



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

DATE: MONDAY, JANUARY 22ND, 2024

TIME: 5:00 P.M.

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

Phone: (669) 900-6833 (*9 to raise hand, *6 to unmute)
Meeting ID: 350 189 1938
Passcode: 438419

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

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

NW Corner of Mission Street and 11th Ave, Carmel, CA, 93921
Hans Buder's Open Meeting Location

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

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

Table with 3 columns: Name, PRESENT, ABSENT. Rows include Chair Hans Buder, Vice Chair Kathleen Ballesteros, Commissioner Kevin Healy, Commissioner Francine Goodwin, Commissioner Maria Orozco, Commissioner Yuri Anderson, Commissioner, Vacant.

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 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 November 27, 2023.

5. REPORTS OF COMMITTEES

Personnel Committee
Finance/Development Committee
Monterey County Housing, Inc. &
Affordable Acquisitions

Commissioner Ballesteros, Chairperson
Commissioners Buder

6. REPORT OF SECRETARY

- A. Executive Report

7. INFORMATION

- A. Human Resource Report
- B. Finance Report
- C. Property Management Report
- D. Development Report
- E. Housing Programs Report

8. CLOSED SESSION

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

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

9. COMMISSIONER COMMENTS

10. 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 February 26, 2024 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



Updated July 2017

ROLL CALL

Chair Hans Buder

Vice Chair Kathleen Ballesteros

Commissioner Kevin Healy

Commissioner Francine Goodwin

Commissioner Maria Orozco

Commissioner Yuri Anderson



COMMENTS FROM THE PUBLIC





ACTION
 MINUTES OF THE REGULAR BOARD MEETING OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD NOVEMBER 27, 2023

SUMMARY ACTION MINUTES

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

CALL TO ORDER:

Chair Buder called the meeting to order at 5:01 p.m.

2. ROLL CALL:

PRESENT:

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

ABSENT:

Also present: Zulieka Boykin, Executive Director; Jose Acosta, Director of Property Management; Nora Ruvalcaba, Development Analyst; Carolina Sahagun-Gomez, Director of Development; James Maynard-Cabrera, Director of Human Resources; Kim Shehorn, Auditor/Controller; Mayra Zesati, Asset Manager/HCV Supervisor.
 Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

- A. John Rose, MCHI Representative provided a statement on behalf of MCHI.
- B. Nancy Lloyd, MCHI Board President provided a statement on behalf of MCHI.

4. PRESENTATION

- A. Service Award – Michelle 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 Regular Board Meeting held on September 25th, 2023.

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

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

NOES: None

ABSENT: None

6. **REPORTS OF COMMITTEES**

Personnel Committee: Commissioner Ballesteros reported the meeting was cancelled.

Finance and Development Committee: Commissioner Buder reported the meeting was cancelled.

Monterey County Housing, Inc & Affordable Acquisitions: Ms. Boykin reported she did not attend a meeting.

7. **REPORT OF SECRETARY**

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

Ms. Boykin provided an update on the status of the rental increase request for the Farm Labor Sites. HACM's partnership with the Coalition of Homeless Service Providers has HCV staff working thoroughly on remaining EHV voucher utilization; 253 vouchers have been leased. HUD denied reissuance of terminated vouchers after 09/30/2023. As a result, the total allocation decreased from 269 to 265. Updates from the San Francisco HUD Field Office included HACM receiving a "Standard" rating for the HCV/SEMAP score, submitting successful "Corrective Action Plans," and being granted additional vouchers. Ms. Boykin proposed a board retreat to strategize future agency goals, suggesting a two-day session at the Monterey Marriott. Following discussion, the commissioners agreed to schedule the retreat for late February.

8. **INFORMATION**

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

Mr. Maynard-Cabrera reported the implementation of changes resulting from union negotiations, including a 4% Cost of Living Adjustment for 2023. Partnerships with Cariva Care were established to address the increase in workers' compensation claims, providing employees access to a 24/7 nurse triage program. Upcoming employee training includes Defensive Driver Courses and Yardi training. Reported on workers' comp injuries and addressed workplace safety issues and legal matters.

- B. Finance Report – Presented by Kim Shehorn, Auditor/Controller
Mrs. Shehorn reported insights into voucher funding, HCV payments, department transactional statistics, and revenue sources by property. Progress was made for the 2021 and 2022 audits. The Finance Department has shifted from in-house financial analysts to analysts from BDO, a national accounting firm. The implementation of Rent Café and PayScan is anticipated to enhance efficiency in electronic rent payments and paperless processing of accounts payable. The financial performance for September indicates favorable revenue and net income for HACM, while HDC experienced timing-related challenges in revenue. The combined entities show a total September bottom-line gain of \$.5M and a YTD gain of \$.2M.
- C. Property Management Report – Presented by Jose Acosta, Director of Property Management
Mr. Acosta reported in October, the department successfully completed various tasks, including property questionnaires for RAD site inspections, CREA inspections for Haciendas 3, and bank account setups for online payments across all properties. Goals for December include file audits for NEF RAD sites, city data uploads for Salinas, CCRC inspections, resident orientations for Rent Café transition, and initiating file scanning projects for tax credit sites. Property updates include the progress of the King City Migrant Center rehabilitation, completion of tax credit audits for RAD properties, ongoing repairs and replacements at various sites, and the relocation and rehabilitation plan for Pueblo Del Mar.
- D. Development Report – Presented by Nora Ruvalcaba, Development Analyst
Mrs. Ruvalcaba reported the successful progress of the 3rd Capital Contribution for the One Parkside Development, which is expected to coincide with the JPMorgan Chase Permanent Loan Conversion. Additionally, achievements include the finalization and submission of 2024 Operating Budgets for nineteen limited partnerships and ongoing construction defect remediation at Tynan Village Inc. Updates on One Parkside, LP, and the 123 Rico CLEEN loan was provided, along with information on audits, capital improvements, Tynan Modernization job close-out, Tynan commercial space, Project Based Section 8, and the HDC Portfolio managed by the John Stewart Company and Paso Robles Housing Authority.
- E. Housing Programs Report – Presented by Zulieka Boykin, Executive Director
Ms. Boykin reported the housing search activities for the month involved 379 voucher holders across various programs (excluding EHV) and an additional 111 for the EHV program. Noteworthy accomplishments include the completion of 154 Housing Quality Standard inspections, monitoring of units under Zero HAP, and a successful Mass-Voucher event resulting in the issuance of 118 vouchers. The Project-Based Voucher Program currently boasts 684 issued vouchers with a substantial waiting list. The agency is anticipating opening the HCV waiting list in early 2024. The overall HCV program received a standard rating in SEMAP scoring, accompanied by a comprehensive explanation of areas needing improvement, particularly in Payment Standards, which are slated for adjustments.

9. CLOSED SESSION

The Board of Commissioners met in Closed Session at 6:13 p.m. 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.

The Board of Commissioners reconvened at 7:05 p.m. following a closed session. No Action items to report.

10. COMMISSIONER COMMENTS

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

11. ADJOURMENT

There being no further business to come before the Board, the meeting was adjourned at 7:10 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: January 18, 2024



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 been approved. The rents are \$1120 for 2 bedrooms, \$1220 for 3 bedrooms, and \$1320 for 4 bedrooms.

CHSP – Coalition of Homeless Service Providers

- No Update

San Francisco HUD Field Office

- The closeout for the EHV audit has been received and we are preparing a corrective action plan to respond to it by February 21st.
- HUD PBV technical assistance conducted the final on-site training for staff and are preparing the report for HUD submission and review. The on-site training was successful, and the report should be favorable for the agency. Staff have made a lot of progress.

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. Our HUD Representative is seeking approval to clear HACM while the City finalizes their requirements. --no new activity
- The City has received all items requested to complete the award of Housing Stabilization Funds for \$331,000. The City passed the resolution on December 5th and we have signed the grant agreement. Funding will be available soon.

County of Monterey

- The MOU was fully executed as of January 17th, and we issued an RFP for construction needs at PDM. The County issued an RFP for the supportive services provider, but an award has not been made yet.
- The HACM submitted an updated application to Health and Human Services correlates to the HACM and MCBH partnership. The application is under review by the HHS office.

HACM/HDC

PROPERTY MANAGEMENT

- The Housing Department is working on the rehab efforts for PDM.
- We are working on reassigning the property managers and maintenance staff to bring fresh eyes to each property, increase capacity, and promote job rotation. Job rotation can assist in morale and avoiding employee burnout.
- Staff are working on the transition of Rippling River from management by John Stewart Company to management performed by HACM. We anticipate total conversion by February 1st.

FINANCE DEPARTMENT

- Currently, finalization of the HACM audit is expected by January 31st. Finance is working on streamlining projects to create timely submissions. Once FY22 is completed we will immediately begin FY23 audits.

DEVELOPMENT DEPARTMENT

- The staff is helping the finance department by ensuring all accounts are transferred and that the new accounts reflect all program requirements.
- The staff is working on completing the water intrusion project at Tynan Village and placed in service requirements for One Parkside.

HCV DEPARTMENT

- The Emergency Housing Voucher program is being closed out; program end date was December 31, 2023.
- The 120% waiver for Fair Market Rents and Small Area Fair Market Rents has been submitted to HUD. This waiver is crucial to address new payment standards for the agency.
- HAP contract is being prepared for Alfred Diaz Infante Apartments, the project in East Garrison, and Magnolia Apartments, the project in the City of Greenfield.
- Completed the revision of the agencies VMS report for the calendar year 2023.

HUMAN RESOURCES DEPARTMENT

- Working on the YARDI Rent Cafe and Pay Scan implementations.
- Working on a comprehensive Employee Handbook

MCHI/MCHI AA

- No update

MISCELLANEOUS

- Family Self Sufficiency Awarded \$184,837 for 2024 calendar year. The award has not been released for acceptance as of today.

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Director of Human Resources

RE: **Human Resources Report**

DATE: January 10, 2024

**I. ORGANIZATIONAL EXCELLENCE**

To champion organizational excellence, the HR department is dedicated to fostering a culture of collaboration, employee growth, and adherence to the highest standards.

