



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

DATE: MONDAY, DECEMBER 18TH, 2023

TIME: 4:30 P.M.

LINK: https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDbz09

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 October 23, 2023.

5. REPORTS OF COMMITTEES

Personnel Committee

Commissioner Ballesteros, Chairperson

Finance/Development Committee

Commissioners Buder

Monterey County Housing, Inc. &

Affordable Acquisitions

6. REPORT OF SECRETARY

A. Executive Report

7. NEW BUSINESS

A. Resolution 3097: Adoption of Disability Accommodation Policy by the Board of Commissioners of the Housing Authority of the County of Monterey.

B. Resolution 3098: Resolution Establishing New Payment Standards for the Housing Choice Voucher Program

C. Resolution 3099: Resolution for the Conversion of Emergency Housing Vouchers to Housing Choice Vouchers

D. Resolution 3100: Resolution to Authorize YARDI Rent Café Contract Addition

E. Resolution 3101: Memorandum of Understanding with Monterey County Behavioral Health for the Utilization of Behavioral Health Bridge Housing Funds

8. INFORMATION

A. Human Resource Report

B. Finance Report

C. Property Management Report

D. Development Report

E. Housing Programs Report

9. CLOSED SESSION

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

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

10. COMMISSIONER COMMENTS

11. ADJOURNMENT

This agenda was posted on the Housing Authority's Bulletin Boards at 123 Rico Street, Salinas, CA.
The Board of Commissioners will next meet at the Regular Board Meeting on January 22, 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



Per The Ralph M. Brown Act

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



ACTION
MINUTES OF THE REGULAR BOARD MEETING OF
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD OCTOBER 23, 2023

SUMMARY ACTION MINUTES

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

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

CALL TO ORDER:

Chair Buder called the meeting to order at 5:04 p.m.

2. ROLL CALL:

PRESENT:

Chair Hans Buder

Commissioner Kevin Healy

Commissioner Francine Goodwin

Commissioner Mari Orozco

ABSENT:

Vice-Chair Kathleen Ballesteros

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

3. COMMENTS FROM THE PUBLIC

Atticus, Volunteer at Pueblo del Mar working with Sun Street Center.

4. PRESENTATION

A. Service Award – Carol Vargas, 20 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 August 28th, 2023.

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

AYES: Buder, Healy, Goodwin, Orozco,

NOES: None

ABSENT: Ballesteros

ABSTAIN: Anderson

6. **REPORTS OF COMMITTEES**

Personnel Committee: Commissioner Goodwin reported the meeting was cancelled.

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

Monterey County Housing, Inc & Affordable Acquisitions: Agency no longer attending

7. **REPORT OF SECRETARY**

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

The Housing Authority's partnership with the Coalition of Homeless Service Providers has led to the leasing of 229 vouchers, with ongoing efforts for the remaining 40. Monthly meetings with the new HUD Representative from the San Francisco HUD Field Office are ongoing. Progress with the City of Salinas and the Community Development Department is in motion, though the completion of conditions for the waiver of the PBV Violation, are still pending. Legislative changes, including the recent passage of Assembly Bill 12 in California, will impact security deposit regulations and, subsequently, landlord incentives through the Housing Choice Voucher program starting July 1, 2024. The implementation of Yardi Rent Café is being added the operations. HACM has an opportunity to pursue the ROSS Service Coordinator NOFO for RAD sites, with potential HUD grant funding of \$272,000 for a three-year coordinator position. Landlords will receive updates through HACM's online portal regarding the recent Assembly Bill and other important information. Potential of opening another CHDO under the Housing Authority, responding to the increasing interest in development. Changes are anticipated in 2024, especially within the development department, it's evident that growth and expansion are on the horizon.

8. **NEW BUSINESS**

A. Resolution 3096: Ratification of the Agreement with the Service Employee International Union Local 521 and Authorization of the Negotiating Team to Enter into the Agreement on Behalf of the Housing Authority of the County of Monterey.

Note: 10A - The board convened in closed session in accordance with Government Code Section 54957.6, followed by a vote on the resolution.

The Board of Commissioners met in Closed Session at 5:25 p.m. for the following purpose and reason:

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

The Board of Commissioners reconvened at 5:49 p.m. p.m. following a closed session. No action items to report.

Motion to approve Resolution 3096: Ratification of the Agreement with the Service Employee International Union Local 521 and Authorization of the Negotiating Team to Enter into the Agreement on Behalf of the Housing Authority of the County of Monterey was made by Commissioner Orozco and seconded by Commissioner Goodwin. The board unanimously carried the motion through a roll call vote. Public comment: None.

