



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

DATE: MONDAY, NOVEMBER 27th, 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

1. CALL TO ORDER (Pledge of Allegiance)

Table with 3 columns: Name, PRESENT, ABSENT. Rows include Chair Hans Buder, Vice Chair Kathleen Ballesteros, and several Commissioners.

3. COMMENTS FROM THE PUBLIC

4. PRESENTATION

A. Service Award – Monica Carillo, 15 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 Annual Board Meeting held on September 25, 2023.

6. REPORTS OF COMMITTEES

Personnel Committee

Commissioner Ballesteros, Chairperson

Finance/Development Committee

Commissioners Buder

Monterey County Housing, Inc. &

Affordable Acquisitions

7. REPORT OF SECRETARY

A. Executive Report

8. INFORMATION

A. Human Resource Report

B. Finance Report

C. Property Management Report

D. Development Report

E. Housing Programs Report

9. CLOSED SESSION

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

A. 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.

10. COMMISSIONER COMMENTS

11. 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 December 18, 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:

Monica Carillo

For **15** years of loyal service as
an employee of the Housing Authority
of the County of Monterey

Zulieka Boykin
Zulieka Boykin
Executive Director/CEO





ACTION
MINUTES OF THE ANNUAL BOARD MEETING OF
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD SEPTEMBER 25, 2023

SUMMARY ACTION MINUTES

Based on guidance provided by Centers for Disease Control Prevention, Monterey County Public Health officials and Governor Newsom's Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform and by phone.

1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)

CALL TO ORDER:

Vice Chair Buder called the meeting to order at 5:00 p.m.

2. ROLL CALL:

PRESENT:

Vice Chair Hans Buder
Commissioner Kevin Healy
Commissioner Kathleen Ballesteros
Commissioner Francine Goodwin
Commissioner Mari Orozco

ABSENT:

Chairperson, Vacant

Also present: Zulieka Boykin, Executive Director; Jose Acosta, Director of Property Management; Nora Rubalcava, Development Analyst; James Maynard-Cabrera, Director of Human Resources; Michael Underwood, Director of Finance; Mayra Zesati, Asset Manager.
Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None

4. PRESENTATION

A. Welcome New Commissioner, Yuri Anderson.

Mrs. Anderson mentioned that she is part of the office of the Board of Supervisors and will need to recuse herself from matters related to her office.

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 July 24th, 2023.

There were no requests to remove items from the Consent Agenda. Commissioner Ballesteros made a motion to approve the item listed item, seconded by Commissioner Goodwin. The motion was carried through a roll call vote.

AYES: Buder, Healy, Ballesteros, Goodwin, Orozco

NOES: None

ABSENT: None

ABSTAIN: Anderson

6. REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported all items listed under New Business.

Finance and Development Committee: Commissioner Buder reported all items listed in the agenda. A suggestion was made for a comprehensive discussion on the agency's financials. It was proposed that a small group of commissioners gather for a session with the aim of deepening their understanding of financial reports and enhancing their ability to interpret them.

Monterey County Housing, Inc & Affordable Acquisitions: Ms. Boykin reported the possibility of creating a resolution to discontinue attendance at MCHI board meetings, given that HACM is no longer participating. This is a point to be considered in upcoming board meetings.

7. REPORT OF SECRETARY

A. Executive Report – Presented by Executive Director, Zulieka Boykin

Ms. Boykin delivered a critical update on the recent request for a rental increase at the Farm Labor Sites, underlining the imperative need for funding property repairs and securing state subsidies. Notably, she emphasized three crucial attributes: the requirement for clients to contribute 30% of their adjusted gross income, an exemption from California’s statewide rent control, and a proposed effective date in January 2024, pending USDA approval. Ms. Boykin stressed the significance of addressing the Farm Labor Center rents, highlighting that many current residents pay less than the required 30%, leading to financial challenges for the agency. She explained that without the approved rental increases, the agency faced returning funds to the state, jeopardizing property maintenance and improvements. While tenants expressed concerns and wrote letters to Supervisor Alejo, the proposed rent increases, if approved, would maintain affordability and ensure compliance with state criteria. The agency awaits responses and approvals, aiming to implement the rent increases in January 2024,

potentially phased in with state consent, to uphold property standards and avoid financial strain on the agency. Additionally, Ms. Boykin reported that The Housing Authority is actively collaborating with the Coalition of Homeless Service Providers (CHSP) to achieve full utilization of Emergency Housing Vouchers (EHV). Monthly meetings with the San Francisco HUD Field Office are underway to discuss Housing Choice Voucher (HCV) program. The agency is addressing findings and concerns from HUD's review of the HCV program's Voucher Management System (VMS) report, HACM is working on a Corrective Action Plan. Efforts with the City of Salinas for a waiver and funds for landlord incentives are in progress, and similar collaborations are ongoing with the County of Monterey, which has been awarded Bridge Funding for housing initiatives. Property Management is implementing Yardi Resident Screening for efficiency, cost reduction, and faster client eligibility. Various financial and administrative initiatives, including an EHV audit and Requests for Proposals for legal services, are in progress. The Development Department is considering replacing a limited partner for Pacific Meadows. The HCV Department is recommending a salary range increase, has been awarded funds, and is preparing for upcoming program changes. The Human Resources Department is gearing up for union negotiations, while the Finance Department coordinates Yardi training. Challenges and negotiations persist with MCHI/MCHI AA, including finalizing issues related to the HUD Audit and Parkside Two PBV Contract. The Fairview Project is expected to launch in mid-October, benefiting the EHV program, and discussions are ongoing for a new migrant worker site in Gonzales. The Housing Authority has surpassed leasing milestones for HCV vouchers, and various projects are in progress to enhance efficiency and support the community. Memo from the U.S. Department of Housing and Urban Development, confirming the approval of the housing agency's request for adjustment funding under the CY 2023 HAP Set-aside (as detailed in PIH Notice 2023-07), was shared along with a letter of intent for Pacific Meadows, a 200-unit low-income senior rental housing community in Carmel Valley, California. The letter outlined the intent for the Housing Authority of the County of Monterey to become the new limited partner in the project, currently owned by a tax credit limited partnership involving Human Good Affordable Housing.

8. NEW BUSINESS

A. Resolution 3095: Resolution to Increase Posted Salary for Director of Housing Programs Position

Motion to approve Resolution 3095: Resolution to Increase Posted Salary for Director of Housing Programs Position was made by Commissioner Ballesteros and seconded by Commissioner Goodwin. The board unanimously carried the motion through a roll call vote.

AYES: Buder, Healy, Ballesteros, Goodwin, Orozco, Anderson

NOES: None

ABSENT: None

B. Elections

Commissioner Healy nominated Hans Buder for the position of Board Chair, seconded by

Commissioner Ballesteros. Commissioner Orozco nominated Kathleen Ballesteros for the position of Vice Chair, seconded by Commissioner Anderson.

The board unanimously carried the motion through a roll call vote.

AYES: Buder, Healy, Ballesteros, Goodwin, Orozco, Anderson

NOES: None

ABSENT: None

Note: Item 10 B, Closed Session, was addressed prior to Item 9 due to time constraints and commissioner availability.

The Board of Commissioners met in Closed Session at 5:50 p.m. for the following purpose and reason:

- 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.

The Board of Commissioners reconvened at 6:24 p.m. following a closed session. No Action items to report.

9. **INFORMATION**

A. Human Resource Report – Presented by James Maynard-Cabrera, Director of Human Resources

Mr. Maynard-Cabrera highlighted the upcoming Health Enrollment Kick-Off, scheduled from October 1st to October 31st, as a crucial event for providing comprehensive benefits to employees. The communication strategy for this event was thoroughly outlined to ensure transparency and enhance employee understanding. Additionally, the report addressed ongoing union negotiations, covering submitted proposals and counteroffers. A closed session during the upcoming board meeting was scheduled to discuss relevant negotiation details. The report also explored the recruitment efforts for the Director of Housing Programs position, outlining challenges such as the necessity for a specialized skill set and a competitive hiring pool. Alternative recruitment strategies, including expanded outreach, an enhanced benefits package, and collaborative initiatives, were actively explored to attract top talent. In Recruitment & Staffing, the report detailed vacant positions, recent lateral transfers, terminated and temporary employees. Furthermore, workplace safety issues were addressed, presenting data on Workers' Comp Reportable Injuries, encompassing new, closed, and open claims over the years.

B. Finance Report – Presented by Michael Underwood, Director of Finance

Mr. Underwood is actively engaged in the review and improvement of processes within the procurement department by seeking guidance from the Santa Cruz County Housing Authority, gaining exposure to valuable tools that can be incorporated into HACM's bidding processes. Mr. Underwood provided an overview of HACM/HDC's non-quarterly financial reports, covering critical elements such as voucher funding, HCV payments, department transactional statistics, revenue sources by property, balance sheets, budget comparisons, and

12-month income statement reports for HACM, Voucher Program, and HDC. The Finance Operational Update emphasized a continued focus on audits, with ongoing audits for MCHI, HDC, King City, Tynan, and HACM spanning from 2021 to 2023. Notably, an audit of VMS reporting conducted by QAD from HUD identified the need for HACM to enhance procedures in Section 8 to improve the accuracy of performance information. Financials are subjected to a monthly review by operating managers, facilitated by a dedicated team of financial analysts. The report underscored ongoing efforts to review and update procurement policies, including a meeting with Senior Staff to ensure compliance. A need to strengthen the vendor authorization process was identified to prevent delays in payments arising from paper flow confusion between departments. The financial performance for HACM in July demonstrated favorable revenue of \$5.9M, with operating expenses at \$5.8M. S8 subsidies were favorable by 10%, and a gain of \$0.1M aligned with budgeted levels. HDC's performance in July showed revenue at \$0.2M, below budget by \$0.3M (42% below budget due to timing), and unfavorable expenses of \$0.08M, resulting in a net loss of \$0.14M. The combined entities reported a total bottom-line loss of \$0.03M for the month.

- C. Property Management Report – Presented by Jose Acosta, Director of Property Management Mr. Acosta highlighted the achievements and upcoming goals of the Property Management department. In August, the department successfully completed the Tax Credit Audit for East Salinas Family RAD, responded to all Tax Credit Audits, implemented Yardi Screening, and conducted physical and file audits for Farm Labor Sites. Looking ahead to September, the goals include completing Tax Credit Audits for Haciendas 1 and Haciendas 3, hosting visits from the U.S. Dept of Health and Human Services for PDM and CREA at Castroville FLC, addressing insurance claims and repairs for Casanova Plaza, and conducting necessary meetings for rent increases in all HACM managed sites. Voucher status for various properties was provided, showing a total monthly subsidy of \$231,370. Rent collection averages for HACM and HDC sites in August were 98% and 99%, respectively. Occupancy rates were outlined, with a total of 20 vacancies (excluding Pueblo del Mar), emphasizing the department's commitment to promptly lease all vacant units. Notable achievements include readiness for scheduled fire prevention city inspections at 801 South County RAD, completion of hazardous sidewalk repairs, and the initiation of mass annual recertifications. Additionally, meetings with residents at FLC properties were conducted to discuss rent increases, and discussions with MBS were initiated to digitize all Tax Credit files.
- D. Development Report – Presented by Nora Rubalcava, Development Analyst Mrs. Rubalcava provided an important update on the Development Department's progress, highlighting the successful approval of the second capital contribution for One Parkside, LP. Efforts to address challenges, including efforts to counteract increased property insurance premiums, ongoing physical needs assessments for compliance period completion, and collaborative budget submissions with HACM Finance and Property Management Agents. Additionally, the report outlines the exploration of potential development opportunities in Salinas and Greenfield, with scheduled meetings to explore these prospects. Project-specific updates cover One Parkside, LP's advancements, modifications to the 123 Rico CLEEN Loan, and ongoing audits and capital improvements across the portfolio.
- E. Housing Programs Report – Presented by Zulieka Boykin, Executive Director Ms. Boykin reported an update, highlighting a strategic focus on customer service and housing retention initiatives, resulting in reduced terminations. The report covered HCV program expenditures, terminations, annual and interim certifications, and voucher utilization

statistics. In August, \$5,043,298 in HAP was expended for HCV programs, showcasing ongoing efforts to increase inspections. The document detailed the status of Project-Based Voucher and Emergency Housing Voucher programs, including success rates and unit utilization for various voucher initiatives. The cumulative overall success rate was reported as 73%. The report also addressed ongoing efforts in the Foster Youth Initiative Vouchers and outlined potential consequences for unutilized vouchers in the Emergency Housing Voucher program.

10. CLOSED SESSION

The Board of Commissioners met in Closed Session at 7:00 p.m. 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.

The Board of Commissioners reconvened at 7:22 p.m. following a closed session. No Action items to report.

11. COMMISSIONER COMMENTS

The commissioners expressed their gratitude to all participants in today's meeting.

12. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros, Chairperson

Finance/Development Committee: Commissioners Buder

Monterey County Housing, Inc. & Affordable Acquisitions

MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin
Executive Director

RE: **Executive Director Report**

DATE: November 20, 2023



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

INFORMATIONAL UPDATE

The rental increase requested for the Farm Labor Sites: Chualar Farm Labor Center aka Vista Del Valle and Salinas Farm Labor Center has not been approved. An update will be available once approval is received.

CHSP – Coalition of Homeless Service Providers

- HCV staff is working diligently on remaining EHV voucher utilization. As of today, we have 253 vouchers leased. There are twelve vouchers remaining for lease-up. HUD denied reissuance of terminated vouchers after 09/30/2023 as a result our total allocation decreased from 269 to 265.

San Francisco HUD Field Office

- HUD issued the HCV SEMAP score and the agency received a “Standard”. This is great news for the Authority considering our starting point. We will strive to reach “High Performer” for the next annual review. The response to the areas of deficiencies has already been discussed with our representative.
- The Corrective Action Plan for the VMS audit has been submitted to HUD for approval. The close-out for the review has been submitted by our program analyst.
- HUD PBV technical assistance has scheduled the final on-site visit for December 18-20th. We will discuss the role of HCV in PBV contracts and recap phase I of the PBV process.
- Finalized agency voucher authorization with HUD representative. Twenty-two additional vouchers were awarded in 2022. The total ACC allocation is 5,117. The count is 265 EHV, 324 VASH, 65 FYI, 42 FAUP, 59 Mainstream, and 4362 regular HCV.

City of Salinas- Community Development Department

- This item is still pending ---The City has requested and was approved for a 90-day extension for the last remaining item under the PBV Violation letter.
- The City has received all items requested to complete the award of Housing Stabilization Funds for \$331,000. Due to the amount, the award must be presented at the December 5th City Council meeting. These funds will be used for landlord incentives and assistance for new voucher holders.

County of Monterey

- The Bridge Funding Application has been awarded. We are working with the County as well as our program manager with Health and Human Services to finalize next steps. The project timeline and more information will be available soon. The partnership is working very well, and no issues are foreseen at this time.

HACM/HDC

PROPERTY MANAGEMENT

- The Housing Department is working diligently on improving management, rent collections, and utilizing technology to improve efficiency.

FINANCE DEPARTMENT

- Currently, we have drafts of the FY22 audits for HACM and HDC. The final audits have an anticipated date of completion by December 1st. Even though FY22 has not been completed we have provided all required/requested documentation and begun collecting information for the FY23 audits.

DEVELOPMENT DEPARTMENT

- We have had several meetings with the city and other partners to start next steps for potential developments. More detailed reports will be available for the board to review in the upcoming months.
- Knight Development visit December 4-7th for training, site visits, and potential project discussions.

HCV DEPARTMENT

- The changes in processes will ensure that the agency meets all goals outlined in the VMS corrective action plan and continues to increase utilization efforts. The HCV 2020 waiting list has nearly been exhausted. We will begin using the lottery process for the next waiting list.
- The HAP contract for project-based units at the East Garrison project is in the final stages. Phase I will be completed within the next week.

