



AGENDA
HYBRID BOARD MEETING FOR
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
BOARD OF COMMISSIONERS

DATE: MONDAY, AUGUST 28TH, 2023

TIME: 5:00 P.M.

LINK: https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09

Phone: (669) 900-6833 (*9 to raise hand, *6 to unmute)

Meeting ID: 350 189 1938

Passcode: 438419

LOCATION: Housing Authority of the County of Monterey
Central Office 123 Rico Street
Salinas, CA 93907

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

SE Corner of Carpenter St and 3rd Ave, Carmel, CA, 93921
Hans Buder's Open Meeting Location

10855 Ocean Mist parkway, Castroville CA 95012
Kevin Healy's Open Meeting Location

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

PRESENT

ABSENT

Chair Jon Wizard

Vice Chair Hans Buder

Commissioner Kevin Healy

Commissioner Kathleen Ballesteros

Commissioner Francine Goodwin

VACANT, Commissioner

VACANT, Commissioner

3. COMMENTS FROM THE PUBLIC

4. PRESENTATION

A. Service Award - Loreta Lozada, 5 Years

5. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions for clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the Regular Board Meeting held on June 26th, 2023.

6. REPORTS OF COMMITTEES

Personnel Committee

Commissioner Ballesteros, Chairperson

Finance/Development Committee

Commissioners Buder

Monterey County Housing, Inc. &

Commissioner Wizard, Representative

Affordable Acquisitions

7. REPORT OF SECRETARY

A. Executive Report

8. OLD BUSINESS

A. Resolution 3091: Resolution Approving the Operating Budget for the Fiscal year beginning July 1, 2023, and ending June 30, 2024

9. NEW BUSINESS

A. Resolution 3094: Resolution on Seventh Amendment to HELP Loan Agreement with the California Housing Finance Agency.

10. INFORMATION

A. Human Resource Report

B. Finance Report

C. Property Management Report

D. Development Report

E. Housing Programs Report

11. CLOSED SESSION

The Board of Commissioners will meet in Closed Session for the following purpose and reason:

A. Government Code Section 54957.6: This section permits closed session discussions of labor negotiations with employee organizations representing employees of the public housing board or agency.

B. Government Code Section 54597: This section permits closed session discussions of certain matters relating to public employment, including personnel matters, evaluations, and disciplinary actions.

C. Government Code Section 54956.9(d)(2): This section permits closed session discussions of certain matters relating to litigation involving the public housing board or agency.

12. COMMISSIONER COMMENTS

13. ADJOURNMENT

This agenda was posted on the Housing Authority's Bulletin Boards at 123 Rico Street, Salinas, CA.

The Board of Commissioners will next meet at the **Regular Board Meeting on September 25, 2023, at 5:00 p.m.**

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America

And to the Republic for which it stands

One nation, under God

Indivisible with liberty and justice for all





COMMENTS FROM THE PUBLIC



Per The Ralph M. Brown Act

Opinion: Ribakoff v. City of Long Beach, et al.

CERTIFICATE OF SERVICE

AWARDED TO:

Loreta Lozada

For 5 years of loyal service as
an employee of the Housing Authority
of the County of Monterey

Zulieka Boykin
Zulieka Boykin
Executive Director/CEO





REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros, Chairperson

Finance/Development Committee: Commissioners Buder

Monterey County Housing, Inc. & Affordable Acquisitions: Commissioner Wizard, Representative

MEMORANDUM

7A

TO: Board of Commissioners

FROM: Zulieka Boykin
Executive Director

RE: **Executive Director Report**

DATE: August 23, 2023



The following are some of the highlights of accomplishments or pending projects in process:

CHSP – Coalition of Homeless Service Providers

- Genevieve Lucas-Conwell has resigned her position as Executive Director of the CHSP. She is remaining in place until October to facilitate a smooth transition.
- Assisted Genevieve Lucas-Conwell, Executive Director CHSP in creating MOU addendum for usage of San Benito allocated EHV's. The addendum has been approved. Additionally, all 29 vouchers for San Benito County have been utilized and absorbed by Santa Cruz Housing Authority.

San Francisco HUD Field Office

- The agency's HUD representative has changed from Sapna Talati to Sarah J. Glover-Johnson. Mrs. Glover-Johnson has a wealth of experience and I look forward to working with her. Ms. Talati was instrumental in assisting the HCV department and hopefully we can continue to work together in her new role.
- HUD has completed the review of the HCV programs VMS report. The final report should be received within 45 to 60 days. During the exit interview I was informed that the agency will receive a finding. The report will be presented once received from HUD.
- Econometrica, Inc performed a review of the Project Based Voucher program and provided technical assistance on behalf of HUD due to the PBV Violation received by the agency for the Home Key Project. All recommended training has been completed and a copy of the report submitted to HUD is attached for your review. The review contains recommendations that maybe implemented after review.

City of Salinas- Community Development Department

- The City has not fulfilled all conditions for the waiver of the PBV Violation. Once completed, HUD should send an official letter of approval.
- Pending - Partnering with the City to obtain funds for landlord incentives and voucher holder assistance.

County of Monterey

- I have been working with Monterey County Behavioral Health to utilize Pablo Del Mar as a site for Bridge Funding recipients. An application has been submitted and we should receive award notification by August 2023. If awarded this will be a wonderful opportunity for Pablo Del Mar to remain a sober living environment for the community. **This application is still pending.**
- Meetings are being held with Sun Street Centers and Monterey County Behavioral Health for next steps in anticipation of receiving an approval.

HACM/HDC

PROPERTY MANAGEMENT

- Yardi On-line applications are implemented for property management. This will create better wait list management and efficiency.
- Yardi Rent Café is being reviewed to finalize cost and implementation steps. This will allow residents and applicants to submit all requested documentation online through the portal. Utilizing this system will provide an additional layer of quality control as well.
- I am working on strategies to increase the gross potential rent for all properties while maintaining affordability for residents. This has been successful for the Farm Labor Sites and we continually working on the remaining properties.
- Due to streamlining of property management processes and staff vacancies in HCV, one employee has been transferred from Property Management to HCV Eligibility. Utilizing Yardi's Mobil Maintenance was instrumental in this transfer.

FINANCE DEPARTMENT

- The California Housing Finance Agency has agreed to a seventh amendment for CalFHA Loan No. HELP-02703-09 (Greenfield Lot). Previously the agency has paid \$100,000 dollars per year for land acquired in Greenfield, previously identified as a potential development site. The amount of \$533,379.80 was due in full this year. Working with Mr. Tom Armstrong we were able to re-negotiate the terms and create this seventh amendment. The new amendment will allow HACM to pay \$15,019.40, that was previously issued for 2022 and enter into the agreement. A payment of \$100,000 principal payment plus interest will be due by December 31, 2023, to December 31, 2027. If during this time development is initiated the remaining balance will be paid as part of the project.
- Finance has prepared the agency budget for review.
- Due to streaming processes in the Finance Department and staff vacancies in HCV, one employee has been transferred from Finance to HCV Eligibility. Utilizing the Yardi system more efficiently and with the anticipation of implementing Pay Scan was instrumental in this transfer decision.
- The finance department is working towards providing up to date reporting, a calendar of due dates, and implementing workflows that conform to the HACM/HDC Procurement Policies.

DEVELOPMENT DEPARTMENT

- Knight Development hosts bi-weekly meetings to provide training and assist with pending development issues.
- We are reviewing potential development opportunities and investor purchase options.
- Development staff will assist in rehabilitation work for Pablo Del Mar property.

HCV DEPARTMENT

- A landlord symposium was held on August 14th. The symposium was very well received and had approximately 70 participants. Staff addressed landlord concerns and provided detailed information on the HCV program. This will become an annual event. The event is on the HACM YouTube Channel for viewing.
- Software utilization is still improving, and manual processes are being replaced with the appropriate Yardi actions. The agency previously purchased the Yardi Resident Portal which we will begin utilizing and it will be crucial for the transition to Rent Café.
- The HUD VMS Audit was completed, and no new audits have been received for the program.
- Goals have been set for the entire department to improve utilization.

HUMAN RESOURCES DEPARTMENT

- Preparing for upcoming Union negotiations. Still ongoing
- Networking and searching for other avenues to advertise for a Director of Housing Choice Voucher Program.

MCHI/MCHI AA

- The HUD Audit has been completed and the PBV contract for Parkside Two can be revisited.
- Working with Starla Warren and John Rose to finalize issues between HACM, HDC, MCHI, and MCHI AA.
 - Parkside Two PBV Contract
 - Waiting List Process for PBV units at Parkside Two
 - Lease Payments for use of land during One Parkside construction
 - Interfund balance
 - Finalizing questions for 2021 audit
 - Assignment of interest for One Parkside

These are some of the issues that we need to clarify and include in the MOU between the agencies.

MISCELLANEOUS

- An event to expedite voucher issuance is being planned for September and October. Once the locations and partnerships are confirmed more information will be available to share with the BOC.
- We are working on a new website. The official website is down until further notice.

MEMORANDUM

Date: July 19, 2023

To: Rekiya Beach, GTM and Sapna Talati, Portfolio Management Specialist Public and Indian Housing, San Francisco Field Office, HUD

From: Cydney Jones-Ratliff, and Margaret McGilvray, Econometrica, Inc.

Subject: Summary of June 28-30 2023 Site Visit and Training at the Housing Authority of Monterey County (HACM)

1. Overview

On June 28-30, 2023, Cydney K. Jones-Ratliff, a contract consultant with Econometrica, Inc., conducted a follow-up site visit to the Housing Authority of Monterey County (HACM) to provide technical assistance and training on the Project Based Voucher Programs (PBV) Front-End Processes.

Specifically, the scope and activity during the follow-up visit was as follows:

PBV Next Steps and Clean Up

- Conduct half-day training with the Development Team regarding the PBV Proposal Process, the AHAP and HAP requirements and all of the elements of the “Front-end Process” and their role in it.
- Assist the Development Team prepare the PBV Program Cap Worksheet
 - Review some of HACMs of HAP-C’s for existing/active PBV contracts and show them how to continue to review them, , so that the team can review the remainder and sort out the discrepancies in the numbers across their various records.
 - Verify which units are exempt from the program caps – RAD, VASH-PBV, Other previously federally funded projects
 - Verify which units qualify for 30% program cap
- Confirm reporting in VMS and begin to assist PHA with retroactive adjustments in VMS to bring their PBV numbers in the system into alignment.
- Assist HAMC in developing a singular PBV inventory list and show them how to maintain that going forward.
- Begin to show staff how to set up compliant PBV files and provide them with checklists.
- Begin to discuss how to address the overdue HAP Contracts for Junsay Oaks -Chispa – 46- 12/27/19; Moon Gate -53-1/21/20; Salinas Gate – 18 – 11/1/23 and upcoming Tynan Village – 42 – 12/1/23
- Review and identify all properties that require an independent entity and work with HACM to get approval and entity in place
- Look at whether HACM is paying vacancy payments in accordance with PBV HAPs and if not, begin doing so or change the policy.

AHAP Review, Next Steps and Clean-Up

- Begin to work with staff to review their AHAPs to ensure that units were awarded/selected in accordance with 24 CFR 983.
- On all development properties review the agreements to determine with HAMC is receiving the waterfall cashflow revenue due as well as the developer fee due.
- Do a full AHAP review to verify if they are in compliance and if not how to get them into compliance.
- As part of the overall VMS clean up, work to correct the AHAP reporting here as well, to reflect the correct number.

Administrative Policy

- Ensure admin policies are up to date and compliant for PBV

2. Observations and Status

Below we summarize the actual TA and training provided and some of our observations and recommendations from our time on-site.

Project Based Voucher Activities

- **PBV Training** - A four-hour PBV training was conducted for the Development Team and HACM staff that covered the PBV Proposal Process, the AHAP and HAP requirements, PBV HAP contract amendments and establishing PBV contract rents.
 - Training included reviewing the PBV Lookup Tool, PBV program cap submission requirements and the PBV Program Cap Worksheet.
 - Training slides are provided separately.
Received limited evaluation responses 1 pre-training and 2 post-training, they are available on HUDUser.
- **PBV Program Cap Worksheet** – A complete review and analysis of each PBV HAP Contract was conducted to prepare the PBV Program Cap Worksheet for HACM. Currently, the HACM has utilized 15.8% of its ACC units for PBV. Approximately another 14.19% remains available to be project based. The PBV Program Cap Worksheet includes executed AHAP's and PBV commitments as to 6/30/2023.
 - Based on the review, HACM has approximately 180 units that previously received Public Housing Capital or Operating Funds where the public housing project underwent voluntary conversion or disposition; Not all HAP Contract files contained sufficient information to determine this criteria. If the information was unclear, the project was included in Program Cap and not excluded.
 - PBV Program Cap Worksheet is provided separately.
 - A list of HACM PBV HAP Contracts and AHAP's is included as **Appendix A**.
- **Voucher Management System** – While onsite, we conducted a mini-training for the staff on VMS reporting. Both the finance manager and HCV manager were in attendance. At the time of the visit, the HACM was reporting “0” AHAP's and an incorrect number of PBV leased and un-leased units. Based on the PBV reconciliation, the reported PBV units in VMS for HACM should be as follows:
 - **AHAP's** – 203 units

- **PBV HAP-C's**– 687 units
 - VMS must be reconciled retroactively to January, 2023. HACM has secured BDO under contract to perform VMS submissions; however, the information being submitted to BDO was incorrect.
 - HACM must review the VMS report generated from Yardi and coordinate with the asset management team to determine occupancy rates at each PBV project retroactively to January to correct the VMS report
 - Recommendation - We recommend additional technical assistance and review to ensure the PBV information is accurately reported in VMS and to train all necessary staff in VMS. Ms. Jones did conduct a 2-hour training while on-site, but the CFO has requested additional training. (This was not included in the original work plan but is doable within the existing budget.)
- **PBV Internal Tracking** – While on-site, HACM was provided with sample PBV report and data fields that should be maintained. The HACM had started a tracking report that was updated during the PBV HAP-C file reviews. The detailed report contains project name, owner information, HAP-C start and end dates, total units under HAP-C, etc. HACM should ensure the report is maintained on a shared drive and distributed monthly. The Development team will be responsible for maintaining the report.
 - All PBV contract extensions were found with the exception of Tynan Village. This property has 42 units with supportive services onsite and is scheduled to expire on 12/1/2023. HACM was trained on the contract renewal process and one year notice requirements and stated that they will renew the contract for Tynan Village.
 - Recommendation - If budget allows, it would be beneficial to HACM for Econometrica to follow-up with staff to ensure that all contracts are renewed, staff is comfortable with renewals moving forward and that the PBV internal tracking report is being maintained accurately.
- **PBV Contract and Tenant File Compliance** – HACM were provided with the required PBV Tenancy Addendum (HUD 52530C) and PBV Statement of Family Responsibility (HUD52578b) forms required for the PBV tenant files. It was agreed that the master PBV HAP Contract file will be maintained electronically on a shared drive with hard copies maintained by the Development manager and the HCV manager.
 - PBV and RAD Contract File checklist provided
 - PBV and RAD Quality Control checklist provided
 - Possible Recommendation – If budget allows, it may be useful for Econometrica to conduct a QC review of some random PBV HAP-C and PBV tenant files to determine if any additional training or TA is needed.

- **Independent Entity Requirements** – Approximately 11 PBV projects administered by HACM are PHA-owned; however, the HACM does not currently have a HUD-approved independent entity in place to perform certain functions including but not limited to inspections, reviewing initial and redetermined rents, HAP Contract amendments, etc. The HACM recently released the inspections company due to poor performance. We recommend that HUD verify that HACM secures an independent entity for all those properties for which it is needed.
- **Agreement to Enter Into HAP (AHAP) Review** – The HACM development team and City of Salinas completed online training to better understand the Environmental Review process and requirements. VMS reporting of AHAP’s was also discussed as HACM has 203 units under AHAP but zero reported in VMS.
 - HACM staff will be receiving Environmental Review and Subsidy Layering Review training at the end of July.
 - Econometrica will conduct additional review of the AHAP’s is needed to determine whether HAMC is receiving the waterfall cashflow revenue and developer fees due. It will also look at whether HACM should be paying, vacancy payments on any PBV HAP contracts and if not, sort out that situation in policy and practice with the staff.
 - Recommendation – Econometrica help HACM verify which, if any, additional projects beyond the HUD cited project required ERs and SLRs.
- **Administrative Plan Recommendations** – A review of the HACM Administrative Plan was conducted with a focus on PBV. Several recommendations were provided to HACM to ensure the PBV program is in compliance.
 - Recommended administrative plan changes are attached as **Appendix B**. We recommend that HUD receive a copy of the updated HACM Admin. Plan upon approval.