AYES: Buder, Healy, Goodwin, Orozco, Anderson

NOES: None

ABSENT: Ballesteros

9. INFORMATION

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

The Housing Authority of the County of Monterey is actively engaged in several key initiatives and updates. A student internship program was successfully launched in collaboration with Monterey High School, offering students a 20-hour job shadowing experience within HACM. This initiative aims to foster youth development and community engagement, with the hope of establishing similar partnerships with other high schools in the future. The Agency will be improving employee knowledge through training, demonstrated using the Yardi Aspire platform. This platform customizes learning plans for specific departments, optimizing the effectiveness of training programs. On the recruitment front, efforts to attract top-tier talent include an approved salary increase for the Director of Housing Programs and the successful promotion of Giovanna Diagle from finance to the Housing Programs Analyst position. Despite three terminations, HACM remains focused on creating a workplace that prioritizes safety and continuous learning.

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

The department is primarily focused on completing the 2022 audit. Based on the QAD audit, several changes are being made in the S8 Department to improve the accuracy of the VMS reporting. S8 and Finance have been in collaboration with Mayra Zesati to establish formal procedures, actively undertaking efforts to streamline and improve the entirety of the organizational process. Emphasizing the importance of financial oversight, with a focus on expenditure approval and adherence to procurement policies. Cash management remains a significant priority, with ongoing efforts to ensure proper allocation of funds for administration and bookkeeping fees. The agency has successfully recovered funds owed from S8 for payroll, with continued reconciliation until all funds are recouped. The financial performance for August is detailed, indicating both HACM and HDC's revenue, expenses,

and net loss figures. Despite challenges, the organization remains proactive in addressing financial discrepancies and optimizing its overall fiscal health.

- C. Property Management Report – Presented by Jose Acosta, Director of Property Management
The team successfully completed the Tax Credit Audits for Haciendas 1 and Haciendas 3, welcoming a visit from the U.S. Dept of Health and Human Services for PDM, and concluding a physical inspection for CREA in Castroville FLC. Additionally, the implementation of online rent payment systems is now in place, and we are making progress with MBS on the Tax Credit file scanning project. King City Migrant Center residents are scheduled to move out at the end of the month. Contractor invoicing for state reimbursement has begun. Initiatives with HDC for capital improvements have commenced, and efforts are underway to update the waitlist status of potential residents. The department is also undergoing reorganization for increased efficiency. Looking ahead to October, our goals include NEF inspections, CREA audits, and further enhancements to our operational processes.
- D. Development Report – Presented by Nora Rubalcava, Development Analyst
The Development Department is finalizing significant milestones, particularly with the completion of the Hudson Housing Capital contribution for One Parkside, LP, totaling \$3,089,684. Efforts are underway to conclude the Third Capital Contribution due diligence, securing an additional \$13,182,651. The team is actively engaging in conversations with Milestone Housing for potential joint ventures in Salinas and Greenfield. Progress in the preparation of operating budgets for 19 Limited Partnerships, with submissions for three USDA-funded sites already completed. Meanwhile, construction work on Building C, at Tynan Village is advancing according to schedule. The Development Department is navigating through audits, capital improvements, and ongoing projects across various properties. Additionally, strategic measures are being explored to address the impact of increased property insurance premiums. The department is actively streamlining processes, with weekly meetings focused on audits and tax returns, while also incorporating the HDC website into the new HACM website. An interim team member has been designated to support the administrative tasks and special projects of the Development Department.
- E. Housing Programs Report – Presented by Zulieka Boykin, Executive Director
Significant financial allocations were made for the Housing Choice Voucher program, with \$4,133,986 spent on HAP, \$50,326 on Mainstream, and \$425,025 on Emergency Housing Voucher programs. Currently, there are 285 voucher holders searching for housing across all programs, excluding EHV, while EHV has 132 voucher holders actively searching. The month saw 138 HQS inspections conducted, and efforts are ongoing to increase this number. Income changes are being monitored before HAP contract expiration to ensure retention. The Hartnell Mass-Voucher event successfully vouchered 145 individuals, with another event scheduled in October. In the Project-Based Voucher Program, 680 project-based vouchers have been issued, and the leasing of units has been consistently increasing. The HCV program has a waiting list of 432 applications, with 141 already housed and 827 in process. Emergency Housing Vouchers face a utilization deadline, with a risk of losing two vouchers if not fully utilized. The Foster Youth Initiative Vouchers are making progress, with two referrals in process and three already leased through collaboration with Community Human Services and the Housing Resource Center. The FSS program has expanded significantly, ensuring the accuracy of balances by clearing escrow accounts. Weekly presentations are ongoing, and they are gearing up for their PCC meeting scheduled for November.

Public Comment: Carla expressed concern about the potential loss of Housing Choice Vouchers and highlighted the lack of communication between HACM and landlords.

10. CLOSED SESSION

The Board of Commissioners met in Closed Session at 6:34 p.m. for the following purpose and reason:

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

Addressed under Item 8A.