HUMAN RESOURCES DEPARTMENT

- Addressing accountability, goal setting, and performance reviews for all staff. Staff morale is up, violations of the Standard of Conduct have decreased.

MCHI/MCHI AA

- We are working with MCHI Executive Director to finalize items for MOU. Most items have been resolved but discussions continue for finalization.

MISCELLANEOUS

- Met with Geoffrey Morgan CEO of CHISPA

- Nominated for Board Secretary position with CHSP
- Met with Marcus Griffin Principal and CFO for Milestone Housing Group
- Networking with other Housing Authority Directors throughout the state

BOARD RETREAT SUGGESTION

This is our first retreat as a board, and I would like to suggest we meet at the Monterey Marriott. We can book a meeting room and hotel rooms. Considering everyone's schedule, we could go on a Friday/Saturday or Saturday/Sunday.

The first day would be from 9:00am to 5:00pm. The room would have audio/visual equipment for presentations.

The second day we would return to the same meeting room but from 9:00am to 1:00pm.

Dates suggested: 01/05-06/24, 01/06-07/24
01/18-19/24, 01/19-20/24
02/09-10/24, 02/10-11/24
02/22-23/24, 02/23-24/24
03/14-15/24, 03/15-16/24

Please let me know your thoughts, concerns, or suggestions.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000
OFFICE OF PUBLIC AND INDIAN HOUSING
Quality Assurance Division

November 9, 2023

Zulieka Boykin
Executive Director
Housing Authority of the County of Monterey
123 Rico Street
Monterey, CA 93907

SUBJECT: Voucher Management System (VMS) Review Report - August 31, 2023
Housing Authority of the County of Monterey (CA033)

Dear Ms. Boykin:

Thank you for your agency's response of November 8, 2023, to the subject VMS review report.

The report was issued pursuant to the VMS review conducted by the Quality Assurance Division (QAD) for the Housing Authority of the County of Monterey. During the review areas of significant reporting deficiencies were identified, resulting in a Finding requiring a corrective action plan (CAP).

The corrective actions stated by the PHA and outlined in your response address the identified finding. The PHA should continue to work with their local field office to complete all goals identified in your corrective action plan.

The cooperation extended during the review and your assistance in helping us ensure VMS data integrity is much appreciated. Should you have any questions or concerns, please contact Rudy Rodriguez, Program Analyst, at Rudy.Rodriguez@hud.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cat Hausheer".

Cat Hausheer
Supervisory Program Analyst
Quality Assurance Division

cc : Gerard Windt, Director of Public Housing, San Francisco Field Office
Nebyu Tilahun, Division Director, Financial Management Center
Miguel Fontanez Sanchez, Director, Financial Management Division
Jon Wizard, Board Chair, Housing Authority of the County of Monterey

MEMORANDUM



TO: Board of Commissioners
FROM: Julio Hernandez & Carol Cordova-Anderson
THRU: Zulieka Boykin, Executive Director
RE: **FSS October Report**
DATE: November 13, 2023



Report for October and November 2023:

FSS Participation and Graduations:

2 Graduates for the month of October and November with over \$48,000 and will be applying for the homeownership program.

We had 5 FSS enrollments in October and November for a total of 95 Participants.

Community Outreach and FSS Presentations:

Programming FSS presentations at several local agencies like Hartnell's foster youth program and Monterey County homelessness coalition.

Will be attending City of Soledad's Housing and Development committee meeting on 11/13/2023.

Current Actions and Activities.

We are currently scheduled to have our FSS participant quarterly meeting projected for December 20th. Per program requirements we will be mailing all FSS participants their current FSS balance.

Future Goals and Plans:

We expect to have 100 participants in the FSS program and start looking for finance partners for our homeownership program. We hope that as more FSS participants graduate we can also increase our homeownership program.

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Director of Human Resources

RE: **Human Resources Report**

DATE: November 14, 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

❖ MOU Changes Successfully Implemented:

We are pleased to report that the proposed changes resulting from union negotiations have been successfully implemented. The 4% Cost of Living Adjustment for 2023 took effect on 10/14 and was reflected in all employees' paychecks on 11/03. The final edits of the revised MOU are currently in progress and will be available soon.

❖ Cariva Care Partnership to Address Workers' Compensation Claims:

This year has seen a notable increase in workers' compensation claims. In response, we have established a partnership with Cariva Care, a 24/7 nurse triage program. This initiative provides employees with access to a neutral, third-party medical professional who can assist in reporting on-the-job injuries promptly. This immediate response ensures that employees receive necessary medical treatment promptly, reducing the overall number of workers' compensation claims effectively.

❖ Focus on Training to Strengthen the Team:

Training remains a key focus at HACM, aimed at enhancing our team and the agency overall. The upcoming training schedule includes:

- Defensive Driver Course: 11/17/2023
- Yardi Training: Finance/Property Management: 12/12, 12/13, 12/14, & 12/15
- HCV: Project Base Voucher Training: 12/18, 12/19 & 12/20

❖ Open Enrollment Conclusion:

We are pleased to announce the successful conclusion of this year's Open Enrollment for health benefits. The team worked diligently to facilitate a smooth and efficient process, ensuring that all employees had the opportunity to review and make informed choices regarding their health coverage for the upcoming year. Our efforts were focused on providing comprehensive communication, educational resources, and personalized support to address any questions or concerns from our workforce.

II. RECRUITMENT & STAFFING

- a. Vacant Positions/Active Recruitments (2)
 - Director of Housing Programs
 - Housing Development Analyst
- b. New Employees/Internal Promotions (6)
 - Ricardo Ursua, Housing Programs Specialist
 - Guadalupe Guitierrez, Resident Caretaker
 - Priscila Ayala, Resident Caretaker
 - Diana Ruiz, HPS → Interim Director of Housing Programs
 - Giovanna Daigle, Accountant II → Housing Programs Analyst
 - Priscila Pacheco, Temp. Office Assistant → Office Assistant II
- c. Terminated Employees (3)
 - Ceasar De La Cruz, Warehouse Specialist
 - Alicia Calderon, Temporary Housing Programs Specialist
 - Eliazer Corona, Temporary Maintenance Employee
- d. Temporary Employees (1)
 - Brian Guevara - Office Assistant – Section 8

III. WORKPLACE SAFTEY ISSUES - Workers’ Comp Reportable Injuries

- a. New Claims
 - 1
- b. Closed Claims
 - 0
- c. Chart of Open Claims

Department	# of Claims
Housing Programs	4
Property Management	6
Maintenance	7
Human Resources	1
Finance	4
TOTAL	22

- d. Total Open Claims
 - 22

IV. EMPLOYEE RELATIONS CLAIMS – Reported Legal Issues

- a. New Claims
 - 0
- b. Closed Claims
 - 6

MEMORANDUM

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Mike Underwood, Director of Finance

RE: Status Report: Finance Report for September 2023

DATE: November 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

Audits continue to be a key focus for staff. We have open audits as follows:

- MCHI for 2021 and 2022
- HDC 2022 (final items submitted)
- King City 2022 (in for final partner review)
- Tynan 2022
- 1 Parkside 2022 (completing final capital contributions)
- HACM for 2022 and 2023. 2022 final items being completed.
- Agency continues meeting with NOVO twice a week for coordination purposes.

The Finance Department is transitioning from using in-house financial analysts to analysts from BDO. BDO is a mid-tier national accounting firm. They provide accounting services to many housing authorities. The Finance Department has been reduced from 14 personnel to 7. BDO provides the equivalent of 2 analysts for a total of 9 staff full-time equivalents.

To simplify financial reporting Finance is using a tool called SmartSheet. This tool allows Finance to load final documents and track completion of work. This tool will be used to review final financial documents with line managers and the ED.

Soon Rent Café and PayScan will be implemented. These two new modules will impact and help the Finance Department and the overall agency. Rent Café allows tenants to pay electronically and PayScan is an AP system that is based on paperless processing. Both will be more efficient methods than current practice.

Cash management continues to be a major focus. Finance is working with the ED to verify that all sources of funds are being appropriately charged for administration and bookkeeping fees. The agency has recovered funds from S8 that were due to the agency for the payment of S8 payroll. This process continues for each payroll so S8 pays their own payroll.

HACM performance for September:

- September revenue was \$6.4M or \$.9M favorable to budget or 17%
- YTD revenue is \$17.9M or \$1.4M favorable to budget or 8.5%
- September Operating expenses were \$5.8M or \$.5M unfavorable or 9.0%
- YTD operating expenses were \$17.5M or \$1.4M unfavorable or 8.5%
- September Gain was \$.5M with YTD Gain at \$.3M
- September budget for net income is \$.1M so actual performance is \$.4M favorable
- YTD budget for net income is \$.3M so actual performance is at budget

HDC performance for September:

- Revenue for the month was \$.26M or \$.24M below budget...timing related
- Expenses were \$.2M or .05M favorable
- Net gain for the month was \$.04M
- YTD revenue \$.7M versus \$1.5M budgeted or unfavorable by \$.8M
- YTD expenses were \$.85M versus \$.8M budget or unfavorable by \$.05M

Total September bottom-line gain for combined entities is \$.5M and \$.2M YTD. Budget for September was \$.3M and YTD \$.9M. September was favorable \$.2M and YTD was unfavorable \$.7M.

Board Action: Information only.

Voucher Funding and HCV Payments

	23-Jul	23-Aug	23-Sep	Total
HUD Grant - HAP Payments	\$ 4,736,439	\$ 4,434,895	\$ 5,121,417	\$ 14,292,751
Total Housing Assistance Payments	\$ 4,808,572	\$ 5,088,018	\$ 5,263,378	\$ 15,159,969

Finance Transactional Statistics - Aug 2023	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	27	5,024	2679	1,471,441	2706	1,476,465
Charges	8	5,838	1389	543,017	1397	548,855
Journal Entries	307	6,310,456	431	16,556,904	738	22,867,360
Payables	220	186,085	1198	962,499	1418	1,148,584
Checks	1182	5,285,792	191	1,284,655	1373	6,570,446
Transaction Amts Processed*	1744	\$ 11,793,195	5888	\$ 20,818,516	7632	\$ 32,611,711

REVENUE SOURCES BY PROPERTY

Aug-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	4,360.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ 4,360.00	\$ -	\$ -	
204	Oak Grove	4,060.00	0.00	1,260.00	HCV
552	Single Family Homes	7,325.00	0.00	13,915.00	HCV
555	Casanova	49,504.00	0.00	88,740.00	HCV
934	Jardines	11,096.00	0.00	7,042.00	HCV
960	Rippling River	31,756.00	0.00	87,121.00	HCV
965	Tynan Affordable	198,159.00	12,887.92	117,175.00	HCV
973	Monterey Affordable	56,753.00	0.00	18,068.00	HCV
974	Benito Affordable	67,568.00	750.00	46,320.00	HCV
980	Fanoe Vista	36,546.00	0.00	58,361.00	HCV
985	Haciendas 1	44,168.00	0.00	50,064.00	HCV
986	Haciendas 2	48,789.00	0.00	30,350.00	HCV
988	Haciendas Senior	12,845.00	0.00	45,501.00	HCV
989	Haciendas 3	37,605.00	0.00	47,678.00	HCV
990	Oak Park !	59,880.00	0.00	56,579.00	HCV
991	Oak Park 2	56,556.00	1,400.00	46,182.00	HCV / USDA
		\$ 722,610.00	\$ 15,037.92	\$ 714,356.00	
212	Portola Vista	22,890.00	0.00	96,396.00	PBRA
214	Montecito Watson	-2,217.00	0.00	4,195.00	PBRA
801	South County RAD	24,599.00	0.00	23,967.00	PBRA
802	Salinas Family RAD	114,441.00	0.00	53,652.00	PBRA
803	East Salinas Family RAD	155,754.00	0.00	51,266.00	PBRA
804	Gonzales Family RAD	27,693.00	0.00	6,157.00	PBRA
		\$ 343,160.00	\$ -	\$ 235,633.00	
992	One Parkside	30,928.00	0.00	116,616.00	PBV
		\$ 30,928.00	\$ -	\$ 116,616.00	
904	Chualar FLC	16,133.00	0.00	367.00	USDA
906	Salinas FLC	33,897.00	0.00	2,172.00	USDA
972	Benito FLC	76,128.00	0.00	16,845.00	USDA
984	Castroville FLC	54,231.00	0.00	42,527.00	USDA
		\$ 180,389.00	\$ -	\$ 61,911.00	
TOTAL		\$ 1,281,447.00	\$ 20,222.43	\$ 1,128,516.00	
		\$ -	\$ -	\$ -	

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

Period = Sept 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	4,964,123.12	4,246,013.02	718,110.10
Cash - Restricted	9,843,284.89	11,353,848.57	-1,510,563.68
Total Cash	14,807,408.01	15,599,861.59	-792,453.58
Accounts Receivable:			
Accounts Receivable - Tenants	912,013.64	922,936.09	-10,922.45
Accounts Receivable - Agency	336,946.07	353,934.62	-16,988.55
Accounts Receivable - Developer Fees	-71,499.45	-71,499.45	0.00
Accounts Receivable - Other	2,272,449.46	2,204,604.86	67,844.60
Accrued Interest Receivable	14,549,679.79	14,577,989.70	-28,309.91
Less: Allowance for Doubtful Accounts	-1,096,974.96	-1,091,136.96	-5,838.00
Total Receivables, Net of Allowance	16,902,614.55	16,896,828.86	5,785.69
Current Investments:			
Investments - Unrestricted	1,015,093.72	1,016,009.72	-916.00
Total Current Investments	1,015,093.72	1,016,009.72	-916.00
Prepaid Expenses			
Prepaid Expenses	452,992.83	293,353.69	159,639.14
Inventories, Net of Obsolete Inventories	500,509.25	470,342.01	30,167.24
I/F Due To/From - Parkside Two Rehab	288,938.75	288,938.75	0.00
Interprogram - Due From	-2,567,921.88	-3,321,223.40	753,301.52
TOTAL CURRENT ASSETS	31,399,635.23	31,244,111.22	155,524.01
NONCURRENT ASSETS			
Capital Assets:			
Land	3,569,623.47	3,569,623.47	0.00
Buildings & Improvements	21,251,256.67	21,251,256.67	0.00
Site Improvements	23,082.41	23,082.41	0.00
Furniture & Equipment	816,018.40	752,579.73	63,438.67
Less: Depreciation	-14,262,966.72	-14,262,966.72	0.00
Total Capital Assets, Net of Depreciation	11,397,014.23	11,333,575.56	63,438.67
Construction In Progress	653,621.00	522,621.00	131,000.00
Notes Receivable	72,428,614.14	72,428,614.14	0.00
Other Noncurrent Assets	11,567,425.44	11,567,425.44	0.00
Less: Accumulated Amortization	-573,304.40	-571,813.88	-1,490.52
TOTAL NONCURRENT ASSETS	95,473,370.41	95,280,422.26	192,948.15