II. GENERAL INFORMATION

In our December board meeting, we highlighted our commitment to enhancing safety and compliance across the agency. Below are some of our key initiatives and accomplishments in the areas of safety and required training, reinforcing our dedication to the well-being of our employees, compliance, and fostering a culture of integrity.

OSHA Training

We have collaborated with our HRIS service provider, Paylocity, to launch Mandatory OSHA training safety videos. These videos cover a range of safety topics, ensuring compliance with CAL-OSHA state workplace requirements. The content spans from proper use of a step ladder to effective responses in emergency situations within the workplace.

CPR/First Aid/AED Training

In partnership with the American Red Cross, we are conducting a live in-person training session scheduled for February 21. The 5-hour course, facilitated by four certified instructors, will provide real-life scenario examples, preparing our employees for potential situations in the workplace or field.

California Harassment Training

The bi-annual California Sexual Harassment training is set to launch on January 16th. This mandatory training ensures compliance with state regulations, reinforcing a respectful workplace culture and upholding legal and ethical standards. It plays a crucial role in fostering awareness and understanding, creating an environment where everyone feels safe and respected.

Conflict of Interest Forms Renewals

Upholding the highest standards of integrity is paramount to our agency. Our proactive measure includes the regular renewal of Conflict-of-Interest Forms, identifying and addressing potential conflicts. This process strengthens transparency, maintains trust, and upholds the agency's reputation, preventing conflicts and ensuring alignment with our mission and values.

These initiatives underscore our commitment to employee well-being, compliance, and a culture of integrity. By investing in safety training, emergency response skills, harassment prevention, and conflict of interest management, we are not only meeting legal requirements but also fostering a workplace environment conducive to productivity, collaboration, and employee satisfaction.

III. RECRUITMENT & STAFFING UPDATES

- a. Vacant Positions/Active Recruitments (5)
 - Director of Housing Programs (*Candidate Selected*)
 - Director of Housing Management
 - Housing Programs Supervisor
 - Housing Development Project Manager
 - Housing Development Analyst
- b. New Arrivals/Internal Promotions/Lateral Transfers (1)
 - Delayna Cambunga, Accountant → Contracts/Procurement Manager
- c. Departed Employees (2)
 - Jose Acosta, Director of Housing Management
 - Carol Vargas, Property Management Specialist I
- d. Temporary Employees (1)
 - Brian Guevara - Office Assistant – Section 8

IV. WORKPLACE SAFETY ISSUES - Workers’ Comp Reportable Injuries

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

Department	# of Claims
Housing Programs	4
Property Management	7
Maintenance	8
Human Resources	1
Finance	4
TOTAL	24

**Upcoming case claims review with workers comp. adjusters is scheduled for 01/31/2024.*

- d. Total Open Claims
 - 24

V. EMPLOYEE RELATIONS CLAIMS – Reported Legal Issues

- a. New Claims
 - 0

MEMORANDUM

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Mike Underwood, Director of Finance

RE: Status Report: Finance Report for November 2023

DATE: January 10, 2024

**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 (in discussion with ED and MCHI Board)
- HDC 2022 (completed)
- HDC 2023 (preparing to submit initial items)
- King City 2022 (completed)
- King City 2023 (in process)
- Tynan 2022 (completed)
- 1 Parkside 2022 (completed audit and third capital contribution)
- HACM for 2022 and 2023 (2022 in final partner review)
- FLC 23 (in process)
- PDM 23 (completed)
- LP Calendar Year Audits (submitting initial items)

The November closing was the second month working with BDO, our outside accounting service. Staff meets with the BDO partner three times a week for coordination purposes. BDO has made significant progress in bringing our main disbursement account up to date. In December we will be completing our quarterly reporting cycle which is focused on providing investor reports for our

limited partners.

Finance is working with our SmartSheet vendor to create and improve our tracking tools. Our plan is to use SmartSheet for tracking journal entry status, audit progress and monthly reporting deliverables to all our stakeholders. Our intent is to have a yearly calendar of requirements tracked by due date to avoid missing required deadlines.

Rent Café and PayScan will be implemented in the coming months. 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.

The Finance Director has spent considerable time working with our banking partners to update all our accounts which total over one hundred and fifty. This includes updating singers and verifying whether accounts are appropriately collateralized and interest bearing to meet HUD requirements. We continue to add bank accounts required to segregate our Section 8 funds by program which is best practice.

Procurement has published Requests for Proposal for our legal services, landscaping services and general contractor services. We are emphasizing compliance with our procurement policies. This includes updating contract listings and confirming all purchases are routed through the Procurement Department so that signature authorization requirements are adhered to by all employees authorized to initiate purchase activity.

HACM performance for November:

- November revenue was \$8.8M or \$3.4M favorable to budget
- YTD revenue was \$32.6M or \$5.7M favorable
- Monthly operating expenses were \$6.4M or \$1.0M unfavorable
- YTD operating expenses were \$30.0M or \$2.9M unfavorable
- November surplus was \$2.4M or favorable \$2.4M
- YTD surplus was \$2.5M or \$2.7M favorable

- Summary - November results for surplus were favorable to budget due to significant catchup payments in HAP funding reflecting increased voucher usage.

HDC performance for November:

- Revenue for the month was \$.26M or \$.24M below budget...timing related
- YTD revenue was \$1.17M or \$1.30M unfavorable
- Monthly operating expenses were \$.68M or \$.40M unfavorable
- YTD operating expenses were \$1.73M or \$.34M unfavorable
- November deficit was \$.42M or unfavorable \$.68M
- YTD deficit was \$.56M or unfavorable \$1.64M

- Summary – November results for net income unfavorable due to low level of other income and high interest expense.

Total November bottom-line gain for combined entities was \$1.94M. Budget is \$.15M. Favorable

\$1.79M. YTD entity surplus \$1.96M or favorable \$1.09M.

Board Action: Information only.

Voucher Funding and HCV Payments

	23-Sep	23-Oct	30-Nov	Total
HUD Grant - HAP Payments	\$ 4,434,895	\$ 5,121,417	\$ 7,855,345	\$ 17,411,657
Total Housing Assistance Payments	\$ 5,088,018	\$ 5,263,378	\$ 5,447,210	\$ 15,798,606

Finance Transactional Statistics - Nov 2023	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	22	21,923	2780	2,328,885	2802	2,350,808
Charges	3	5	2294	1,445,203	2297	1,445,208
Journal Entries	319	8,890,410	537	41,450,750	856	50,341,160
Payables	4520	5,841,955	904	2,278,875	5424	8,120,830
Checks	1300	5,775,722	245	2,174,626	1545	7,950,348
Transaction Amts Processed*	6164	\$ 20,530,015	6760	\$ 49,678,339	12924	\$ 70,208,354

REVENUE SOURCES BY PROPERTY

Nov-23

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	5,807.00	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ 5,807.00	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	3,894.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ 3,894.00	\$ -	\$ -	
204	Oak Grove	5,335.00	0.00	4,921.00	HCV
552	Single Family Homes	8,301.00	0.00	20,059.00	HCV
555	Casanova	50,330.00	0.00	117,724.00	HCV
934	Jardines	10,531.00	0.00	7,622.00	HCV
960	Rippling River	0.00	0.00	0.00	HCV
965	Tynan Affordable	201,733.00	12,887.92	118,148.00	HCV
973	Monterey Affordable	56,458.00	0.00	18,405.00	HCV
974	Benito Affordable	65,415.00	750.00	47,771.00	HCV
980	Fanoe Vista	36,872.00	0.00	58,035.00	HCV
985	Haciendas 1	43,802.00	0.00	50,430.00	HCV
986	Haciendas 2	47,194.00	0.00	30,322.00	HCV
988	Haciendas Senior	13,734.00	0.00	45,026.00	HCV
989	Haciendas 3	39,581.00	0.00	55,655.00	HCV
990	Oak Park !	59,518.00	0.00	57,082.00	HCV
991	Oak Park 2	55,345.00	1,400.00	45,385.00	HCV / USDA
		\$ 694,149.00	\$ 15,037.92	\$ 676,585.00	
212	Portola Vista	23,515.00	0.00	95,835.00	PBRA
214	Montecito Watson	8,978.00	0.00	4,195.00	PBRA
801	South County RAD	24,592.00	0.00	23,460.00	PBRA
802	Salinas Family RAD	116,159.00	0.00	54,859.00	PBRA
803	East Salinas Family RAD	161,102.00	0.00	49,868.00	PBRA
804	Gonzales Family RAD	27,100.00	0.00	7,025.00	PBRA
		\$ 361,446.00	\$ -	\$ 235,242.00	
992	One Parkside	31,019.00	0.00	109,400.00	PBV
		\$ 31,019.00	\$ -	\$ 109,400.00	
904	Chualar FLC	15,859.00	0.00	276.00	USDA
906	Salinas FLC	33,891.00	0.00	2,123.00	USDA
972	Benito FLC	77,244.00	0.00	17,212.00	USDA
984	Castroville FLC	56,096.00	0.00	43,689.00	USDA
		\$ 183,090.00	\$ -	\$ 63,300.00	
TOTAL		\$ 1,279,405.00	\$ 20,222.43	\$ 1,084,527.00	
		\$ -	\$ -	\$ -	