- 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.
- C. Government Code Section 54956.9(d)(2): This section permits closed session discussions of certain matters relating to litigation involving the public housing board or agency.
- D. 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 7:27 p.m. following a closed session. No Action items to report.

11. COMMISSIONER COMMENTS

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

12. ADJOURMENT

There being no further business to come before the Board, the meeting was adjourned at 7:29 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: December 15, 2023



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

INFORMATIONAL UPDATE

The rental increase requested for the Farm Labor Sites: Chualar Farm Labor Center aka Vista Del Valle and Salinas Farm Labor Center has not been approved. Correspondence between HACM and the USDA is ongoing. We anticipate a resolution very soon.

CHSP – Coalition of Homeless Service Providers

- No Update

San Francisco HUD Field Office

- HUD has received the EHV Audit for review. They will send a close-out once the review is complete and inform us of any corrective action task required.
- HUD PBV technical assistance has scheduled the final on-site visit for December 18-20th. We will discuss the role of HCV in PBV contracts and recap phase I of the PBV process. Our HUD Representative is working to clear the authority of the violation, we have met all requirements.

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.
- The City has received all items requested to complete the award of Housing Stabilization Funds for \$331,000. The City passed the resolution at the December 5th meeting and we are awaiting the final award notification.

County of Monterey

- A MOU has been submitted for board approval outlining the roles, obligations, and expectations of all parties for the use of PDM in the Bridge Housing Funding Program.
- The HACM is sending an updated application to Health and Human Services which correlates to the partnership between HACM and MCBH. The application is required by HHS due to the number of vacancies. The proposed use for the property is within existing deed restrictions placed on the property.

HACM/HDC

PROPERTY MANAGEMENT

- The Housing Department is working diligently on improving safety protocols and working more efficiently to serve our clients.

FINANCE DEPARTMENT

- Currently, finalization of the HACM and HDC audits are expected by December 31st. Finance is working on improving the accounts payable and receivable processes.

DEVELOPMENT DEPARTMENT

- Terminated the property management contract with John Stewart company for Rippling River. The transition is scheduled for February 01, 2024.
- We are working on several projects and will have more detailed reports for the board in the upcoming months.

HCV DEPARTMENT

- The Emergency Housing Voucher program has met its goal of 265 housed individuals and families.
- The Mainstream Voucher Program has met its goal of 59 housed individuals and families.
- The Family Unification Program has 1 remaining voucher to reach 100% utilization.
- We have implemented 50% of the necessary changes in software and processes to adhere to all corrective action plans submitted to HUD.

HUMAN RESOURCES DEPARTMENT

- Continuously working on improving morale and efficiency. Working on resolving outstanding claims and increasing training programs for all positions.

MCHI/MCHI AA

- No update

MISCELLANEOUS

- Seeking opportunities to increase involvement in California Association of Housing Authorities
- Seeking opportunities to increase involvement in the Pacific Southwest Regional Council of the National Association of Housing & Redevelopment Officials
- Seeking opportunities to increase involvement in Salinas Chamber of Commerce
- Attended NAHRO training on new Housing Opportunity Through Modernization Act Rules and Regulations
- Meetings with Eden and MidPen Housing Agencies

MEMORANDUM

TO: Board of Commissioners
THRU: Zulieka Boykin, Executive Director
FROM: Julio Hernandez & Carol Cordova-Anderson, FSS Coordinator
RE: **FSS Report**
DATE: December 7, 2023



Report end of year 2023:

FSS Participation and Graduations:

Total of 5 Graduates this year from June to December. The program has increased and is now at a healthy 99 participants and growing, 38 of whom are earning escrow.

Community Outreach and FSS Presentations:

This year 2023 was the first in outreach for the FSS team. We manage to engage in conversations and presentations with over 15 local agencies in several cities and cover Monterey County. We made our commitment to represent the Housing Authority in our community and making connections to collaborate with other agencies in the county and other states. This outreach assisted in facilitating the voucher issuance event at Hartnell College.

Current Actions and Activities.

We are currently working diligently in making sure our participants reach their individual goals such as homeownership, budgeting, improving credit scores, and minimizing their debt. We continue to work together with our finance department and Section 8 to ensure a smooth and consistent process is made for those families participating in the FSS program.

Future Goals and Plans:

Our plans are to continue to develop a strong and active FSS program. With high participation and achievement from our families at graduation. We also hope to become a Housing Counseling Agency and provide more services to our Section 8 participants. As a major goal for next year is to increase our Home Ownership program from the current 3 families, we hope to increase this number and help other families purchase their own home.

MEMORANDUM

TO: Board of Commissioners

FROM: James Maynard-Cabrera, Director of Human Resources

THRU: Zulieka Boykin, Executive Director/President/CEO

RE: **Resolution 3097: Adoption of Disability Accommodation Policy**

DATE: December 14, 2023



Resolution 3097 highlights the Housing Authority of the County of Monterey's commitment to upholding the principles of the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA), the California Fair Employment and Housing Act (FEHA), and local fair employment practices laws. The resolution focuses on the adoption of a comprehensive Disability Accommodation Policy, ensuring equal employment opportunities and accessibility for all employees.