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

Period = Sept 2023

	Balance	Beginning	Net
TOTAL ASSETS	126,873,005.64	126,524,533.48	348,472.16
LIABILITIES & EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-85,993.14	-226,158.48	140,165.34
Accounts Payable - Other	1,172,203.05	1,139,398.31	32,804.74
Accrued Wages/Taxes/Benefits Payable	767,823.08	737,275.77	30,547.31
Accrued Interest Payable	686,514.28	674,890.86	11,623.42
Accounts Payable - Agency	2,396.08	2,387.36	8.72
Tenant Security Deposits	101,681.34	102,903.84	-1,222.50
Total Accounts Payable	2,644,624.69	2,430,697.66	213,927.03
Deferred Revenues	1,261,037.35	1,239,720.38	21,316.97
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	455,580.14	459,266.22	-3,686.08
Other Current Liabilities	113,077.20	188,077.20	-75,000.00
TOTAL CURRENT LIABILITIES	4,504,319.38	4,347,761.46	156,557.92
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,614,566.70	7,759,053.33	-144,486.63
Long-Term Subordinate Debt	-1,097,290.55	-1,097,290.55	0.00
Other Noncurrent Liabilities	714,325.00	714,325.00	0.00
TOTAL NONCURRENT LIABILITIES	7,231,601.15	7,376,087.78	-144,486.63
TOTAL LIABILITIES	11,735,920.53	11,723,849.24	12,071.29
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,486,651.45	105,486,651.45	0.00
Current Year Retained Earnings	9,650,433.37	9,314,032.50	336,400.87
TOTAL LIABILITIES AND EQUITY	126,873,005.35	126,524,533.19	348,472.16

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

Period = Sept 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,509,147.57	1,356,372.45	152,775.12
Cash - Restricted	1,738,473.39	1,722,080.62	16,392.77
Total Cash	3,247,620.96	3,078,453.07	169,167.89
Accounts Receivable:			
Accounts Receivable - Tenants	54,476.85	53,599.78	877.07
Accounts Receivable - Agency	141,580.00	132,693.00	8,887.00
Accounts Receivable - Developer Fees	2,973,522.22	3,045,772.22	-72,250.00
Accounts Receivable - Other	1,103,057.86	1,207,396.82	-104,338.96
Accrued Interest Receivable	3,027,971.10	2,878,680.85	149,290.25
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	7,293,202.03	7,310,736.67	-17,534.64
Prepaid Expenses	1,807,810.95	1,722,495.05	85,315.90
Interprogram - Due From	-645,821.77	-216,947.77	-428,874.00
TOTAL CURRENT ASSETS	11,702,812.17	11,894,737.02	-191,924.85
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	-418,620.37	0.00
Total Capital Assets, Net of Depreciation	18,517,224.78	18,517,224.78	0.00
Construction In Progress	25,560,324.34	25,433,173.75	127,150.59
Notes Receivable	28,063,105.47	28,063,105.47	0.00
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	72,969,473.59	72,842,323.00	127,150.59
TOTAL ASSETS	84,672,285.76	84,737,060.02	-64,774.26

LIABILITIES & EQUITY

LIABILITIES

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

Period = Sept 2023

	Balance	Beginning	Net
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-51,265.89	-70,120.82	18,854.93
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	1,023,182.27	912,952.63	110,229.64
Tenant Security Deposits	106,966.50	103,530.00	3,436.50
Total Accounts Payable	2,262,972.47	2,130,451.40	132,521.07
Deferred Revenues	196,056.57	187,357.50	8,699.07
Developer Fees Payable	404,393.00	404,393.00	0.00
Other Current Liabilities	-6,275.43	-12,468.32	6,192.89
TOTAL CURRENT LIABILITIES	2,857,146.61	2,709,733.58	147,413.03
NONCURRENT LIABILITIES			
Long-Term Hard Debt	28,282,243.90	28,334,197.35	-51,953.45
Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
TOTAL NONCURRENT LIABILITIES	41,554,493.90	41,606,447.35	-51,953.45
TOTAL LIABILITIES	44,411,640.51	44,316,180.93	95,459.58
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	33,129,057.64	33,129,057.64	0.00
Current Year Retained Earnings	7,131,587.61	7,291,821.45	-160,233.84
TOTAL LIABILITIES AND EQUITY	84,672,285.76	84,737,060.02	-64,774.26

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

Period = Oct 2022-Sep 2023

	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Total
REVENUE:													
Tenant Rents	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	118,734.50	116,101.00	104,594.50	1,233,295.50
Tenant Subsidies	104,090.00	100,776.00	99,431.00	98,398.00	97,477.00	98,377.00	104,978.00	101,198.00	98,581.71	123,624.00	106,600.00	104,390.00	1,237,920.71
Other Tenant Income	535.00	10,962.50	9,241.00	0.00	0.00	580.00	42.00	27,919.00	317.00	117,824.00	1,325.00	2,362.00	171,107.50
Total Tenant Revenue	208,273.75	209,818.25	207,418.75	194,310.75	194,002.75	197,807.75	199,257.00	218,164.00	217,715.71	360,182.50	224,026.00	211,346.50	2,642,323.71
HUD Operating Grants	44,341.00	49,050.00	-54,093.00	45,165.00	153,641.00	45,873.00	0.00	0.00	0.00	0.00	0.00	0.00	283,977.00
Section 8 HAP Subsidies	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	4,736,439.00	4,434,895.00	5,121,417.00	50,806,700.00
Section 8 Administrative Fees	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	371,151.00	499,093.00	726,685.87	5,360,979.84
Operating Grants (Non-HUD)	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	0.00	0.00	0.00	188,516.25
Other Income	212,607.69	202,033.66	180,955.52	232,411.22	197,912.84	194,295.74	171,723.80	146,235.12	307,938.47	313,154.26	195,400.80	191,248.33	2,545,917.45
Interest Income	177,229.15	172,655.14	179,076.30	146,941.64	136,194.56	144,573.28	140,928.40	111,027.85	576,334.17	177,132.47	165,927.41	132,209.04	2,260,229.41
Total Revenue	4,988,348.03	4,010,463.85	4,900,215.13	4,922,964.50	5,083,292.87	4,879,232.77	6,256,582.46	5,261,822.52	5,925,413.35	5,958,059.23	5,519,342.21	6,382,906.74	64,088,643.66
EXPENSES:													
Administrative	508,716.42	512,030.06	801,372.61	527,456.82	513,711.02	500,858.92	532,923.88	512,650.51	700,996.17	551,107.48	516,661.77	462,731.85	6,641,217.51
Administrative Fees	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	18,096.09	17,305.09	18,953.09	203,170.08
Tenant Services	24,179.30	48,830.40	84,567.13	52,447.22	91,241.98	64,036.63	80,421.37	68,596.26	91,843.88	88,450.14	136,466.24	61,521.62	892,602.17
Utilities	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	45,146.95	58,827.33	47,161.21	459,291.59
Maintenance	176,957.72	165,923.65	144,711.72	170,401.00	134,528.80	117,762.71	108,326.93	113,514.89	115,550.93	208,829.44	110,461.06	135,013.69	1,701,982.54
Protective Services	1,847.58	0.00	565.86	3,853.85	783.00	0.00	993.00	0.00	5,893.35	11,721.00	12,162.68	10,200.00	48,020.32
Insurance	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	23,831.45	16,120.61	15,264.11	308,931.19
Other General Expenses	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	37,735.96	30,762.67	34,325.43	579,840.29
Payments in Lieu of Taxes	1,628.77	0.00	19,600.00	0.00	6,000.00	2,152.18	0.00	468.00	0.00	82,946.23	0.00	289.07	113,084.31
Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,826.00	0.00	0.00	0.00	2,826.00
Housing Assistance Payments	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	4,539,404.83	4,703,393.85	4,660,663.49	4,910,622.19	5,079,541.33	53,292,130.63
FSS Escrows	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	15,126.00	16,001.00	15,440.00	214,115.00
Total Operating Expenses	4,817,039.83	4,845,659.09	5,213,065.20	5,041,986.47	5,447,073.85	5,170,333.63	5,367,603.33	5,343,133.12	5,761,830.84	5,743,654.23	5,825,390.64	5,880,441.40	64,457,211.63
Interest Expense	14,209.06	14,056.60	29,185.20	54,472.94	13,729.98	14,100.39	13,947.75	14,056.46	13,903.77	54,362.36	-1,028.33	13,894.27	248,890.45
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	6,800.00	0.00	10,800.00	14,200.00	0.00	0.00	0.00	31,800.00
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,702.22	0.00	0.00	0.00	5,702.22
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537,324.23	0.00	0.00	0.00	537,324.23
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	36,234.12	496.84	496.84	496.84	41,699.36

VOUCHER PROGRAM ONLY
Income Statement

Period = Oct 2022-Sep 2023

	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Total
REVENUE:													
Tenant Subsidies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,110.17	0.00	0.00	0.00	-1,110.17
Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	25.00
Total Tenant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	-1,110.17	0.00	0.00	0.00	-1,085.17
Section 8 HAP Subsidies	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	4,736,439.00	4,434,895.00	5,121,417.00	50,806,700.00
Section 8 Administrative Fees	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	371,151.00	499,093.00	726,685.87	5,360,979.84
Other Income	40,126.22	15,964.72	567.10	9,658.33	11,349.20	12,863.98	0.00	0.00	0.00	0.00	0.00	0.00	90,529.55
Interest Income	46.50	45.00	45.00	48.01	42.01	46.50	42.01	49.51	42.94	46.51	46.51	43.51	544.01
Total Revenue	4,356,851.72	3,366,192.69	4,363,492.10	4,291,030.34	4,392,249.21	4,309,593.48	5,721,754.01	4,744,329.51	4,822,357.77	5,107,636.51	4,934,034.51	5,848,146.38	56,257,668.23
EXPENSES:													
Administrative	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	252,724.27	210,033.69	221,142.88	2,819,591.86
Tenant Services	24,179.30	24,643.74	72,473.80	40,353.89	79,099.15	51,270.52	68,328.04	68,596.26	79,750.55	76,356.77	136,466.24	61,521.62	783,039.88
Maintenance	802.85	783.41	725.01	626.62	550.62	804.61	597.50	1,895.21	697.71	933.26	917.22	866.66	10,200.68
Insurance	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	4,761.05	4,847.23	4,675.79	109,605.58
Other General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,417.50	1,417.50
Housing Assistance Payments	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	4,675,391.83	4,849,682.85	4,800,910.49	5,088,018.19	5,263,378.33	54,753,742.63
FSS Escrows	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	15,126.00	16,001.00	15,440.00	214,115.00
Total Operating Expenses	4,291,030.25	4,252,259.07	4,464,338.31	4,559,758.02	4,989,962.62	4,702,359.01	4,952,291.14	5,000,416.71	5,303,759.81	5,150,811.84	5,456,283.57	5,568,442.78	58,691,713.13
NET INCOME	65,821.47	-886,066.38	-100,846.21	-268,727.68	-597,713.41	-392,765.53	769,462.87	-256,087.20	-481,402.04	-43,175.33	-522,249.06	279,703.60	-2,434,044.90

**Monterey County Housing Development Corporation
Income Statement**

Period = Oct 2022-Sep 2023

	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Total
REVENUE:													
Tenant Rents	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	55,327.00	56,218.00	56,829.00	609,029.00
Tenant Subsidies	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	102,772.00	104,113.00	102,655.00	1,223,022.00
Other Tenant Income	1,052.00	6,214.00	9,013.50	622.00	612.00	656.00	1,505.00	588.00	656.00	564.00	1,183.00	564.00	23,229.50
Total Tenant Revenue	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	158,663.00	161,514.00	160,048.00	1,855,280.50
Other Income	20,247.20	20,174.95	35,168.09	355,646.15	5,639.50	12,139.20	6,022.20	5,555.50	151,539.67	5,582.46	5,912.44	49,661.54	673,288.90
Interest Income	50,364.03	49,453.07	49,010.00	51,301.58	48,466.63	50,962.53	58,734.05	52,084.88	50,038.81	50,098.12	50,111.99	49,086.06	609,711.75
Total Revenue	219,520.23	228,877.02	241,634.59	554,193.73	203,857.13	210,264.73	214,571.25	212,595.38	362,089.48	214,343.58	217,538.43	258,795.60	3,138,281.15
EXPENSES:													
Administrative	125,087.89	96,183.44	135,707.37	104,237.22	106,934.49	103,191.71	149,626.95	172,303.82	100,692.51	107,035.05	77,918.16	76,501.04	1,355,419.65
Administrative Fees	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	18,880.67	21,016.88	21,009.62	230,136.66
Tenant Services	0.00	82.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	530.09	0.00	612.31
Utilities	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	15,268.28	24,311.68	17,392.59	234,648.24
Maintenance	34,511.84	38,334.08	35,122.88	42,408.17	51,365.32	16,341.65	19,526.55	23,031.46	17,403.89	33,710.25	50,242.24	18,659.21	380,657.54
Protective Services	0.00	0.00	0.00	847.50	0.00	0.00	210.00	0.00	1,346.61	592.50	0.00	0.00	2,996.61
Insurance	-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	2,891.49	2,280.14	23,076.93	121,967.77
Other General Expenses	0.00	0.00	25.00	15.94	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	6,040.94
Payments in Lieu of Taxes	95,415.65	0.00	-84,660.00	0.00	12,800.00	321.05	0.00	5,927.02	0.00	976.38	0.00	0.00	30,780.10
Total Operating Expenses	289,087.35	175,324.13	155,444.33	194,991.89	226,583.21	160,437.68	228,670.24	242,509.56	177,918.23	179,354.62	176,299.19	156,639.39	2,363,259.82
Interest Expense	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	213,414.90	62,610.89	62,517.68	1,479,298.29
Extraordinary Maintenance	0.00	0.00	0.00	1,330.06	0.00	0.00	0.00	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	10,690.00	0.00	0.00	0.00	74.78	0.00	0.00	10,764.78
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	23,345.69	0.00	0.00	0.00	95,429.21
NET INCOME	-140,992.83	-17,482.65	3,523.82	286,881.16	-91,240.96	-30,383.25	-82,610.88	-684,334.64	105,073.06	-178,500.72	-21,371.65	39,638.53	-811,801.01

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2023-Sep 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	339,430.00	716,711.73	-377,281.73
Tenant Subsidies	334,614.00	319,619.01	14,994.99
Other Tenant Income	121,511.00	4,944.99	116,566.01
Total Tenant Revenue	<u>795,555.00</u>	<u>1,041,275.73</u>	<u>-245,720.73</u>
HUD Operating Grants	0.00	93,990.51	-93,990.51
Section 8 HAP Subsidies	14,292,751.00	13,032,801.51	1,259,949.49
Section 8 Administrative Fees	1,596,929.87	1,112,664.00	484,265.87
Operating Grants (Non-HUD)	0.00	136,440.00	-136,440.00
Other Income	699,803.39	587,432.22	112,371.17
Interest Income	475,268.92	474,042.00	1,226.92
Total Revenue	<u>17,860,308.18</u>	<u>16,478,645.97</u>	<u>1,381,662.21</u>
EXPENSES:			
Administrative	1,530,501.10	1,685,442.66	154,941.56
Administrative Fees	54,354.27	53,869.74	-484.53
Tenant Services	286,438.00	182,634.00	-103,804.00
Utilities	151,135.49	114,558.30	-36,577.19
Maintenance	454,304.19	731,355.24	277,051.05
Protective Services	34,083.68	2,616.00	-31,467.68
Insurance	55,216.17	98,004.72	42,788.55
Other General Expenses	102,824.06	165,384.55	62,560.49
Payments in Lieu of Taxes	83,235.30	21,624.00	-61,611.30
Bad Debts	0.00	0.00	0.00
Housing Assistance Payments	14,650,827.01	12,970,301.46	-1,680,525.55
FSS Escrows	46,567.00	62,499.99	15,932.99
Total Operating Expenses	<u>17,449,486.27</u>	<u>16,088,290.66</u>	<u>-1,361,195.61</u>
Interest Expense	67,228.30	119,643.00	52,414.70
Extraordinary Maintenance	0.00	6,138.99	6,138.99
Casualty Losses - Non-Capitalized	5,702.22	0.00	-5,702.22
Depreciation Expense	0.00	0.00	0.00
Amortization Exp	1,490.52	0.00	-1,490.52
NET INCOME	<u>336,400.87</u>	<u>264,573.32</u>	<u>71,827.55</u>

