following) – the two projects are HACB's first asset-based projects in Glenn County.

Woodward Apts, Orland (36 units, family, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank, LIHTC investor: Redstone) – Like Liberty Bell Apts, the project is scheduled for delivery late in 2023. Construction has begun, with site clearing and grubbing, and underground improvements being completed. The first construction draw has been processed. HACB has committed 25 Section 8 project-based vouchers to this low income project serving families. Construction will be completed coincidental with Liberty Bell Apts, Orland (see above).

Oleander Community Housing Apartments, Chico (38-units, special needs homeless, Pacific Companies/BCAHDC. Lender and LIHTC investor unknown at this time.) This project has secured State No Place Like Home program funds, serving formerly homeless with Severe Mental Illness, an associated 15-year NPLH services commitment from Butte County Behavioral Health, under a County MOU that has just been executed. CDBG-Disaster Recovery funds, and 4% LIHTC funding will be utilized. The project is scheduled to close in November 2023, with delivery in Spring 2025.

Orchard View Apartments I, Gridley (48 units, family, The Pacific Companies/BCAHDC. Lender and LIHTC investor unknown at this time.) Originally scheduled for a Spring 2023 close, with a late Spring 2024 delivery, the project has been delayed because of a loss of LIHTC funding, thought secured. Alternate funding is being sought. The property, now an orchard across the street from Archer Avenue and Highway 99, is planned to be developed in three phases, all serving families. Significant work is required to remediate the adjacent irrigation ditches.



Bar Triangle Apartments, Chico (70 units, family, CCHC/BCAHDC. Lender: Wells Fargo & Berkadia. LIHTC investor: R4 Capital) This property, located near the Raley's shopping complex in south Chico, will site 25 Section 8 Vouchers for use by very-low income families. The project is in process of assembling its financing package.

Eaglepointe Apartments, Paradise (43 units, family, The Pacific Companies/BCAHDC. Lender and Investor unknown at this time.) The most recent of BCAHDC's development partnerships, this project seeks use of CDBG-DR fund (secured), and LIHTC monies (competitive).

Other – BCAHDC continues to see overtures from affordable housing developers. There is significant new activity in Paradise and Oroville, much less in Chico and Oroville, attracted by the availability of federal CDBG Disaster Recovery funds.

October 14, 2022

Memo

To: Board of Commissioners
Housing Authority of the County of Butte

From: David Pittman, Chairperson of the Board of Commissioners

Subject: Executive Director Compensation

The Board of Commissioners is honored to recognize Executive Director Ed Mayer's exemplary performance in service to the agency, the Board, and the citizens of Butte County over the past 14 years.

As we stated last year, the nation, the state, and our county have faced unprecedented challenges in recent years, and these challenges have continued and intensified in the past 48 months with loss of 19,000 housing units in this county. Ed's dedication and steady leadership have ensured that the HACB continues to provide the highest level of service possible to our community regardless of conditions. With creative problem solving and always an eye to the future, Ed uses every resource available to ensure the agency's viability today and into the future. With sensitivity and compassion, he leads by example, and his staff reflects these essential values. Another example of Ed's efforts was recently recognized at a June 17, 2022, groundbreaking ceremony for Deer Creek Apartment Project. The typical time to package all the elements of a new project of 2 years was reduced to 9 months for the benefit of the housing need in this County.

We are grateful for Ed's continued leadership and wish him many more happy and productive years at the agency.

To this end, the Board of Commissioners proposes to publicly acknowledge our support by authorizing the following commitments to Mr. Mayer:

1. A $10,000 one-time cash bonus.
2. An additional 80 hours of Administrative Leave time to be used within the following 12 months.

Recommendation: motion authorizing a $10,000 one-time cash bonus and an additional 80 hours of Administrative Leave time to be used within the next 12 months.