3. Next Steps

We recommend **at least one additional on-site technical assistance visit** (perhaps in October) be provided to HACM to ensure they are making progress on fixing the identified issues in this report and to provide ongoing training and support for their PBV program, to include training with the HCV staff on the “back-end PBV” process of managing the PBVs following AHAP/HAP. We believe HACM is open and receptive to additional technical assistance. Areas to cover in the next visit would include:

- Training and technical assistance to ensure accurate VMS reporting (if approved by HUD for this additional training and it falls within budget).
- Conducting review of the AHAPs as needed to determine whether HAMC is receiving waterfall cashflow revenue and developer fees due, as well as look at whether HACM should be paying vacancy payments where they are not and then if not, whether that needs to be adjusted in policy and practice.

- Assist HACM in developing a process for ensuring Environmental Reviews and Subsidy Layering Reviews are completed as required prior to execution of an AHAP and helping staff identify if there are any additional projects that will need the ER/SLR at this time. Respond to additional questions as able, and confirm overall that HACM staff are sufficiently able to manage the PBV program from start to finish moving forward.
 - If budget allows: Ensure PBV HAP Contracts are renewed and staff understands how to complete renewals moving forward and that the PBV internal tracking report is being maintained. Conduct a QC review of some random PBV HAP-C and PBV tenant files to determine if any additional training or TA is needed.

Appendix A: Monterey PBV Unit Tracking

Monterey PBV Tracking Sheet			
PBV HAP-C			
BenitoAffordable	24	Family	<20% Poverty Census Tract
Camphora	11	Family	<20% Poverty Census Tract
Casanova Plaza	30	Elderly	<20% Poverty Census Tract
Charles Apartments	8	Family	<20% Poverty Census Tract
Fanoe Vista	43	Family	<20% Poverty Census Tract
Gabilan Plaza	51	Family	<20% Poverty Census Tract
Haciendas 1	16	Family	former PH
Haciendas 2	11	Family	former PH
Haciendas 3	25	Family	former PH
Haciendas Senior-Dai-ichi	40	Elderly	former PH
Catalyst/Interim	5	Supportive	
Junsay Oaks	48	Elderly	<20% Poverty Census Tract
Monterey Affordable	10	Family	former PH
MoonGate	53	Supportive	
Nuevo Amanacer	15	Family	<20% Poverty Census Tract
One Parkside	79	Elderly	
Rippling River Afford	78	Elderly/Disabled	former PH/<20% Poverty
Salinas Gateway	18	Elderly	
Tynan Village	42	Family	<20% Poverty Census Tract
Van Buren	18	Elderly	<20% Poverty Census Tract
Villa Del Monte	62	Elderly	<20% Poverty Census Tract
Vista Point	38	Elderly	<20% Poverty Census Tract
Total PBV	725		
AHAP			
Greenfield Common I	27	Supportive/<20 % Poverty	AHAP
Greenfield Common II	27	Supportive/<20 % Poverty	AHAP
Lightfighter Village	17	VASH	AHAP <20% Poverty Census
East Garrison	15	Family	AHAP <20% Poverty Census
Magnolia Place Senior	32	Elderly	AHAP< 20% Poverty Census
Step U	85	Homeless/Supportive/ <20% Poverty Census Tract	
Total AHAP	203		

Appendix B: PBV Administrative Plan Changes

HACM PBV Administrative Plan Changes Recommended

17-1.A. Overview (page 17-3)

Change HACM Policy to read:

The PHA may project-base up to an additional 10 percent of its authorized units, up to 30 percent, in accordance with HUD regulations and requirements.

Additional Project Based Units (page 17-4)

Change HACM Policy to read:

The PHA may project base additional units not subject to the PBV Program Limitation and additional units allowable under the 30% maximum program cap.

PHA-Owned Units (page 17-10)

Change HACM Policy to read:

HACM may submit a proposal for project-based housing that is owned or controlled by the HACM. If proposal for HACM-owned housing is selected, the HACM will use the Office of Housing and Urban Development (HUD) to review the HACM selection or an independent entity approved by HUD.

HACM will use an independent third-party entity approved by HUD to conduct inspections and to determine rent reasonableness. The HACM will obtain HUD approval prior to any selection of independent third-party entity.

17-11.D Prohibition of Assistance for certain units (page 17-12)

Remove HACM Policy that states HACM will not use high-rise elevator projects as it is too restrictive

Change HACM Policy to read:

The PHA will develop housing for occupancy by elderly families and families in need of services. This may include disabled families, families in need of particular supportive services, or families participating in the Family Self-Sufficiency (FSS) program. Families will not be required to accept and receive supportive services for the exception to apply to the unit, although they will be required to be eligible to receive supportive services. The following types of services will be provided depending on the needs of the family:

Meal service adequate to meet nutritional needs;

Housekeeping aid;

Personal assistance;

Transportation services;

Health-related services;

Case management;

Child care;

Educational and employment services;

Job training;

Counseling; or

Other services designed to help the recipient live in the community as independently as possible.

If a family at the time of initial tenancy is receiving, and while the resident of an excepted unit has received, FSS supportive services or any other supportive services as defined in the PHA administrative plan, and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.

If the family becomes ineligible for the supportive service during their tenancy (for reasons other than successfully completing the supportive service objective), the unit will no longer be considered an excepted unit. If the family is ineligible for all supportive services that are made available at the project, the PHA may do any of the following:

Reduce the number of excepted units

Substitute the excepted unit for a non-excepted unit

Temporarily remove the unit from the PBV HAP contract and provide the family with tenant-based assistance

Projects not Subject to a Project Cap (page 17-15)

Remove HACM Policy that states HACM does not have any PBV units that are subject to the per project cap exception.

Promoting Partially-Assisted Projects (page 17-16)

Change HACM Policy to read:

HACM may provide assistance for excepted units.

Annual/Biennial Inspections (page 17-21)

Change HACM Policy to biennial inspections as most PBV units are PHA-owned and must be inspected by a 3rd party (Property Management Staff should continue to inspect all units annually):

The HACM will inspect on a **biennial** basis a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS. HACM may provide assistance for excepted units.

Inspecting PHA-Owed Units (page 17-22)

Change HACM Policy to read:

HACM will have an independent third-party entity/vendor approved by HUD inspect all PHA-owned units.

Vacancy Payments (page 17-34)

Change HACM Policy to read:

The PHA will decide on a case-by-case basis if the PHA will provide vacancy payments to the owner. The HAP contract with the owner will contain any such agreement, including the amount of the vacancy payment and the period for which the owner will qualify for these payments.

Over-Income Families (17-46)

Change HACM Policy to read:

If a participating family receiving zero assistance experiences a change in circumstances that would result in a HAP payment to the owner, the family must notify the PHA of the change and request an interim reexamination before the expiration of the 180-day period.

The family may remain in the unit paying the full amount of contract rent but the unit must be swapped or temporarily removed from the contract.

17-VII.D. Exceptions to the Occupancy Cap (page 17-47)

Change HACM Policy to read:

HACM will provide PBV assistance for excepted units for elderly families, families eligible for supportive services and units in low poverty census tracts.

17-IX.B Vacancy Payments (page 17-56)

Remove language “AHAP’s or Contracts signed after December 18,2006 will not provide vacancy payments”:

HACM will provide PBV assistance for excepted units for elderly families, families eligible for supportive services and units in low poverty census tracts.

RESOLUTION 3094

RESOLUTION ON 7TH AMENDMENT TO HELP LOAN AGREEMENT WITH THE CALIFORNIA HOUSING FINANCE AGENCY

WHEREAS, The Housing Authority of the County of Monterey ("HACM") has previously entered into a HELP Loan Agreement with the California Housing Finance Agency ("CalHFA"); and

WHEREAS, The HELP Loan Agreement has been amended on several occasions, specifically on May 6, 2013, November 24, 2015, March 28, 2017, June 28, 2018, December 31, 2020, and October 31, 2021; and

WHEREAS, both parties wish to further amend the existing HELP Loan Agreement to outline additional conditions for repayment; and

NOW, THEREFORE, BE IT RESOLVED, the following authorization is hereby granted by the Board of Commissioners of the Housing Authority of the County of Monterey:

- The 7th amendment to the HELP Loan Agreement between the Housing Authority of the County of Monterey and the California Housing Finance Agency is hereby approved.
- The following conditions are agreed upon for repayment:
 - A principal payment of \$100,000 plus accrued interest shall be made by December 31, 2023.
 - A principal payment of \$100,000 plus accrued interest shall be made by December 31, 2024.
 - A principal payment of \$100,000 plus accrued interest shall be made by December 31, 2025.
 - A principal payment of \$100,000 plus accrued interest shall be made by December 31, 2026.
 - The remaining principal and interest of the HELP loan shall be repaid in full by December 31, 2027.

BE IT FURTHER RESOLVED, The Board of Commissioners of HACM hereby grants the authority to the Executive Director to sign and execute all requisite documents necessary for the implementation of the provisions outlined in this resolution.

ATTEST:

Chairperson

Secretary

Date

PASSED AND ADOPTED on this 28th day of August 2023, upon motion of _____, seconded by _____, and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:

CALIFORNIA HOUSING FINANCE AGENCY

SEVENTH AMENDMENT TO LOAN AGREEMENT

Housing Enabled by Local Partnerships

CalHFA Loan No. HELP-02703-09

This Seventh Amendment to Loan Agreement (“*Seventh Amendment*”), dated as of _____ (“*Effective Date*”) further amends that certain HELP Loan Agreement (“*Original Agreement*”) made and entered into on November 12, 2003, by and between the Housing Authority of the County of Monterey, a nonprofit public agency (“*Borrower*”), and the California Housing Finance Agency, a public instrumentality and political subdivision of the State of California (“*Agency*”) and as previously amended on May 6, 2013, November 24, 2015, March 28, 2017, June 28, 2018, December 31, 2020 and October 31, 2021 (collectively, and together with this Seventh Amendment, herein referred to as the “*Agreement*”).

RECITALS

A. Pursuant to the Original Agreement, the Agency authorized the making of a loan (“*HELP Loan*”) to the Borrower for the purpose of assisting the Borrower in financing a revolving fund to finance the development of ownership housing, which purpose was later changed to financing, in part, the acquisition of certain real property (“*Property*”) more particularly described in **Exhibit A** hereto for development of an affordable housing senior rental project (“*Senior Project*”).

B. Subsequently, Borrower did not receive an anticipated financial contribution from the City of Greenfield and the Senior Project became financially unachievable. In early 2017, the Borrower placed the Property on the market for sale, but has taken the Property off the market and has decided to develop by themselves a multifamily affordable housing project (“*Project*”) and will be applying for 9% tax credits to make the Project financially feasible.

C. The agreed term of the HELP Loan expired on December 31, 2022 (as extended pursuant to the prior amendments of the Original Agreement), and the balance of the HELP Loan will become due in full on said date.

D. As of August 31, 2023, the remaining unpaid balance due on the HELP Loan is Five Hundred Thirty-Three Thousand Three Hundred Seventy-Nine and 80/100 Dollars (\$533,379.80).

Principal	\$506,413.29
Accrued Interest	\$26,966.51

E. Due to the circumstances outlined above, Borrower has requested and the Agency has agreed to, among other things, grant an extension of time to repay the HELP Loan balance.

NOW, THEREFORE, in consideration of the mutual promises expressed herein, the parties hereto agree as follows:

1. Recitals. The above recitals are incorporated herein as expressed terms and conditions.
2. Term. The term of the Agreement and the time for Borrower to repay the entire unpaid balance of the HELP Loan is extended to December 31, 2027.

3. Other Terms.

(a) Partial Payment. In consideration for the Agency granting an extension of the Term, the Borrower has agreed and made a partial payment to the Agency in the sum of Fifteen Thousand Nineteen and 40/100 Dollars (\$15,019.40). The Agency hereby acknowledges receipt of such payment which the Agency shall apply toward the unpaid accrued interest balance as of the Effective Date of this Seventh Amendment.

(b) As a condition of the extension, Borrower shall make partial payments to the Agency as follows:

- i. \$100,000 principal payment plus accrued interest by December 31, 2023
- ii. \$100,000 principal payment plus accrued interest by December 31, 2024
- iii. \$100,000 principal payment plus accrued interest by December 31, 2025
- iv. \$100,000 principal payment plus accrued interest by December 31, 2026
- v. All remaining principal and interest of the HELP Loan by December 31, 2027

4. Counterparts. This Seventh Amendment may be executed in counterparts, each of which shall be an original and all, but all of which together constitute one and the same instrument. In case of any conflict, the counterpart maintained by the Agency will be deemed to be determinative.

5. No Other Modifications. Except as expressly modified herein, all terms of the Agreement remain in full force and effect.

AGENCY:

CALIFORNIA HOUSING FINANCE
AGENCY, a public instrumentality and political subdivision of the State of California

By: _____
Name: _____
Title: _____

BORROWER:

HOUSING AUTHORITY OF THE COUNTY
OF MONTEREY, a nonprofit public agency

By: _____
Name: _____
Title: _____

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Kimberly Shehorn, Interim Director of Finance

RE: FY 2023-2024 PROPOSED OPERATIONAL BUDGET

DATE: August 28, 2023



The proposed operating budget for the Housing Authority of the County of Monterey (HACM) reflects a positive net income of \$.8M. This reflects a positive turnaround from FY23 which is forecasted to be a loss of \$1.3M.

Below are highlights to the Fiscal Year 23-24 operating budget.

Highlights:

- **Fiscal Year 2023-2024 Budget Key Components:**

- Income / Total Revenue \$ 65.9M
- Total Operating Exp \$64.6M
- Total Other Exp \$.5M
- Budgeted Net Income \$.8M

- **HCV**

- HAP budget is based on annualization of May/June actual payments
- HAP Funding is a calendar year award
- HAP FY 23 actual funding was \$48.4M
- HAP FY 24 budgeted funding is \$52.1M - includes HCV, EHV and Mainstream Programs
- Operating budget anticipates increased voucher placements in 2024
- Admin Funding FY 24 estimated at \$4.5M

- **Major spending impacts for 2024:**

- Personnel Costs were aligned with a 5% cost of living increase (COLA)
- Temporary staff has been reduced significantly
- Grounds keeping expenses has nearly doubled after several years of no rate changes-impact is approximately \$150k annually...contract is out for bid since the size of the expense exceeds \$100,000
- Insurance providers covering the agency have dramatically raised rates...we have provided \$200,000 increase in anticipation of these new higher rates

- \$1M is included in maintenance for siding at Tesoros del Campo FLC...depending on extent of rehabilitation this cost may be over \$3M spread over the project
- YARDI costs will increase due to adding additional modules for Payscan and Rent Café...these are modules to automate accounts payable and rent payments from tenants and landlords...these modules will increase costs by over \$75,000 but will be offset partially by headcount reductions
- HUD reserves the right to claw back previously paid HAP payments if they determine the agency has not aggressively moved to place the awarded vouchers to available tenants in the community
- S8 staff is being managed proactively so that voucher placements are increasing across all programs...these increases help to mitigate the risk of claw back
- ED is continuing to expand training of staff to use the YARDI system more fully...by doing so efficiency is increased and errors are reduced, since using the software leads the employee to process transactions in a faster and more correct manner

Board Action: Information/Discussion only

RESOLUTION 3091

RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024

WHEREAS, Staff has prepared and submitted to the Board of Commissioners the Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, as attached; and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey, in accordance with the Budget Policy as adopted at their August 28, 2023, meeting, hereby adopts the Operating Budget for fiscal year 2023-2024 as attached, with revenues and expenditures stated by consolidated budget.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby approves:

- Budgets of \$65.9M in revenues
- Budgets of \$65.1M in expenditures
- Consolidated HACM Operating Budget; and
- Authorizes the Executive Director to conduct operations during the period of July 1, 2023, through June 30, 2024, according to said Operating Budget

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of August 28, 2023, upon motion of _____,
Seconded by _____, and carried by the following vote to-wit:

AYES
NOES
ABSENT

RESOLUTION 3094

RESOLUTION ON 7TH AMENDMENT TO HELP LOAN AGREEMENT WITH THE CALIFORNIA HOUSING FINANCE AGENCY

WHEREAS, The Housing Authority of the County of Monterey ("HACM") has previously entered into a HELP Loan Agreement with the California Housing Finance Agency ("CalHFA"); and

WHEREAS, The HELP Loan Agreement has been amended on several occasions, specifically on May 6, 2013, November 24, 2015, March 28, 2017, June 28, 2018, December 31, 2020, and October 31, 2021; and

WHEREAS, both parties wish to further amend the existing HELP Loan Agreement to outline additional conditions for repayment; and

NOW, THEREFORE, BE IT RESOLVED, the following authorization is hereby granted by the Board of Commissioners of the Housing Authority of the County of Monterey:

- The 7th amendment to the HELP Loan Agreement between the Housing Authority of the County of Monterey and the California Housing Finance Agency is hereby approved.
- The following conditions are agreed upon for repayment:
 - A principal payment of \$100,000 plus accrued interest shall be made by December 31, 2023.
 - A principal payment of \$100,000 plus accrued interest shall be made by December 31, 2024.
 - A principal payment of \$100,000 plus accrued interest shall be made by December 31, 2025.
 - A principal payment of \$100,000 plus accrued interest shall be made by December 31, 2026.
 - The remaining principal and interest of the HELP loan shall be repaid in full by December 31, 2027.