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2023-Sep 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	14,292,751.00	13,032,801.51	1,259,949.49
Section 8 Administrative Fees	1,596,929.87	1,112,664.00	484,265.87
Interest Income	136.53	0.00	136.53
Total Revenue	15,889,817.40	14,145,465.51	1,744,351.89
EXPENSES:			
Administrative	683,900.84	715,659.90	31,759.06
Tenant Services	274,344.63	144,540.00	-129,804.63
Maintenance	2,717.14	1,249.98	-1,467.16
Insurance	14,284.07	32,389.98	18,105.91
Other General Expenses	1,417.50	1,150.03	-267.47
Housing Assistance Payments	15,152,307.01	12,970,301.46	-2,182,005.55
FSS Escrows	46,567.00	62,499.99	15,932.99
Total Operating Expenses	16,175,538.19	13,927,791.34	-2,247,746.85
NET INCOME	-285,720.79	217,674.17	-503,394.96

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.**Budget Comparison**

Period = Jul 2023-Sep 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	168,374.00	465,192.00	-296,818.00
Tenant Subsidies	309,540.00	41,439.00	268,101.00
Other Tenant Income	2,311.00	1,698.00	613.00
Total Tenant Revenue	480,225.00	508,329.00	-28,104.00
Other Income	61,156.44	845,718.00	-784,561.56
Interest Income	149,296.17	131,259.00	18,037.17
Total Revenue	690,677.61	1,485,306.00	-794,628.39
EXPENSES:			
Administrative	261,454.25	327,489.00	66,034.75
Administrative Fees	60,907.17	71,598.00	10,690.83
Tenant Services	530.09	13,125.00	12,594.91
Utilities	56,972.55	94,905.00	37,932.45
Maintenance	102,611.70	103,548.00	936.30
Protective Services	592.50	828.00	235.50
Insurance	28,248.56	35,571.00	7,322.44
Other General Expenses	0.00	822.00	822.00
Payments in Lieu of Taxes	976.38	2,538.00	1,561.62
Total Operating Expenses	512,293.20	650,424.00	138,130.80
Interest Expense	338,543.47	149,571.00	-188,972.47
Casualty Losses - Non-Capitalized	74.78	0.00	-74.78
Depreciation Expense	0.00	34,551.00	34,551.00
NET INCOME	-160,233.84	650,760.00	-810,993.84

Housing Authority of the County of Monterey Monthly Budget Comparison

Period = Sep 2023

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	104,594.50	238,903.91	-134,309.41
Tenant Subsidies	104,390.00	106,539.67	-2,149.67
Other Tenant Income	2,362.00	1,648.33	713.67
Total Tenant Revenue	<u>211,346.50</u>	<u>347,091.91</u>	<u>-135,745.41</u>
HUD Operating Grants	0.00	31,330.17	-31,330.17
Section 8 HAP Subsidies	5,121,417.00	4,344,267.17	777,149.83
Section 8 Administrative Fees	726,685.87	370,888.00	355,797.87
Operating Grants (Non-HUD)	0.00	45,480.00	-45,480.00
Other Income	191,248.33	195,810.74	-4,562.41
Interest Income	132,209.04	158,014.00	-25,804.96
Total Revenue	<u>6,382,906.74</u>	<u>5,492,881.99</u>	<u>890,024.75</u>
EXPENSES:			
Administrative	462,731.85	561,814.22	99,082.37
Administrative Fees	18,953.09	17,956.58	-996.51
Tenant Services	61,521.62	60,878.00	-643.62
Utilities	47,161.21	38,186.10	-8,975.11
Maintenance	135,013.69	243,785.08	108,771.39
Protective Services	10,200.00	872.00	-9,328.00
Insurance	15,264.11	32,668.24	17,404.13
Other General Expenses	34,325.43	88,461.57	54,136.14
Payments in Lieu of Taxes	289.07	7,208.00	6,918.93
Bad Debts	0.00	0.00	0.00
Housing Assistance Payments	5,079,541.33	4,323,433.82	-756,107.51
FSS Escrows	15,440.00	20,833.33	5,393.33
Total Operating Expenses	<u>5,880,441.40</u>	<u>5,396,096.94</u>	<u>-484,344.46</u>
Interest Expense	13,894.27	39,881.00	25,986.73
Extraordinary Maintenance	0.00	2,046.33	2,046.33
Casualty Losses - Non-Capitalized	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00
Amortization Exp	496.84	0.00	-496.84
NET INCOME	<u>488,074.23</u>	<u>54,857.72</u>	<u>433,216.51</u>

VOUCHER PROGRAM ONLY Monthly Budget Comparison

Period = Sep 2023

	PTD Actual	PTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	5,121,417.00	4,344,267.17	777,149.83
Section 8 Administrative Fees	726,685.87	370,888.00	355,797.87
Interest Income	43.51	0.00	43.51
Total Revenue	5,848,146.38	4,715,155.17	1,132,991.21
 EXPENSES:			
Administrative	221,142.88	238,553.30	17,410.42
Tenant Services	61,521.62	48,180.00	-13,341.62
Maintenance	866.66	416.66	-450.00
Insurance	4,675.79	10,796.66	6,120.87
Other General Expenses	1,417.50	983.37	-434.13
Housing Assistance Payments	5,263,378.33	4,323,433.82	-939,944.51
FSS Escrows	15,440.00	20,833.33	5,393.33
Total Operating Expenses	5,568,442.78	4,643,197.14	-925,245.64
NET INCOME	279,703.60	71,958.03	207,745.57

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Monthly Budget Comparison

Period = Sep 2023

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	56,829.00	155,064.00	-98,235.00
Tenant Subsidies	102,655.00	13,813.00	88,842.00
Other Tenant Income	564.00	566.00	-2.00
Total Tenant Revenue	160,048.00	169,443.00	-9,395.00
Other Income	49,661.54	281,906.00	-232,244.46
Interest Income	49,086.06	43,753.00	5,333.06
Total Revenue	258,795.60	495,102.00	-236,306.40
EXPENSES:			
Administrative	76,501.04	109,163.00	32,661.96
Administrative Fees	21,009.62	23,866.00	2,856.38
Tenant Services	0.00	4,375.00	4,375.00
Utilities	17,392.59	31,635.00	14,242.41
Maintenance	18,659.21	34,516.00	15,856.79
Protective Services	0.00	276.00	276.00
Insurance	23,076.93	11,857.00	-11,219.93
Other General Expenses	0.00	274.00	274.00
Payments in Lieu of Taxes	0.00	846.00	846.00
Total Operating Expenses	156,639.39	216,808.00	60,168.61
Interest Expense	62,517.68	49,857.00	-12,660.68
Casualty Losses - Non-Capitalized	0.00	0.00	0.00
Depreciation Expense	0.00	11,517.00	11,517.00
NET INCOME	39,638.53	216,920.00	-177,281.47



MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director

FROM: Jose Acosta
Director of Housing Management

RE: **Property Management Report**

DATE: November 14, 2023

Goals:

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

- Completed property questionnaires for NEF's physical inspections for RAD sites.
- Completed CREA physical inspection for Haciendas 3.
- Complete bank account set up for all properties to accept online payments.
- Completed CREA file audit for Castroville.
- Completed assessment for MBS to scan all Tax Credit files.

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

- Complete File Audits for NEF for the RAD sites.
- Complete City Data Uploads for the City of Salinas.
- Complete CCRC physical inspections for Haciendas 3, 4 and Castroville.
- Complete orientations with residents for all sites for transition to Rent Café.
- Start file scanning for all tax credit site projects.

Property Updates:

- King City Migrant Center:
 - Rehabilitation of the King City Migrant Center continues as scheduled. HACM has now received the reimbursement payment for this process in the amount of \$653,000.00 and the center is now closed for the season. Management is currently working on the reporting for the end of season to be submitted to USDA and OMS.
- RAD properties:
 - Tax Credit Audits for South County RAD, Salinas Family RAD, East Salinas Family RAD and Gonzales Family RAD have been completed, the responses received, corrections completed and pending close out letters from TCAC.
 - Fencing Replacement for Gonzales Family RAD is currently being completed.
 - The contractor is currently working on the repairs to 1011 E Laurel after the traffic accident that caused damage to the site.

- Sump pumps for 44 Natividad are now replaced and working properly.
- Haciendas 1-4:
 - CCRC inspections for Haciendas 3 and 4 will be completed in the month of November.
 - City Data for the City of Salinas is being uploaded for Haciendas 1, 2, 3, and 4.
 - Solar panel cleaning for all Haciendas sites is scheduled for the month of November.
 - Resident Services continue as scheduled for all Haciendas sites.
 - PM is gathering replacement costs for the tankless water heaters at Haciendas 1 and 2. These water heaters have been in-place from 2012 and 2014 respectively and PM is recommending these units to be replaced.
- Portola Vista and Casanova:
 - Property management will be installing computers at the community rooms at these sites in anticipation of the implementation of Rent Café, some of the residents have expressed they have no access to a computer or cell phone to be able to create a user account for Rent Café. Management will be providing these computers to residents to enable them to use the Rent Café services. Alliance on Aging will be helping residents with these processes and training in how to use the computers.
- Pueblo Del Mar:
 - PM is working on relocating the remaining residents at PDM.
 - PM has now developed a scope of work for the necessary rehab for this site and once approved, the RFP will be released to the public, PM is looking to start the rehab work at PDM in the month of December.
- Farm Labor (Salinas and Chualar):
 - Rent increases are still not approved by USDA, PM has contacted the USDA representative to inquire on the progress.
 - A caretaker for Salinas FLC has been hired and the move in is being scheduled.

New Hires:

- Hired caretaker for Salinas FLC
- Hired caretaker for Haciendas 2
- Hired caretaker for Castroville

Evictions:

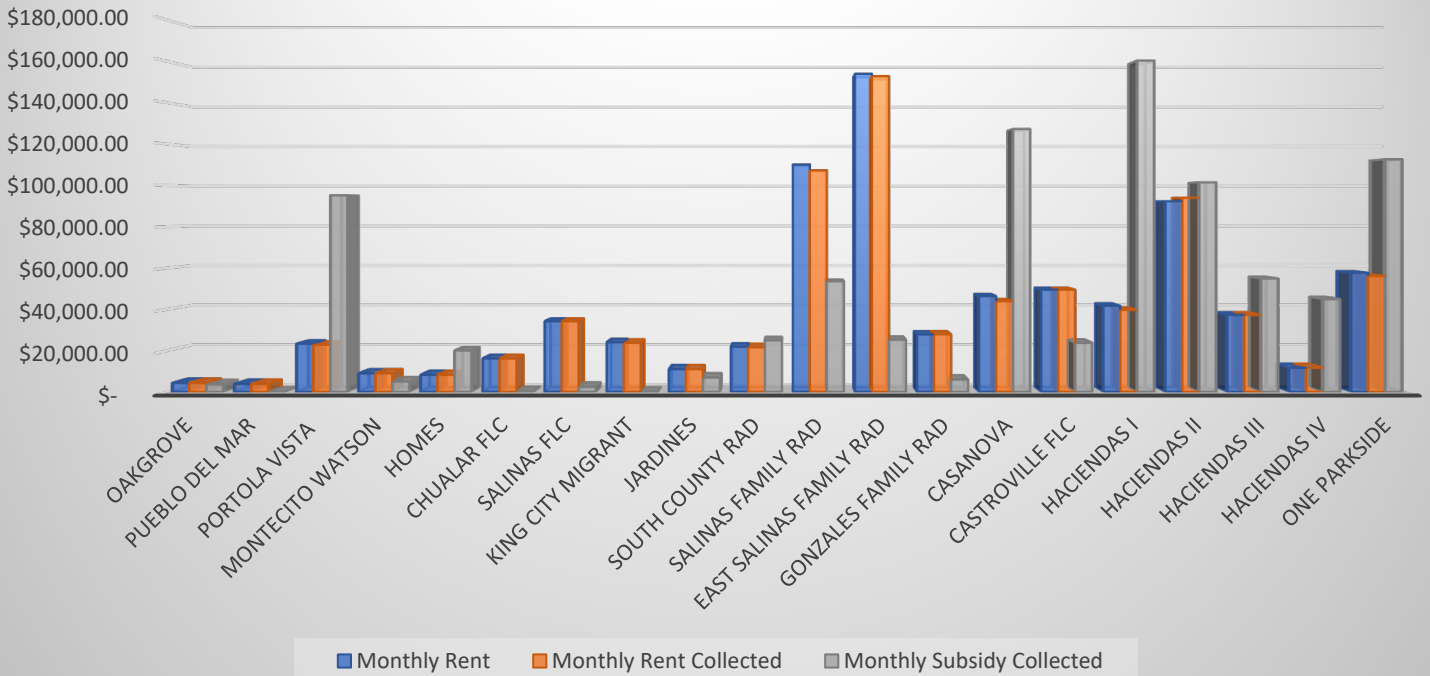
- 1 Eviction pending for property 802

Monthly Summary

Rent Collection

Property	Monthly Rent	Monthly Rent Collected	Monthly Subsidy Collected	Collection Rate
Oakgrove	\$ 4,389.00	\$ 4,389.00	\$ 3,684.00	100%
Pueblo Del Mar	\$ 3,894.00	\$ 3,898.00	\$ -	100%
Portola Vista	\$ 23,391.00	\$ 22,893.00	\$ 95,188.00	98%
Montecito Watson	\$ 9,029.00	\$ 9,060.00	\$ 5,094.00	100%
Homes	\$ 8,301.00	\$ 8,301.00	\$ 20,059.00	100%
Chualar FLC	\$ 16,224.00	\$ 16,224.00	\$ 276.00	100%
Salinas FLC	\$ 34,245.00	\$ 34,245.00	\$ 2,526.00	100%
King City Migrant	\$ 24,105.50	\$ 23,879.50	\$ -	99%
Jardines	\$ 11,096.00	\$ 11,096.00	\$ 7,042.00	100%
South County RAD	\$ 21,913.00	\$ 21,664.00	\$ 25,006.00	99%
Salinas Family RAD	\$ 110,056.00	\$ 107,274.00	\$ 53,563.00	97%
East Salinas Family RAD	\$ 153,897.00	\$ 152,775.00	\$ 25,304.00	99%
Gonzales Family RAD	\$ 27,880.00	\$ 27,935.00	\$ 6,015.00	100%
Casanova	\$ 46,382.00	\$ 43,904.00	\$ 127,230.00	95%
Castroville FLC	\$ 49,477.00	\$ 49,478.00	\$ 23,807.02	100%
Haciendas I	\$ 41,758.00	\$ 39,733.00	\$ 160,281.00	95%
Haciendas II	\$ 92,334.00	\$ 94,043.00	\$ 101,442.00	102%
Haciendas III	\$ 37,338.00	\$ 37,338.00	\$ 54,917.00	100%
Haciendas IV	\$ 11,776.00	\$ 11,776.00	\$ 44,945.00	100%
One Parkside	\$ 57,714.00	\$ 56,183.00	\$ 112,533.00	97%
TOTAL	\$ 785,199.50	\$ 776,088.50	\$ 868,912.02	99%