Board Action: Adopt Resolution

RESOLUTION 3097

**ADOPTION OF DISABILITY ACCOMMODATION POLICY BY
THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE COUNTY OF MONTEREY**

WHEREAS, the Housing Authority of the County of Monterey (“HACM”) is committed to upholding the principles of the Americans with Disabilities Act (“ADA”), ADA Amendments Act (“ADAAA”), the California Fair Employment and Housing Act (“FEHA”), and all relevant local fair employment practices laws; and

WHEREAS, HACM recognizes the importance of providing equal employment opportunities to qualified individuals with disabilities, ensuring accessibility and reasonable accommodations for all employees; and

WHEREAS, HACM has developed a comprehensive policy to highlight the process and procedures for requesting reasonable accommodations, applicable to all current and future employees.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Monterey hereby approves and adopts the revised Disability Accommodation Policy.

ATTEST:

Chairperson

Secretary

Date

PASSED AND ADOPTED on this 18th day of December 2023, upon motion of _____,
seconded by _____, and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY DISABILITY ACCOMMODATIONS POLICY

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), the California Fair Employment and Housing Act (FEHA), and all applicable local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities.

II. SCOPE

This policy applies to all current and future employees with the Housing Authority of the County of Monterey.

III. POLICY

HACM is committed to providing equal employment opportunities, adhering to ADA, ADAAA, FEHA, and local fair employment practices laws. HACM will provide reasonable accommodations to disabled applicants and employees, enabling the performance of essential job functions unless such accommodations pose an undue hardship.

IV. PROCEDURE

A. Requesting a Reasonable Accommodation:

1.1 Applying for Accommodations:

If you require an accommodation due to a disability, it is your responsibility to request a reasonable accommodation from the Human Resources Department. You can submit your request in writing to HR or use the available reasonable accommodation form, accessible in the Human Resources Department and via Paylocity under the company links section.

1.2 Information Encouraged:

HACM encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

1.3 Interactive Dialogue:

After receiving your written request, HACM will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. HACM encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, HACM is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on HACM.

B. Medical Information:

2.1. Documentation for Non-Obvious Disabilities:

If your disability or need for accommodation is not obvious, HACM may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, HACM may require that you see a health care professional of HACM's choosing, at HACM's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

2.2. Confidentiality:

Medical information gathered during the reasonable accommodation request process will be treated confidentially and stored in a distinct medical file, separate from your personnel record.

C. Determinations:

HACM makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. Human Resources will make a recommendation based on the provided information to the Executive Director and/or the Executive Director Designee to determine an appropriate course of action.

HACM strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact the Human Resources Department.

D. No Retaliation:

Individuals will not be discriminated or retaliated against for requesting an accommodation in good faith. HACM expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

HACM is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith.

However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Human Resources Department or the Executive Director and/or the Executive Director Designee. If employees do not report retaliatory conduct, HACM may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

E. Reporting Violations:

Employees or applicants who believe they or someone else may have been subjected to conduct violating this policy are encouraged to report it immediately to the Human Resources Department or the Executive Director and/or the Executive Director Designee.

F. Administration of this Policy:

The Human Resources Department is responsible for the administration of this policy. If you have any questions or complaints regarding this policy or questions about disability accommodations that are not addressed in this policy, please contact the Human Resources Department.

G. Employees Covered Under a Collective Bargaining Agreement:

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with HACM. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with HACM, employees should refer to the specific terms of the collective bargaining agreement, which controls.

DISABILITY ACCOMMODATIONS POLICY

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

I, _____ (print full name) have received and thoroughly reviewed a copy of the HACM's Disability Accommodations Policy. I acknowledge that it is my obligation to familiarize myself with the policy and adhere to its provisions. I recognize that the content of this policy aims to facilitate effective collaboration among HACM's employees in fulfilling assigned job responsibilities. This policy is not a commitment and does not establish terms or conditions of employment or form an employment contract.

Employee Signature

Date

HR Representative Signature

Date

MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director/President/CEO

RE: **Resolution 3098: HCV Payment Standards Update**

DATE: December 15, 2023



The HACM currently utilizes Payment Standards at 120% of the HUD approved 50th percentile Fair Market Rent's (FMR) and Small Area Fair Market Rents (SAFMR) that range from 100-110% of the 2023 amounts. I propose we update our payment standards based on the FMR's and SAFMR's provided by HUD for 2024.