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

Period = Nov 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	7,532,642.46	4,720,642.42	2,812,000.04
Cash - Restricted	8,514,152.97	8,819,475.51	-305,322.54
Total Cash	16,046,795.43	13,540,117.93	2,506,677.50
Accounts Receivable:			
Accounts Receivable - Tenants	929,614.99	912,475.61	17,139.38
Accounts Receivable - Agency	-291,058.89	362,410.11	-653,469.00
Accounts Receivable - Developer Fees	-71,499.45	-71,499.45	0.00
Accounts Receivable - Other	2,385,488.80	2,329,627.40	55,861.40
Accrued Interest Receivable	14,814,784.55	14,683,515.53	131,269.02
Less: Allowance for Doubtful Accounts	-1,100,455.74	-1,097,420.74	-3,035.00
Total Receivables, Net of Allowance	16,666,874.26	17,119,108.46	-452,234.20
Current Investments:			
Investments - Unrestricted	1,013,719.72	1,014,177.72	-458.00
Total Current Investments	1,013,719.72	1,014,177.72	-458.00
Prepaid Expenses			
Prepaid Expenses	444,730.30	432,428.74	12,301.56
Inventories, Net of Obsolete Inventories	495,895.78	524,037.31	-28,141.53
Interprogram - Due From	-1,776,388.40	-1,965,063.19	188,674.79
TOTAL CURRENT ASSETS	32,891,627.09	30,664,806.97	2,226,820.12
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	5,825.41	5,825.41	0.00
Furniture & Equipment	816,018.40	816,018.40	0.00
Less: Depreciation	-14,263,119.72	-14,263,119.72	0.00
Total Capital Assets, Net of Depreciation	11,379,604.23	11,379,604.23	0.00
Construction In Progress			
Construction In Progress	788,245.48	673,144.48	115,101.00
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	-556,412.08	-555,915.24	-496.84
TOTAL NONCURRENT ASSETS	95,607,477.21	95,492,873.05	114,604.16

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

Period = Nov 2023

	Balance	Beginning	Net
TOTAL ASSETS	128,499,104.30	126,157,680.02	2,341,424.28
LIABILITIES & EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-89,640.60	-69,783.07	-19,857.53
Accounts Payable - Other	1,205,630.17	1,192,742.25	12,887.92
Accrued Wages/Taxes/Benefits Payable	767,237.55	735,287.97	31,949.58
Accrued Interest Payable	679,071.51	675,306.80	3,764.71
Accounts Payable - Agency	2,401.61	2,401.61	0.00
Tenant Security Deposits	102,579.71	103,087.50	-507.79
Total Accounts Payable	2,667,279.95	2,639,043.06	28,236.89
Deferred Revenues	148,792.25	145,599.30	3,192.95
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	367,484.59	399,389.35	-31,904.76
Other Current Liabilities	113,077.20	113,077.20	0.00
TOTAL CURRENT LIABILITIES	3,326,633.99	3,327,108.91	-474.92
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,592,036.44	7,606,600.75	-14,564.31
Long-Term Subordinate Debt	-1,079,404.55	-1,079,404.55	0.00
Other Noncurrent Liabilities	714,325.00	714,325.00	0.00
TOTAL NONCURRENT LIABILITIES	7,226,956.89	7,241,521.20	-14,564.31
TOTAL LIABILITIES	10,553,590.88	10,568,630.11	-15,039.23
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,486,651.45	105,486,651.45	0.00
Current Year Retained Earnings	12,458,861.68	10,102,398.17	2,356,463.51
TOTAL LIABILITIES AND EQUITY	128,499,104.01	126,157,679.73	2,341,424.28

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

Period = Nov 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,503,177.33	1,568,429.87	-65,252.54
Cash - Restricted	1,435,144.38	1,429,675.65	5,468.73
Total Cash	2,938,321.71	2,998,105.52	-59,783.81
Accounts Receivable:			
Accounts Receivable - Tenants	67,374.85	60,668.85	6,706.00
Accounts Receivable - Agency	158,871.00	145,464.00	13,407.00
Accounts Receivable - Developer Fees	4,067,186.22	4,067,186.22	0.00
Accounts Receivable - Other	1,219,203.22	1,217,937.54	1,265.68
Accrued Interest Receivable	3,179,743.68	3,129,638.39	50,105.29
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	8,684,972.97	8,613,489.00	71,483.97
Prepaid Expenses	225,888.94	231,567.44	-5,678.50
Interprogram - Due From	3,523,535.19	3,964,905.70	-441,370.51
TOTAL CURRENT ASSETS	15,372,718.81	15,808,067.66	-435,348.85
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	-964,090.37	-964,090.37	0.00
Total Capital Assets, Net of Depreciation	17,971,754.78	17,971,754.78	0.00
Construction In Progress	13,965,515.91	13,920,181.35	45,334.56
Notes Receivable	33,643,996.47	33,643,996.47	0.00
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	66,410,086.16	66,364,751.60	45,334.56
TOTAL ASSETS	81,782,804.97	82,172,819.26	-390,014.29

LIABILITIES & EQUITY

LIABILITIES

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

Period = Nov 2023

	Balance	Beginning	Net
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-84,061.37	-75,913.79	-8,147.58
Accounts Payable - Other	117,819.10	118,829.24	-1,010.14
Accrued Wages/Taxes/Benefits Payable	175,430.35	175,430.35	0.00
Accrued Interest Payable	1,163,182.96	1,126,471.22	36,711.74
Tenant Security Deposits	108,422.06	107,890.82	531.24
Total Accounts Payable	1,480,793.10	1,452,707.84	28,085.26
Deferred Revenues	9,727,843.57	9,710,698.57	17,145.00
Developer Fees Payable	404,393.00	404,393.00	0.00
Other Current Liabilities	62,055.23	59,471.76	2,583.47
TOTAL CURRENT LIABILITIES	11,675,084.90	11,627,271.17	47,813.73
NONCURRENT LIABILITIES			
Long-Term Hard Debt	21,293,364.13	21,310,544.78	-17,180.65
Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
Other Noncurrent Liabilities	-232,462.00	-232,462.00	0.00
TOTAL NONCURRENT LIABILITIES	34,333,152.13	34,350,332.78	-17,180.65
TOTAL LIABILITIES	46,008,237.03	45,977,603.95	30,633.08
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	33,129,057.56	33,129,057.56	0.00
Current Year Retained Earnings	2,645,510.38	3,066,157.75	-420,647.37
TOTAL LIABILITIES AND EQUITY	81,782,804.97	82,172,819.26	-390,014.29

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

Period = Dec 2022-Nov 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total
REVENUE:													
Tenant Rents	98,746.75	95,912.75	96,525.75	98,850.75	94,237.00	89,047.00	92,607.00	118,734.50	116,101.00	104,594.50	115,287.00	98,214.00	1,218,858.00
Tenant Subsidies	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	106,347.00	107,350.00	1,246,751.71
Other Tenant Income	9,241.00	0.00	0.00	580.00	42.00	27,919.00	116,559.00	1,582.00	1,325.00	2,362.00	2,080.00	1,924.31	163,614.31
Total Tenant Revenue	207,418.75	194,310.75	194,002.75	197,807.75	199,257.00	218,164.00	307,747.71	243,940.50	224,026.00	211,346.50	223,714.00	207,488.31	2,629,224.02
HUD Operating Grants	-54,093.00	45,165.00	153,641.00	45,873.00	0.00	0.00	-74,059.00	0.00	0.00	0.00	0.00	0.00	116,527.00
Section 8 HAP Subsidies	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	4,739,245.00	7,855,345.00	56,427,932.00
Section 8 Administrative Fees	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	257,707.00	371,151.00	499,093.00	726,685.87	632,259.72	422,816.95	5,614,952.54
Operating Grants (Non-HUD)	23,977.56	22,811.89	20,683.72	93,486.54	22,961.26	42,140.55	68,664.72	0.00	0.00	0.00	0.00	0.00	294,726.24
Other Income	180,955.52	232,411.22	197,912.84	194,295.74	171,723.80	146,235.12	313,812.54	313,154.26	195,400.80	191,248.33	267,024.42	179,208.86	2,583,383.45
Interest Income	179,076.30	146,941.64	136,194.56	144,570.81	140,928.40	111,027.85	576,332.29	177,132.47	165,927.41	132,209.04	147,619.55	132,188.56	2,190,148.88
Total Revenue	4,900,215.13	4,922,964.50	5,083,292.87	4,972,716.84	6,256,582.46	5,261,822.52	5,908,323.26	5,841,817.23	5,519,342.21	6,382,906.74	6,009,862.69	8,797,047.68	69,856,894.13
EXPENSES:													
Administrative	801,372.61	527,456.82	513,711.02	500,858.92	532,923.88	501,858.83	711,469.17	551,095.48	516,661.77	462,796.85	463,406.21	674,355.24	6,757,966.80
Administrative Fees	16,513.09	16,513.09	16,513.09	16,579.09	16,513.09	16,513.09	22,599.09	18,096.09	17,305.09	18,953.09	18,162.09	18,162.09	212,422.08
Tenant Services	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	125,034.40	93,717.36	1,038,344.23
Utilities	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	60,278.57	28,656.09	477,474.18
Maintenance	144,711.72	170,401.00	134,528.80	117,762.71	108,326.93	113,514.89	132,807.93	208,829.44	110,461.06	135,013.69	129,602.54	134,342.90	1,640,303.61
Protective Services	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	7,971.00	0.00	54,143.74
Insurance	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	19,410.86	41,126.08	315,229.11
Other General Expenses	30,924.66	30,578.68	30,635.17	105,937.14	31,094.67	17,874.75	-534,035.41	37,735.96	30,762.67	34,325.43	42,334.60	30,913.67	-110,918.01
Payments in Lieu of Taxes	19,600.00	0.00	6,000.00	2,152.18	0.00	468.06	0.00	82,946.23	0.00	289.07	0.00	-45,029.13	66,426.41
Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	2,826.00	0.00	0.00	0.00	0.00	3,038.00	5,864.00
Housing Assistance Payments	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	4,661,345.49	4,907,308.19	5,086,109.18	5,173,600.61	5,432,274.74	56,061,047.65
FSS Escrows	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	14,781.00	14,935.00	205,946.00
Total Operating Expenses	5,213,065.20	5,041,986.47	5,447,073.85	5,170,333.63	5,367,603.33	5,332,341.44	5,217,296.84	5,744,324.23	5,822,076.64	5,887,074.25	6,054,581.88	6,426,492.04	66,724,249.80
Interest Expense	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	13,863.06	14,109.29	248,597.14
Extraordinary Maintenance	0.00	0.00	0.00	6,800.00	0.00	10,800.00	14,200.00	0.00	0.00	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	5,702.22	0.00	0.00	0.00	0.00	5,702.22
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	537,477.23	0.00	0.00	0.00	0.00	0.00	537,477.23
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	36,234.12	496.84	496.84	496.84	496.84	496.84	41,699.36
NET INCOME	-342,532.11	-173,991.75	-378,007.80	-219,014.02	874,534.54	-95,872.22	89,211.30	36,931.58	-302,202.94	481,441.38	-59,079.09	2,355,949.51	2,267,368.38