BE IT FURTHER RESOLVED, The Board of Commissioners of HACM hereby grants the authority to the Executive Director to sign and execute all requisite documents necessary for the implementation of the provisions outlined in this resolution.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED on this 28th day of August 2023, upon motion of _____, seconded by _____, and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Director of Human Resources

RE: **Human Resources Report**

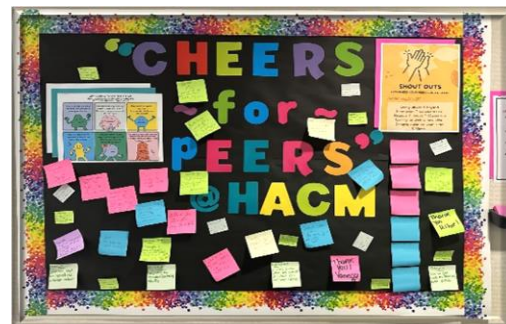
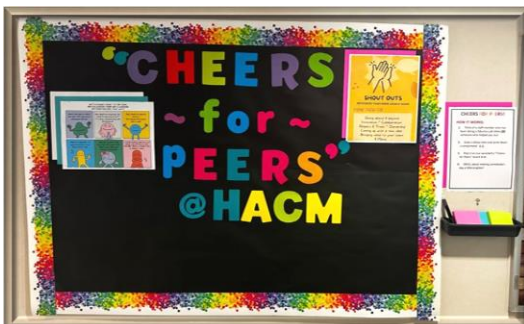
DATE: August 16, 2023



The Human Resources department will act as a catalyst to enable all Housing Authority of the County of Monterey employees to contribute at optimum levels towards the success of the business.

I. General Information

- **Conclusion of Monterey County Workforce Board Youth Program:**
As of August 24, 2023, the Monterey County Workforce Board Youth Program has successfully concluded. This program proved to be a resounding success, as it provided our youth with invaluable insights into the workings of our agency. The experience gained during this program will undoubtedly contribute to their personal and professional growth. Looking ahead, we are enthusiastic about the prospect of engaging in further collaborative endeavors with the Workforce Board.
- **Commencement of Union Negotiations:**
Union negotiations have recently commenced with the current Memorandum of Understanding (MOU) set to expire on August 31, 2023. We have diligently provided all necessary informational reports to the union representatives. We eagerly await their position on the matter and are dedicated to ensuring a fair and mutually beneficial agreement moving forward.
- **Launch of "Cheers for Peers" Initiative:**
In our ongoing efforts to promote positivity and inclusivity within our workplace, we are pleased to announce the launch of the "Cheers for Peers" initiative. This initiative encourages employees to express their appreciation for their colleagues' contributions. Participants are invited to write a brief note of recognition, which is then displayed on the Cheers for Peers board located at our main office. The response to this initiative has been overwhelmingly positive, with employees embracing the opportunity to brighten their colleagues' days through simple gestures of acknowledgment.



II. Recruitment & Staffing

- a. Vacant Positions/Active Recruitments
 - Director of Housing Programs
 - Eligibility Specialist
- b. New Employees
 - Eli Corona, Temp. Maintenance Woker
- c. Terminated Employees (1)
 - Juan Mosqueda, Temp. Office Assistant
 - Ruben Bravo, Eligibility Specialist
- d. Temporary Employees (4)
 - Brian Guevara - Office Assistant – Section 8
 - Josh Garcia – Office Assistant – Finance (*Assignment ends 09/06*)
 - Genise Pelaiz – Finance Assistant - Finance
 - Priscilla Pacheco – Office Assistant – Development

III. Workplace Safety Issues - Workers’ Comp Reportable Injuries

- a. New Claims
 - 1
- b. Closed Claims
 - 2
- c. Open Claims

Year	# of Claims	Year	# of Claims
2000	1	2019	1
2007	1	2020	4
2010	1	2021	2
2015	1	2022	1
2016	1	2023	4
2017	2		
2018	3		

- d. Total Open Claims
 - 22

IV. Employee Relation Claims – Reported Legal Issues

- a. Total Open Claims
 - 2
- b. Closed Claims
 - 1

MEMORANDUM

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Mike Underwood, Director of Finance

RE: Status Report: Finance Report for June 2023

DATE: August 14, 2023

**Highlights:**

- **HACM/ HDC – Non-Quarterly Financial Reports**
 - Voucher Funding and HCV Payments
 - Department Transactional Statistics
 - Revenue Sources by Property
 - Balance Sheets – HACM / HDC
 - Budget Comparisons – HACM / Voucher Program / HDC
 - 12 Month Income Statement Reports – HACM / Voucher Program / HDC

Finance Operational Update

Completion of audits and tax returns continue as the top priority for Finance. The Audit for HACM 2021 as reported previously was completed on June 22, 2023, with signoff by our auditor Novogradac & Company. The audit for HACM 2022 began in early August concentrating on internal controls. We have approximately 4 remaining individual audits for 2022 down from 10 last month. The best guess at this point for the completion of the audit for 2022 is still October.

On August 8th the audit of our VMS reporting was conducted by QAD from HUD. We will receive a report stating where improvements must be made to maintain compliance with HUD procedures.

Our goal is to review all financials on a monthly basis with our internal stakeholders and Directors. Finance completed all June reporting and provided copies to the ED on Friday August 11, 2023. These reports included all properties. This process will continue monthly from now on.

Finance is reviewing the procurement policies and updating the signature authority for all staff who have the right to purchase items on behalf of the Agency. A meeting with Senior Staff will be held on August 15, 2023 to review compliance with our procurement policy. Cal Cards were distributed to all maintenance personnel to facilitate their efficiency.

Property Management has been clearing uncollectable AR balances. The results totaled approximately \$400,000. Future write-offs may be necessary to complete the full process.

HACM performance for June and YTD:

- June revenue was \$5.5M up \$.2M from May or favorable 5%
- HAP funding increased \$.1M
- HAP expenses increased by \$.15M or 5%
- Loss for June was \$.7M of which \$.5M was for non-cash depreciation charges
- YTD loss bottom-line was \$.96M

HDC performance for June and YTD:

- Revenue for the month was up 70% or \$.15M
- Expenses were down due to lower interest payments of \$.6M
- Net gain for the month \$.1M
- YTD net loss \$2.8M (driven by \$2.1M one-time charge in September 2022)

Total bottom-line loss YTD for combined entities \$3.8M. \$1.7M loss if one-time charge is removed.

Board Action: Information only.

REVENUE SOURCES BY PROPERTY

Jun-23

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	0.00	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ -	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	6,292.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ 6,292.00	\$ -	\$ -	
204	Oak Grove	5,192.00	0.00	1,488.00	HCV
552	Single Family Homes	7,902.00	0.00	15,698.00	HCV
555	Casanova	48,054.00	0.00	88,201.00	HCV
934	Jardines	11,145.00	0.00	6,993.00	HCV
935	Leo Meyer (King City Elde	0.00	0.00	0.00	HCV
942	Parkside	0.00	0.00	0.00	HCV
960	Rippling River	31,325.00	0.00	88,950.00	HCV
965	Tynan Affordable	204,755.00	26,439.84	107,430.00	HCV
973	Monterey Affordable	57,151.00	0.00	18,116.00	HCV
974	Benito Affordable	65,898.00	0.00	46,998.00	HCV
980	Fanoe Vista	35,489.00	0.00	55,858.00	HCV
985	Haciendas 1	43,615.00	0.00	51,223.00	HCV
986	Haciendas 2	45,212.00	0.00	30,926.00	HCV
988	Haciendas Senior	13,645.00	0.00	44,919.00	HCV
989	Haciendas 3	44,857.00	0.00	44,617.00	HCV
990	Oak Park !	58,036.00	0.00	58,986.00	HCV
991	Oak Park 2	55,957.00	1,400.00	46,581.00	HCV / USDA
		\$ 728,233.00	\$ 27,839.84	\$ 706,984.00	
212	Portola Vista	21,559.00	0.00	91,876.00	PBRA
214	Montecito Watson	8,377.00	0.00	4,041.00	PBRA
801	South County RAD	12,564.89	0.00	22,222.00	PBRA
802	Salinas Family RAD	-79,585.92	0.00	43,297.00	PBRA
803	East Salinas Family RAD	41,212.90	0.00	48,217.00	PBRA
804	Gonzales Family RAD	11,979.47	0.00	6,224.00	PBRA
		\$ 16,107.34	\$ -	\$ 215,877.00	
992	One Parkside	25,297.00	0.00	119,603.00	PBV
		\$ 25,297.00	\$ -	\$ 119,603.00	
904	Chualar FLC	16,133.00	0.00	67.88	USDA
906	Salinas FLC	35,054.00	0.00	2,219.00	USDA
972	Benito FLC	69,002.00	0.00	22,832.00	USDA
984	Castroville FLC	51,729.00	0.00	47,856.00	USDA
		\$ 171,918.00	\$ -	\$ 72,974.88	
TOTAL		\$ 947,847.34	\$ 33,024.35	\$ 1,115,438.88	
		\$ -	\$ -	\$ -	

Voucher Funding and HCV Payments

	23-Apr	23-May	23-Jun	Total
HUD Grant - HAP Payments	\$ 5,380,011	\$ 4,402,308	\$ 4,458,118	\$ 14,240,437
Total Housing Assistance Payments	\$ 4,509,776	\$ 4,638,202	\$ 4,849,683	\$ 13,997,661

Finance Transactional Statistics - June 2023	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	46	10,559	3566	1,620,986	3612	1,631,546
Charges	27	17,925	2756	1,044,427	2783	1,062,352
Journal Entries	306	5,702,201	570	25,421,064	876	31,123,266
Payables	3893	4,949,582	992	1,106,095	4885	6,055,676
Checks	1136	4,910,483	201	814,921	1337	5,725,404
Transaction Amts Processed*	5408	\$ 15,590,750	8085	\$ 30,007,494	13493	\$ 45,598,244

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Balance Sheet (With Period Change)

Period = Jun 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,501,271.70	1,296,344.14	204,927.56
Cash - Restricted	1,722,080.62	1,720,365.62	1,715.00
Total Cash	3,223,352.32	3,016,709.76	206,642.56
Accounts Receivable:			
Accounts Receivable - Tenants	53,599.78	49,748.78	3,851.00
Accounts Receivable - Agency	132,693.00	131,749.00	944.00
Accounts Receivable - Developer Fees	3,045,772.22	3,426,188.22	-380,416.00
Accounts Receivable - Other	1,207,396.82	1,206,131.14	1,265.68
Accrued Interest Receivable	2,878,680.85	2,829,601.18	49,079.67
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	7,310,736.67	7,636,012.32	-325,275.65
Prepaid Expenses	1,722,495.05	1,735,399.05	-12,904.00
Interprogram - Due From	9,904,745.50	9,363,872.18	540,873.32
TOTAL CURRENT ASSETS	22,161,329.54	21,751,993.31	409,336.23
NONCURRENT ASSETS			
Capital Assets:			
Land	5,009,826.00	5,009,826.00	0.00
Buildings & Improvements	13,904,855.80	13,904,855.80	0.00
Site Improvements	1,215.89	1,215.89	0.00
Furniture & Equipment	19,947.46	19,947.46	0.00
Less: Depreciation	-418,620.37	-395,274.68	-23,345.69
Total Capital Assets, Net of Depreciation	18,517,224.78	18,540,570.47	-23,345.69
Construction In Progress	16,353,035.94	16,311,171.83	41,864.11
Notes Receivable	27,063,105.47	27,065,353.39	-2,247.92
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	62,762,185.19	62,745,914.69	16,270.50
TOTAL ASSETS	84,923,514.73	84,497,908.00	425,606.73

LIABILITIES & EQUITY

LIABILITIES

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Balance Sheet (With Period Change)

Period = Jun 2023

	Balance	Beginning	Net
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-70,120.82	-359,851.83	289,731.01
Accounts Payable - Other	1,008,659.24	1,008,659.24	0.00
Accrued Wages/Taxes/Benefits Payable	175,430.35	175,430.35	0.00
Accrued Interest Payable	912,952.63	876,056.37	36,896.26
Tenant Security Deposits	103,530.00	101,884.00	1,646.00
Total Accounts Payable	2,130,451.40	1,802,178.13	328,273.27
Deferred Revenues	187,357.50	181,126.50	6,231.00
Developer Fees Payable	404,393.00	404,393.00	0.00
Other Current Liabilities	-12,468.32	-16,674.67	4,206.35
TOTAL CURRENT LIABILITIES	2,709,733.58	2,371,022.96	338,710.62
NONCURRENT LIABILITIES			
Long-Term Hard Debt	28,334,197.35	28,351,143.50	-16,946.15
Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
TOTAL NONCURRENT LIABILITIES	41,606,447.35	41,623,393.50	-16,946.15
TOTAL LIABILITIES	44,316,180.93	43,994,416.46	321,764.47
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	33,129,057.64	33,129,057.64	0.00
Current Year Retained Earnings	7,478,276.16	7,374,433.90	103,842.26
TOTAL LIABILITIES AND EQUITY	84,923,514.73	84,497,908.00	425,606.73
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	35,188,846.64	35,188,846.64	0.00
Current Year Retained Earnings	8,387,991.95	10,244,883.46	-1,856,891.51
TOTAL LIABILITIES AND EQUITY	77,802,592.21	78,885,977.45	-1,083,385.24

Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = Jun 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	4,224,940.78	3,558,641.98	666,298.80
Cash - Restricted	11,490,377.18	11,624,461.12	-134,083.94
Total Cash	15,715,317.96	15,183,103.10	532,214.86
Accounts Receivable:			
Accounts Receivable - Tenants	911,561.84	926,214.71	-14,652.87
Accounts Receivable - Agency	864,054.91	868,190.91	-4,136.00
Accounts Receivable - Developer Fees	-71,499.45	0.00	-71,499.45
Accounts Receivable - Other	3,424,169.36	3,313,732.62	110,436.74
Accrued Interest Receivable	14,157,980.52	13,983,892.05	174,088.47
Less: Allowance for Doubtful Accounts	-892,951.72	-875,026.72	-17,925.00
Total Receivables, Net of Allowance	18,393,315.46	18,217,003.57	176,311.89
Current Investments:			
Investments - Unrestricted	1,009,038.87	1,009,496.87	-458.00
Total Current Investments	1,009,038.87	1,009,496.87	-458.00
Prepaid Expenses	483,491.64	518,725.38	-35,233.74
Inventories, Net of Obsolete Inventories	470,342.01	512,002.06	-41,660.05
Interprogram - Due From	-4,251,238.16	-3,227,528.02	-1,023,710.14
TOTAL CURRENT ASSETS	31,820,267.78	32,212,802.96	-392,535.18
NONCURRENT ASSETS			
Capital Assets:			
Land	3,569,623.47	3,569,623.47	0.00
Buildings & Improvements	19,193,968.67	19,193,968.67	0.00
Site Improvements	30,376.41	30,376.41	0.00
Furniture & Equipment	2,046,027.66	2,046,027.66	0.00
Less: Depreciation	-15,521,910.34	-14,984,586.11	-537,324.23
Total Capital Assets, Net of Depreciation	9,318,085.87	9,855,410.10	-537,324.23
Construction In Progress	2,685,300.89	2,685,300.89	0.00
Notes Receivable	72,428,614.14	72,428,614.14	0.00
Other Noncurrent Assets	10,453,481.94	10,453,481.94	0.00
Less: Accumulated Amortization	-536,076.60	-535,579.76	-496.84
TOTAL NONCURRENT ASSETS	94,349,406.24	94,887,227.31	-537,821.07

Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = Jun 2023

	Balance	Beginning	Net
TOTAL ASSETS	126,169,674.02	127,100,030.27	-930,356.25
LIABILITIES & EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-368,579.68	-148,763.82	-219,815.86
Accounts Payable - Other	1,172,997.04	1,162,927.50	10,069.54
Accrued Wages/Taxes/Benefits Payable	803,275.33	770,962.60	32,312.73
Accrued Interest Payable	677,209.69	671,126.15	6,083.54
Accounts Payable - Agency	19,994.52	19,991.78	2.74
Tenant Security Deposits	101,939.74	101,589.29	350.45
Total Accounts Payable	2,406,836.64	2,577,833.50	-170,996.86
Deferred Revenues	1,469,982.64	1,460,193.64	9,789.00
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	441,746.61	424,548.15	17,198.46
Other Current Liabilities	788,077.20	788,077.20	0.00
TOTAL CURRENT LIABILITIES	5,136,643.09	5,280,652.49	-144,009.40
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,759,053.33	7,766,931.36	-7,878.03
Long-Term Subordinate Debt	-1,097,290.55	-1,097,290.55	0.00
TOTAL NONCURRENT LIABILITIES	6,661,762.78	6,669,640.81	-7,878.03
TOTAL LIABILITIES	11,798,405.87	11,950,293.30	-151,887.43
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,489,951.39	105,489,951.39	0.00
Current Year Retained Earnings	8,881,316.47	9,659,785.29	-778,468.82
TOTAL LIABILITIES AND EQUITY	126,169,673.73	127,100,029.98	-930,356.25

**Housing Authority of the County of Monterey
Income Statement**

Period = Jul 2022-Jun 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total
REVENUE:													
Tenant Rents	101,005.75	101,920.75	103,068.75	103,648.75	98,079.75	98,746.75	95,912.75	96,525.75	98,850.75	94,237.00	89,047.00	118,817.00	1,199,860.75
Tenant Subsidies	103,510.00	102,576.00	102,490.00	104,090.00	100,776.00	99,431.00	98,398.00	97,477.00	98,377.00	104,978.00	101,198.00	99,691.88	1,212,992.88
Other Tenant Income	7,644.67	2,699.00	1,182.83	535.00	10,962.50	9,241.00	0.00	0.00	580.00	42.00	27,919.00	317.00	61,123.00
Total Tenant Revenue	212,160.42	207,195.75	206,741.58	208,273.75	209,818.25	207,418.75	194,310.75	194,002.75	197,807.75	199,257.00	218,164.00	218,825.88	2,473,976.63
HUD Operating Grants	45,382.00	40,584.00	34,902.00	44,341.00	49,050.00	-54,093.00	45,165.00	153,641.00	45,873.00	0.00	0.00	0.00	404,845.00
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	48,464,399.00
Section 8 Administrative Fees	333,622.00	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	365,307.00	4,901,997.97
Operating Grants (Non-HUD)	45,638.87	40,737.60	37,922.01	29,217.44	26,723.83	23,977.56	22,811.89	20,683.72	0.00	22,961.26	42,140.55	0.00	312,814.73
Other Income	179,784.35	254,581.72	183,415.69	212,607.69	194,101.30	180,955.52	218,533.03	184,131.48	179,813.62	167,337.01	144,245.51	305,130.14	2,404,637.06
Interest Income	177,971.70	177,141.10	174,113.18	177,229.15	172,655.14	179,076.30	146,941.64	136,194.56	144,573.28	140,928.40	111,027.85	174,827.96	1,912,680.26
Total Revenue	5,084,674.34	4,980,927.17	5,041,068.46	4,988,348.03	4,002,531.49	4,900,215.13	4,909,086.31	5,069,511.51	4,864,750.65	6,252,195.67	5,259,832.91	5,522,208.98	60,875,350.65
EXPENSES:													
Administrative	669,390.48	512,591.78	550,271.37	508,716.42	512,030.06	801,372.61	527,456.82	513,711.02	500,858.92	532,923.88	512,650.51	677,445.07	6,819,418.94
Administrative Fees	16,645.09	16,513.09	16,513.09	16,579.09	16,579.09	16,513.09	16,513.09	16,513.09	16,579.09	16,513.09	16,513.09	16,513.09	198,487.08
Tenant Services	24,283.40	17,177.78	54,504.88	18,195.14	42,211.24	37,206.63	25,665.22	25,574.78	26,641.14	19,371.18	11,209.61	47,918.88	349,959.88
Utilities	46,443.57	43,114.55	42,123.01	39,815.75	30,936.32	43,335.53	38,040.62	32,728.01	23,387.82	41,617.19	28,948.86	29,346.00	439,837.23
Maintenance	169,580.92	97,216.71	134,465.34	176,957.72	165,923.65	144,711.72	170,401.00	134,528.80	117,762.71	108,326.93	113,514.89	109,705.32	1,643,095.71
Protective Services	2,497.50	436.00	0.00	1,847.58	0.00	565.86	3,853.85	783.00	0.00	993.00	0.00	5,893.35	16,870.14
Insurance	29,095.02	23,175.09	24,958.28	26,618.90	27,620.12	35,046.85	25,921.52	25,872.89	25,537.28	26,785.61	26,335.87	33,975.98	330,943.41
Other General Expenses	40,893.19	46,241.01	38,917.67	39,091.67	146,564.90	30,924.66	30,578.68	30,635.17	105,937.14	31,094.67	17,874.75	44,314.59	603,068.10
Payments in Lieu of Taxes	0.00	81,734.95	0.00	1,628.77	0.00	19,600.00	0.00	6,000.00	2,152.18	0.00	468.06	0.00	111,583.96
Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,826.00	2,826.00
Housing Assistance Payments	3,884,437.58	3,865,905.82	3,870,328.27	3,962,817.63	3,878,076.55	4,016,210.75	4,158,619.67	4,577,193.89	4,295,810.86	4,509,775.59	4,534,248.05	4,703,393.85	50,256,818.51
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	217,185.00
Total Operating Expenses	4,900,317.75	4,720,171.78	4,748,602.91	4,811,055.67	4,839,039.93	5,165,704.70	5,015,204.47	5,381,406.65	5,132,938.14	5,306,553.14	5,280,589.69	5,688,509.13	60,990,093.96
Interest Expense	14,273.47	56,605.37	14,099.69	14,209.06	14,056.60	29,185.20	54,472.94	13,729.98	14,100.39	13,947.75	14,056.46	16,222.60	268,959.51
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,800.00	0.00	10,800.00	14,200.00	31,800.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537,324.23	537,324.23
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	5,962.08
NET INCOME	169,586.28	203,653.18	277,869.02	162,586.46	-851,061.88	-295,171.61	-161,087.94	-326,121.96	-289,584.72	931,197.94	-46,110.08	-734,543.82	-958,789.13

VOUCHER PROGRAM ONLY
Income Statement

Period = Jul 2022-Jun 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total
REVENUE:													
Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
Total Tenant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	48,464,399.00
Section 8 Administrative Fees	333,622.00	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	365,307.00	4,901,997.97
Other Income	50.00	469.01	9,560.30	40,126.22	8,032.36	567.10	9,658.33	5,674.60	6,480.99	0.00	0.00	0.00	80,618.91
Interest Income	43.49	49.49	45.00	46.50	45.00	45.00	48.01	42.01	46.50	42.01	49.51	42.94	545.46
Total Revenue	4,423,830.49	4,261,205.50	4,413,579.30	4,356,851.72	3,358,260.33	4,363,492.10	4,291,030.34	4,386,574.61	4,303,210.49	5,721,754.01	4,744,329.51	4,823,467.94	53,447,586.34
EXPENSES:													
Administrative	296,294.83	211,690.95	212,772.55	201,620.42	236,005.25	256,559.20	241,569.19	196,536.84	217,766.80	216,445.45	225,483.52	343,704.35	2,856,449.35
Tenant Services	24,283.40	17,177.78	18,224.89	18,195.14	18,024.58	25,113.30	13,571.89	13,431.95	13,875.03	7,277.85	11,209.61	35,825.55	216,210.97
Maintenance	611.23	628.74	634.19	802.85	783.41	725.01	626.62	550.62	804.61	597.50	1,895.21	697.71	9,357.70
Insurance	10,109.89	8,744.36	8,959.71	9,035.05	10,439.12	11,842.55	10,063.65	10,157.12	10,106.22	10,706.56	10,223.89	12,747.35	123,135.47
Other General Expenses	945.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	945.00
Housing Assistance Payments	3,941,915.58	3,940,492.82	3,941,672.27	4,036,605.63	3,961,289.55	4,102,520.75	4,248,990.67	4,685,752.89	4,404,139.86	4,637,061.59	4,670,235.05	4,849,682.85	51,420,359.51
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	217,185.00
Total Operating Expenses	4,291,210.93	4,194,799.65	4,198,784.61	4,285,046.09	4,245,639.91	4,416,977.81	4,532,976.02	4,924,295.42	4,664,963.52	4,891,240.95	4,937,873.28	5,259,834.81	54,843,643.00
NET INCOME	132,619.56	66,405.85	214,794.69	71,805.63	-887,379.58	-53,485.71	-241,945.68	-537,720.81	-361,753.03	830,513.06	-193,543.77	-436,366.87	-1,396,056.66

**Monterey County Housing Development Corporation
Income Statement**

Period = Jul 2022-Jun 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total
REVENUE:													
Tenant Rents	48,504.00	47,270.00	47,732.00	46,810.00	44,951.00	45,917.00	45,609.00	49,441.00	48,772.00	50,752.00	52,447.00	55,956.00	584,161.00
Tenant Subsidies	96,742.00	104,369.00	103,536.00	101,047.00	108,084.00	102,526.00	101,015.00	99,698.00	97,735.00	97,558.00	101,920.00	103,899.00	1,218,129.00
Other Tenant Income	943.96	1,292.00	1,363.00	1,052.00	6,214.00	9,013.50	622.00	612.00	656.00	1,505.00	588.00	656.00	24,517.46
Total Tenant Revenue	146,189.96	152,931.00	152,631.00	148,909.00	159,249.00	157,456.50	147,246.00	149,751.00	147,163.00	149,815.00	154,955.00	160,511.00	1,826,807.46
Other Income	20,517.18	20,559.84	19,757.58	20,247.20	20,174.95	35,168.09	355,646.15	5,639.50	12,139.20	6,022.20	5,555.50	151,020.62	672,448.01
Interest Income	50,932.45	50,260.20	49,328.62	50,364.03	49,453.07	49,010.00	51,301.58	48,466.63	50,962.53	56,968.54	52,084.88	49,085.01	608,217.54
Total Revenue	217,639.59	223,751.04	221,717.20	219,520.23	228,877.02	241,634.59	554,193.73	203,857.13	210,264.73	212,805.74	212,595.38	360,616.63	3,107,473.01
EXPENSES:													
Administrative	159,545.05	101,965.75	115,978.97	125,087.89	96,183.44	135,707.37	104,237.22	106,934.49	103,191.71	149,596.95	172,303.82	100,604.80	1,471,337.46
Administrative Fees	17,578.08	18,177.02	18,017.87	17,744.93	18,258.32	18,713.62	17,588.58	17,701.26	17,695.06	17,749.40	18,100.94	25,677.38	223,002.46
Tenant Services	0.00	0.00	0.00	0.00	82.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.22
Utilities	16,124.39	23,509.48	15,685.98	28,406.05	15,786.92	19,769.76	18,155.76	25,759.41	11,519.68	24,771.32	12,192.06	21,314.73	232,995.54
Maintenance	29,974.14	23,656.30	18,509.55	34,511.84	38,334.08	35,122.88	42,408.17	51,365.32	16,341.65	19,526.55	23,031.46	17,249.55	350,031.49
Protective Services	487.50	62.66	0.00	0.00	0.00	0.00	847.50	0.00	0.00	210.00	0.00	1,346.61	2,954.27
Insurance	10,271.42	9,426.16	9,220.39	-12,079.01	6,679.15	30,765.70	11,738.72	12,022.73	11,368.53	10,786.02	10,954.26	11,483.11	122,637.18
Other General Expenses	5.00	0.00	2,050,000.00	0.00	0.00	25.00	15.94	0.00	0.00	6,000.00	0.00	0.00	2,056,045.94
Payments in Lieu of Taxes	0.00	0.00	0.00	95,415.65	0.00	-84,660.00	0.00	12,800.00	321.05	0.00	5,927.02	0.00	29,803.72
Total Operating Expenses	233,985.58	176,797.37	2,227,412.76	289,087.35	175,324.13	155,444.33	194,991.89	226,583.21	160,437.68	228,640.24	242,509.56	177,676.18	4,488,890.28
Interest Expense	62,546.68	62,208.44	63,261.74	62,415.27	62,025.10	73,656.00	61,980.18	59,504.44	60,509.86	59,501.45	645,410.02	55,752.50	1,328,771.68
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	1,330.06	0.00	0.00	0.00	0.00	0.00	1,330.06
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,690.00	0.00	0.00	0.00	10,690.00
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	23,345.69	122,460.53
NET INCOME	-87,903.11	-24,265.21	-2,077,967.74	-140,992.83	-17,482.65	3,523.82	286,881.16	-91,240.96	-30,383.25	-84,346.39	-684,334.64	103,842.26	-2,844,669.54

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	1,199,860.75	1,393,859.90	-193,999.15
Tenant Subsidies	1,212,992.88	1,218,679.81	-5,686.93
Other Tenant Income	61,123.00	9,298.48	51,824.52
Total Tenant Revenue	2,473,976.63	2,621,838.19	-147,861.56
HUD Operating Grants	404,845.00	375,962.00	28,883.00
Section 8 HAP Subsidies	48,464,399.00	65,701,432.00	-17,237,033.00
Section 8 Administrative Fees	4,901,997.97	4,594,655.00	307,342.97
Operating Grants (Non-HUD)	312,814.73	707,673.02	-394,858.29
Other Income	2,404,637.06	2,394,227.41	10,409.65
Interest Income	1,912,680.26	2,186,036.94	-273,356.68
Total Revenue	60,875,350.65	78,581,824.56	-17,706,473.91
EXPENSES:			
Administrative	6,819,418.94	7,144,073.68	324,654.74
Administrative Fees	198,487.08	205,417.08	6,930.00
Tenant Services	349,959.88	281,183.00	-68,776.88
Utilities	439,837.23	425,188.56	-14,648.67
Maintenance	1,643,095.71	1,493,984.93	-149,110.78
Protective Services	16,870.14	27,734.81	10,864.67
Insurance	330,943.41	222,843.72	-108,099.69
Other General Expenses	603,068.10	568,039.00	-35,029.10
Payments in Lieu of Taxes	111,583.96	82,502.00	-29,081.96
Bad Debts	2,826.00	1,545.00	-1,281.00
Housing Assistance Payments	50,256,818.51	65,451,432.00	15,194,613.49
FSS Escrows	217,185.00	250,000.00	32,815.00
Total Operating Expenses	60,990,093.96	76,153,943.78	15,163,849.82

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance
Interest Expense	268,959.51	374,648.00	105,688.49
Extraordinary Maintenance	31,800.00	30,169.00	-1,631.00
Depreciation Expense	537,324.23	0.00	-537,324.23
Amortization Exp	5,962.08	0.00	-5,962.08
NET INCOME	-958,789.13	2,023,063.78	-2,981,852.91