According to HUD Housing Choice Voucher Guidelines, payment standards must be reviewed annually. Upon review, if your PHA's payment standards are not between 90-110% of the newly issued amounts they must be updated. In reviewing the HACM's payment standards our 2023 amounts, due to our utilization of the 120% approved waiver from HUD, fell between 88-120% of the new FMR's. Therefore, to maintain program compliance we must update our payment standards. Additionally, our previous payment standards were rounded up which caused a SEMAP deduction, and this correction will satisfy our required HUD response.

Instead of combining 2023 and 2024 FMR information, I propose all adjustments are based on the 2024 FMR's. This will provide an easier transition. Currently, we have adequate funding to support this change; however, if funding becomes an issue, we will revisit the payment standards and submit any proposed changes to the Board of Commissioners for review and approval.

Many of the zip codes in Monterey County will have the same payment standards. They are based on 120% of the 50th Percentile FMR's.

We will utilize SAFMR's for the following zip codes at 100%: 93908, 93921, 93950, 93953, 93962. Utilizing these zip codes at 100% will assist in avoiding budget authority issues, creating higher utilization rates, and increased housing opportunities for low-income families in these areas. The HACM will assess the impact of the SAFMR's quarterly and recommend changes, if needed, to promote housing.

Zip Code	93908	93921	93950	93953	93962
City	Salinas	Carmel By the Sea	Pacific Grove	Pebble Beach	Spreckels

Rent Reasonableness still applies to all units as the payment standard is not a guaranteed rent amount. I strongly recommend the Board of Commissioners consider and approve the proposed Payment Standards. This addendum will greatly impact the agency's performance while addressing community needs.

RESOLUTION 3098

RESOLUTION ESTABLISHING NEW PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Housing Authority of Monterey County (“HACM”) operates a Housing Choice Voucher program; and

WHEREAS, has the ability to set payment standards up to 100% of the Small Area FMR or 120% of the FMR; and

WHEREAS, HACM has adequate HAP reserves to fund these increases.

NOW, THEREFORE, BE IT RESOLVED that The Housing Authority of the County of Monterey do hereby approve the attached Payment Standards to be implemented effective March 1, 2024, outlined in the 12/15/2023 memorandum to the Board by Zulieka Boykin, making any necessary changes and corrections.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 18th day of December 2023, upon motion of _____, seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:

December 13, 2023

Proposed HCV Payment Standard Chart

PAYMENT STANDARDS

EFFECTIVE MARCH 2024

The Housing Authority of the County of Monterey will use the HUD (Housing and Urban Development) 50th Percentile Fair Market Rate Success Rate Payment Standards for Monterey County.

Bedroom Size	Efficiency	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom
FMR (Fair Market Rent)	\$2478	\$2507	\$3049	\$4226	\$4660	\$5359
Payment Standard	\$2973	\$3008	\$3658	\$5071	\$5592	\$6430
Percentage	120%	120%	120%	120%	120%	120%

The five-bedroom FMR was calculated by adding 15% over the four-bedroom HUD FMR. Depending on the agency Budget Authority, if necessary, we will reduce the Payment Standard to either 100% FMR or 110% FMR. At the current time, funding is not an issue; therefore, we will use the 120% Payment Standards for all areas except those listed below. The payment standards below are based on Small Area FMR by zip code.

Zip Code	Efficiency	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom
93908	\$3,510	\$3,550	\$4,320	\$5,990	\$6,600	\$7,590
93921	\$3,230	\$3,270	\$3,980	\$5,520	\$6,080	\$6,992
93950	\$3,060	\$3,100	\$3,770	\$5,230	\$5,760	\$6,624
93953	\$3,510	\$3,550	\$4,320	\$5,990	\$6,600	\$7,590
93962	\$3,510	\$3,550	\$4,320	\$5,990	\$6,600	\$7,590

Zip codes 93908, 93921, 93950, 93953, and 93962 are 100 percent of the Small Area Fair Market Rents for those areas.

PAYMENT STANDARDS SET AT THE HIGHEST AMOUNT OF RENT POSSIBLE; HOWEVER, THESE ARE NOT GUARANTEED OR APPROVED RENTAL AMOUNTS. A RENT REASONABLENESS STUDY MUST BE PERFORMED AS OUTLINED IN HUD HCV REGULATIONS. 24 CFR § 982.507(b) 2 * 24 CFR § 982.507(b) 3 * 24 CFR § 982.507(a)(1)

MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director/President/CEO

RE: **Resolution 3099: Emergency Housing Vouchers Overleased**

DATE: December 18, 2023



On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 and enacted the EHV program. The Emergency Housing Voucher program was designed to create housing opportunities for families and individuals who are homeless, at risk of homelessness, fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, human trafficking, or were recently homeless or have a high risk of housing instability. These vouchers created an opportunity for Housing Authorities to partner with Continuums of Care.

The Housing Authority of the County of Monterey was awarded 269 Emergency Housing Vouchers. All EHV's have regulated issuance, reissuance, and over leasing guidelines provided in PIH Notice 2021-15, Notice 2022-22 and the latest guidance under PIH Notice 2023-14 dated June 29, 2023.