VOUCHER PROGRAM ONLY
Income Statement

Period = Dec 2022-Nov 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total
REVENUE:													
Tenant Subsidies	0.00	0.00	0.00	0.00	0.00	0.00	-1,110.17	0.00	0.00	0.00	0.00	0.00	-1,110.17
Other Tenant Income	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Total Tenant Revenue	0.00	0.00	0.00	0.00	0.00	25.00	-1,110.17	0.00	0.00	0.00	0.00	0.00	-1,085.17
Section 8 HAP Subsidies	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	4,739,245.00	7,855,345.00	56,427,932.00
Section 8 Administrative Fees	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	257,707.00	371,151.00	499,093.00	726,685.87	632,259.72	422,816.95	5,614,952.54
Other Income	567.10	9,658.33	11,349.20	12,863.98	0.00	0.00	0.00	0.00	0.00	0.00	70,990.63	0.00	105,429.24
Interest Income	45.00	48.01	42.01	46.50	42.01	49.51	42.94	46.51	46.51	43.51	48.02	0.00	500.53
Total Revenue	4,363,492.10	4,291,030.34	4,392,249.21	4,309,593.48	5,721,754.01	4,744,329.51	4,714,757.77	5,107,636.51	4,934,034.51	5,848,146.38	5,442,543.37	8,278,161.95	62,147,729.14
EXPENSES:													
Administrative	256,559.20	241,569.19	196,536.84	217,766.80	216,445.45	225,483.52	344,204.35	252,724.27	210,033.69	221,142.88	214,624.31	316,808.59	2,913,899.09
Tenant Services	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	125,034.40	93,717.36	952,968.60
Maintenance	725.01	626.62	550.62	804.61	597.50	1,895.21	697.71	933.26	917.22	866.66	1,099.23	389.49	10,103.14
Insurance	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	7,937.58	10,528.98	108,597.97
Other General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	-578,350.00	0.00	0.00	1,417.50	0.00	151.00	-576,781.50
Housing Assistance Payments	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	4,801,592.49	5,084,704.19	5,269,946.18	5,372,603.61	5,639,808.74	57,772,195.65
FSS Escrows	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	14,781.00	14,935.00	205,946.00
Total Operating Expenses	4,464,338.31	4,559,758.02	4,989,962.62	4,702,359.01	4,952,291.14	5,000,416.71	4,725,909.81	5,151,493.84	5,452,969.57	5,575,010.63	5,736,080.13	6,076,339.16	61,386,928.95
NET INCOME	-100,846.21	-268,727.68	-597,713.41	-392,765.53	769,462.87	-256,087.20	-11,152.04	-43,857.33	-518,935.06	273,135.75	-293,536.76	2,201,822.79	760,800.19

**Monterey County Housing Development Corporation
Income Statement**

Period = Dec 2022-Nov 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total
REVENUE:													
Tenant Rents	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	58,931.00	58,631.00	634,830.00
Tenant Subsidies	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	141,740.00	137,783.00	1,293,414.00
Other Tenant Income	9,013.50	622.00	612.00	656.00	1,505.00	588.00	656.00	564.00	1,183.00	564.00	634.00	6,027.22	22,624.72
Total Tenant Revenue	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	201,305.00	202,441.22	1,950,868.72
Other Income	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	5,158.18	16,964.13	5,652.42	610,979.94
Interest Income	49,010.00	51,301.58	48,466.63	50,962.53	58,734.05	52,084.88	50,189.74	50,098.12	50,111.99	49,166.86	50,113.03	50,111.27	610,350.68
Total Revenue	241,634.59	554,193.73	203,857.13	210,264.73	214,571.25	212,595.38	362,240.41	214,343.58	217,538.43	214,373.04	268,382.16	258,204.91	3,172,199.34
EXPENSES:													
Administrative	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	75,430.34	75,784.20	1,285,362.86
Administrative Fees	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	24,345.87	21,100.96	239,580.24
Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	530.09	0.00	0.00	0.00	530.09
Utilities	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	17,176.47	20,888.72	228,520.46
Maintenance	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	19,254.95	36,133.19	363,199.76
Protective Services	0.00	847.50	0.00	0.00	210.00	0.00	1,346.61	592.50	0.00	0.00	592.50	0.00	3,589.11
Insurance	30,765.70	11,738.72	12,022.73	11,368.53	10,786.02	10,954.26	56,129.50	2,891.49	2,280.14	23,076.93	2,241.41	24,162.94	198,418.37
Other General Expenses	25.00	15.94	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,040.94
Payments in Lieu of Taxes	-84,660.00	0.00	12,800.00	321.05	0.00	5,927.02	0.00	976.38	0.00	0.00	200.00	2,691.99	-61,743.56
Total Operating Expenses	155,444.33	194,991.89	226,583.21	160,437.68	228,670.24	242,509.56	222,564.62	179,354.62	176,299.19	156,639.39	139,241.54	180,762.00	2,263,498.27
Interest Expense	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	61,687.80	484,290.28	1,900,836.00
Extraordinary Maintenance	0.00	1,330.06	0.00	0.00	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	10,690.00	0.00	0.00	0.00	74.78	0.00	0.00	0.00	13,800.00	24,564.78
Depreciation Expense	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	0.00	0.00	77,408.33
NET INCOME	3,523.82	286,881.16	-91,240.96	-30,383.25	-82,610.88	-684,334.64	60,577.60	-178,500.72	-21,371.65	-4,784.03	67,452.82	-420,647.37	-1,095,438.10

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2023-Nov 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	552,931.00	600,009.55	-47,078.55
Tenant Subsidies	548,311.00	532,698.35	15,612.65
Other Tenant Income	9,273.31	8,241.65	1,031.66
Total Tenant Revenue	1,110,515.31	1,140,949.55	-30,434.24
HUD Operating Grants	0.00	156,650.85	-156,650.85
Section 8 HAP Subsidies	26,887,341.00	21,721,335.85	5,166,005.15
Section 8 Administrative Fees	2,652,006.54	1,854,440.00	797,566.54
Operating Grants (Non-HUD)	0.00	227,400.00	-227,400.00
Other Income	1,146,036.67	979,053.70	166,982.97
Interest Income	755,077.03	790,070.00	-34,992.97
Total Revenue	32,550,976.55	26,869,899.95	5,681,076.60
EXPENSES:			
Administrative	2,668,315.55	2,809,071.10	140,755.55
Administrative Fees	90,678.45	89,782.90	-895.55
Tenant Services	505,189.76	304,390.00	-200,799.76
Utilities	240,070.15	190,930.50	-49,139.65
Maintenance	718,249.63	1,218,925.40	500,675.77
Protective Services	42,054.68	4,360.00	-37,694.68
Insurance	115,753.11	163,341.20	47,588.09
Other General Expenses	176,072.33	342,307.53	166,235.20
Payments in Lieu of Taxes	38,206.17	36,040.00	-2,166.17
Bad Debts	3,038.00	0.00	-3,038.00
Housing Assistance Payments	25,260,638.21	21,617,169.10	-3,643,469.11
FSS Escrows	76,283.00	104,166.65	27,883.65
Total Operating Expenses	29,934,549.04	26,880,484.38	-3,054,064.66
Interest Expense	95,200.65	199,405.00	104,204.35
Extraordinary Maintenance	0.00	10,231.65	10,231.65
Casualty Losses - Non-Capitalized	5,702.22	0.00	-5,702.22
Depreciation Expense	0.00	0.00	0.00
Amortization Exp	2,484.20	0.00	-2,484.20
NET INCOME	2,513,040.44	-220,221.08	2,733,261.52

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2023-Nov 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	26,887,341.00	21,721,335.85	5,166,005.15
Section 8 Administrative Fees	2,652,006.54	1,854,440.00	797,566.54
Other Income	70,990.63	0.00	70,990.63
Interest Income	184.55	0.00	184.55
	<hr/>		
Total Revenue	29,610,522.72	23,575,775.85	6,034,746.87
EXPENSES:			
Administrative	1,215,333.74	1,192,766.50	-22,567.24
Tenant Services	493,096.39	240,900.00	-252,196.39
Maintenance	4,205.86	2,083.30	-2,122.56
Insurance	32,750.63	53,983.30	21,232.67
Other General Expenses	1,568.50	3,116.69	1,548.19
Housing Assistance Payments	26,168,655.21	21,617,169.10	-4,551,486.11
FSS Escrows	76,283.00	104,166.65	27,883.65
	<hr/>		
Total Operating Expenses	27,991,893.33	23,214,185.54	-4,777,707.79
	<hr/>		
NET INCOME	1,618,629.39	361,590.31	1,257,039.08

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2023-Nov 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	285,936.00	775,320.00	-489,384.00
Tenant Subsidies	589,063.00	69,065.00	519,998.00
Other Tenant Income	8,972.22	2,830.00	6,142.22
Total Tenant Revenue	883,971.22	847,215.00	36,756.22
Other Income	39,269.63	1,409,530.00	-1,370,260.37
Interest Income	249,601.27	218,765.00	30,836.27
Total Revenue	1,172,842.12	2,475,510.00	-1,302,667.88
EXPENSES:			
Administrative	412,668.79	545,815.00	133,146.21
Administrative Fees	106,354.00	119,330.00	12,976.00
Tenant Services	530.09	21,875.00	21,344.91
Utilities	95,037.74	158,175.00	63,137.26
Maintenance	157,999.84	172,580.00	14,580.16
Protective Services	1,185.00	1,380.00	195.00
Insurance	54,652.91	59,285.00	4,632.09
Other General Expenses	0.00	1,370.00	1,370.00
Payments in Lieu of Taxes	3,868.37	4,230.00	361.63
Total Operating Expenses	832,296.74	1,084,040.00	251,743.26
Interest Expense	884,521.55	249,285.00	-635,236.55
Casualty Losses - Non-Capitalized	13,874.78	0.00	-13,874.78
Depreciation Expense	0.00	57,585.00	57,585.00
NET INCOME	-557,850.95	1,084,600.00	-1,642,450.95