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Other Tenant Income	25.00	0.00	25.00
Total Tenant Revenue	25.00	0.00	25.00
Section 8 HAP Subsidies	48,464,399.00	65,701,432.00	-17,237,033.00
Section 8 Administrative Fees	4,901,997.97	4,594,655.00	307,342.97
Other Income	80,618.91	0.00	80,618.91
Interest Income	545.46	0.00	545.46
Total Revenue	53,447,586.34	70,296,087.00	-16,848,500.66
EXPENSES:			
Administrative	2,856,449.35	2,608,362.00	-248,087.35
Tenant Services	216,210.97	136,063.00	-80,147.97
Maintenance	9,357.70	8,766.00	-591.70
Insurance	123,135.47	73,236.00	-49,899.47
Other General Expenses	945.00	3,412.00	2,467.00
Housing Assistance Payments	51,420,359.51	65,451,432.00	14,031,072.49
FSS Escrows	217,185.00	250,000.00	32,815.00
Total Operating Expenses	54,843,643.00	68,531,271.00	13,687,628.00
NET INCOME	-1,396,056.66	1,764,816.00	-3,160,872.66

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	584,161.00	466,328.47	117,832.53
Tenant Subsidies	1,218,129.00	881,227.15	336,901.85
Other Tenant Income	24,517.46	19,283.24	5,234.22
Total Tenant Revenue	1,826,807.46	1,366,838.86	459,968.60
Other Income	672,448.01	2,058,958.65	-1,386,510.64
Interest Income	608,217.54	562,412.74	45,804.80
Total Revenue	3,107,473.01	3,988,210.25	-880,737.24
EXPENSES:			
Administrative	1,471,337.46	1,649,224.13	177,886.67
Administrative Fees	223,002.46	199,070.33	-23,932.13
Tenant Services	82.22	50,105.87	50,023.65
Utilities	232,995.54	271,293.93	38,298.39
Maintenance	350,031.49	305,478.79	-44,552.70
Protective Services	2,954.27	5,400.03	2,445.76
Insurance	122,637.18	120,187.03	-2,450.15
Other General Expenses	2,056,045.94	4,349.88	-2,051,696.06
Payments in Lieu of Taxes	29,803.72	11,475.13	-18,328.59
Bad Debts	0.00	5,902.33	5,902.33
Total Operating Expenses	4,488,890.28	2,622,487.45	-1,866,402.83
Interest Expense	1,328,771.68	471,366.96	-857,404.72
Extraordinary Maintenance	1,330.06	773.42	-556.64
Casualty Losses - Non-Capitalized	10,690.00	0.00	-10,690.00
Depreciation Expense	122,460.53	131,607.50	9,146.97
Amortization Exp	0.00	1,379.68	1,379.68
NET INCOME	-2,844,669.54	760,595.24	-3,605,264.78



MEMORANDUM

TO: Board of Commissioners

THRU: Zulioka Boykin
Executive Director

FROM: Jose Acosta
Director of Housing Management

RE: **Property Management Report**

DATE: August 16, 2023

Goals:

Property management met the following goals in the month of June:

- Completed Well Fargo inspection for Haciendas Sr
- Completed work order reconciliation.
- Completed SRI reports for FLC sites and received approval.
- Completed budget information for FLC sites and received approved budgets.
- Provided property management and maintenance budget information for all sites.

Property management has the following goals for the month of July:

- Complete Tax Credit Audit for East Salinas Family RAD
- Complete all Tax Credit Audit responses.
- Implementation and training for Rent Café and Yardi Screening
- Start Scanning project for all Tax Credit files.

Vouchers:

Vouchers for all the sites are up to date.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	8/1/2023	\$ 118,581.00
214	Montecito Watson	8/1/2023	\$ 2457.00
801	South County RAD	8/1/2023	\$ 21,806.00
802	Salinas Family RAD	8/1/2023	\$ 66,238.00
803	East Salinas Family RAD	8/1/2023	\$ 52,350.00
804	Gonzales Family RAD	8/1/2023	\$ 6,133.00
Total Monthly Subsidy			\$ 267,565.00

Rent Collection:

Rent collection average for HACM sites for the month of June 2023 is 98%. The rent collection average for HDC Sites for the month of June 2023 is 99%.

HACM Rent Collection as of 7/31/2023		
Property Code	Property Name	Rent Percent Collected
204	Oak Grove	100%
212	Portola Vista	100%
214	Montecito Watson	100%
904	Vista Del Valle	96%
906	Tesoros Del Campo	96%
Total monthly rent collected		\$ 186,021.00

HDC sites rent collection report as of 7/31/2023		
Property Code	Property Name	Rent Percent Collected
555	Casanova Plaza	98%
801	South County RAD	100%
802	Salinas Family RAD	100%
803	East Salinas Family RAD	100%
804	Gonzales Family RAD	100%
984	Castroville	100%
985	Haciendas I	98%
986	Haciendas II	97%
988	Haciendas Sr	97%
989	Haciendas III	100%
992	One Parkside	99%
Total monthly rent collected		\$ 1,099,852.00

Occupancy:

PM currently has a total of 46 vacancies excluding Pueblo del Mar.

Property management is committed to having all vacancies leased by August 30th. The department is working diligently to accomplish this task, the department understands the importance of getting the units leased and the urgency.

Property Code	Property name	Total units	Occupancy rate	Vacant Units	Out of Occupancy
801	South County RAD	70	98%	2	
802	Salinas Family RAD	170	98%	4	
803	East Salinas Family RAD	202	95%	11	
804	Gonzales Family RAD	30	97%	1	
984	Castroville	54	96%	1	1/Caretaker
985	Haciendas I	53	100%	1	
986	Haciendas II	46	96%	2	
989	Haciendas III	50	96%	2	
988	Haciendas Sr.	41	100%	1	
992	One Parkside	80	100%	0	
204	Oak Grove	5	98%	1	
205	Pueblo Del Mar	55	25%	42	
212	Portola Vista	64	97%	2	
214	Montecito Watson	13	85%	1	
552	Single Family Homes	9	90%	0	
555	Casanova Plaza	86	97%	3	
904	Vista Del Valle	29	90%	1	4
906	Tesoros del Campo	57	100%	0	5
903	King City Migrant Center	82	98%	1	

RAD Sites (Formerly Public Housing):

- 801 South County RAD:
 - Corrections for Tax Credit Audit have been submitted to the state.
 - Property management has started preparing for the scheduled fire prevention city inspection scheduled for September.
 - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents start creating email accounts and collecting all necessary information for the implementation of Rent Café.
 - All resident services provided thru the city and Mee Memorial Hospital continue as scheduled.

- 802 Salinas Family RAD:
 - PM is pending the city’s approval for retaining wall to proceed with bids.
 - Corrections for Tax Credit Audit have been completed and will be submitted on 8/28/23.
 - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents start creating email accounts and collecting all necessary information for the implementation of Rent Café.

- 803 East Salinas Family RAD:
 - Tax Credit Audit is scheduled for 8/15 -8/16. The department has been working diligently to get this audit completed successfully.
 - File organization for this site has been completed.
 - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.

- 804 Gonzales Family RAD:
 - Corrections for Tax Credit Audit have been completed and submitted to the state.
 - PM is pending for investors to approve the replacement of fencing for this site.
 - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.

KCMC:

King City Migrant Center opened on May 11th, 2023. The center is now fully housed and completely operational.

The rehabilitation project for this site is actively taking place. Progress will be updated monthly on the items listed below:

- Roof repairs and gutter repairs- **Actively working on this project**
- Siding replacement – **Actively working on this project**
- Modify selected units to be ADA compliant – **Completed**
- Interior flooring repairs – **Completed**
- Replacement of cabinets and countertops and hardware – **Completed**
- Replacement of furniture - **Pending**
- Replacement of water heaters - **Pending**
- Repairs of parking lot and resurfacing of the black top - **Pending**
- Replacement of heater and thermostats - **Pending**
- HVAC pad mounts replacement - **Pending**
- Electrical upgrades – **Completed**
- Repair decks and landings - **Pending**
- Replacement of windows – **Pending**
- Carbon monoxide detector replacement - **Completed**
- Bathroom vanity replacement - **Completed**
- Playground refurbishing - **Pending**
- Property Sign replacement - **Pending**
- Access card reader upgrade - **Pending**
- Repair and replacement of fencing - **Completed**
- Siding repairs – **Actively working on this project**

The deadline to complete this rehab project is June 2023, but we have received an extension to complete the work by June 2024. We will continue to keep the board updated on progress.

Portola Vista:

The waiting list for Portola Vista opened effective 8/1/2023 and closed 8/15/2023.

The City of Monterey has completed a property inspection and file audit and we have a closing letter for this audit.

PM completed the power washing of the decks. During the in-house inspections of the balconies, it was discovered that rail posts needed to be replaced on various balconies. So far staff have replaced 9 posts throughout the property and the pending replacements will be completed by a vendor since their location requires scaffolding and the scope of work cannot be completed by maintenance staff.

Haciendas I:

Rent increases have been submitted to HCV department and pending approval.

Repairs for railings and balconies throughout this site are in progress. PM staff is working with HDC staff to ensure all work on this project is completed accordingly and in a timely manner.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements (see attached).

Haciendas II:

Rent increases have been submitted to HCV department and pending approval.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements (see attached).

Haciendas III:

Rent increases have been submitted to HCV department and pending approval.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements (see attached).

Haciendas IV:

Property management completed the file audit for Wells Fargo and all documents were sent to Wells Fargo for review. The physical inspection by Wells Fargo is scheduled to be completed 8/15/23.

Rent increases have been submitted to HCV department and pending approval.

Property management is working with HCV department on the waiting list for this site. The HCV department needs to open the waiting list for this site as the list has been exhausted. HDC is also working on this project.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements (see attached).

Castroville:

Life steps services have resumed, and all services are actively being performed as required (see attached).

PM will be completing interviews for the caretaker position for this site.

PM is working with HDC on the installation of a Sump Pump at this site.

Casanova Plaza:

The door system at this site is now installed and fully operational. However, new doors will need to be installed as the current doors are dated and not working in conjunction with the new system. The vendor has placed an order for the doors they are pending the delivery. Once delivered the installation will be scheduled immediately.

The City of Monterey has completed property inspection and file audit is in review for this site.

One Parkside:

Initial audit for this site is completed and the close out letter has been received.

Life steps is now in place and providing resident services at this site (see attached).

PM continues to work HDC staff to address warranty repairs and any construction issues at the site.

Farm Labor (Salinas, Chualar):

The Scheduled of Rental Income (SRI) for these sites were submitted and approved for these sites. The SRI included a substantial rent increase which will allow management to complete much needed repairs for this site.

Management will be scheduling meetings with residents to explain the changes in the rent and answer questions or concerns for the residents.

PDM:

Referrals for this site have been placed on hold. PDM currently houses 10 families and has 46 vacant units. PM is working with the Executive Director to secure funding that will allow HACM to rehabilitate the site.

HACM is pending a response from a funding source in order to make a decision on what the future of the property will be. The Executive director is working with local government and the community to ensure the property will be utilized for the benefit of those in need in our community and ensure the property is financially stable.

New Hires:

N/A

Wait Lists:

Closed

Evictions:

3

Waitlist information by site as of 4/11/2023		
Property Code	Property Name	Number of Applicants
204	Oak Gove	300
212	Portola Vista	2
214	Montecito Watson	51
555	Casanova Plaza	0
801	South County RAD	554
802	Salinas Family RAD	1049
803	East Salinas Family RAD	790
804	Gonzales Family RAD	1466
904	Chualar FLC	165
906	Salinas FLC	181
984	Castroville	292
985	Haciendas I	2118
986	Haciendas II	2180
989	Haciendas III	986
Total applicants		10134



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Castroville Farm Labor Center

Property Owner: Housing Authority County of Monterey
Property Management Company: Housing Authority County of Monterey
Director of Social Services: Martha Rodriguez

Period Beginning
Jul 01, 2023

Period Ending
Jul 31, 2023

Administrative Comments

During this period, LifeSTEPS observed the Independence Day holiday. Due to the holiday(s), Service hours were reduced. Service make-up hours were applied during this period.

Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 400 hours per year

DSS Site Visits

- Jul 05, 2023
- Jul 11, 2023
- Jul 12, 2023
- Jul 18, 2023
- Jul 19, 2023
- Jul 25, 2023
- Jul 26, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 11, 2023	JOBS: Seasonal Work	12	1.00
Jul 12, 2023	Healthy Lifestyles 2023: Sun Safety	12	1.00
Jul 18, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	12	1.00
Jul 25, 2023	Stretch Your Dollar: with Summer Energy Savings	12	0.50

Totals 48 3.50

Additional Services and Education

Date	Topic	Participants	Hours
Financial			
Jul 26, 2023	Utilities: HEAP Workshop	3	2.00
Subtotal for Financial		3	2.00

Totals 3 2.00

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 11, 2023	Employment Counseling	12	3.00
Jul 12, 2023	Healthy Lifestyles	12	3.00
Jul 18, 2023	Computer/Technology	1	0.50
Jul 18, 2023	Healthy Lifestyles	12	3.00

Date	Topic	Residents	Hours
Jul 25, 2023	Rental	2	1.50
Jul 25, 2023	Financial Budgeting	12	3.00

Totals 51 14.00

Social Service Coordination

Date	Administration Type	Hours
Jul 05, 2023	Service Coordination Administration	2.50
Jul 11, 2023	Service Coordination Administration	1.00
Jul 12, 2023	Service Coordination Administration	1.00
Jul 18, 2023	Service Coordination Administration	0.50
Jul 19, 2023	Service Coordination Administration	1.00
Jul 26, 2023	Service Coordination Administration	1.00

Total 7.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 05, 2023	Socials, General: 4th of July Social	7	2.50
Jul 19, 2023	Socials, General: Donut Social	10	2.00
Jul 19, 2023	Crafts: Arts and Crafts	6	2.00
Jul 26, 2023	Socials, General: Friendship Day Social	14	2.00

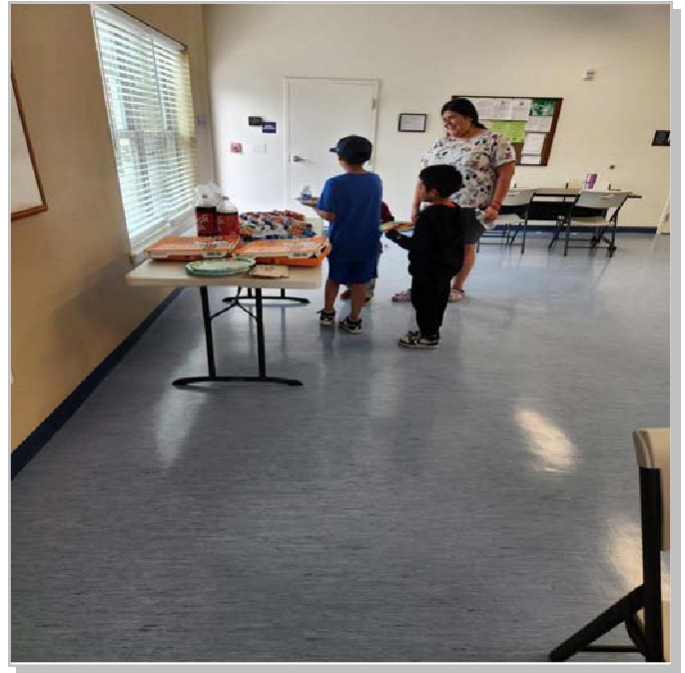
Totals 37 8.50

Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Donut Social
Jul 19, 2023



Friendship Day Social
Jul 26, 2023



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One Parkside

Property Owner: Housing Authority County of Monterey
Property Management Company: Housing Authority County of Monterey
Director of Social Services: Martha Rodriguez

Period Beginning
Jul 01, 2023

Period Ending
Jul 31, 2023

Administrative Comments
Service make-up hours were applied during this period.