PIH Notice 2023-14 has several points that impact the status of our EHV program.

- American Rescue Plan Act of 2021 Section 3202 (b)(6) states that after September 30, 2023, a public housing agency may not reissue any EHV vouchers made available when assistance for the families assisted ends.
 - As a result of the September 30th deadline, HACM's voucher award was reduced from 269 to 265. This was due to terminated vouchers and leasing expectations based on past performance.
- PHA's may not issue vouchers more than their remaining EHV Consolidated Annual Contributions Contract (CACC).
 - Our remaining vouchers are 265; however, we have leased 282 and have another 90 vouchers issued and searching. We have the potential to exceed the CACC by 107 vouchers. Factoring the past attrition rate, we anticipate 80 of the vouchers to be successful. There is no EHV funding available for these families and the agency would be out of compliance if the vouchers remain under the EHV program.
- Section 7.b.4 of PIH 2021-15 allows adjustments to PHA's renewal allocation to prevent termination of EHV families until over leasing is corrected through attrition.

- Due to over leasing, we will submit a request for an allocation change; however, due to the strict guidance on leasing and the over leasing becoming effective after the September 30th deadline it may not be awarded.
- New EHV's will be distributed after February 15, 2024. This is when HUD will revoke vouchers from PHA's with ten or more EHV's available and less than 75% utilization.
 - A list of affected PHA's has been published and we are not included. Vouchers will be revoked and reissued in the same state, except for extreme cases of low utilization throughout an awarded state. California has approximately 161 vouchers that may be revoked. We should receive at least five new vouchers.

Recommendation: Based on the information above, we have approximately 107 families at risk of losing potential housing opportunities. To mitigate this risk, I would like to convert any leased EHV's exceeding our 265 Emergency Housing Vouchers awarded to regular Housing Choice Vouchers.

The purpose of converting the voucher type from EHV to HCV is an attempt to combat homelessness in Monterey County. The conversion would only be allowable for the 107 families above the allowable 265 leased EHV's. No new EHV participants or other voucher types are eligible for this conversion.

If HUD approves an allocation change the number of vouchers approved will be deducted from the existing 107 families.

If HUD awards new EHV's and all 107 families have not been leased, the unleased families will be issued the newly awarded vouchers. No conversion will be processed.

I strongly recommend the Board of Commissioners consider and approve this recommendation.

Board Action: Adopt Resolution

RESOLUTION 3099

RESOLUTION FOR THE CONVERSION OF EMERGENCY HOUSING VOUCHERS TO HOUSING CHOICE VOUCHERS

WHEREAS, on March 11, 2021, President Biden signed the American Rescue Plan Act of 2021, thereby enacting the Emergency Housing Voucher (“EHV”) program; and

WHEREAS, the Housing Authority of the County of Monterey (“HACM”) was awarded 269 Emergency Housing Vouchers under the American Rescue Plan Act of 2021; and

WHEREAS, PIH Notice 2023-14, dated June 29, 2023, introduced guidelines impacting EHVs, creating potential overage due to overleasing; and

WHEREAS, due to the September 30th deadline, HACM's voucher award was reduced from 269 to 265, resulting from terminated vouchers and leasing expectations based on past performance; and

WHEREAS, the remaining vouchers are 265, but HACM has leased 282 and has another 90 vouchers issued and searching, creating a potential overage of 107 vouchers beyond the Consolidated Annual Contributions Contract (“CACC”); and

WHEREAS, Section 7.b.4 of PIH 2021-15 allows adjustments to PHA's renewal allocation to prevent termination of EHV families until over leasing is corrected through attrition; and

WHEREAS, new EHVs will be distributed after February 15, 2024, and affected PHAs, may have vouchers revoked and reissued; and

NOW, THEREFORE, BE IT RESOLVED, HACM seeks approval to convert excess leased EHVs beyond 265 to regular Housing Choice Vouchers (“HCV”) for 107 at-risk families; and

BE IT FURTHER RESOLVED that this conversion will only apply to the 107 families currently at risk of losing potential housing opportunities due to over leasing and will not extend to new EHV participants or other voucher types; and

BE IT FURTHER RESOLVED, that if HUD approves an allocation change, the number of vouchers approved will be deducted from the existing 107 families; and

BE IT FURTHER RESOLVED, that if HUD awards new EHVs and all 107 families have not been leased, the unleased families will be issued the newly awarded vouchers, and no conversion will be processed; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Monterey hereby approves and adopts this resolution to combat homelessness in Monterey County.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED on this 18th day of December 2023, upon motion of _____,
seconded by _____, and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:

MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director/President/CEO

RE: **Resolution 3100: YARDI Rent Café Contract Addition**

DATE: December 15, 2023



The Housing Authority of the County of Monterey currently utilizes the YARDI software system for all agency housing and financial functions. The original contract was executed on March 14, 2017. The original contract does not include any online functions, except applications for the HCV department. I propose to amend the contract to include Rent Café', Pay Scan and retain Aspire. The addendum has an initial cost of \$37,892.63 and the new annual contract amount would be approximately \$253,000 dollars.