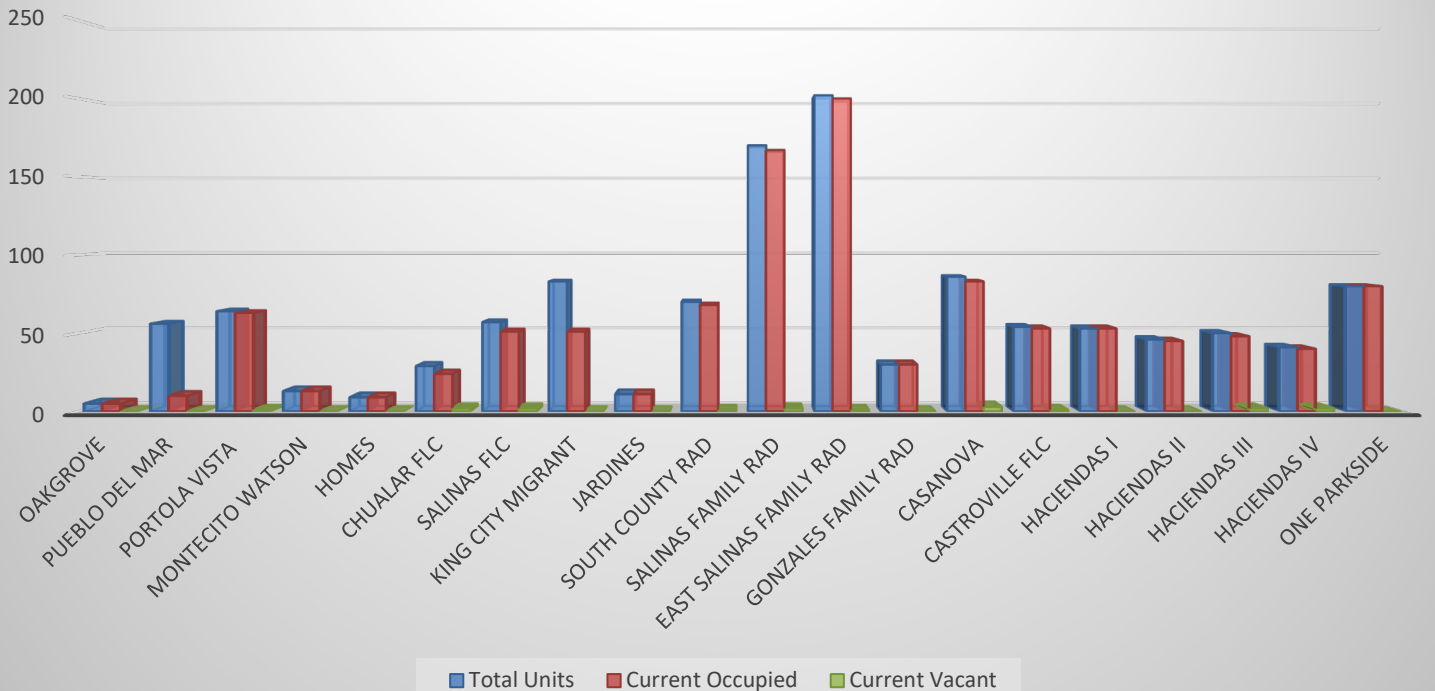
Rent Collection October 2023



Occupancy

Property	Total Units	Current Occupied	Current Vacant	Occupancy	
				Rate	Out of Occupancy
Oakgrove	5	5	0	100%	0
Pueblo Del Mar	56	10	0	18%	46
Portola Vista	64	63	1	98%	0
Montecito Watson	13	13	0	100%	0
Homes	9	9	0	100%	0
Chualar FLC	29	24	2	79%	3
Salinas FLC	57	51	2	89%	4
King City Migrant	83	51	0	67%	36
Jardines	11	11	0	100%	0
South County RAD	70	68	1	97%	0
Salinas Family RAD	170	167	2	98%	0
East Salinas Family RAD	202	200	1	98%	0
Gonzales Family RAD	30	30	0	100%	0
Casanova	86	83	3	97%	0
Castroville FLC	54	53	1	98%	0
Haciendas I	53	53	0	100%	0
Haciendas II	46	45	0	100%	0
Haciendas III	50	48	2	96%	0
Haciendas IV	41	40	2	98%	0
One Parkside	80	80	0	100%	0
TOTAL	1209	1104	17	96%	89

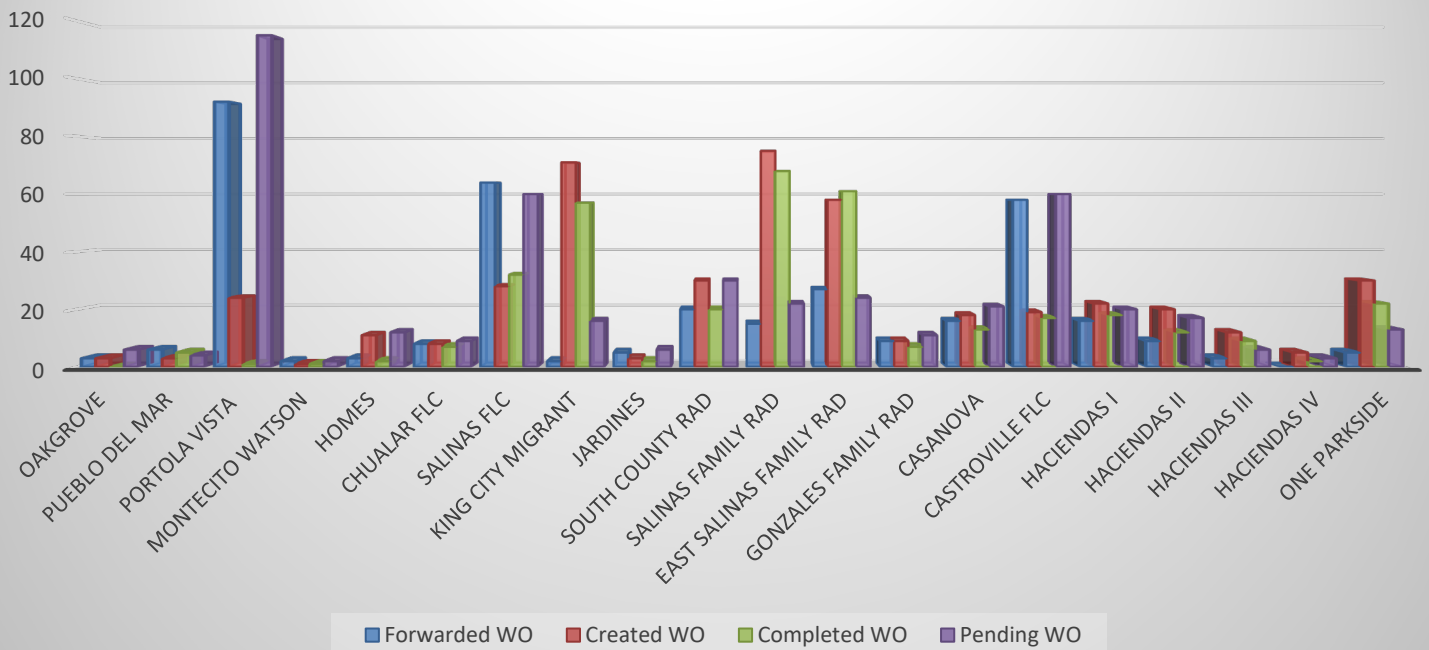
Occupancy October 2023



Work Orders

Property	Forwarded WO	Created WO	Completed WO	Pending WO
Oakgrove	3	3	0	6
Pueblo Del Mar	6	3	5	4
Portola Vista	92	24	1	115
Montecito Watson	2	1	1	2
Homes	3	11	2	12
Chualar FLC	8	8	7	9
Salinas FLC	64	28	32	60
King City Migrant	2	71	57	16
Jardines	5	3	2	6
South County RAD	20	30	20	30
Salinas Family RAD	15	75	68	22
East Salinas Family RAD	27	58	61	24
Gonzales Family RAD	9	9	7	11
Casanova	16	18	13	21
Castroville FLC	58	19	17	60
Haciendas I	16	22	18	20
Haciendas II	9	20	12	17
Haciendas III	3	12	9	6
Haciendas IV	0	5	2	3
One Parkside	5	30	22	13
	363	450	356	457

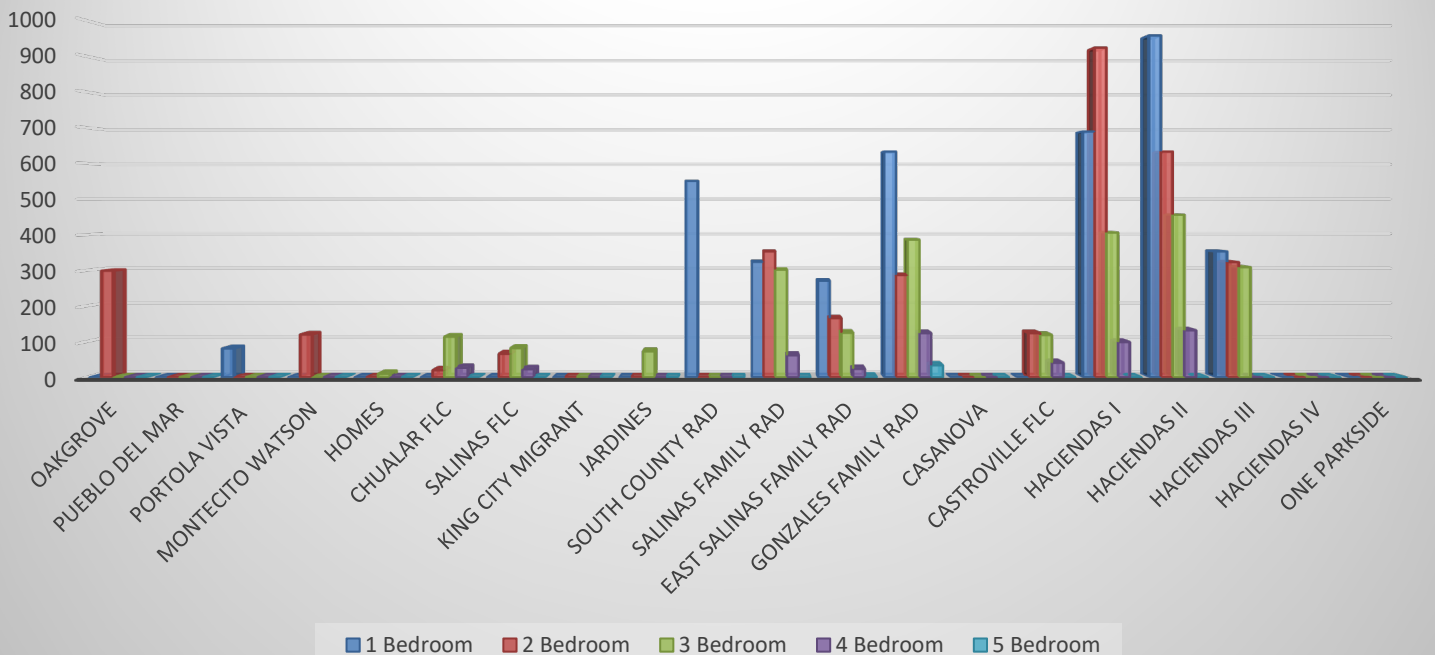
Work Orders October 2023



Waiting Lists

Property	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Oakgrove	0	299	0	0	0
Pueblo Del Mar	0	0	0	0	0
Portola Vista	81	0	0	0	0
Montecito Watson	0	120	0	0	0
Homes	0	0	10	0	0
Chualar FLC	0	20	114	27	0
Salinas FLC	0	66	82	23	0
King City Migrant	0	0	0	0	0
Jardines	0	0	73	0	0
South County RAD	551	0	0	0	0
Salinas Family RAD	324	353	302	62	0
East Salinas Family RAD	271	166	125	24	2
Gonzales Family RAD	633	287	386	124	34
Casanova	0	0	0	0	0
Castroville FLC	0	124	119	41	0
Haciendas I	689	924	406	99	0
Haciendas II	958	633	456	132	0
Haciendas III	353	323	309	0	0
Haciendas IV	0	0	0	0	0
One Parkside	0	0	0	0	0
Total	3860	3315	2382	532	36

Waiting Lists October 2023





Empowerment. Impact. Community.
One STEP at a time.

3247 Ramos Circle Sacramento, CA 95827
916-965-0110, Fax: 916-965-0102
www.LifeSTEPSusa.org

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

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Due to staff vacation, 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

Oct 03, 2023

Oct 10, 2023

Oct 17, 2023

Oct 24, 2023

Oct 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
Oct 03, 2023	JOBS: Changing Careers	15	0.25
Oct 10, 2023	Healthy Lifestyles 2023: Spiritual Self-Care	15	0.25
Oct 17, 2023	Stretch Your Dollar: at Halloween	15	0.25
Oct 24, 2023	Healthy Lifestyles 2023: Get the Most Out of Your Doctor's Visit	15	0.25
Oct 31, 2023	Stand-Alone Classes (Senior): Breast Cancer Awareness/Mammograms Flyer	15	0.25

Totals

75

1.25

Individualized Case Management Services

Date	Topic	Residents	Hours
Oct 03, 2023	Employment Counseling	15	3.75
Oct 03, 2023	Computer/Technology	1	0.50
Oct 10, 2023	Healthy Lifestyles	15	3.75
Oct 17, 2023	Financial Budgeting	15	3.75
Oct 17, 2023	Computer/Technology	1	0.50
Oct 24, 2023	Health Care	15	3.75
Oct 31, 2023	Health Care	15	3.75
Oct 31, 2023	Computer/Technology	1	0.50

Totals

78

20.25

Social Service Coordination

Date	Administration Type	Hours
Oct 03, 2023	Service Coordination Administration	1.50
Oct 10, 2023	Service Coordination Administration	1.75
Oct 17, 2023	Service Coordination Administration	1.50
Oct 24, 2023	Service Coordination Administration	1.75
Oct 31, 2023	Service Coordination Administration	1.25

Total 7.75

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 03, 2023	Socials, General: Ice Cream Social	10	2.00
Oct 10, 2023	Crafts: Painting Social	11	2.25
Oct 17, 2023	Socials, General: October Birthday Social	7	2.00
Oct 24, 2023	Crafts: Pumpkin Carving	12	2.25
Oct 31, 2023	Socials, General: Halloween Social	7	2.25

Totals 47 10.75

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

Resident Services in Action



Painting Social

Oct 10, 2023



Pumpkin Carving

Oct 24, 2023



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3247 Ramos Circle Sacramento, CA 95827
916-965-0110, Fax: 916-965-0102
www.LifeSTEPSusa.org

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

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Due to staff scheduling, Service hours were reduced.

DSS Site Visits

Oct 06, 2023

Oct 13, 2023

Oct 20, 2023

Oct 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
Oct 06, 2023	Healthy Lifestyles 2023 (Senior): Get the Most Out of Your Doctor's Visit	12	0.25
Oct 13, 2023	Healthy Lifestyles 2023 (Senior): Spiritual Self-Care	12	0.25
Oct 20, 2023	Stretch Your Dollar (Senior): with Holiday Decorations	12	0.25
Oct 27, 2023	Stand-Alone Classes (Senior): Breast Cancer Awareness/Mammograms Flyer	12	0.25

Totals

48

1.00

Individualized Case Management Services

Date	Topic	Residents	Hours
Oct 06, 2023	Health Care	12	3.00
Oct 06, 2023	Translation	1	0.50
Oct 13, 2023	Counseling/Mental Health	12	3.00
Oct 20, 2023	Financial Budgeting	12	3.00
Oct 20, 2023	Translation	1	0.50
Oct 27, 2023	Health Care	12	3.00
Oct 27, 2023	Translation	1	0.50

Totals

51

13.50

Social Service Coordination

Date	Administration Type	Hours
Oct 06, 2023	Service Coordination Administration	1.75
Oct 13, 2023	Service Coordination Administration	1.25

Date	Administration Type	Hours
Oct 20, 2023	Service Coordination Administration	1.50
Oct 27, 2023	Service Coordination Administration	1.50

Total 6.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 06, 2023	Socials, General: National Noodle Day Social	11	2.00
Oct 13, 2023	Bingo/Loteria: Bingo	6	2.00
Oct 20, 2023	Crafts: Pumpkin Carving Social	4	2.25
Oct 27, 2023	Socials, General: Halloween Social and Karaoke	14	2.25

Totals 35 8.50

Percent of units served during the past 12 months: 96.3%

Resident Services in Action



Pumpkin Carving Social

Oct 20, 2023



Halloween Social

Oct 27, 2023



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

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Due to staff vacation, Service hours were reduced.