Housing Authority of the County of Monterey Monthly Budget Comparison

Period = Nov 2023

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	98,214.00	120,001.91	-21,787.91
Tenant Subsidies	107,350.00	106,539.67	810.33
Other Tenant Income	1,924.31	1,648.33	275.98
Total Tenant Revenue	<u>207,488.31</u>	<u>228,189.91</u>	<u>-20,701.60</u>
HUD Operating Grants	0.00	31,330.17	-31,330.17
Section 8 HAP Subsidies	7,855,345.00	4,344,267.17	3,511,077.83
Section 8 Administrative Fees	422,816.95	370,888.00	51,928.95
Operating Grants (Non-HUD)	0.00	45,480.00	-45,480.00
Other Income	179,208.86	195,810.74	-16,601.88
Interest Income	132,188.56	158,014.00	-25,825.44
Total Revenue	<u>8,797,047.68</u>	<u>5,373,979.99</u>	<u>3,423,067.69</u>
EXPENSES:			
Administrative	674,355.24	561,814.22	-112,541.02
Administrative Fees	18,162.09	17,956.58	-205.51
Tenant Services	93,717.36	60,878.00	-32,839.36
Utilities	28,656.09	38,186.10	9,530.01
Maintenance	134,342.90	243,785.08	109,442.18
Protective Services	0.00	872.00	872.00
Insurance	41,126.08	32,668.24	-8,457.84
Other General Expenses	30,913.67	88,461.49	57,547.82
Payments in Lieu of Taxes	-45,029.13	7,208.00	52,237.13
Bad Debts	3,038.00	0.00	-3,038.00
Housing Assistance Payments	5,432,274.74	4,323,433.82	-1,108,840.92
FSS Escrows	14,935.00	20,833.33	5,898.33
Total Operating Expenses	<u>6,426,492.04</u>	<u>5,396,096.86</u>	<u>-1,030,395.18</u>
Interest Expense	14,109.29	39,881.00	25,771.71
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>2,355,949.51</u>	<u>-64,044.20</u>	<u>2,419,993.71</u>

VOUCHER PROGRAM ONLY Monthly Budget Comparison

Period = Nov 2023

	PTD Actual	PTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	7,855,345.00	4,344,267.17	3,511,077.83
Section 8 Administrative Fees	422,816.95	370,888.00	51,928.95
Other Income	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00
Total Revenue	8,278,161.95	4,715,155.17	3,563,006.78
EXPENSES:			
Administrative	316,808.59	238,553.30	-78,255.29
Tenant Services	93,717.36	48,180.00	-45,537.36
Maintenance	389.49	416.66	27.17
Insurance	10,528.98	10,796.66	267.68
Other General Expenses	151.00	983.33	832.33
Housing Assistance Payments	5,639,808.74	4,323,433.82	-1,316,374.92
FSS Escrows	14,935.00	20,833.33	5,898.33
Total Operating Expenses	6,076,339.16	4,643,197.10	-1,433,142.06
NET INCOME	2,201,822.79	71,958.07	2,129,864.72

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Monthly Budget Comparison

Period = Nov 2023

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	58,631.00	155,064.00	-96,433.00
Tenant Subsidies	137,783.00	13,813.00	123,970.00
Other Tenant Income	6,027.22	566.00	5,461.22
Total Tenant Revenue	202,441.22	169,443.00	32,998.22
Other Income	5,652.42	281,906.00	-276,253.58
Interest Income	50,111.27	43,753.00	6,358.27
Total Revenue	258,204.91	495,102.00	-236,897.09
EXPENSES:			
Administrative	75,784.20	109,163.00	33,378.80
Administrative Fees	21,100.96	23,866.00	2,765.04
Tenant Services	0.00	4,375.00	4,375.00
Utilities	20,888.72	31,635.00	10,746.28
Maintenance	36,133.19	34,516.00	-1,617.19
Protective Services	0.00	276.00	276.00
Insurance	24,162.94	11,857.00	-12,305.94
Other General Expenses	0.00	274.00	274.00
Payments in Lieu of Taxes	2,691.99	846.00	-1,845.99
Total Operating Expenses	180,762.00	216,808.00	36,046.00
Interest Expense	484,290.28	49,857.00	-434,433.28
Casualty Losses - Non-Capitalized	13,800.00	0.00	-13,800.00
Depreciation Expense	0.00	11,517.00	11,517.00
NET INCOME	-420,647.37	216,920.00	-637,567.37



MEMORANDUM

TO: Board of Commissioners
THRU: Zulieka Boykin
 Executive Director
FROM: Socorro Vasquez
 Sandra Rosales
 Ricardo Calderon
RE: Property Management Report
DATE: January 11, 2024

Goals:

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

- Completed Yardi training for property management scheduled for December 13th and 14th.
- Complete RFP for PDM rehabilitation
- Start the process to set up inventory at the sites.
- PM to start collecting necessary information to complete welfare exemptions.

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

- Complete filling organization for Portola Vista
- Submit application for PDM program change to Health and Human Services
- Complete installation of computers at Casanova, Portola Vista, Casa de Oro and Los Ositos
- Complete full set up of inventory at the sites
- Complete annual exemptions forms for all sites
- Submit file audit requests for RAD and FLC sites
- Complete rent increase notifications to residents at Castroville, Salinas and Chualar FLC sites

Property Updates:

- King City Migrant Center:
 - The rehabilitation at site continues as scheduled. Painting and repairs to decks and patios are pending weather permits.
- RAD properties:
 - Due to normal wear and tear, repairs on playgrounds at the Casentini site are in process
 - Sump pumps at 44 Natividad have been repaired and are working.
 - PM has assessed all sites to determine what sites are able to house inventory. The list will be discussed with the ED and once approved PM will proceed to set up inventory at sites

- Haciendas 1-4:
 - Repairs to the decks for Haciendas I and II continue as scheduled.
 - PM continues to gather 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:
 - The computer installation process for these sites has started, Adaptive IT has surveyed the sites, desks are being placed in the community rooms and the rest of the wiring and infrastructure is being installed. The computers will be installed before the end of the month.
 - Control Panel at Casanova for front door has been replaced
 - Property management is pending an inspection from vendor for the side gate at Casanova to determine if a FOB reader can be installed.
 - PM researched the issues with the fire alarm, the problem has been identified and is being addressed.
 - PM has received two proposals for the bay window repair at Portola Vista, PM is pending one more proposal, once received a selection will be made the repair will be completed.
 - HACM and a non-profit agency provided two Holiday dinners for residents.
 - Residents continue to hold Sunday tea and bingo nights
- Pueblo Del Mar:
 - PM is working on relocating the remaining residents at PDM. There are three families relocating in January and will have one remaining family
 - RFP has been submitted and contractors have shown interest.
- Farm Labor (Salinas and Chualar):
 - Rent increases have been approved by USDA. Property management is updating rent increases and notifying residents with new changes.
 - Property management continues to work on the out-of-occupancy units at Salinas and Chualar FLC.
 -

New Hires

- None

Evictions:

- 6 files sent to attorney for termination

Monthly Summary

Rent Collection

Property	Monthly Rent	monthly Rent Collected	Monthly Subsidy Collected	Collection Rate
Oakgrove	\$ 5,335.00	\$ 5,335.00	\$ 3,684.00	100%
Pueblo Del Mar	\$ 3,806.00	\$ 3,807.00	\$ -	100%
Portola Vista	\$ 23,823.00	\$ 23,823.00	\$ 95,037.00	100%
Montecito Watson	\$ 9,029.00	\$ 9,029.00	\$ 4,195.00	100%
Homes	\$ 8,301.00	\$ 8,301.00	\$ 20,059.00	100%
Chualar FLC	\$ 19,600.00	\$ 16,825.00	\$ 379.00	86%
Sallinas FLC	\$ 38,268.00	\$ 35,513.00	\$ 2,518.00	93%
King City Migrant	\$ -	\$ -	\$ -	100%
Jardines	\$ 10,531.00	\$ 10,531.00	\$ 7,820.00	100%
South County RAD	\$ 22,678.00	\$ 21,525.00	\$ 23,442.00	95%
Salinas Family RAD	\$ 109,342.00	\$ 107,650.00	\$ 56,567.00	98%
East Salinas Family RAD	\$ 156,867.00	\$ 153,300.00	\$ 48,937.00	98%
Gonzales Family RAD	\$ 26,928.00	\$ 23,293.00	\$ 8,067.00	87%
Casanova	\$ 48,032.00	\$ 42,813.00	\$ 132,303.00	89%
Castroville FLC	\$ 53,590.00	\$ 52,794.00	\$ 44,281.00	99%
Haciendas I	\$ 41,512.00	\$ 40,290.66	\$ 52,302.00	97%
Haciendas II	\$ 42,635.00	\$ 42,674.00	\$ 34,438.00	100%
Haciendas III	\$ 39,828.00	\$ 39,828.85	\$ 59,042.00	100%
Haciendas IV	\$ 15,342.00	\$ 15,342.00	\$ 43,417.00	100%
One Parkside	\$ 31,329.00	\$ 29,534.00	\$ 109,812.00	94%
	\$ 706,776.00	\$ 682,208.51	\$ 746,300.00	97%