The initial cost of \$37,892.63 includes 100 additional support hours for \$12,000 dollars and the implementation of Pay Scan. There is also \$21,195.70 in credits including a \$5,000-dollar one-time concession. The pricing is based on the number of units required for each program or department. Therefore, the bulk of this contract will continue to be funded by the Housing Choice Voucher program. The agency has adequate funding available for the addendum.

Rent Café' will allow clients and landlords the opportunity to review their information on-line. The HACM will conduct all certifications on-line. This will significantly impact on our ability to provide increased customer service, efficiency, and compliance issues related to agency audits.

Pay Scan will allow the finance department to reduce procurement errors, issue all payments electronically, streamline processes, and increase compliance as outlined in HUD regulations.

Aspire is a training platform. There are videos and supporting documentation to assist in onboarding of new hires and training for existing staff. The staff person logs into the system and there are lesson plans assigned for their position. After a lesson plan or module is completed, they receive a badge and are permitted to access the next level of training. YARDI monitors and stays updated on all HUD program changes; therefore, the staff person is being trained in utilization of the YARDI system and HUD Rules and Regulations simultaneously.

I strongly recommend the Board of Commissioners consider and approve this recommendation. This addendum will greatly impact on the agency's performance and customer service.

Board Action: Adopt Resolution

RESOLUTION 3100

RESOLUTION TO AUTHORIZE YARDI RENT CAFÉ CONTRACT ADDITION

WHEREAS, the staff of the Housing Authority of the County of Monterey (“HACM”) have been utilizing the Yardi software system for all agency housing and financial functions since the original contract execution on March 14, 2017; and

WHEREAS, the original contract lacks online functionalities beyond applications for the Housing Choice Voucher (“HCV”) department, and in response to the evolving technological landscape, there is a need to enhance the contract to improve customer service, efficiency, and compliance; and

WHEREAS, the proposed enhancements include the addition of Rent Café, Pay Scan, and the retention of Aspire, aiming to provide online access for clients and landlords, streamline financial processes, and offer a comprehensive training platform for staff; and

WHEREAS, the initial cost of the proposed enhancements is \$37,892.63, covering 100 additional support hours, Pay Scan implementation, and \$21,195.70 in credits, including a \$5,000 one-time concession; and

WHEREAS, the new annual contract amount for the enhanced Yardi software system would be approximately \$253,000, with funding predominantly sourced from the HCV program; and

WHEREAS, the agency has confirmed the availability of adequate funding for the proposed enhancements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Monterey that:

- The proposed enhancements to the Yardi software system, including the addition of Rent Café, Pay Scan, and retention of Aspire, are hereby approved.
- The initial cost of \$37,892.63 and the new annual contract amount of approximately \$253,000 are deemed necessary for the efficient operation and improvement of agency functions.

The Board of Commissioners authorizes and directs the Executive Director to implement the proposed enhancements, including executing any necessary agreements or amendments to the existing Yardi software contract, and acknowledges the availability of adequate funding, primarily from the Housing Choice Voucher program.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED on this 18th day of December 2023, upon motion of _____,
seconded by _____, and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:



**ADDENDUM TO SAAS SUBSCRIPTION AGREEMENT
BETWEEN
YARDI SYSTEMS, INC. ("YARDI") AND HOUSING AUTHORITY OF THE COUNTY OF MONTEREY ("CLIENT")
(this "Addendum")**

Addendum Effective Date: December 15, 2023

Yardi Client Pin Number: 100036656

Yardi Order Number: 242969

Client and Yardi revise their Voyager SaaS Subscription Agreement, dated March 14, 2017 (the "Agreement"), as follows:

1. Yardi will add the additional products specified below as part of Schedule A (Fee Schedule) under the terms of the Agreement.
2. Yardi will remove the products specified below from Schedule A (Fee Schedule) under the terms of the Agreement.