Service Requirements

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

DSS Site Visits

Oct 04, 2023

Oct 11, 2023

Oct 18, 2023

Oct 25, 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
Oct 04, 2023	Healthy Lifestyles 2023 (Senior): Healthy Sleep	10	1.25
Oct 18, 2023	Parenting: Getting the Help Your Child Needs	11	2.75

Totals

21

4.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Oct 04, 2023	Mental Health: Healthy Meditation Techniques	10	2.25
Oct 04, 2023	Food Distribution: Food Bank Distribution	19	4.25
Oct 11, 2023	Safety: Breast Cancer Awareness	10	2.50
Oct 18, 2023	Safety: Halloween Safety Tips	11	1.75
Oct 18, 2023	Food Distribution: Food Bank Distribution	18	4.25
Oct 25, 2023	Safety: Stay Safe: Assess Your Own Fall Risk	11	2.50
Oct 25, 2023	Nutrition: Benefits of Pumpkins and Pumpkin Seeds	11	1.75
Subtotal for Health and Wellness		90	19.25

Totals

90

19.25

Social Service Coordination

Date	Administration Type	Hours
Oct 04, 2023	Service Coordination Administration	0.25
Oct 06, 2023	Recording Needs Assessment Surveys	0.75

Date	Administration Type	Hours
Oct 13, 2023	Service Coordination Administration	0.75
Oct 18, 2023	Service Coordination Administration	0.25
Oct 20, 2023	Recording Needs Assessment Surveys	0.75
Oct 27, 2023	Service Coordination Administration	0.75

Total 3.50

Donations

Date	Donor	Item Donated	Value
Oct 04, 2023	Food Bank of Monterey	Food Commodities	\$110.00
Oct 18, 2023	Food Bank of Monterey	Food Commodities	\$210.00

Total \$ 320.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 11, 2023	Socials, General: Halloween Spooky Bags	46	3.25
Oct 11, 2023	Crafts: Pumpkin Decorating	2	2.25
Oct 25, 2023	Bingo/Loteria: Bingo with LifeSTEPS	5	3.75

Totals 53 9.25

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

Resident Services in Action



Food Distribution

Oct 04, 2023



BINGO

Oct 25, 2023



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

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Service make-up hours were applied during this period.

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

Oct 02, 2023

Oct 06, 2023

Oct 10, 2023

Oct 13, 2023

Oct 20, 2023

Oct 23, 2023

Oct 27, 2023

Oct 30, 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
Oct 02, 2023	Stretch Your Dollar: at Halloween	10	3.25
Oct 10, 2023	JOBS: Changing Careers	10	3.50

Totals

20

6.75

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Oct 02, 2023	Nutrition: National Breast Cancer Awareness	10	3.25
Oct 06, 2023	Mental Health: Emotional Intelligence	8	3.25
Oct 06, 2023	Nutrition: Benefits of Pumpkins	6	1.00
Oct 10, 2023	Mental Health: Let's Learn Healthy Meditation	8	3.25
Oct 13, 2023	Nutrition: Benefits of Pumpkins and Pumpkin Seeds	8	2.25
Oct 13, 2023	Mental Health: Emotional Intelligence Awareness	8	3.25
Oct 20, 2023	Safety: Stay Safe, Assess Your Own Fall Risk	5	2.75
Oct 23, 2023	Safety: Halloween Safety Tips	7	3.25
Oct 23, 2023	Mental Health: Emotional Intelligence	7	3.25
Oct 27, 2023	Safety: Stay Safe, Access Your Own Fall Risk	10	2.75

Date	Topic	Participants	Hours
Health and Wellness			
Oct 30, 2023	Food Distribution: Food Bank Distribution	14	4.25
Subtotal for Health and Wellness		91	32.50

Totals **91** **32.50**

Individualized Case Management Services

Date	Topic	Residents	Hours
Oct 02, 2023	Rental	1	0.50
Oct 06, 2023	Rental	3	2.25
Oct 23, 2023	Rental	1	1.00
Oct 27, 2023	Rental	1	1.00

Totals **6** **4.75**

Social Service Coordination

Date	Administration Type	Hours
Oct 10, 2023	Service Coordination Administration	0.25
Oct 13, 2023	Service Coordination Administration	0.50
Oct 30, 2023	Service Coordination Administration	2.75

Total **3.50**

Donations

Date	Donor	Item Donated	Value
Oct 30, 2023	Food Bank of Monterey	Food Commodities	\$140.00

Total **\$ 140.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 20, 2023	Holiday: Halloween Pumpkin Decorating	16	3.75
Oct 27, 2023	Holiday: Halloween Celebration	42	2.75

Totals **58** **6.50**

Percent of units served during the past 12 months: 89.9%

Resident Services in Action



Pumpkin Decorating

Oct 20, 2023



Halloween Celebration

Oct 27, 2023

MEMORANDUM

To: Board of Commissioners

From: Nora Ruvalcaba, Development Analyst

Thru: Zulieka Boykin, Executive Director/President/CEO

Date: November 13, 2023

Re: **MONTHLY DEVELOPMENT DEPARTMENT REPORT**



 Development department highlights

- **3rd Capital Contribution:** Development staff is working on closing out the Hudson Housing Capital Third Capital Contribution due diligence checklist for the One Parkside Development. Upon satisfaction of all Investor requirements a contribution in the amount of \$13,182,651 will be released to be utilized as detailed in the Limited Partnership Agreement to pay down the Construction Loan, Developer Fee and other reimbursables.

The 3rd Capital Contribution is expected to occur concurrently to the JPMorgan Chase Permanent Loan Conversion.

- **Permanent Loan Conversion:** Development Staff and the Executive Director are working on closing out the JPMorgan Chase Permanent Loan Conversion due diligence checklist for the One Parkside Development. Target date for Permanent Loan Conversion has been set for the week of 11/17/2023 – 11/27/2023.

Once completed, staff will move to begin assembling the Placed-in-Service package for submission to CTCAC.

- **HOME/PLHA Retention Release of Funds:** The City of Salinas staff has requested additional information to close out the pending retention release of funds in the amount of \$94,801.30 being held for One Parkside Development. Development staff has provided the requested items as of 11/7/23 and is expecting release of those funds within a week.
- **2024 Operating Budgets for Nineteen Limited Partnerships:** 2024 Operating Budgets were successfully finalized and submitted as required to all compliance agencies and Investors by the required deadlines (10/1/23 for all USDA funded developments and 11/1/23 for all non-USDA funded developments).
- **Tynan Village Inc – Construction Defect Remediation:** Work on the last portion of construction defect repairs needed at the Tynan Village Inc. Development have commenced and are being performed in-line with the executed contract and provided schedules to assure that the

work is completed efficiently and prior to any weather delays occurring. Approximately 30% of the work has been completed to date.

The Executive Director has authorized utilizing the Paul Davis Partnership's Construction Management services to oversee the work being done to assure it is compliant to City Codes, acceptable construction standards and in line with executed approved contract and scope of work.

- **Potential Development Partner:** Development staff and Executive Director met with potential Development Partner to discuss and review potential projects and a timeline for potential developments.

Potential Development Opportunities

- **Division Avenue (Salinas)**
 - The Development staff and Executive Director have continued discussions with the City of Salinas regarding available parcels and potential development of the available land.
 - The Draft Exclusive Negotiating Rights Agreement with the City of Salinas is pending execution and a potential Land Disposition Agreement to obtain site control of the seven parcels associated with this potential development is in discussion. The City of Salinas has discussed their intent related to the various parcels being discussed.
 - Development staff and Executive Director are moving forward with the help of Knight Development in accessing next steps to move into predevelopment activity including obtaining funds for predevelopment activity, preparing for funding applications and obtaining site control.
- **Parcel B Property (Salinas)**
 - Pending City of Salinas request for funding submitted along with Division Avenue.
 - The Executive Director initiated a meeting between HACM Staff and Milestone Housing Group to determine if a joint venture would be appropriate to proceed with development at this location. Initial feasibility determination underway.
 - Milestone Housing Group is working on project feasibility and recommendations to determine next steps.
- **APN# 024-261-001 (Greenfield)**
 - Preliminary market study is in process; revisions to the initial site plan to increase the number of units with density bonus allowed are also being updated.
 - Met with potential Development partner and are exploring next steps and potential timeline.
- **855 E. Laurel Avenue (Salinas)**
 - Determination of development opportunity is pending further details from County staff regarding land access and funding opportunities.

Marketing

- Staff is working with Executive Assistant and new vendor to incorporate the HDC website into the new HACM website.
- On-going internal review of potential marketing events and/or media opportunities being explored on a regular basis to determine proper platforms to publish on.

One Parkside, LP

- The final Cost Certification has been finalized by the auditor and distributed to Investors for review and approval for the Permanent Loan Conversion and 3rd Capital Contribution.
- The One Parkside LP Audit has been finalized and distributed to Investors for review and comment.
- The Asset Manager and Property Management staff are working closely together to identify any remaining warranty items as we are nearing the end of the one-year General Contractor warranty period, to submit for repair or replacement.
- Due to the significant increase in property insurance premiums this year, staff are seeking alternative vendors to provide coverage at a lower premium cost. We are pending alternate proposals from Ross and Yerger insurance group to determine options and next steps.

123 Rico CLEEN loan

- Pending modifications to proposed plan after meeting with Architect to discuss options on 8/11/2023.
- Remaining funds available are \$366,758.02.

Audits

- Weekly meetings with the Finance Director and Auditor to streamline processes are ongoing.
- Weekly meetings with third party audit team to review outstanding items for the LP audits and tax returns.
- A commitment has been made by Novogradac to have the HDC 2022 draft audit ready no later than 11/15/23 to provide to Investors for the One Parkside LP Permanent loan conversion and to have a final by end of November.

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 and with the approval of appropriate Lender/Investor groups. Details can be found in the property management section of the report for those items currently underway and in the property management reports.

Tynan Modernization job close-out

- Building C – DKI has completed approximately 30% of the needed remediation and repairs.

- Additional damage was discovered related to the beams in the four-stack of this building. This additional discovered damage has resulted in a change order to mitigate the identified condition and repair the damage.
- All change orders related to the work being completed and invoices are being reviewed and approved by the Paul Davis Partnership as the Agent for Construction Management and Inspection services on this job.

Tynan commercial space

- Deli/restaurant operations are running well.
- Approximately 2,500 sf commercial space available.
- There have been inquiries made regarding the available space that is currently vacant.

Haciendas 1&2 metals job

- Maintenance staff assisting in repairs of some of the rusted railings and fascia.
- Development staff working on timeline and assisting with coordinating of repairs and for installation of new awnings.

Project Based Section 8

- East Garrison aka Alfred Diaz-Infante apartments is nearing construction completion, estimated timeline is Fall 2023. Once the development team completes collection of all the necessary supporting documentation, they will provide it to the Executive Director for approval and execution of the HAP Contract.

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

- Due to the significant increase in property insurance premiums this year, staff are seeking alternative vendors to provide coverage at a lower premium cost. Application packages were submitted in July to the affordable housing insurance risk pool for coverage options and cost estimates to determine the direction in which to proceed to minimize the financial impact to the property's operational budgets.
- Please see attached property management reports.

Resident Services

- Please see attached resident services highlights.

Staffing

- The temporary staff member that was previously assigned to the department has been reassigned and the Executive Director has opened internal recruitment to fill a vacant Development Analyst position.



JSCo Monthly Management Report

Monday, October 2023

5:00 PM

BENITO AFFORDABLE/FLC

1. Vacancy:

a) Benito Affordable has 2 vacant units, 417- keys turned in 8/25/23, applicant in process backed out due to Background Check issue and being questioned on it. Two backups also said they were not interested. Mailed out on 10-10-2023 (20) interest letters. Out of the 20 letters that were mailed out only one applicant called to say that they were interested. Starting process with applicant but will mail out another round of interest letter. 432B M/O 10-6-2023 – due to not being swapped back to 60%AMI and unit staying at a 35%AMI applicant in process did not qualify. Two backups also will not qualify for this AMI. Round of 20 interest letter mailed on 10-13-2023, 4 applicants coming in for interviews.

b) Benito FLC is 100 % Occupied.

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 has 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. LifeSteps is struggling to get services that will bring in residents to participate.

b.) Community rooms are open to the public subject to COVID safety protocols. The community room is being reserved by residents at least once a month.

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
- c) Waiting on approval for the repair work on upstairs walkway for BEA/BEF
- d) Waiting for the bark quote to be approved for Benito Affordable.
- e) Daycare is waiting for the chain link fence to be repair

MONTEREY AFFORDABLE

1. Vacancy:
 - a. 1 vacant Unit 265- 4 applicants processing, interest letters sent out.
2. Reporting & Audits: CTCAC 2023 Audit completed, close out letter pending.
3. Resident Services:

Life Steps is active:

- i. After school Program Coordinator, Severo Gasca, Mon- Friday 4:15-7 pm
- ii. Director of Social Services, Sheila Morales, / Every other Tuesday (Twice Monthly) 9:00 am-4:30pm

4. Community rooms open to the public.
5. Capital Improvement/ maintenance
 - a. King City Glass on-site windows replacements: Pending HA Approval
 - b. Property Mulch, wood chips quotes submitted/ Pending Approval: Mission Lawn, Tree Brothers, Smith, and Enright

RIPPLING RIVER

1. Vacancy:
 - a. 2 vacant units, Unit 528 needs major floor repairs -awaiting approval for work. Unit 912 Processing new applicant, previously approved applicant declined unit after approval.
2. Reporting & Audits Pending
 - a. Reporting & Audits Pending: Berkadia Mortgage Inspection -3 findings.
 - i. Add a French drain behind building 3(pending bids)
 - ii. The elevator continues to make loud screeching noises. Contacted Celia, our Account Manager, for direction and quotes for Elevator maintenance cleanup. (Received two bids pending approval)
 - iii. Repair the loading zone area -several broken pavement areas (received bids pending approval.)



- a. Backflow testing completed 7/11/23, 4 devices passed 1 failed, pending information from Tynan Backflow Testing. Will contact Tri-County Fire for repair.

3. Resident Services:

- a. Life Steps-onsite provides case management and social services.
- b. Resident association planning a Halloween Party on 10/31/23.
- c. Resident Association holds monthly meetings, special events, Bingo, and Movie Matinees just added Open Mic and Saturday Brunch during October, November, and December
- d. Food Bank is managed by Resident Services on the 1st & 3rd of each month.

4. Capital Improvement/ maintenance.

- a. The generator switch was installed, and final inspection is 10/15/23.0
- b. Haro and Kasunic Engineers, Chris George, lead Geo Technical Engineer is waiting for the final geologist's report. As of 10/30/23 is still pending report.
- c. Annual unit inspection follow up and repairs in progress.
- d. Outside Furniture refurbished completed, laundry rooms paint still in progress.
- e. Scheduled gutter cleaning October 2023

FANOE VISTA APARTMENTS

1. Vacancy:

- a. 1 Vacant unit, ready for HA inspection – New waiting list obtained scheduling applicants. 000

2. Reporting & Audits Pending

- a. CTCAC Audit completed 6/13/23 -2 findings, Corrections submitted on 7/31/23 waiting on close out letter.

3. Resident Services: Services: Life Steps: On site Mondays 10-5:30pm -Edith Rodriguez

- a. After School program in session *temporary hours Mon, Tues & Thursdays 2:00-4:00 pm
- b. Community rooms are open.