Occupancy					
Property	Total Units	Current Occupied	Current Vacant	Occupancy Rate	Out of Occupancy
Oakgrove	5	5	0	100%	0
Pueblo Del Mar	56	6	0	12%	50
Portola Vista	64	63	1	98%	0
Montecito Watson	13	13	0	100%	0
Homes	9	9	0	100%	0
Chualar FLC	29	25	1	97%	3
Salinas FLC	57	51	2	96%	4
King City Migrant	83	2	0	0%	81
Jardines	11	11	0	100%	0
South County RAD	70	69	1	99%	0
Salinas Family RAD	170	168	2	99%	0
East Salinas Family RAD	202	199	3	99%	0
Gonzales Family RAD	30	29	1	97%	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	1	98%	0
Haciendas III	50	49	1	98%	0
Haciendas IV	41	40	1	98%	0
One Parkside	80	78	2	98%	0
	1209	1051	20	89%	138

Work Orders

Property	Forwarded WO	Created WO	Completed WO	Pending WO
Oakgrove	8	4	7	5
Pueblo Del Mar	4	1	2	3
Portola Vista	117	36	131	22
Montecito Watson	2	2	3	1
Homes	13	6	16	3
Chualar FLC	7	9	7	9
Salinas FLC	65	17	59	23
King City Migrant	3	25	24	4
Jardines	7	2	2	7
South County RAD	22	19	30	11
Salinas Family RAD	35	47	63	19
East Salinas Family RAD	42	57	63	36
Gonzales Family RAD	9	4	6	7
Casanova	25	35	49	11
Castroville FLC	62	17	27	52
Haciendas I	24	21	31	14
Haciendas II	19	30	42	7
Haciendas III	5	14	12	7
Haciendas IV	3	6	4	5
One Parkside	30	24	38	16
	502	376	616	262

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	77	0	0	0	0
Montecito Watson	0	120	0	0	0
Homes	0	0	10	0	0
Chualar FLC	0	19	114	27	0
Salinas FLC	0	66	81	22	0
King City Migrant	0	0	0	0	0
Jardines	0	0	73	0	0
South County RAD	504	0	0	0	0
Salinas Family RAD	319	331	297	63	0
East Salinas Family RAD	271	165	124	25	2
Gonzales Family RAD	633	287	386	125	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	458	132	0
Haciendas III	353	323	309	0	0
Haciendas IV	0	0	0	0	0
One Parkside	0	0	0	0	0
	3804	3291	2377	534	36



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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

Dec 01, 2023

Period Ending

Dec 31, 2023

Administrative Comments

During this period, LifeSTEPS observed the Christmas Eve, New Year's Eve and Christmas Day holidays. Due to the holiday(s), Service hours were reduced. Service make-up hours were applied during this period.

Service Requirements

CTCAC: Adult Educational classes 60 hours per year, Service Coordination 408 hours per year and Individualized Health and Wellness services 117 hours per year

DSS Site Visits

Dec 01, 2023

Dec 04, 2023

Dec 08, 2023

Dec 12, 2023

Dec 15, 2023

Dec 18, 2023

Dec 22, 2023

Dec 29, 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 care areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Dec 01, 2023	Stretch Your Dollar (Senior): with Holiday Decorations	11	0.25
Dec 04, 2023	Healthy Lifestyles 2023: Celebrate with Self-Compassion	10	0.25
Dec 08, 2023	JOBS: Admin and Clerical	10	0.25
Dec 12, 2023	Stand-Alone Classes: CDC Hygiene	11	0.25
Dec 15, 2023	Stretch Your Dollar: with Holiday Decorations	18	0.25
Dec 15, 2023	Stretch Your Dollar: with Holiday Fun	18	0.25
Dec 18, 2023	Stretch Your Dollar: Starting the New Year Right	10	2.25

Totals

84

3.75

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Dec 08, 2023	Nutrition: Nutritional Values	10	2.75
Dec 12, 2023	Nutrition: Healthy Holiday Meals	11	2.25
Dec 12, 2023	Mental Health: Mental Health Awareness	11	2.25
Dec 18, 2023	Food Distribution: Food Bank Distribution	42	4.75
Dec 22, 2023	Mental Health: New Year, New You	7	2.50

Date	Topic	Participants	Hours
Subtotal for Health and Wellness		81	14.50

Totals **81** **14.50**

Individualized Case Management Services

Date	Topic	Residents	Hours
Dec 01, 2023	Parenting	11	2.75
Dec 01, 2023	Healthy Lifestyles	52	13.00
Dec 04, 2023	Healthy Lifestyles	53	13.25
Dec 08, 2023	Healthy Lifestyles	10	2.50
Dec 12, 2023	Healthy Lifestyles	11	2.75
Dec 15, 2023	Healthy Lifestyles	32	8.00
Dec 18, 2023	Healthy Lifestyles	4	1.00
Dec 29, 2023	Healthy Lifestyles	1	2.00

Totals **174** **45.25**

Social Service Coordination

Date	Administration Type	Hours
Dec 08, 2023	Service Coordination Administration	2.50
Dec 12, 2023	Service Coordination Administration	0.50
Dec 22, 2023	Service Coordination Administration	1.50
Dec 29, 2023	Service Coordination Administration	2.00

Total **6.50**

Donations

Date	Donor	Item Donated	Value
Dec 18, 2023	Food Bank of Monterey	Food Commodities	\$420.00

Total **\$ 420.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Dec 15, 2023	Holiday: Christmas Cookie Celebration	39	2.75

Totals **39** **2.75**

Percent of units served during the past 12 months: 99.0%

Resident Services In Action



Holiday Cookie Celebration
Dec 15, 2023



Food Distribution
Dec 18, 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

Dec 01, 2023

Period Ending

Dec 31, 2023

Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 328 hours per year

DSS Site Visits

Dec 06, 2023 Dec 13, 2023 Dec 20, 2023 Dec 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
Dec 06, 2023	Healthy Lifestyles 2023: Celebrate with Self-Compassion	11	2.25
Dec 06, 2023	Stretch Your Dollar: with Holiday Decorations	11	2.25
Dec 13, 2023	JOBS: Admin and Clerical	10	3.25
Dec 20, 2023	Stand-Alone Classes: CDC Hygiene	10	2.25
Dec 20, 2023	JOBS: Admin and Clerical	10	1.75
Dec 27, 2023	Stretch Your Dollar: Starting the New Year Right	11	2.25
Totals		63	14.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Dec 06, 2023	Food Distribution: Food Bank Distribution	21	3.25
Dec 13, 2023	Safety: Stay Healthy Wash Your Hands	10	2.25
Dec 20, 2023	Food Distribution: Food Bank Distribution	16	4.00
Dec 27, 2023	Mental Health: New Year, New You	7	2.50
Subtotal for Health and Wellness		54	12.00
Totals		54	12.00

Social Service Coordination

Date	Administration Type	Hours
Dec 06, 2023	Service Coordination Administration	0.25
Dec 07, 2023	Service Coordination Administration	0.75

Date	Administration Type	Hours
Dec 13, 2023	Service Coordination Administration	0.25
Dec 14, 2023	Service Coordination Administration	0.75
Dec 21, 2023	Service Coordination Administration	0.75
Dec 27, 2023	Service Coordination Administration	0.50
Dec 28, 2023	Service Coordination Administration	0.75

Total 4.00

Donations

Date	Donor	Item Donated	Value
Dec 06, 2023	Food Bank of Monterey	Food Commodities	\$210.00
Dec 20, 2023	Food Bank of Monterey	Food Commodities	\$160.00

Total \$ 370.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
Dec 13, 2023	Holiday: Christmas Cookies	8	2.25
Dec 27, 2023	Bingo/Loteria: Bingo with LifeSTEPS	3	2.75

Totals 11 5.00

Percent of units served during the past 12 months: 98.9%

Resident Services in Action



Holiday Cookies!
Dec 13, 2023



BINGO Winners
Dec 27, 2023



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Castroville Farm Labor Center

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

Period Beginning

Dec 01, 2023

Period Ending

Dec 31, 2023

Administrative Comments

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

Dec 05, 2023 | Dec 12, 2023 | Dec 19, 2023 | Dec 26, 2023

Educational Classes

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

Date	Class Title	Participants	Hours
Dec 05, 2023	Stretch Your Dollar: with Holiday Decorations	15	0.25
Dec 12, 2023	JOBS: Admin and Clerical	10	0.25
Dec 12, 2023	Healthy Lifestyles 2023: Celebrate with Self-Compassion	10	0.25
Dec 19, 2023	Admin/Clerical, Information Technology: General Office Protocol	10	0.25
Dec 19, 2023	Stand-Alone Classes: CDC Hygiene	10	0.25
Dec 26, 2023	Stretch Your Dollar: Starting the New Year Right	15	0.25

Totals 70 1.50

Individualized Case Management Services

Date	Topic	Residents	Hours
Dec 05, 2023	Financial Budgeting	15	3.75
Dec 12, 2023	Coping Skills/Emotional Support	10	2.50
Dec 12, 2023	Employment Counseling	10	2.50
Dec 19, 2023	Employment Counseling	10	2.50
Dec 19, 2023	Healthy Lifestyles	10	2.50
Dec 26, 2023	Financial Budgeting	15	3.75

Totals 70 17.50

Social Service Coordination

Date	Administration Type	Hours
Dec 05, 2023	Service Coordination Administration	1.75

Date	Administration Type	Hours
Dec 12, 2023	Service Coordination Administration	0.25
Dec 16, 2023	Service Coordination Administration	3.00
Dec 19, 2023	Service Coordination Administration	0.25
Dec 26, 2023	Service Coordination Administration	1.75

Total 7.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
Dec 05, 2023	Socals, General: December Birthday Social	14	2.25
Dec 12, 2023	Crafts: Painting Social	6	2.25
Dec 19, 2023	Crafts: Gingerbread Coo kie Decorating	8	2.25
Dec 26, 2023	Socals, General: December Social	10	2.25

Totals 38 9.00

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

Resident Services In Action



Gingerbread Social
Dec 19, 2023



Social
Dec 26, 2023



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

3247 Ramos Circle Sacramento, CA 95827
916-865-0110, Fax: 916-865-0102
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

Dec 01, 2023

Period Ending

Dec 31, 2023

Administrative Comments

During this period, LifeSTEPS observed the Christmas Eve, New Year's Eve and Christmas Day holidays. Due to the holiday(s), Service hours were reduced.