DSS Site Visits

Jul 07, 2023 Jul 14, 2023 Jul 21, 2023 Jul 28, 2023 Jul 31, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 07, 2023	Healthy Lifestyles 2023 (Senior): Sun Safety	12	1.00
Jul 14, 2023	Stretch Your Dollar (Senior): with Summer Energy Savings	12	1.00
Jul 21, 2023	Healthy Lifestyles 2023 (Senior): Seasonal Healthy Meals	12	1.00
Jul 28, 2023	Healthy Lifestyles 2023 (Senior): Mental Health Support	12	1.00

Totals 48 4.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Jul 21, 2023	Exercise: Exercise Class	4	1.00
Subtotal for Health and Wellness		4	1.00
Life Skills Education			
Jul 07, 2023	Arts and Music: Painting Class	7	2.50
Subtotal for Life Skills Education		7	2.50

Totals 11 3.50

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 07, 2023	Healthy Lifestyles	12	3.00
Jul 14, 2023	Utilities	1	0.25
Jul 14, 2023	Financial Budgeting	12	3.00
Jul 14, 2023	Translation	1	0.25
Jul 21, 2023	Healthy Lifestyles	12	3.00

Date	Topic	Residents	Hours
Jul 28, 2023	Utilities	1	0.50
Jul 28, 2023	Counseling/Mental Health	12	3.00
Jul 28, 2023	Computer/Technology	2	1.00
Jul 31, 2023	Medical	1	0.50
Jul 31, 2023	Computer/Technology	1	0.50
Jul 31, 2023	Translation	1	0.50

Totals **56** **15.50**

Social Service Coordination

Date	Administration Type	Hours
Jul 07, 2023	Service Coordination Administration	1.50
Jul 14, 2023	Service Coordination Administration	1.00
Jul 21, 2023	Service Coordination Administration	1.00
Jul 28, 2023	Service Coordination Administration	0.50
Jul 31, 2023	Service Coordination Administration	2.50

Total **6.50**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 14, 2023	Bingo/Loteria: Bingo	8	2.00
Jul 21, 2023	Socials, General: Lunch Social	13	2.00
Jul 28, 2023	Socials, General: Donut Social	17	2.00
Jul 31, 2023	Socials, General: Friendship Day Social	16	2.00
Jul 31, 2023	Games: Puzzle and Board Games	6	2.00

Totals **60** **10.00**

Percent of units served during the past 12 months: 92.5%

Resident Services in Action



Painting Class

Jul 07, 2023



Friendship Day Social

Jul 31, 2023



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Haciendas 3 and Haciendas Senior

Property Owner: Monterey County Housing Authority Development Corporation
Property Management Company: Housing Authority County of Monterey
Director of Social Services: Sheila Morales

Period Beginning
Jul 01, 2023

Period Ending
Jul 31, 2023

Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 326 hours per year

DSS Site Visits

Jul 05, 2023 Jul 12, 2023 Jul 19, 2023 Jul 26, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 05, 2023	Healthy Lifestyles 2023: Sun Safety	11	2.50
Jul 12, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	3.00
Jul 19, 2023	JOBS: Seasonal Work	11	1.00
Jul 26, 2023	Stretch Your Dollar (Senior): with Summer Energy Savings	10	2.50

Totals 43 9.00

Additional Services and Education

Date	Topic	Participants	Hours
Financial			
Jul 26, 2023	Financial Literacy: SSA/SSI Retrieval Letter	10	2.50
Subtotal for Financial		10	2.50
Health and Wellness			
Jul 05, 2023	Food Distribution: Food Bank Distribution	23	4.50
Jul 12, 2023	Mental Health: Mental Health Awareness	5	1.00
Jul 19, 2023	Food Distribution: Food Bank Distribution	21	3.75
Subtotal for Health and Wellness		49	9.25

Totals 59 11.75

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 19, 2023	Transportation Assistance	1	0.50
Jul 19, 2023	Employment Counseling	11	2.75

Date	Topic	Residents	Hours
Jul 26, 2023	Translation	1	0.25

Totals **13** **3.50**

Social Service Coordination

Date	Administration Type	Hours
Jul 05, 2023	Service Coordination Administration	1.00
Jul 07, 2023	Recording Needs Assessment Surveys	0.75
Jul 12, 2023	Service Coordination Administration	1.00
Jul 14, 2023	Recording Needs Assessment Surveys	0.75
Jul 21, 2023	Recording Needs Assessment Surveys	0.75
Jul 26, 2023	Service Coordination Administration	0.25
Jul 28, 2023	Recording Needs Assessment Surveys	0.75

Total **5.25**

Donations

Date	Donor	Item Donated	Value
Jul 05, 2023	Food Bank of Monterey	Food Commodities	\$230.00
Jul 19, 2023	Food Bank of Monterey	Food Commodities	\$210.00

Total **\$ 440.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 12, 2023	Socials, General: Summer Social	10	3.00
Jul 26, 2023	Bingo/Loteria: Bingo with LifeSTEPS	7	2.50

Totals **17** **5.50**

Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Food Distribution

Jul 19, 2023



BINGO

Jul 26, 2023



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Haciendas I and II

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Jul 01, 2023

Period Ending

Jul 31, 2023

Service Requirements

CTCAC: Adult Educational classes 60 hours per year, Service Coordination 406 hours per year and individualized Health and Wellness services 117 hours per year

DSS Site Visits

Jul 07, 2023

Jul 11, 2023

Jul 14, 2023

Jul 17, 2023

Jul 21, 2023

Jul 24, 2023

Jul 28, 2023

Jul 31, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 07, 2023	Healthy Lifestyles 2023: Sun Safety	10	1.00
Jul 14, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	3.00
Jul 21, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	4.00
Jul 28, 2023	Stretch Your Dollar: with Summer Energy Savings	11	4.00

Totals 43 12.00

Additional Services and Education

Date	Topic	Participants	Hours
Employment			
Jul 24, 2023	Resume Workshops: Resume Workshop	4	2.00
Subtotal for Employment		4	2.00
Financial			
Jul 11, 2023	Budgeting: Summer Trips on a Budget	11	4.00
Jul 14, 2023	Utilities: HEAP Workshop	3	2.00
Subtotal for Financial		14	6.00
Health and Wellness			
Jul 07, 2023	Mental Health: Mental Health Awareness	10	2.00

Date	Topic	Participants	Hours
Health and Wellness			
Jul 17, 2023	Nutrition: Healthy Meals for a Healthy Mind	10	3.00
Jul 31, 2023	Food Distribution: Food Bank Distribution	17	4.00
Subtotal for Health and Wellness		37	9.00

Totals **55** **17.00**

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 07, 2023	Transportation Assistance	1	0.25
Jul 07, 2023	Healthy Lifestyles	10	2.50
Jul 11, 2023	Healthy Lifestyles	1	1.00
Jul 17, 2023	Healthy Lifestyles	1	1.00
Jul 24, 2023	Healthy Lifestyles	1	1.00
Jul 28, 2023	Healthy Lifestyles	1	0.25

Totals **15** **6.00**

Social Service Coordination

Date	Administration Type	Hours
Jul 07, 2023	Service Coordination Administration	0.25
Jul 11, 2023	Service Coordination Administration	2.00
Jul 14, 2023	Service Coordination Administration	1.00
Jul 17, 2023	Service Coordination Administration	0.50
Jul 21, 2023	Service Coordination Administration	2.00
Jul 24, 2023	Service Coordination Administration	0.50
Jul 28, 2023	Service Coordination Administration	1.75
Jul 31, 2023	Service Coordination Administration	3.00

Total **11.00**

Donations

Date	Donor	Item Donated	Value
Jul 31, 2023	Food Bank of Monterey	Food Commodities	\$170.00

Total **\$ 170.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 17, 2023	Socials, General: July Birthday Social	10	2.50

Date	Event	Participants	Hours
Jul 24, 2023	Socials, General: July Goodie Bags	43	3.50

Totals **53** **6.00**

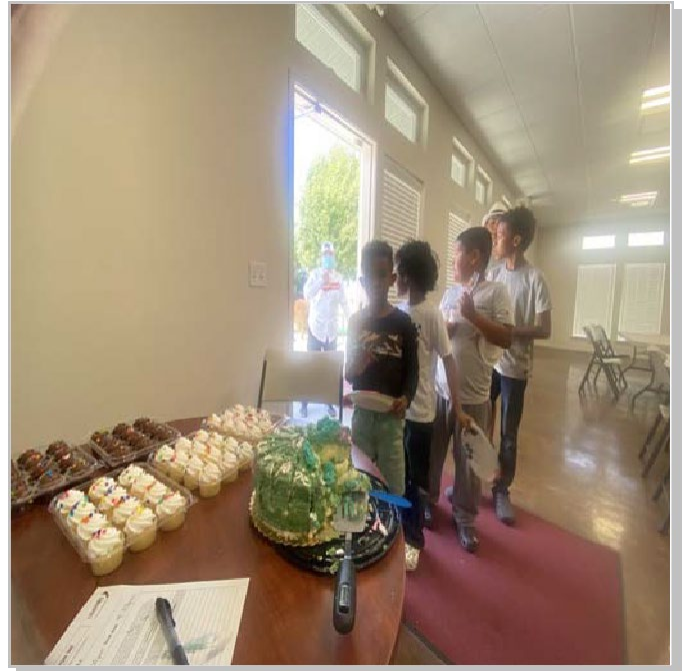
Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Mental Health Awareness & Sun Safety

Jul 07, 2023



July Birthday Social

Jul 17, 2023

MEMORANDUM

To: Board of Commissioners

From: Carolina Sahagun-Gomez, Director Housing Development

Thru: Zulieka Boykin, Executive Director/President/CEO

Date: August 16, 2023

Re: **MONTHLY DEVELOPMENT DEPARTMENT REPORT**



 Development department highlights

- Funding was released for the last contractor draw in the amount of \$1,326,392.32 on August 10th.
- Additional capital contribution funded for Castroville FLC, LP in the amount of \$2,477,018.00.
- We also anticipate receipt of a second capital contribution for One Parkside, LP in the amount of \$3,089,684.
- Staff have submitted packages to the affordable housing insurance risk pool to explore other potential insurance pools that we may qualify for. Renewals went into effect on July 1st and all sites experienced significant increases.
- The Development team along with President/CEO will be reviewing purchase options and exit strategy for several limited partnerships coming up on their year 15 end of compliance period
- Knight Development follow-up meeting scheduled for August 17th to discuss financial requirements and follow-up items related to their visit in July.

 Potential Development Opportunities

- Division Avenue (Salinas)
 - A new point person for the city is taking the lead on this project; our funding request was submitted to the City of Salinas in May for the Division Avenue site. Next step will be executing the Exclusive Negotiating Rights Agreement funding agreement with City of Salinas.
- Parcel B property (Salinas)
 - pending City of Salinas request for funding submitted along with Division Avenue.
- APN# 024-261-001 (Greenfield)
 - Preliminary market study is in process; revisions to initial site plan to increase number units with density bonus allowed.
- 855 E. Laurel (Salinas) – County property, no new update at this time pending outcome of conversations between Executive Director and County staff to determine feasibility.

 Marketing

- Plan to incorporate the HDC website into HACM website.

One Parkside, LP

- Staff have begun working on the third capital contribution due diligence. Once completed, we expect \$13,182,651 to pay down the construction loan and begin the process to convert to perm.
- After conversion we will proceed with submission of Placed-In-Service package to CTCAC in order to obtain 8609.
- Draft final cost certification provided we need final for next capital contribution.
- City of Salinas HOME/PLHA close out retention release of funds in the amount of \$94,801.30 is pending receipt of final invoices.

123 Rico CLEEN loan

- Estimate for additional office space in the warehouse area came in significantly over the available funds. Met with Architect on August 11th to look at potential areas of modification in the front office.
- Remaining funds available are \$366,758.02.

Audits

- Meetings with Finance Director and Auditor to review financial requirements for budgets, audits, partnerships on a regular basis.
- HDC 2022 is in auditor final review.
- Weekly meetings with third party audit team to review outstanding items for the Limited Partnership audits and tax returns.

Capital Improvements

- The development team is working with our property management teams to ensure needed capital improvement requests throughout the portfolio are completed in a timely manner. Details can be found in the property management section of the report for those items currently underway and in the property management reports.
- Tynan Village development received several RA requests for flooring, those have been approved and are in process.

Tynan Modernization job close-out

- Building C - additional water intrusion work is pending board approval to proceed with contract for additional scope.

Tynan commercial space

- Successful in negotiating new lease to new owners running the deli/restaurant operations. Lease effective date June 1, 2023 - May 31, 2028; with two 5-year renewal terms possible.

- Approximately 2,500sf commercial space available.

Haciendas 1&2 metals job

- Maintenance staff assisting in repairs of some of the rusted railings and fascia.
- Development staff preparing for subsequent phase of repairs which are installation of new awnings.

Project Based Section 8

- HUD consultant, Econometrica, provided environmental and subsidy layering review training the week of July 24th.
- Development staff will be working on implementing the best practices that were discussed.
- The Agreement to Enter into a Housing Assistance Payments Contract (AHAP) was executed for Greenfield Commons I (27 PBV vouchers awarded).
- East Garrison aka Alfred Diaz-Infante apartments is nearing construction completion, estimated timeline is Fall 2023. The development team will issue the Housing Assistance Payments (HAP) contract once all necessary documents have been received and units pass inspections.

HDC Portfolio managed by the John Stewart Company and Paso Robles Housing Authority

- Please see attached property management reports.

Resident Services

- Please see attached resident services highlights.

Staffing

- Project manager retired.
- Temporary staff have been assigned to our department to assist with administrative tasks.



JSCo Monthly Management Report

Monday, JULY 2023

5:00 PM

BENITO AFFORDABLE/FLC

1. Vacancy:
 - a) Benito Affordable has 2 vacant units, one will be moved in on 8-1-2023 and the other move in once it is approved by 8-15-2023.
 - b) Benito FLC has 3 vacancies, running 4 applicants. Waiting for 1 file to be approved. Will be submitting by 8-10-2023.
2. Audits Pending:
 - a. HOME Audit has been completed/all findings have been resolved.
 - b. CTCAC schedule for May 25, 2023/had one finding and it's been corrected and submitted back to CTCAC. Waiting for the closed-out letter from CTCAC.
3. Resident Services:
 - a. LifeSteps is at the site 2 times a month, total 16 hrs. a month. Has a good turnout for the food distribution that Monterey County Food Bank provides to the sites.
 - b. Community rooms are open to the public subject to COVID safety protocols.
4. Capital Improvement/ Maintenance
 - a) Received updated proposal for the extra cameras for both sites.
 - b) Waiting on the window replacement approved work to be done for Benito FLC

MONTEREY AFFORDABLE

1. Vacancy:
 - a. Unit 245, 1321 Vacant.
2. Reporting & Audits: CTCAC Audit 6/13/23, corrections will be submitted by 8/11/2023.
3. Resident Services:
 - a. Life Steps is active:
 - i. After school Program Coordinator, Severo Gasca, Mon- Fri
 - ii. Director of Social Services, Sheila Morales, / Mondays or Tuesday
4. Community rooms open to the public.



5. Capital Improvement/ Maintenance
 - a. King City Glass on-site windows replacements: Pending HA Approval
 - b. Security Cameras Pending Updated Quotes: Core surveillance, Sentry, Central coast satellite.
 - c. IT/ Internet Upgrade: pending installation date: Core surveillance
 - d. Mulch, wood chips quotes submitted: Mission Lawn, Tree Brothers, Smith, and Enright

RIPPLING RIVER

1. Vacancy:
 - a. 2 vacant units, pending compliance approval for 412, Unit 528 needs major floor repairs pending bids.
2. Reporting & Audits Pending
 - a. Reporting & Audits Pending: Berkadia Mortgage Inspection 3/6/23 -3 findings
 - i. Add French drain behind building 3 (pending bids)
 - ii. Elevator – Loud noises, and screeches when in use
 - iii. Repair loading zone area- several broken pavement areas (pending bids)
 - b. HOME inspection completed 4/13/23, incomplete report pending demographic report from Housing.
3. Resident Services:
 - a. Lifesteps onsite provides case management and social services. Provide arts & crafts time in the craft room once a month.
 - b. Community rooms are open to public. Resident Association host monthly meetings and special events, Bingo, Movie Matinees.
 - c. Food Bank on 1st & 3rd of each month managed by Residents.
4. Capital Improvement/ maintenance.
 - a. Generator switch continues to be on back order- pending new date.
 - b. Haro and Kasunich Engineers, Chris George, lead Geo Technical Engineer is waiting for the final geologist's report
 - c. Reviewing bids for tree trimming and maintenance around the property
 - d. Requested Bids for additional lighting in the Parking lot area. Installing temporary sensor lights.
 - e. Pending bids for gopher treatment



FANOE VISTA APARTMENT

1. Vacancy:
 - a. 3 Vacant units, 1 move in pending, 1 pending approval.
2. Reporting & Audits Pending
 - a. CTCAC Audit completed 6/13/23 -2 findings, Corrections submitted on 7/31/23.
3. Resident Services: Services: Life Steps: On site Mondays 10-5:30pm -Edith Rodriguez
 - a. After School program in session *temporary hours Tues & Thursdays 2-4 pm
 - b. Community rooms are open.
4. Capital Improvements/ maintenance: Landscaping proposals for SOD and additional work needed,
 - New proposals pending for property signage, proposals to have parking lot resurfaced.