4. Capital Improvements/ maintenance: Landscaping proposals for SOD and additional work needed, Adding more plants to improve



TYNAN VILLAGE APARTMENTS

1. Vacancy:
 - a. 1 vacant unit with approved applicant scheduled for 10/31 move-in. 1 upcoming vacancy with 1 file in compliance.
2. Reporting & Audits Pending
 - a. Alliant-pending close-out letter from 1/12/23 audit.
 - b. City of Salinas 2020 & 2021 audits in progress.
3. Resident Services
 - a. Afterschool Program scheduled daily from 3-5 PM.
 - b. Management is hosting a costume parade, trunk-or-treat, and a pumpkin patch for residents.
 - c. Thanksgiving-management hosting turkey raffles for residents.
 - d. Christmas-management hosting coffee and treats for residents. Afterschool program will have a Christmas party. Management will distribute gifts to residents in the program.
4. Capital Improvements/Maintenance
 - a. 3 irrigation proposals pending approval.
 - b. Piping near the bakery needs to be redone. 3 proposals pending approval.
 - c. Building C stairwell in process of repairs. Weekly update meetings with HDC.
 - d. Paint for all hallways and stairways approved and on-hold until further notice per HDC.
 - e. Proposals obtained for parking restriping pending HDC approval.
 - f. Cockroach infestations. Working with IPM on issue. Numerous treatments have been performed and are scheduled to continue until the issue is cured. Units scheduled for treatments are scheduled full unit services as opposed to baiting.
5. Staffing Update:

Fully staffed.



Fanoe Vista

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Martha Rodriguez

Period Beginning

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Due to staff vacation, After School Program hours were reduced. After School Program and 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

Oct 02, 2023

Oct 16, 2023

Oct 23, 2023

Oct 30, 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
Oct 02, 2023	Stretch Your Dollar: at Halloween	10	0.25
Oct 16, 2023	JOBS: Changing Careers	12	0.25
Oct 23, 2023	Healthy Lifestyles 2023: Get the Most Out of Your Doctor's Visit	10	0.25
Oct 30, 2023	Healthy Lifestyles 2023: Spiritual Self-Care	10	0.25

Totals 42 1.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Oct 02, 2023	Food Distribution	20	2.00
Subtotal for Health and Wellness		20	2.00

Totals 20 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): Severo Gasca Pantoja

Week Ending Date	Activities from LifeSTEPS Curriculum	Participants for Week	Class Hours for Week
Oct 07, 2023	Character Development Culture Awareness	Homework Assistance	14 6.25

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
Oct 14, 2023	Culture Awareness Health and Wellness	Homework Assistance Reading	13	4.00
Oct 21, 2023	Character Development Culture Awareness Homework Assistance	Reading STEAM	17	6.25
Oct 28, 2023	Character Development Culture Awareness	Homework Assistance	17	7.25
Oct 31, 2023	Culture Awareness Health and Wellness	Homework Assistance	9	4.50

Totals **70** **28.25**

Individualized Case Management Services

Date	Topic	Residents	Hours
Oct 02, 2023	Financial Budgeting	10	2.50
Oct 16, 2023	Rental	3	1.50
Oct 16, 2023	Utilities	1	0.25
Oct 16, 2023	Employment Counseling	12	3.00
Oct 23, 2023	Groceries	1	0.25
Oct 23, 2023	Health Care	10	2.50
Oct 23, 2023	Counseling/Mental Health	1	0.50
Oct 30, 2023	Rental	1	1.00
Oct 30, 2023	Computer/Technology	1	0.25
Oct 30, 2023	Healthy Lifestyles	10	2.50

Totals **50** **14.25**

Social Service Coordination

Date	Administration Type	Hours
Oct 02, 2023	Service Coordination Administration	0.75
Oct 23, 2023	Service Coordination Administration	1.50
Oct 30, 2023	Service Coordination Administration	0.50

Total **2.75**

Donations

Date	Donor	Item Donated	Value
Oct 02, 2023	Food Bank of Monterey	Food Commodities	\$200.00

Total **\$ 200.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 16, 2023	Crafts: Pumpkin Carving	8	2.00

Date	Event	Participants	Hours
Oct 23, 2023	Socials, General: Halloween Social	8	2.00
Oct 30, 2023	Socials, General: October Social	10	2.00

Totals

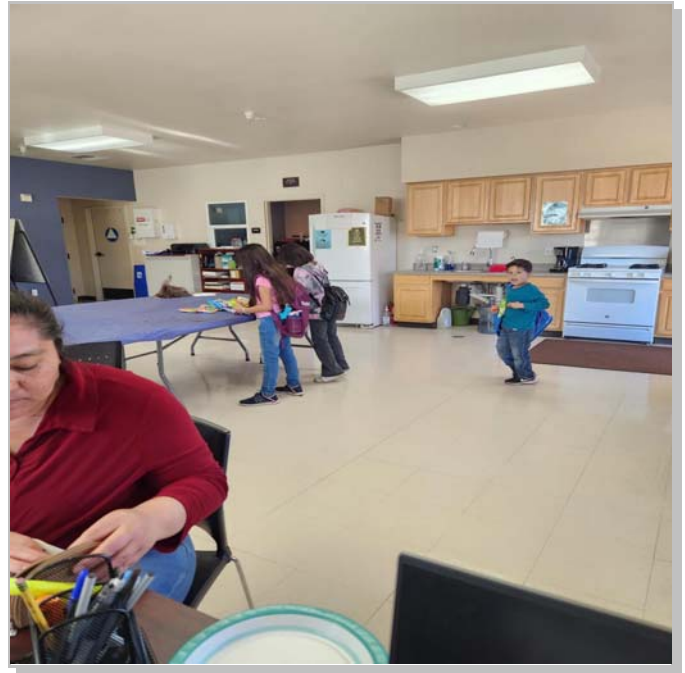
Percent of units served during the past 12 months: 93.2%

Resident Services in Action



Pumpkin Carving

Oct 16, 2023



October Social/Case Management

Oct 30, 2023



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Monterey Street & Benito Street

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Due to staff vacation, After School Program hours were reduced. After School Program and Service make-up hours were applied during this period.

DSS Site Visits

Oct 03, 2023

Oct 09, 2023

Oct 17, 2023

Oct 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
Oct 03, 2023	Stretch Your Dollar: at Halloween	10	2.25
Oct 09, 2023	Healthy Lifestyles 2023: Healthy Sleep	10	1.75
Oct 17, 2023	JOBS: Changing Careers	10	1.75

Totals

30

5.75

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Oct 03, 2023	Safety: Breast Cancer Awareness	4	2.25
Oct 03, 2023	Nutrition: Benefits of Pumpkins	4	1.50
Oct 09, 2023	Safety: Breast Cancer Awareness	9	2.75
Oct 09, 2023	Mental Health: Healthy Meditation	10	2.25
Oct 17, 2023	Mental Health: Emotional Intelligence	7	2.00
Oct 24, 2023	Nutrition: Benefits of Pumpkins and Pumpkin Seeds	8	2.50
Oct 24, 2023	Safety: Halloween Safety Tips	8	2.75
Subtotal for Health and Wellness		50	16.00

Totals

50

16.00

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): Severo Gasca Pantoja

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
Oct 07, 2023	Culture Awareness Homework Assistance	Reading	24	14.25
Oct 14, 2023	Character Development Culture Awareness	Health and Wellness Homework Assistance	22	14.75
Oct 21, 2023	Culture Awareness Health and Wellness	Homework Assistance Reading	19	12.00
Oct 28, 2023	Culture Awareness Health and Wellness	Homework Assistance	21	13.50
Oct 31, 2023	Culture Awareness Health and Wellness	Homework Assistance	6	5.00

Totals 92 59.50

Individualized Case Management Services

Date	Topic	Residents	Hours
Oct 03, 2023	Rental	1	1.00

Totals 1 1.00

Social Service Coordination

Date	Administration Type	Hours
Oct 09, 2023	Service Coordination Administration	0.25

Total 0.25

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 17, 2023	Holiday: Halloween Celebration	17	3.25
Oct 24, 2023	Holiday: Halloween Goodie Bags	26	2.50

Totals 43 5.75

Percent of units served during the past 12 months: 81.0%

Resident Services in Action



Halloween Celebration

Oct 17, 2023



Halloween Goodie Bags

Oct 24, 2023



Rippling River

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Service make-up hours were applied during this period.

DSS Site Visits

Oct 05, 2023

Oct 12, 2023

Oct 19, 2023

Oct 26, 2023

Oct 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
Oct 05, 2023	Healthy Lifestyles 2023 (Senior): Get the Most Out of Your Doctor's Visit	10	2.25
Oct 19, 2023	Stretch Your Dollar: with Holiday Fun	11	2.75

Totals

21

5.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Oct 05, 2023	Exercise: Healthy Meditation	4	2.75
Oct 12, 2023	Clinics/Vaccines: Flu Shots awareness	3	2.25
Oct 12, 2023	Healthcare Presentation/Service: Breast Cancer Awareness	4	2.25
Oct 19, 2023	Nutrition: Benefits of Pumpkins and Pumpkin Seeds	11	2.50
Oct 26, 2023	Safety: Winter Preparedness	10	2.00
Subtotal for Health and Wellness		32	11.75

Totals

32

11.75

Individualized Case Management Services

Date	Topic	Residents	Hours
Oct 05, 2023	Rental	1	1.00
Oct 12, 2023	Rental	1	1.00
Oct 12, 2023	Utilities	1	0.50
Oct 26, 2023	Rental	1	0.50
Oct 26, 2023	Utilities	1	0.25
Oct 26, 2023	Counseling/Mental Health	1	2.00

Date	Topic	Residents	Hours
Oct 31, 2023	Utilities	1	1.50
Oct 31, 2023	Healthy Lifestyles	1	1.00

Totals **8** **7.75**

Social Service Coordination

Date	Administration Type	Hours
Oct 05, 2023	Service Coordination Administration	1.00
Oct 12, 2023	Service Coordination Administration	1.00
Oct 26, 2023	Service Coordination Administration	0.25
Oct 31, 2023	Service Coordination Administration	0.25

Total **2.50**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 19, 2023	Crafts: Arts and Crafts Delivery	7	2.25
Oct 26, 2023	Socials, General: Birthday Celebrations	5	2.00
Oct 31, 2023	Holiday: Halloween Celebration	9	4.25

Totals **21** **8.50**

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

Resident Services in Action



Arts and Crafts
Oct 19, 2023



October Birthday Celebration
Oct 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

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Service make-up hours were applied during this period.

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

Oct 02, 2023

Oct 06, 2023

Oct 10, 2023

Oct 13, 2023

Oct 20, 2023

Oct 23, 2023

Oct 27, 2023

Oct 30, 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
Oct 02, 2023	Stretch Your Dollar: at Halloween	10	3.25
Oct 10, 2023	JOBS: Changing Careers	10	3.50

Totals

20

6.75

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Oct 02, 2023	Nutrition: National Breast Cancer Awareness	10	3.25
Oct 06, 2023	Mental Health: Emotional Intelligence	8	3.25
Oct 06, 2023	Nutrition: Benefits of Pumpkins	6	1.00
Oct 10, 2023	Mental Health: Let's Learn Healthy Meditation	8	3.25
Oct 13, 2023	Nutrition: Benefits of Pumpkins and Pumpkin Seeds	8	2.25
Oct 13, 2023	Mental Health: Emotional Intelligence Awareness	8	3.25
Oct 20, 2023	Safety: Stay Safe, Assess Your Own Fall Risk	5	2.75
Oct 23, 2023	Safety: Halloween Safety Tips	7	3.25
Oct 23, 2023	Mental Health: Emotional Intelligence	7	3.25
Oct 27, 2023	Safety: Stay Safe, Access Your Own Fall Risk	10	2.75

Date	Topic	Participants	Hours
Health and Wellness			
Oct 30, 2023	Food Distribution: Food Bank Distribution	14	4.25
Subtotal for Health and Wellness		91	32.50

Totals **91** **32.50**

Individualized Case Management Services

Date	Topic	Residents	Hours
Oct 02, 2023	Rental	1	0.50
Oct 06, 2023	Rental	3	2.25
Oct 23, 2023	Rental	1	1.00
Oct 27, 2023	Rental	1	1.00

Totals **6** **4.75**

Social Service Coordination

Date	Administration Type	Hours
Oct 10, 2023	Service Coordination Administration	0.25
Oct 13, 2023	Service Coordination Administration	0.50
Oct 30, 2023	Service Coordination Administration	2.75

Total **3.50**

Donations

Date	Donor	Item Donated	Value
Oct 30, 2023	Food Bank of Monterey	Food Commodities	\$140.00

Total **\$ 140.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 20, 2023	Holiday: Halloween Pumpkin Decorating	16	3.75
Oct 27, 2023	Holiday: Halloween Celebration	42	2.75

Totals **58** **6.50**

Percent of units served during the past 12 months: 89.9%

Resident Services in Action



Pumpkin Decorating

Oct 20, 2023



Halloween Celebration

Oct 27, 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

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Due to staff vacation, Service hours were reduced.

Service Requirements

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

DSS Site Visits

Oct 04, 2023

Oct 11, 2023

Oct 18, 2023

Oct 25, 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
Oct 04, 2023	Healthy Lifestyles 2023 (Senior): Healthy Sleep	10	1.25
Oct 18, 2023	Parenting: Getting the Help Your Child Needs	11	2.75

Totals

21

4.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Oct 04, 2023	Mental Health: Healthy Meditation Techniques	10	2.25
Oct 04, 2023	Food Distribution: Food Bank Distribution	19	4.25
Oct 11, 2023	Safety: Breast Cancer Awareness	10	2.50
Oct 18, 2023	Safety: Halloween Safety Tips	11	1.75
Oct 18, 2023	Food Distribution: Food Bank Distribution	18	4.25
Oct 25, 2023	Safety: Stay Safe: Assess Your Own Fall Risk	11	2.50
Oct 25, 2023	Nutrition: Benefits of Pumpkins and Pumpkin Seeds	11	1.75
Subtotal for Health and Wellness		90	19.25

Totals

90

19.25

Social Service Coordination

Date	Administration Type	Hours
Oct 04, 2023	Service Coordination Administration	0.25
Oct 06, 2023	Recording Needs Assessment Surveys	0.75

Date	Administration Type	Hours
Oct 13, 2023	Service Coordination Administration	0.75
Oct 18, 2023	Service Coordination Administration	0.25
Oct 20, 2023	Recording Needs Assessment Surveys	0.75
Oct 27, 2023	Service Coordination Administration	0.75

Total 3.50

Donations

Date	Donor	Item Donated	Value
Oct 04, 2023	Food Bank of Monterey	Food Commodities	\$110.00
Oct 18, 2023	Food Bank of Monterey	Food Commodities	\$210.00

Total \$ 320.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 11, 2023	Socials, General: Halloween Spooky Bags	46	3.25
Oct 11, 2023	Crafts: Pumpkin Decorating	2	2.25
Oct 25, 2023	Bingo/Loteria: Bingo with LifeSTEPS	5	3.75

Totals 53 9.25

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

Resident Services in Action



Food Distribution

Oct 04, 2023



BINGO

Oct 25, 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

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Due to staff vacation, 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

Oct 03, 2023

Oct 10, 2023

Oct 17, 2023

Oct 24, 2023

Oct 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
Oct 03, 2023	JOBS: Changing Careers	15	0.25
Oct 10, 2023	Healthy Lifestyles 2023: Spiritual Self-Care	15	0.25
Oct 17, 2023	Stretch Your Dollar: at Halloween	15	0.25
Oct 24, 2023	Healthy Lifestyles 2023: Get the Most Out of Your Doctor's Visit	15	0.25
Oct 31, 2023	Stand-Alone Classes (Senior): Breast Cancer Awareness/Mammograms Flyer	15	0.25

Totals

75

1.25

Individualized Case Management Services

Date	Topic	Residents	Hours
Oct 03, 2023	Employment Counseling	15	3.75
Oct 03, 2023	Computer/Technology	1	0.50
Oct 10, 2023	Healthy Lifestyles	15	3.75
Oct 17, 2023	Financial Budgeting	15	3.75
Oct 17, 2023	Computer/Technology	1	0.50
Oct 24, 2023	Health Care	15	3.75
Oct 31, 2023	Health Care	15	3.75
Oct 31, 2023	Computer/Technology	1	0.50

Totals

78

20.25

Social Service Coordination

Date	Administration Type	Hours
Oct 03, 2023	Service Coordination Administration	1.50
Oct 10, 2023	Service Coordination Administration	1.75
Oct 17, 2023	Service Coordination Administration	1.50
Oct 24, 2023	Service Coordination Administration	1.75
Oct 31, 2023	Service Coordination Administration	1.25

Total 7.75

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 03, 2023	Socials, General: Ice Cream Social	10	2.00
Oct 10, 2023	Crafts: Painting Social	11	2.25
Oct 17, 2023	Socials, General: October Birthday Social	7	2.00
Oct 24, 2023	Crafts: Pumpkin Carving	12	2.25
Oct 31, 2023	Socials, General: Halloween Social	7	2.25

Totals 47 10.75

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

Resident Services in Action



Painting Social

Oct 10, 2023



Pumpkin Carving

Oct 24, 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

Oct 01, 2023

Period Ending

Oct 31, 2023

Administrative Comments

Due to staff scheduling, Service hours were reduced.