DSS Site Visits

Dec 08, 2023

Dec 15, 2023

Dec 22, 2023

Dec 29, 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
Dec 08, 2023	Stretch Your Dollar (Senior): with Holiday Decorations	12	0.25
Dec 15, 2023	Healthy Lifestyles 2023 (Senior): Celebrate with Self-Compassion	12	0.25
Dec 22, 2023	Stretch Your Dollar (Senior): Starting the New Year Right	10	0.25
Dec 29, 2023	Stand-Alone Classes (Senior): CDC Hygiene	10	0.25

Totals 44 1.00

Individualized Case Management Services

Date	Topic	Residents	Hours
Dec 08, 2023	Coping Skills/Emotional Support	1	0.75
Dec 08, 2023	Financial Budgeting	12	3.00
Dec 15, 2023	Coping Skills/Emotional Support	12	3.00
Dec 15, 2023	Computer/Technology	1	0.50
Dec 22, 2023	Financial Budgeting	10	2.50
Dec 29, 2023	Healthy Lifestyles	10	2.50

Totals 46 12.25

Social Service Coordination

Date	Administration Type	Hours
Dec 08, 2023	Service Coordination Administration	1.25
Dec 15, 2023	Service Coordination Administration	1.75

Total 3.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
Dec 08, 2023	Bingo/Loteria: Bingo	8	2.25
Dec 15, 2023	Socals, Coffee: Coffee Social	5	2.00
Dec 22, 2023	Socals, General: Christmas Social	14	2.00
Dec 29, 2023	Socals, General: New Year Social	9	2.00

Totals **36** **8.25**

Percent of units served during the past 12 months: 97.5%

Resident Services In Action



Christmas Social

Dec 22, 2023



New Year Social

Dec 29, 2023

MEMORANDUM

To: Board of Commissioners

From: Nora Ruvalcaba, Development Analyst

Thru: Zulieka Boykin, Executive Director/President/CEO

Date: January 9, 2023

Re: **MONTHLY DEVELOPMENT DEPARTMENT REPORT**



[Development department highlights](#)

- **One Parkside, LP:** Now that we have successfully converted to permanent financing, staff is working on compiling the Placed-In-Service package to CTCAC by end of January 2024.
- **One Parkside, LP - HOME/PLHA Retention Release of Funds:** City of Salinas staff has finalized approval of release of retention funds. The check is being processed by City staff and should be available in early January. The amount we will be receiving is \$94,801.30.
- **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.
- **Rippling River Affordable Housing LP:** Notification was issued to the John Stewart Company of termination of Property Management services. Effective February 1, 2024, HACM Property Management will be managing site.

There was a resident meeting held at the site on January 4, 2024, at which John Stewart Company and HACM staff were present. The purpose of the meeting was to notify the residents of the plan for the management transition and to include them in the process.

Residents had the opportunity to provide feedback and were provided with information related to the proposed changes, how to contact staff and how to share their concerns so that they are addressed.

Tentative follow-up meeting pending for early February.

- **Tynan Affordable Housing LP:** The Development Department is in receipt of a Deferred Developer Fee for the project in the amount of \$107, 916.00 for the tax return period of 2020. There is additional Deferred Developer Fee payments forthcoming.

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.
 - HACM staff are pending a follow-up meeting with City staff regarding site control and predevelopment funds for the expected remediation of environmental concerns.

- **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 a potential development partner to determine if a joint venture would be appropriate to proceed with development at this location. Initial feasibility determination underway.

- **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.

- **Rippling River (Carmel Valley)**
 - The Executive Director initiated a meeting between HACM Staff and a potential development partner to determine if a joint venture would be appropriate to proceed with development at this location. Initial feasibility determination underway.

Marketing

- Staff are 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

- Assembling the Placed-in-Service package for submission to CTCAC, followed by request for issuance of 8609's and release of final Capital Contribution.

123 Rico CLEEN loan

- Information regarding proposed use of funds was provided to state IBank representative and is pending response before proceeding with acquiring bids for scope of work.
- Remaining funds available are \$366,758.02.

Audits

- Weekly meetings with the Finance Director and Auditor are ongoing.
- Weekly meetings with third party audit team to review outstanding items for the LP audits and tax returns.
- Final HDC audit and draft HACM 2022 audits received.

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 65% of the needed remediation and repairs.
- Final phase of sand coating (stucco) in process, followed by drywall texture and exterior painting.
- The tentative completion date for all work and for contractors to be off site is February 12, 2024.

Tynan commercial space

- 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 has submitted the required supporting documentation for the Executive Director execution of the HAP Contract.
- Magnolia Place apartments is pending the required supporting documentation submitted prior to the Executive Director executing the HAP contract.
- Greenfield Commons I was awarded 27 PBV vouchers, for which the Agreement to Enter into a Housing Assistance Payments Contract (AHAP) was executed by the Executive Director in August 2023. The project is now under construction and pending finalization and submission of required documentation to execute the HAP.

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

- Please see attached property management reports.

Resident Services

- Please see attached resident services highlights.

Staffing

- The Development Analyst position remains open. Human Resources is in the recruitment process and pending a potential job fair.
- The Director of Development position was posted and remains open. Human Resources is in the recruitment process and pending a potential job fair.

MEMORANDUM

To: Board of Commissioners

From: Mayra Zesati, Interim Housing Programs Supervisor &
Diana Ruiz, Interim Housing Programs Director

Thru: Zulieka Boykin, Executive Director

RE: Housing Programs Report

DATE: January 10, 2023

**HCV Updates**

We spent \$5,281,769 in HAP for the month of December for the HCV programs. \$104,487 in HAP for Mainstream and \$579,037 in HAP for the Emergency Housing Voucher program.

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<i>Terminations</i>	5	4	8	4
<i>Voided 58's</i>	3	2	9	14
<i>Annual Certs.</i>	224	259	348	336
<i>Interim Certs.</i>	133	333	201	359
<i>Expired VO's</i>	20	11	25	42
<i>Unit Change</i>	17	9	23	9
<i>FSS Enrollment</i>	3	10	7	6
<i>RFTA's Pending Lease</i>	7	17	19	13

- ❖ In December there were 225 voucher holders searching for housing for all programs excluding EHV. The EHV program had 33 voucher holders searching.
- ❖ 20 HQS Inspections were conducted for the month of December and 19 of those inspections were reported to PIC for the month of December.
- ❖ During December there were 9 units under Zero HAP. Units continue to be monitored for income changes prior to the expiration date for HAP contract-retention.
- ❖ There were 0 units under abatement.

Project-Based Voucher Program

- ❖ There are 684 project-based vouchers issued and 9,448 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	685	684

Housing Choice Voucher Program

- ❖ Total Waiting List for HCV – **228 applications**
 - **867 Removed**
 - **325 Housed**
 - **468 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	276	218
Leased	29	19	24	45	50	73	67	77	63	78	144	101

Emergency Housing Vouchers

- ❖ EHV Program closed the 2023 year at 270 housed applicants.
- ❖ Total number of families searching from the remaining 107 voucher holders is a following:
 - Total Searching: 30
 - Port Outs: 19
 - Total Leased: 8
 - Expired: 84

Foster Youth Initiative Vouchers

- ❖ We continue to work with Community Human Services and the Housing Resource Center to utilize these vouchers. Currently we have 5 referrals being processed and 2 have been leased.

Family Self-Sufficiency

- ❖ Participants – 103
- ❖ Escrowing – 43 families

REVISED
HOUSING CHOICE VOUCHER PROGRAM

(This chart has been revised; the success rate information must be verified before inclusion)

Utilization lease-up percentage rate each month for the following programs:

HCV Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded ACC	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	5,121	5,121
Total units Leased	3,354	3381	3402	3439	3459	3483	3556	3582	3599	3655	3,763	3,836
Unit Utilization	68%	69%	69%	70%	71%	71%	72%	73%	73%	75%	74%	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	32	324	324	324
Total units leased	225	228	229	231	241	251	251	258	261	269	280	281
Unit Utilization	69%	70%	71%	71%	74%	77%	77%	80%	81%	83%	86%	87%
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	56	59
Unit Utilization	37%	34%	34%	37%	41%	42%	49%	56%	66%	79%	95%	100%
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	41	43
Unit Utilization	83%	88%	86%	83%	86%	88%	93%	93%	93%	97%	98%	100%
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	265	265
Total units Leased	79	89	114	141	151	162	190	204	220	240	261	270
Unit Utilization	29%	33%	42%	52%	56%	60%	71%	76%	81%	89%	98%	102%
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	3	7
Unit Utilization	0%	0%	0%	0%	0%	0%	0%	1.5%	3%	5%	5%	11%
Success Rate												

Cumulative Overall, Success Rate: 76%----- Total Vouchers awarded including Mainstream is: 5,121



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

December 1, 2023

CA033
COUNTY OF MONTEREY HSG AUTH
123 RICO STREET
SALINAS, CA 93907

Dear Executive Director:

SUBJECT: Housing Choice Voucher Emergency Housing Vouchers Issuance Fees

This letter is to notify you that funds have been obligated for Emergency Housing Vouchers (EHV) Issuance Fees in accordance with Notice PIH 2021-15 (HA). These funds will be processed and disbursed under their own unique program types, separate from the regular Housing Choice Voucher (HCV) program. The enclosed table reflects the detailed funding information for this award. Issuance Fees have been obligated and scheduled for disbursement effective December 1, 2023.

Leasing and expenses for these vouchers are to be reported in the proper fields in VMS and PIC.

Enclosed is your executed copy of the notice to amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the changes described above. The amendment notice and revised funding exhibits should be filed with your most recent executed CACC.