TYNAN VILLAGE APARTMENTS

1. Vacancy:
 - a. 3 vacant units 4 applicants pending, 3 unit turns pending.
2. Reporting & Audits Pending
 - a. Alliant Desk Audit completed on 01/12/2023. Waiting for a close out letter.
 - b. City of Salinas 2020 Audit in Progress
3. Resident Services
 - a. After School Program scheduled daily from 3-5pm
 - b. 2 interns assisting Resident Service Coordinator with program.
 - c. Several agencies have donated numerous items for National Night Out Event
 - d. National Night Out event scheduled at property for 8/1/2023 4-8pm
 - e. Afterschool Program creating posters for National Night out.
4. Capital Improvements/Maintenance
 - a. Irrigation system Repairs pending vendor scheduling for damaged sprinklers.
 - b. Red Posts- obtained proposals for repairs and locks
 - c. Building C Stairwell in the process of repairs. No movement on project until further notice.
 - d. Call boxes to be replaced. Payment has been made for callboxes, Vendor to schedule.
 - e. Paint for Hallways and stairways approved and on hold until further notice.



- f. Speed bumps -issued payment to vendor- pending delivery.
 - g. Proposals obtained for parking lot restriping.
 - h. Transients are residing on property line, police reports made.. The vendor scheduled to clean up trash.
 - i. Roden issues- working with pest control.
5. Staffing Update:
- a. 1 Maintenance position Open
 - b. 1 open Occupancy Specialist-OS scheduled to start on 8/7/2023



PASO ROBLES
HOUSING AUTHORITY

Est. 1942

901 30th Street
Paso Robles, CA 93446
(805) 238-4015

REPORT TO HDC REGULAR BOARD MEETING, August 2023

OAK PARK 1, 80 Units, 100% Tax Credit with HOME, and USDA

1. Vacancy:
 - a. 1 vacancy
2. Audits Pending
 - a. None
3. Resident Services
 - a. Youthworks daily activity, 6 hours a day, Mon- Fri
 - b. Summer Camp, 3 hours a day, Mon- Thurs
 - c. Food Distribution, 2 times a month
 - d. Summer Yard Sale, 8/5/2023
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.

OAK PARK 2, 70 Units, 100% Tax Credit

1. Vacancy:
 - a. 0 vacancies
2. Reporting & Audits Pending
 - a. None
3. Resident Services
 - a. Youthworks daily activity, 6 hours a day Mon- Fri
 - b. Summer Camp, 3 hours a day, Mon- Thurs
 - c. Food Distribution, 2 times a month
 - d. Summer Yard Sale, 8/5/2023
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.





Tynan Village

A P A R T M E N T S

323 Front Street, Ste 111 • Salinas, CA 93901 • 831-757-3192



BULLETIN BOARD

Tynan Staff Members

Property Manager

Michelle Verdin

Assistant Property

Manager

Vanesa Almeyda

Resident Coordinator

Danielle Collazo

Lead Maintenance

Jose Astorga

Important Numbers

After-Hours

Emergency

831.755.5711

Security

831.769.1779

Onsite Security

831.783.7388

Nonemergency

Dispatch

831.758.7321



K149708

AUGUST 2023



NOTES & NEWS

RA Animals

Please make sure you are cleaning up after your RA Animals. Failure to do so will result in a lease violation.

RA Animales

Por favor, asegúrese de limpiar los desechos de sus animales RA. El no hacerlo resultará en una violación del contrato de arrendamiento.

Balconies

Please ensure your balcony is clutter free. There should not be anything hanging over the balcony. Please be considerate of others below you by not disposing of anything from your balcony.

Balcones

Por favor, asegúrese de que su balcón esté libre de desorden. No debe haber nada colgando sobre el balcón. Por favor, sea considerado con los demás debajo de usted al no deshacerse de nada de su balcón.



HIGHLIGHTS

National Night Out

August 1, 2023, we will be hosting the Annual National Night Out! There will be games, goodies and more. Come have some fun between 4:00pm and 8:00pm. We will be located in front of the bakery.

Noche Nacional

¡El 1 de Agosto de 2023, organizaremos la Noche Nacional Anual! Habrá juegos, golosinas y más. Ven a divertirte entre las 4:00 pm y las 8:00 pm. Estaremos ubicados frente a la panadería.

Community Service Hours

Need Community Service Hours? Visit our office for more information!

Horas De Servicio Comunitario

¿Necesita horas de servicio comunitario? ¡Pasa por la oficina para obtener más información!

Loaves & Fishes Computers

Looking for a new computer or tablet? Loaves and Fishes Computers will be on site offering their services to the tenants.

Ordenadores Panes Y Peces

¿Está buscando una nueva computadora o tableta? Panes y Peces Computadoras estarán en el sitio ofreciendo sus servicios a los inquilinos.

Happy Summer!

After School Program



The After School Program is now open! Come pick up an application in the office from 9:00am-5:00pm Monday-Friday.

Despues del programa escolar

¡El programa después de la escuela ya está abierto! Venga a recoger una solicitud en la oficina de 9:00 a. m. a 5:00 p. m. de lunes a viernes.



August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August		Rent Is Due! 1 National Night Out! 4:00pm-8:00pm In Front of Bakery	2	3	4	5 Avoid LATE FEES PAY RENT NOW!
		6 National Sisters Day!	7	8 Loaves & Fishes Comp. In Front of Bakery 12:00-1:30	9 Food Bank 1:30-3:00	10
12	13 	14 Alisal Farmers Market 11:00am-4:00pm	15	16	17 Make & Explore Family Crafting Event @ John Steinbeck Library 3:00pm-4:30pm	18 19
19	20	21 National Senior Citizens Day!	22	23 Food Bank 1:30-3:00	24	25  PAL Car Show 10:00am-4:00pm Downtown
26	27 National Power Rangers Day!	28	29	30 National Beach Day!	31	

"This Month In History" AUGUST

1901: Louis Armstrong is born. His rich, gravelly voice and jazzy trumpet-playing made him one of the most influential figures in his genre and generation.

1911: The "Mona Lisa" is stolen from the Louvre! All Vincenzo Peruggia had to do to steal the Leonardo da Vinci painting was hide out in a closet and wait for the museum to close. The famous artwork was recovered two years later.

1936: The Berlin Olympics open with 3,963 athletes. The "hero of the games," African American Jesse Owens won four gold medals in track and field.

1944: The Forest Service authorizes Smokey Bear as the new face of fire prevention.

1955: A trusty source for wonderful, wacky and wild achievements, "The Guinness Book of Records" is published for the first time.

1965: "I Got You Babe" by Sonny & Cher hits No. 1. The duo's signature song would stay there for three weeks.

1978: Ben Abruzzo, Maxie Anderson and Larry Newman complete the first successful transatlantic balloon trip! Piloting the helium balloon Double Eagle II, it took them 137 hours to fly from Maine to Miserey, France, just northwest of Paris.

1981: MTV shows its first music video, "Video Killed the Radio Star" by the Buggles.

2006: Pluto is demoted. The International Astronomical Union voted to change Pluto's official label from ninth planet from the sun to dwarf planet.



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Haciendas 3 and Haciendas Senior

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Jul 01, 2023

Period Ending

Jul 31, 2023

Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 326 hours per year

DSS Site Visits

Jul 05, 2023

Jul 12, 2023

Jul 19, 2023

Jul 26, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 05, 2023	Healthy Lifestyles 2023: Sun Safety	11	2.50
Jul 12, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	3.00
Jul 19, 2023	JOBS: Seasonal Work	11	1.00
Jul 26, 2023	Stretch Your Dollar (Senior): with Summer Energy Savings	10	2.50

Totals **43** **9.00**

Additional Services and Education

Date	Topic	Participants	Hours
Financial			
Jul 26, 2023	Financial Literacy: SSA/SSI Retrieval Letter	10	2.50
Subtotal for Financial		10	2.50
Health and Wellness			
Jul 05, 2023	Food Distribution: Food Bank Distribution	23	4.50
Jul 12, 2023	Mental Health: Mental Health Awareness	5	1.00
Jul 19, 2023	Food Distribution: Food Bank Distribution	21	3.75
Subtotal for Health and Wellness		49	9.25

Totals **59** **11.75**

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 19, 2023	Transportation Assistance	1	0.50
Jul 19, 2023	Employment Counseling	11	2.75

Date	Topic	Residents	Hours
Jul 26, 2023	Translation	1	0.25

Totals **13** **3.50**

Social Service Coordination

Date	Administration Type	Hours
Jul 05, 2023	Service Coordination Administration	1.00
Jul 07, 2023	Recording Needs Assessment Surveys	0.75
Jul 12, 2023	Service Coordination Administration	1.00
Jul 14, 2023	Recording Needs Assessment Surveys	0.75
Jul 21, 2023	Recording Needs Assessment Surveys	0.75
Jul 26, 2023	Service Coordination Administration	0.25
Jul 28, 2023	Recording Needs Assessment Surveys	0.75

Total **5.25**

Donations

Date	Donor	Item Donated	Value
Jul 05, 2023	Food Bank of Monterey	Food Commodities	\$230.00
Jul 19, 2023	Food Bank of Monterey	Food Commodities	\$210.00

Total **\$ 440.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 12, 2023	Socials, General: Summer Social	10	3.00
Jul 26, 2023	Bingo/Loteria: Bingo with LifeSTEPS	7	2.50

Totals **17** **5.50**

Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Food Distribution

Jul 19, 2023



BINGO

Jul 26, 2023



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Haciendas I and II

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Jul 01, 2023

Period Ending

Jul 31, 2023

Service Requirements

CTCAC: Adult Educational classes 60 hours per year, Service Coordination 406 hours per year and individualized Health and Wellness services 117 hours per year

DSS Site Visits

Jul 07, 2023

Jul 11, 2023

Jul 14, 2023

Jul 17, 2023

Jul 21, 2023

Jul 24, 2023

Jul 28, 2023

Jul 31, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 07, 2023	Healthy Lifestyles 2023: Sun Safety	10	1.00
Jul 14, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	3.00
Jul 21, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	4.00
Jul 28, 2023	Stretch Your Dollar: with Summer Energy Savings	11	4.00

Totals

43

12.00

Additional Services and Education

Date	Topic	Participants	Hours
Employment			
Jul 24, 2023	Resume Workshops: Resume Workshop	4	2.00
Subtotal for Employment		4	2.00
Financial			
Jul 11, 2023	Budgeting: Summer Trips on a Budget	11	4.00
Jul 14, 2023	Utilities: HEAP Workshop	3	2.00
Subtotal for Financial		14	6.00
Health and Wellness			
Jul 07, 2023	Mental Health: Mental Health Awareness	10	2.00

Date	Topic	Participants	Hours
Health and Wellness			
Jul 17, 2023	Nutrition: Healthy Meals for a Healthy Mind	10	3.00
Jul 31, 2023	Food Distribution: Food Bank Distribution	17	4.00
Subtotal for Health and Wellness		37	9.00

Totals **55** **17.00**

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 07, 2023	Transportation Assistance	1	0.25
Jul 07, 2023	Healthy Lifestyles	10	2.50
Jul 11, 2023	Healthy Lifestyles	1	1.00
Jul 17, 2023	Healthy Lifestyles	1	1.00
Jul 24, 2023	Healthy Lifestyles	1	1.00
Jul 28, 2023	Healthy Lifestyles	1	0.25

Totals **15** **6.00**

Social Service Coordination

Date	Administration Type	Hours
Jul 07, 2023	Service Coordination Administration	0.25
Jul 11, 2023	Service Coordination Administration	2.00
Jul 14, 2023	Service Coordination Administration	1.00
Jul 17, 2023	Service Coordination Administration	0.50
Jul 21, 2023	Service Coordination Administration	2.00
Jul 24, 2023	Service Coordination Administration	0.50
Jul 28, 2023	Service Coordination Administration	1.75
Jul 31, 2023	Service Coordination Administration	3.00

Total **11.00**

Donations

Date	Donor	Item Donated	Value
Jul 31, 2023	Food Bank of Monterey	Food Commodities	\$170.00

Total **\$ 170.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 17, 2023	Socials, General: July Birthday Social	10	2.50

Date	Event	Participants	Hours
Jul 24, 2023	Socials, General: July Goodie Bags	43	3.50

Totals **53** **6.00**

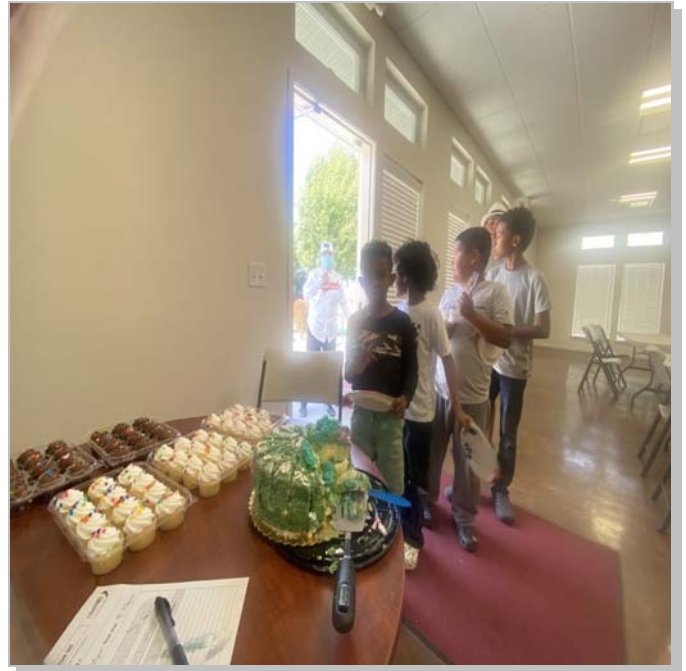
Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Mental Health Awareness & Sun Safety

Jul 07, 2023



July Birthday Social

Jul 17, 2023



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Rippling River

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

Jul 01, 2023

Period Ending

Jul 31, 2023

Administrative Comments

Due to staff scheduling, Service hours were reduced and will be made up.

DSS Site Visits

Jul 06, 2023

Jul 20, 2023

Jul 27, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 06, 2023	Healthy Lifestyles 2023 (Senior): Sun Safety	10	2.00
Jul 20, 2023	Healthy Lifestyles 2023 (Senior): Seasonal Healthy Meals	11	3.00
Jul 27, 2023	Healthy Lifestyles 2023 (Senior): Mental Health Support	11	2.50

Totals 32 7.50

Additional Services and Education

Date	Topic	Participants	Hours
Financial			
Jul 06, 2023	Budgeting: Summer Trips on a Budget	11	2.00
Subtotal for Financial		11	2.00

Totals 11 2.00

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 06, 2023	Counseling/Mental Health	2	0.50
Jul 06, 2023	Healthy Lifestyles	10	2.50
Jul 20, 2023	Utilities	1	0.50
Jul 20, 2023	Computer/Technology	1	0.50
Jul 20, 2023	Translation	1	1.00
Jul 27, 2023	Healthy Lifestyles	11	2.75

Totals 26 7.75

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 20, 2023	Crafts: Arts and Crafts	3	2.00
Jul 27, 2023	Socials, General: July Birthday Celebration	9	2.00

Totals 12 4.00

Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Arts and Crafts

Jul 20, 2023



July Birthday Social

Jul 27, 2023



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Castroville Farm Labor Center

Property Owner: Housing Authority County of Monterey
Property Management Company: Housing Authority County of Monterey
Director of Social Services: Martha Rodriguez

Period Beginning

Jul 01, 2023

Period Ending

Jul 31, 2023

Administrative Comments

During this period, LifeSTEPS observed the Independence Day holiday. Due to the holiday(s), Service hours were reduced. Service make-up hours were applied during this period.

Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 400 hours per year

DSS Site Visits

Jul 05, 2023

Jul 11, 2023

Jul 12, 2023

Jul 18, 2023

Jul 19, 2023

Jul 25, 2023

Jul 26, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 11, 2023	JOBS: Seasonal Work	12	1.00
Jul 12, 2023	Healthy Lifestyles 2023: Sun Safety	12	1.00
Jul 18, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	12	1.00
Jul 25, 2023	Stretch Your Dollar: with Summer Energy Savings	12	0.50

Totals 48 3.50

Additional Services and Education

Date	Topic	Participants	Hours
Financial			
Jul 26, 2023	Utilities: HEAP Workshop	3	2.00
Subtotal for Financial		3	2.00

Totals 3 2.00

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 11, 2023	Employment Counseling	12	3.00
Jul 12, 2023	Healthy Lifestyles	12	3.00
Jul 18, 2023	Computer/Technology	1	0.50
Jul 18, 2023	Healthy Lifestyles	12	3.00

Date	Topic	Residents	Hours
Jul 25, 2023	Rental	2	1.50
Jul 25, 2023	Financial Budgeting	12	3.00

Totals **51** **14.00**

Social Service Coordination

Date	Administration Type	Hours
Jul 05, 2023	Service Coordination Administration	2.50
Jul 11, 2023	Service Coordination Administration	1.00
Jul 12, 2023	Service Coordination Administration	1.00
Jul 18, 2023	Service Coordination Administration	0.50
Jul 19, 2023	Service Coordination Administration	1.00
Jul 26, 2023	Service Coordination Administration	1.00

Total **7.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 05, 2023	Socials, General: 4th of July Social	7	2.50
Jul 19, 2023	Socials, General: Donut Social	10	2.00
Jul 19, 2023	Crafts: Arts and Crafts	6	2.00
Jul 26, 2023	Socials, General: Friendship Day Social	14	2.00

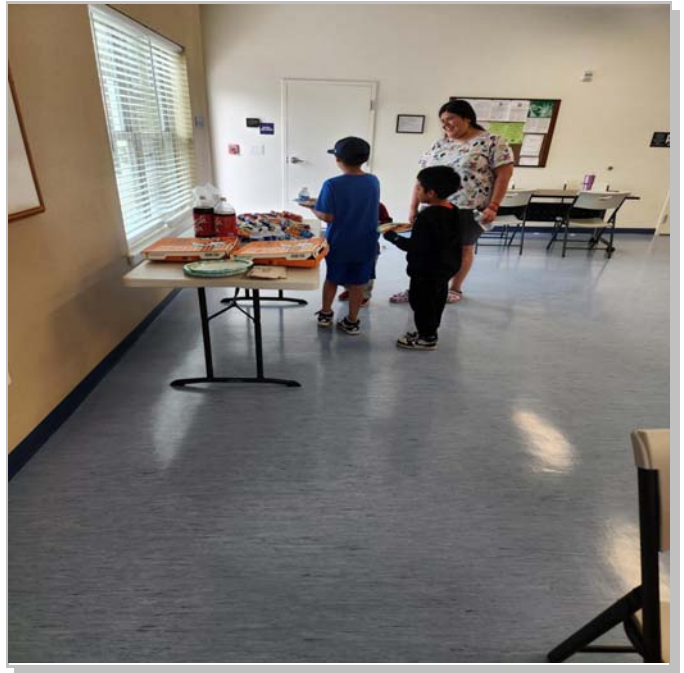
Totals **37** **8.50**

Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Donut Social
Jul 19, 2023



Friendship Day Social
Jul 26, 2023



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One Parkside

Property Owner: Housing Authority County of Monterey
Property Management Company: Housing Authority County of Monterey
Director of Social Services: Martha Rodriguez

Period Beginning

Jul 01, 2023

Period Ending

Jul 31, 2023

Administrative Comments

Service make-up hours were applied during this period.

DSS Site Visits

Jul 07, 2023

Jul 14, 2023

Jul 21, 2023

Jul 28, 2023

Jul 31, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 07, 2023	Healthy Lifestyles 2023 (Senior): Sun Safety	12	1.00
Jul 14, 2023	Stretch Your Dollar (Senior): with Summer Energy Savings	12	1.00
Jul 21, 2023	Healthy Lifestyles 2023 (Senior): Seasonal Healthy Meals	12	1.00
Jul 28, 2023	Healthy Lifestyles 2023 (Senior): Mental Health Support	12	1.00

Totals 48 4.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Jul 21, 2023	Exercise: Exercise Class	4	1.00
Subtotal for Health and Wellness		4	1.00
Life Skills Education			
Jul 07, 2023	Arts and Music: Painting Class	7	2.50
Subtotal for Life Skills Education		7	2.50

Totals 11 3.50

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 07, 2023	Healthy Lifestyles	12	3.00
Jul 14, 2023	Utilities	1	0.25
Jul 14, 2023	Financial Budgeting	12	3.00
Jul 14, 2023	Translation	1	0.25
Jul 21, 2023	Healthy Lifestyles	12	3.00

Date	Topic	Residents	Hours
Jul 28, 2023	Utilities	1	0.50
Jul 28, 2023	Counseling/Mental Health	12	3.00
Jul 28, 2023	Computer/Technology	2	1.00
Jul 31, 2023	Medical	1	0.50
Jul 31, 2023	Computer/Technology	1	0.50
Jul 31, 2023	Translation	1	0.50

Totals 56 15.50

Social Service Coordination

Date	Administration Type	Hours
Jul 07, 2023	Service Coordination Administration	1.50
Jul 14, 2023	Service Coordination Administration	1.00
Jul 21, 2023	Service Coordination Administration	1.00
Jul 28, 2023	Service Coordination Administration	0.50
Jul 31, 2023	Service Coordination Administration	2.50

Total 6.50

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 14, 2023	Bingo/Loteria: Bingo	8	2.00
Jul 21, 2023	Socials, General: Lunch Social	13	2.00
Jul 28, 2023	Socials, General: Donut Social	17	2.00
Jul 31, 2023	Socials, General: Friendship Day Social	16	2.00
Jul 31, 2023	Games: Puzzle and Board Games	6	2.00

Totals 60 10.00

Percent of units served during the past 12 months: 92.5%

Resident Services in Action



Painting Class

Jul 07, 2023



Friendship Day Social

Jul 31, 2023



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Fanoe Vista

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Martha Rodriguez

Period Beginning

Jul 01, 2023

Period Ending

Jul 31, 2023

Administrative Comments

During this period, LifeSTEPS observed the Independence Day holiday. Due to the holiday(s) and staff scheduling, After School Program hours were reduced. Shortages due to staff scheduling will be made up. Service make-up hours were applied during this period.

Service Requirements

CTCAC: Adult Educational Classes 84 hours per year, After School Programs 10 hours per week

DSS Site Visits

Jul 03, 2023

Jul 10, 2023

Jul 17, 2023

Jul 24, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Jul 03, 2023	Healthy Lifestyles 2023: Sun Safety	12	1.00
Jul 10, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	12	1.00
Jul 17, 2023	JOBS: Seasonal Work	12	1.00
Jul 24, 2023	Stretch Your Dollar: with Summer Energy Savings	12	1.00

Totals

48

4.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Jul 10, 2023	Food Distribution	22	2.00
Subtotal for Health and Wellness		22	2.00

Totals

22

2.00

After School Program

LifeSTEPS provides an after school program that provides a safe, caring, and academically challenging environment in which children may develop their self-esteem, creativity, learning and social skills through the use of age-appropriate activities and materials. The children concentrate on homework and academics for the first portion of each meeting. After completion of homework, the children participate in activities from the LifeSTEPS' After School Program Curriculum.

Program Coordinator(s): Amy Cota, Severo Gasca Pantoja

Week Ending Date	Activities from LifeSTEPS Curriculum	Participants for Week	Class Hours for Week

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
Jul 08, 2023	Art Activities Holiday Activities Language Arts Puzzles/Activities	Physical Activities Summer Reading	12	7.50
Jul 15, 2023	Art Activities Physical Activities	Homework Summer Reading	19	10.00
Jul 29, 2023	Art Activities Language Arts Puzzles/Activities	Teambuilding Activities Outreach and Recruitment	21	5.00
Totals			52	22.50

Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 03, 2023	Healthy Lifestyles	12	3.00
Jul 10, 2023	Healthy Lifestyles	12	3.00
Jul 17, 2023	Employment Counseling	12	3.00
Jul 24, 2023	Financial Budgeting	12	3.00
Totals		48	12.00

Social Service Coordination

Date	Administration Type	Hours
Jul 03, 2023	Service Coordination Administration	1.00
Jul 17, 2023	Service Coordination Administration	1.00
Jul 24, 2023	Service Coordination Administration	1.00
Total		3.00

Donations

Date	Donor	Item Donated	Value
Jul 10, 2023	Food Bank of Monterey	Food Commodities	\$220.00
Total			\$ 220.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
Jul 03, 2023	Socials, General: 4th of July Social	5	2.00
Jul 10, 2023	Crafts: Painting Social	5	1.00
Jul 17, 2023	Socials, General: Ice Cream Social	7	2.00
Jul 24, 2023	Socials, General: July Birthday Social	4	2.00
Totals		21	7.00

Percent of units served during the past 12 months: 93.2%

Resident Services in Action



Food Distribution

Jul 10, 2023



July Social

Jul 24, 2023

Tenant Services – July 2023

Community Services Provided:

- Managed free fruit/vegetables/commodities distribution for Oak Park families from Food Bank
- Continued distribution of canned goods from the local Latter Day Saints church to families
- Provided all-day YouthWorks job skills program for teens
- Provided mentoring by phone for YW graduates
- Hosted 2 mentors during summer program for YW teens
- Provided elementary school robotics program with mentorship from YW graduate
- Hosted Boys & Girls Club teen program once a week
- Hosted United Way on Saturdays enrolling field workers in state grant program
- Provided day Learning Camp experience for elementary school students
- Distributed produce grown on YW farm by the teens – 105 lbs
- Provided swimming lessons at the Paso Robles Municipal Pool
- Took group of elementary school children to Library for weekly program
- Gave away breakfast bags from the Food Bank

<u>Participation</u>	<u>Total</u>
Youth Activities	118
Oak Park 1	154
Oak Park 2	145

Oak Park August 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 9:00 YouthWorks 4:30 YW Farming	2 9:00 YouthWorks 4:30 YW Farming	3 9:00 YouthWorks	4 4:30 YW Farming	5 8:00 Community Yard Sale 9:00 United Way	6
7 9:00 YouthWorks 4:30 YW Farming	8 9:00 YouthWorks 4:30 YW Farming	9 9:00 YouthWorks 4:30 YW Farming	10 9:00 YouthWorks	11 1:30 Food Distrib 4:30 YW Farming	12 9:00 United Way Farmerworker Grants	13
14 9:00 YouthWorks 4:30 YW Farming	15 9:00 YouthWorks 4:30 YW Farming	16	17 4:30 YW Farming	18 4:30 YW Farming	19	20
21 3:30 YouthWorks 4:30 YW Farming	22 4:30 YouthWorks 4:30 YW Farming	23 4:30 YouthWorks 4:30 YW Farming	24 4:00 Robotics 4:30 Study Hall 4:30 YouthWorks	25 1:30 Food Distrib 4:30 YW Farming	26	27
28 3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	29 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	30 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	31 4:00 Robotics 4:30 Study Hall 4:30 YouthWorks			

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Director of Housing Programs

RE: Housing Programs Report

DATE: August 17, 2023



HCV Updates

We spent \$4,490,612 in HAP for the month of July for the HCV programs, \$38,965 in HAP for Mainstream, and \$315,494 in HAP for the Emergency Housing Voucher program.

HACM hosted its first Annual Landlord Symposium on August 14th, we had approximately 70 attendees. The event was held in-person and via zoom. The landlords expressed appreciation for the event and hopes of this continuing.

Currently, we have 142 voucher holders searching for housing for all programs excluding EHV. The EHV program has 99 voucher holders searching.

Inspections are being performed daily to elevate the back log created during the Covid pandemic.

HUD completed the on-site VMS audit and are currently preparing the report. We should have the final report within 45 to 60 days. During the exit interview it was noted that the agency will receive a finding.

YARDI processes are being implemented into the daily workflow to increase accuracy and utilization software issues.

Project-Based Voucher Program

- ❖ East Garrison will be accepting applications soon. They have 15 project-based units.
- ❖ We currently have 670 project-based vouchers issued.

Project Based Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total units Leased	642	650	668	679	680	674	683					

Housing Choice Voucher Program

- ❖ Total Waiting List for HCV – **1,168 applications**
- ❖ Total Selected 645 applicants and 565 of the applicants are still being processed.

Issued/Leased Vouchers

2023	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Issued	54	34	35	42	17	122	106					
Leased	29	19	24	45	50	73	67					

Emergency Housing Vouchers

- ❖ **Vouchers terminated under the EHV program but not reissued by September 30th will not be available for continued use. According to the EHV Dashboard if our program does not reach 100% utilization by the September deadline, we will lose two vouchers.**
- ❖ Staff interviewed 21 families for Pajaro but only 1 family has leased up.
- ❖ Staff has leased all 29 vouchers for San Benito County and have another 20 scheduled for briefings. Staff is very excited to have met the goals of the MOU for San Benito.
- ❖ Total number of families searching is the following:
 - Total Searching: 99
 - Total Leased: **190**
 - **Briefings are scheduled weekly.**

Foster Youth Initiative Vouchers

- ❖ We are working on the referral process with Community Human Services and the Housing Resource Center to utilize these vouchers. Currently we have two referrals being processed.

Family Self-Sufficiency

- ❖ Participants – 67
- ❖ Escrowing – 35 families

REVISED
HOUSING CHOICE VOUCHER PROGRAM

(This chart has been revised; the success rate information must be verified before inclusion)
Utilization lease-up percentage rate each month for the following programs:

HCV Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded ACC	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917
Total units Leased	3,354	3381	3402	3439	3459	3483	3556					
Unit Utilization	68%	69%	69%	70%	71%	71%	72%					
Success Rate												

VASH Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	324	324	324	324	324	324	324	324	324	324	324	324
Total units leased	225	228	229	231	241	251	251					
Unit Utilization	69%	70%	71%	71%	74%	77%	77%					
Success Rate												

Mainstream Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	59	59	59	59	59	59	59	59	59	59	59	59
Total units Leased	22	20	20	22	24	25	29					
Unit Utilization	37%	34%	34%	37%	41%	42%	49%					
Success Rate												

Family Unification	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	42	42	42	42	42	42	42	42	42	42	42	42
Total units Leased	35	37	36	35	36	37	39					
Unit Utilization	83%	88%	86%	83%	86%	88%	93%					
Success Rate												

Emergency Housing Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	269	269	269	269	269	269	269	269	269	269	269	269
Total units Leased	79	89	114	141	151	162	190					
Unit Utilization	29%	33%	42%	52%	56%	60%	71%					
Success Rate												

Foster Youth Initiative Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	65	65	65	65	65	65	65	65	65	65	65	65
Total units Leased	0	0	0	0	0	0	0					
Unit Utilization	0%	0%	0%	0%	0%	0%	0%					
Success Rate												

Cumulative Overall, Success Rate: 72%-----Total Vouchers awarded including Mainstream is: 4,917.



CLOSED SESSION

The Board of Commissioners will meet in Closed Session for the following purpose and reason:

- A. Government Code Section 54957.6: This section permits closed session discussions of labor negotiations with employee organizations representing employees of the public housing board or agency.
- B. Government Code Section 54597: This section permits closed session discussions of certain matters relating to public employment, including personnel matters, evaluations, and disciplinary actions.
- C. Government Code Section 54956.9(d)(2): This section permits closed session discussions of certain matters relating to litigation involving the public housing board or agency.



COMMISSIONER COMMENTS

&

ADJOURNMENT