DSS Site Visits

Oct 06, 2023

Oct 13, 2023

Oct 20, 2023

Oct 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
Oct 06, 2023	Healthy Lifestyles 2023 (Senior): Get the Most Out of Your Doctor's Visit	12	0.25
Oct 13, 2023	Healthy Lifestyles 2023 (Senior): Spiritual Self-Care	12	0.25
Oct 20, 2023	Stretch Your Dollar (Senior): with Holiday Decorations	12	0.25
Oct 27, 2023	Stand-Alone Classes (Senior): Breast Cancer Awareness/Mammograms Flyer	12	0.25

Totals

48

1.00

Individualized Case Management Services

Date	Topic	Residents	Hours
Oct 06, 2023	Health Care	12	3.00
Oct 06, 2023	Translation	1	0.50
Oct 13, 2023	Counseling/Mental Health	12	3.00
Oct 20, 2023	Financial Budgeting	12	3.00
Oct 20, 2023	Translation	1	0.50
Oct 27, 2023	Health Care	12	3.00
Oct 27, 2023	Translation	1	0.50

Totals

51

13.50

Social Service Coordination

Date	Administration Type	Hours
Oct 06, 2023	Service Coordination Administration	1.75
Oct 13, 2023	Service Coordination Administration	1.25

Date	Administration Type	Hours
Oct 20, 2023	Service Coordination Administration	1.50
Oct 27, 2023	Service Coordination Administration	1.50

Total 6.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
Oct 06, 2023	Socials, General: National Noodle Day Social	11	2.00
Oct 13, 2023	Bingo/Loteria: Bingo	6	2.00
Oct 20, 2023	Crafts: Pumpkin Carving Social	4	2.25
Oct 27, 2023	Socials, General: Halloween Social and Karaoke	14	2.25

Totals 35 8.50

Percent of units served during the past 12 months: 96.3%

Resident Services in Action



Pumpkin Carving Social

Oct 20, 2023



Halloween Social

Oct 27, 2023



REPORT TO HDC REGULAR BOARD MEETING, November 2023

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

1. Vacancy:
 - a. 0 vacancies
2. Audits Pending
 - a. Alliant- November 28, 2023
3. Resident Services
 - a. Youthworks daily activity, 2 hours a day, Mon- Fri
 - b. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.

OAK PARK 2, 70 Units, 100% Tax Credit

1. Vacancy:
 - a. 1 vacancy- 1-bedroom PBV unit; scheduled move-in 11/8/2023.
2. Reporting & Audits Pending
 - a. CCRC- November 17, 2023
3. Resident Services
 - a. Youthworks daily activity, 2 hours a day Mon- Fri
 - b. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.

Tenant Services – October 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 YouthWorks job skills program for teens
- Provided mentoring by phone for YW graduates
- Provided on-campus mentoring for high school students through volunteer
- Tutored elementary school children after school
- Provided elementary school robotics program with mentorship from YW graduate
- Distributed produce grown on YW farm by the teens – 316 lbs
- Hosted Monday Club children’s book give-away
- Provided Dove program for middle school girls
- Provided assistance to high school seniors filling out FAFSA enrollment for college financial aid
- Provided a movie event for all ages of youth
- Continued to connect middle school boys to Pyles Boys Camp activities
- Provided volunteer math tutor for high school students
- Assisted high school students applying on line for jobs in the community
- Put on first Oak Park Bingo Night for adults
- Hosted private tenant event in community room
- Provided teen volunteers to assist in Library Book Sale set up

<u>Participation</u>	<u>Total</u>
Youth Activities	60
Oak Park 1	72
Oak Park 2	92

Oak Park November 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 YW Farming		7:00 Community Yard Sale 8:00 Mexican Consulate Vaccine Clinic	8:00 Mexican Consulate/ Vaccine clinic
6	7	8	9	10	11	12
3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	12:00 Private Tenant Event		
13	14	15	16	17	18	19
3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	1:30 Food Distribution		
20	21	22	23	24	25	26
3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	3:30 YouthWorks 3:30 Craft Event 4:30 YW Farming					
27	28	29	30			
3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 YW Farming 4:30 Robotics			

MEMORANDUM

To: Board of Commissioners
From: Staci Pierce, Housing Programs Supervisor & Mayra Zesati, Interim Housing Programs Co-Supervisor
Thru: Zulieka Boykin, Executive Director
RE: Housing Programs Report
DATE: November 10, 2023



HCV Updates We spent \$4,746,580 in HAP for the month of October for the HCV programs, \$62,839 in HAP for Mainstream, and \$474,701 in HAP for the Emergency Housing Voucher program.

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
<i>Terminations</i>	13	5	4	
<i>Voided 58's</i>	35	3	2	
<i>Annual Certs.</i>	83	224	259	
<i>Interim Certs.</i>	221	133	333	
<i>Expired VO's</i>	14	20	11	
<i>Unit Change</i>	23	17	9	
<i>FSS Enrollment</i>	10	3	10	
<i>RFTA's Pending Lease</i>	36	7	17	

In October there were 379 voucher holders searching for housing for all programs excluding EHV. The EHV program had 111 voucher holders searching.

154 HQS Inspections were conducted for the month of October and all 154 of those inspections were reported to PIC for the month October.

During October there were 8 units under Zero HAP. Units continue to be monitored for income changes prior to the expiration date for HAP contract-retention.

A mass clean up on this report resulted in 30 action 6 EOP's to show updated information when the report is run in 'open' format. There were 0 units under abatement.

A Mass-Voucher event was held on October 17th & 20th in the Central Office, we successfully vouchered 118 from this event.

The HCV waiting list opening is anticipated for early 2024.

Project-Based Voucher Program

❖ There are 684 project-based vouchers issued and 8375 applicants on the PBV waiting list

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	685	680	684		

Housing Choice Voucher Program

❖ Total Waiting List for HCV – **430 applications**

- **39 Removed**
- **75 Housed**
- **1264 In Process**

Issued/Leased Vouchers

2023	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Issued	54	34	35	42	17	122	106	143	221	358		
Leased	29	19	24	45	50	73	67	77	63	78		

Emergency Housing Vouchers

- ❖ **Vouchers terminated under the EHV program but not reissued by September 30th will not be available for continued use per HUD Regulations. The agency lost four vouchers.**
- ❖ Total number of families searching is the following:
 - Total Searching: 111
 - 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. Three vouchers have been issued.

Voucher Management System

❖ VMS information is being reconciled from CY2020 to present. All revisions will be submitted in the December 2023 VMS report.

SEMAP Scoring

The authority received a rating of standard for the HCV program. Overall we received a score of 74% but there were areas that received a zero rating. These areas require an explanation and a plan for improvement. One of the areas was the Payment Standards. All payment standards will have to be adjusted by rounding down to the nearest dollar.

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	5,117	5,117
Total units Leased	3,354	3381	3402	3439	3459	3483	3556	3582	3599	3655		
Unit Utilization	68%	69%	69%	70%	71%	71%	72%	73%	73%	75%		
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	258	261	269		
Unit Utilization	69%	70%	71%	71%	74%	77%	77%	80%	81%	83%		
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	33	39	47		
Unit Utilization	37%	34%	34%	37%	41%	42%	49%	56%	66%	79%		
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	39	39	41		
Unit Utilization	83%	88%	86%	83%	86%	88%	93%	93%	93%	97%		
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	204	220	240		
Unit Utilization	29%	33%	42%	52%	56%	60%	71%	76%	81%	89%		
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	1	2	3		
Unit Utilization	0%	0%	0%	0%	0%	0%	0%	1.5%	3%	5%		

Cumulative Overall, Success Rate: 75%-----Total Vouchers awarded including Mainstream is: 4,917.



U.S. Department of Housing and Urban Development
 San Francisco Regional Office - Region IX
 One Sansome Street, Suite 1200
 San Francisco, California 94104-4430
 www.hud.gov
 espanol.hud.gov

October 27, 2023

Ms. Zulieka Boykin
 Executive Director
 Housing Authority of the County of Monterey
 123 Rico Street
 Salinas, CA 93907

Dear Ms. Boykin:

This letter provides the scoring information for the **Housing Authority of the County of Monterey's** Section 8 Management Assessment Program (SEMAP) for fiscal year ending **June 30, 2023**. SEMAP enables HUD to better manage the Housing Choice Voucher (HCV) program by identifying PHA capabilities and deficiencies related to the administration of the HCV program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **Housing Authority of the County of Monterey's** final score for fiscal year ending **June 30, 2023**, is **74%**. The Housing Authority's overall designation is **Standard**. The following are the scores for each indicator:

Indicator 1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator 2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator 3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
Indicator 4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator 5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator 6	HQS Enforcement (24 CFR 982.404)	10
Indicator 7	Expanding Housing Opportunities	5
Indicator 8	Payment Standards (24 CFR 982.503)	0
Indicator 9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator 10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator 11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator 12	Annual HQS Inspections (24 CFR 982.405(a))	0
Indicator 13	Lease-Up	0
Indicator 14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	N/A
Indicator 15	Deconcentration Bonus	N/A

Your housing authority has failed (scored zero on) at least one of the above mandatory performance indicators. It will be necessary for the housing authority to take immediate corrective actions to ensure compliance with program requirements within 45 calendar days from the date of this letter. You must provide HUD with a written report describing the corrective actions you have taken to resolve all "zero" indicators within 45 calendar days from the date of this letter. If the corrective actions that your agency will take cannot resolve a "zero" indicator within the 45 calendar days from the date of this letter, it will be necessary to submit a Corrective Action Plan (CAP) within 30 calendar days from the date of this letter. Detailed guidance on how to develop a CAP is contained in PIH Notice 2005-33.

Thank you for your cooperation with the SEMAP process. Should you have any questions concerning your scores or required corrective actions, you may contact Sarah Glover Johnson, Portfolio Management Specialist, at (415) 489-6448.

Sincerely,



Gerard R. Windt
Director
Office of Public Housing, San Francisco



CLOSED SESSION

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

- A. 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



AGENDA
HYBRID BOARD MEETING FOR
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
BOARD OF DIRECTORS

DATE: MONDAY, NOVEMBER 27TH, 2023
TIME: 6:00 P.M. (Or immediately following the HACM Regular Board Meeting)
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

1. CALL TO ORDER

2. ROLL CALL

	<u>PRESENT</u>	<u>ABSENT</u>
Chair Francine Goodwin	_____	_____
Vice Chair Yuri Anderson	_____	_____
Director Kathleen Ballesteros	_____	_____
Director Hans Buder	_____	_____
Director Maria Orozco	_____	_____
Director Kevin Healy	_____	_____
VACANT, Director	_____	_____

3. COMMENTS FROM THE PUBLIC

4. 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 Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the HDC Board Meeting held on October 23, 2023.

5. INFORMATION

- A. Property Management Report
- B. Development Report

6. DIRECTOR COMMENTS

7. ADJOURNMENT

This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA.
The Board of Directors will next meet at the Regular Board Meeting on December 18, 2023, at 6:00 p.m.



COMMENTS FROM THE PUBLIC



Per The Ralph M. Brown Act

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



ACTION
MINUTES OF THE ANNUAL BOARD MEETING OF
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
HELD OCTOBER 23, 2023

SUMMARY ACTION MINUTES

Based on guidance provided by Centers for Disease Control Prevention, Monterey County Public Health officials and Governor Newsom’s Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform and by phone.

1. CALL TO ORDER:

Chair Healy called the meeting to order at 7:30 p.m.

2. ROLL CALL:

PRESENT:

Chair Kevin Healy
Vice Chair Francine Goodwin

Director Maria Orozco
Director Yuri Anderson

ABSENT:

Director Kathleen Ballesteros
Director Hans Buder

Also present: Zulieka Boykin, Executive Director; Jose Acosta, Director of Property Management; James Maynard-Cabrera, Director of Human Resources, Michael Underwood, Director of Finance; Mayra Zesati, Asset Manager; Nora Ruvalcaba, Development Analyst.
Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None

4. 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 HDC Board Meeting held on September 25, 2023.

No request to pull items from the Consent Agenda. Upon motion by Director Anderson, seconded by Director Orozco, the Board of Directors moved to approve the item listed in the Consent Agenda. The board unanimously carried the motion through a roll call vote:

AYES: Healy, Goodwin, Orozco, Anderson

NOES: None

ABSENT: Ballesteros, Buder

5. NEW BUSINESS

A. HDC – MDC – 230: Resolution of the Board of Directors of the Monterey County Housing Authority Development Corporation (HDC) Authorizing Access to Accounts held by HDC with Pinnacle Bank

Motion to approve Resolution HDC -- MDC – 230: Resolution of the Board of Directors of the Monterey County Housing Authority Development Corporation (HDC) Authorizing Access to Accounts held by HDC with Pinnacle Bank was made by Director Orozco, seconded by Director Anderson. Resolution HDC – MDC 230 will be revised to amend the name of the current Chair, Hans Buder, with the newly elected HDC Chair under item 5B. The board unanimously carried the motion through a roll call vote:

AYES: Healy, Goodwin, Orozco, Anderson

NOES: None

ABSENT: Ballesteros, Buder

B. Election of Officers

Director Healy nominated Francine Goodwin for the position of Board Chair, seconded by Director Anderson. Director Orozco nominated Yuri Anderson for the position of Vice-Chair, seconded by Director Healy.

The board unanimously carried the motion through a roll call vote.

AYES: Healy, Goodwin, Orozco, Anderson

NOES: None

ABSENT: Buder, Ballesteros

6. INFORMATION

- A. Property Management Report – Presented by Jose Acosta, Director of Housing Management.
No additional items to report from the HACM meeting.
- B. Development Report – Presented by Nora Rubalcava, Development Analyst.
No additional items to report from the HACM meeting.

7. COMMISSIONER COMMENTS

Commissioners collectively thanked everyone involved in today’s meeting.

8. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:39 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date



- A. Property Management Report (Page:35)
- B. Development Report (Page:51)



DIRECTOR COMMENTS

&

ADJOURNMENT