Public housing agencies receiving an increment in excess of \$100,000 in Annual Budget Authority are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and, if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies you of a renewal in excess of \$100,000 and your agency has not submitted the HUD-50071 (and SF-LLL where applicable) with a budget or budget revision for your current FY which includes the ABA for that renewal increment, the document(s) must be submitted to your Financial Analyst within 30 days of the date of this letter. These forms can be found on the Internet at the following addresses:

Form HUD-50071

<https://www.hud.gov/sites/documents/50071.pdf>

Form SF-LLL

https://www.hud.gov/sites/documents/19161_SF-LLL.PDF

www.hud.gov

espanol.hud.gov

If you have any questions, please contact your Financial Analyst.

Sincerely

Nebyu F. Tilahun

Digitally signed by Nebyu F. Tilahun
DN: CN = Nebyu F. Tilahun, C = US,
O = Financial Management Center,
OU = Division Director.
Reason: I am approving this document

Division Director

Enclosure(s)

Memo Reference: 23-358

Increment Number Table

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

December 1, 2023

Funding Type	Increment Number	Budget Authority	Effective Date	Term
EC	CA033EC0019	\$1,000	12/1/2023	1

**Consolidated
Annual Contributions Contract**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

**HUD NOTICE TO HOUSING AGENCY AMENDING
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

**Housing Agency: CA033
COUNTY OF MONTEREY HSG AUTH**

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibits of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

United States of America

Secretary of Housing and Urban Development
Authorized Representative

Date of Document:

Robert H. Boepple, Director
Financial Management Center

12/1/2023

Form HUD-52520A (12/97)

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 PIH SECTION 8 - FUNDING EXHIBIT
 PROGRAM-BASED

ACC NUMBER: CA033

FIELD OFFICE: 9APH

CA033
 COUNTY OF MONTEREY HSG AUTH
 123 RICO STREET
 SALINAS, CA 939070000

HA FISCAL YEAR-END: 06/30

PROGRAM TYPE: Emergency Housing Vouchers

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
CA033EC0001	2/1/2022	2/28/2022	1	300	N/A
CA033EI0001	2/1/2022	2/28/2022	1	1,000	N/A
CA033EC0002	3/1/2022	3/31/2022	1	200	N/A
CA033EI0002	3/1/2022	3/31/2022	1	1,000	N/A
CA033EC0003	4/1/2022	4/30/2022	1	100	N/A
CA033EF0002	4/1/2022	4/30/2022	1	105,322	N/A
CA033EC0004	5/1/2022	5/31/2022	1	400	N/A
CA033EC0005	6/1/2022	6/30/2022	1	100	N/A
CA033EC0006	8/1/2022	8/31/2022	1	700	N/A
CA033EC0007	9/1/2022	9/30/2022	1	1,200	N/A
CA033EC0008	12/1/2022	12/31/2022	1	1,300	N/A
CA033EH0001	7/1/2021	12/31/2022	18	3,480,168	269
CA033EH0002	1/1/2022	12/31/2022	12	912,089	N/A
CA033EC0009	12/1/2022	1/31/2023	2	100	N/A
CA033EC0010	2/1/2023	2/28/2023	1	300	N/A
CA033EC0011	3/1/2023	3/31/2023	1	1,100	N/A
CA033EC0012	4/1/2023	4/30/2023	1	400	N/A
CA033EC0013	5/1/2023	5/31/2023	1	700	N/A
CA033EC0014	6/1/2023	6/30/2023	1	100	N/A
CA033EC0015	7/1/2023	7/31/2023	1	900	N/A
CA033EC0016	8/1/2023	8/31/2023	1	800	N/A
CA033EC0017	9/1/2023	9/30/2023	1	300	N/A
CA033EC0018	11/1/2023	11/30/2023	1	2,200	N/A
CA033EC0019	12/1/2023	12/31/2023	1	1,000	N/A
CA033EF0001	7/1/2021	12/31/2023	30	368,544	N/A
CA033EH0003	1/1/2023	12/31/2023	12	1	269
CA033EH0004	5/1/2023	12/31/2023	8	969,283	N/A
CA033ES0001	6/1/2021	12/31/2023	31	941,500	N/A



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

December 04, 2023

CA033
COUNTY OF MONTEREY HSG AUTH
123 RICO STREET
SALINAS, CA 93907

Dear Executive Director:

Subject: Notification of Monthly Disbursement Schedule for Mainstream Payments and Administrative Fees

This email serves as HUD's notification that funding will be disbursed for your agency's Mainstream program. Attached you will find the current disbursement schedule reflecting the monthly MS HAP and/or Administrative Fee amounts.

If you have any questions regarding how the monthly disbursement amounts were derived, please contact your Financial Analyst at the FMC.

Sincerely

Nebyu F. Tilahun

Digitally signed by Nebyu F. Tilahun
DN: CN = Nebyu F. Tilahun, C = US,
O = Financial Management Center,
OU = Division Director,
Reason: I am approving this document

Division Director

Enclosure(s)

Memo Reference: 23-359

Mainstream Program

Disbursement Schedule

FO Code: 9APH
HA Name: COUNTY OF MONTEREY HSG AUTH
HA Number: CA033
FYE: 06/30

Month	MS Disbursement	AF Disbursement
January 2023	\$28,711	\$2,910
February 2023	\$28,711	\$2,910
March 2023	\$29,331	\$2,895
March 2023		\$334
April 2023	\$30,694	\$2,895
May 2023	\$30,832	\$2,841
June 2023		\$2,841
July 2023		\$2,841
August 2023		\$2,841
September 2023		\$2,841
September 2023		\$698
October 2023	\$20,620	\$2,841
November 2023	\$39,821	\$2,702
November 2023	\$136,100	
December 2023	\$39,821	\$2,702
December 2023	\$25,600	



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

December 04, 2023

CA033
COUNTY OF MONTEREY HSG AUTH
123 RICO STREET
SALINAS, CA 93907

Dear Executive Director:

Subject: Notification of Monthly Disbursement Schedule for Emergency Housing Voucher
Payments and Fees

This email serves as HUD's notification that funding will be disbursed for your agency's Emergency Housing Voucher (EHV) program. Attached you will find the current disbursement schedule reflecting the monthly HAP and/or Ongoing Admin Fees, Preliminary Fees, Service Fees, and Placement/Issuance Fee amounts. A separate notification will be provided to your agency for new units and funding received or program specific reductions.

If you have any questions regarding how the monthly disbursement amounts were derived, please contact your Financial Analyst at the FMC.

Sincerely

Nebyu F. Tilahun

Digitally signed by Nebyu F. Tilahun
DN: CN = Nebyu F. Tilahun, C = US,
O = Financial Management Center,
OU = Division Director.
Reason: I am approving this document

Division Director

Enclosure(s)

Memo Reference: 23-360

Housing Choice Voucher Program

Disbursement Schedule

FO Code: 9APH
 HA Name: COUNTY OF MONTEREY HSG AUTH
 HA Number: CA033
 FYE: 06/30

Month	HAP Disbursement	Service Fees Disbursement	Preliminary Fees Disbursement	Ongoing Admin Fees Disbursement	Placement Fees Disbursement	Issuance Fees Disbursement
January 2023						\$100
February 2023						\$300
March 2023						\$1,100
April 2023						\$400
May 2023	\$147,776					\$700
June 2023	\$390,868					\$100
July 2023	\$468,901			\$25,700		\$900
August 2023	\$167,357			\$25,854		\$800
September 2023	\$730,682	\$235,375		\$23,656		\$300
October 2023	\$327,890			\$29,533		
November 2023	\$327,889			\$29,532		\$2,200
November 2023	\$691,500					
December 2023	\$337,166			\$24,174		\$1,000
December 2023	\$165,300					



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

December 6, 2023

CA033
COUNTY OF MONTEREY HSG AUTH
123 RICO STREET
SALINAS, CA 93907

Dear Executive Director:

SUBJECT: Section 8 Housing Choice Voucher Program - Award of Additional Funding
Point of Obligation Letter

This letter is to notify you that HUD will be providing your agency additional Housing Voucher program funds. The amount of funds being obligated and the purpose of such funds are reflected in the table below.

Table with 3 columns: Program Funding, Budget Authority Assigned, Purpose of Funding. Rows include AF (\$355,795) and VO (\$4,563,346).

Your executed copy of the notice to amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the changes described above will be transmitted under separate cover. That letter will contain all information related to this funding including increment number, effective/expiration dates and units, if applicable.

If you have any questions, please contact your Financial Analyst.

Sincerely,

Nebyu F. Tilahun

Digitally signed by Nebyu F. Tilahun
DN: CN = Nebyu F. Tilahun. C = US.
O = Financial Management Center.
OU = Division Director.
Reason: I am approving this document

Division Director

Memo Reference: 23-363

MEMORANDUM



TO: Board of Commissioners
THRU: Zulieka Boykin, Executive Director
FROM: Julio Hernandez, FSS Coordinator
Carol Cordova-Anderson, FSS Coordinator
RE: **FSS 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.



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, JANUARY 22ND, 2024
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

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

*NW Corner of Mission Street and 11th Ave, Carmel, CA, 93921
Hans Buder’s Open Meeting Location*

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

1. CALL TO ORDER

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 December 18, 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 February 26, 2024, 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 DECEMBER 18, 2023

SUMMARY ACTION MINUTES

1. CALL TO ORDER:

Chair Goodwin called the meeting to order at 7:15 p.m.

2. ROLL CALL:

PRESENT:

Chair Francine Goodwin
Vice-Chair Yuri Anderson
Director Kevin Healy
Director Kathleen Ballesteros
Director Hans Buder

ABSENT:

Director Maria Orozco

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 November 27, 2023.

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

AYES: Goodwin, Anderson, Ballesteros, Healy, Buder

NOES: None

ABSENT: Orozco

5. 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 Ruvalcaba, Development Analyst.
No additional items to report from the HACM meeting.

6. COMMISSIONER COMMENTS

Commissioners collectively thanked everyone involved in today’s meeting and wished them happy holidays.

7. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date



- A. Property Management Report (Page: 33)
- B. Development Report (Page: 49)



DIRECTOR COMMENTS

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ADJOURNMENT