Annual Fees							
Description	Unit of Measure (UOM)	Count	\$/UOM	\$/UOM Concession	Net \$/UOM	Annual Fee Increase/Decrease	Prorated Annual Fee Increase
RentCafe PHA Portal Package	Unit	5,950	\$24.00	(\$5.75)	\$18.25	\$108,587.50	\$36,195.83
Procure to Pay	Unit	1,275	\$9.00	(\$2.10)	\$6.90	\$8,797.50	\$2,932.50
Yardi Aspire Premium	Unit	5,950	\$6.00	(\$3.60)	\$2.40	\$14,280.00	\$4,760.00
RentCafe PHA Online Applications Portal	each	-1	\$6,774.86	\$0.00	\$6,774.86	(\$6,774.86)	(\$2,258.29)
RentCafe PHA Applicant Portal	each	-1	\$6,774.86	\$0.00	\$6,774.86	(\$6,774.86)	(\$2,258.29)
RentCafe PHA Resident Portal	each	-1	\$6,774.86	\$0.00	\$6,774.86	(\$6,774.86)	(\$2,258.29)
Yardi Aspire Premium	Unit	-5,350	\$3.40	\$0.00	\$3.40	(\$18,190.00)	(\$6,063.33)
RentCafe Affordable Housing Online Applications/Certifications Portal	Unit	-1,275	\$7.90	\$0.00	\$7.90	(\$10,072.50)	(\$3,357.50)
Total Fees						\$83,077.92	\$27,692.63

Monthly Fees				
Description	UOM	Count	\$/UOM	Monthly Fee Increase/Decrease
Procure to Pay Full-Service	transaction	TBD	\$0.60	TBD
Total Fees				billed monthly

One-Time Fees				
Description	UOM	Count	\$/UOM	Total Price
Additional Support Hours	hour	100	\$120.00	\$12,000.00
Procure to Pay Remote/On-Site Implementation	each	1	\$3,200.00	\$3,200.00
Total One-Time Fee				\$15,200.00

One-Time Concessions		Total Concession
Description		
Total One-Time Concession		(\$5,000.00)

Total Fees Due	
Annual Fee Increase for the period January 1, 2024 to April 30, 2024	\$27,692.63
One-Time Fees	\$15,200.00
One-Time Concession	(\$5,000.00)
Sub-Total	\$37,892.63
Sales Tax	as applicable
Total Due	\$37,892.63

Additional Terms

3. **PAYMENT TERMS (excluding applicable taxes):** 100% due 15 days from the execution date of this Addendum.
4. **Procure to Pay:**
 - a. Procure to Pay includes AP Manager.
 - b. VendorCafe and Yardi Marketplace require additional terms and conditions and may not be available to all clients
 - c. **Insurance Tracking:** If Client elects to use the Insurance Tracking feature in VENDORCafé, Client agrees to a fee of **\$20.00/Vendor**, to be billed annually.
5. **Procure to Pay Full-Service:**
 - a. **"Emailed Invoice"** means invoices received from a Client, or a Client vendor, which are submitted to Yardi by email only (excluding any and all invoices that are, or may be, submitted to Yardi by non-electronic mail methods).
 - b. **"Scanned Invoice"** means any invoice where the image and/or data is transmitted by Yardi into Client's PAYscan module.
 - c. Client will be invoiced for actual Emailed Invoices and Scanned Invoices processed for 9 months commencing on the effective date of the document in which Procure to Pay Full-Service was initially licensed. Thereafter, Client will be invoiced the monthly minimum or actual usage, whichever is greater.
 - d. Client agrees to bear the out-of-pocket fees for establishing and maintaining Client's post office lockbox(es).
 - e. Yardi will arrange for an additional email address to receive and process invoices (**"Expedited Invoices"**), and Client may only make commercially reasonable use of this service not to exceed 100 invoices in any week. The Expedited Invoice price is **\$2.00/Expedited Invoice**, in addition to the invoice transaction fee.
 - f. **"Excess Page(s)"** means any pages in excess of a total of 8 invoice pages per invoice during a monthly billing period. Client agrees to pay **\$0.20/Excess Page**.
 - g. At Client's election, Yardi will either (a) return original paper invoices to Client, and Client will bear the out-of-pocket cost of such return, or (b) destroy original paper invoices. Absent contrary instructions, Yardi will return original paper invoices to Client at Client's cost. For the avoidance of any doubt, Yardi does not return or destroy invoices that are submitted to Yardi via electronic mail but will delete such emailed invoices in accordance with its standard policies and procedures.
6. **RentCafe PHA Portal Package** includes the following:
 - a. RentCafe PHA Online Applications, RentCafe PHA Applicant and Resident Portals, RentCafe PHA Online Certifications, RentCafe PHA Landlord Portal, and the RentCafe Affordable Portal Package.
 - b. Leading practice Workflows and Forms (which are not subject to customizations). Any changes to the Workflows require further scoping between Yardi and Client and a Custom Programming Request.
7. **Yardi Aspire Premium** includes all platform features and courses included in Yardi Aspire, select advanced features, and the library of courses on non-Yardi software.
8. Yardi reserves the right to audit Client's database at any time solely to confirm the scope of Client's use of the Licensed Programs relative to Client's contractual license.

ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

Please indicate your approval by signing and returning this document to your salesperson or to Sales Support at SalesAdmin@yardi.com.

APPROVAL

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY ("Client")

YARDI SYSTEMS, INC. ("Yardi")

By: _____

By: _____

Date: _____

Date: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director/President/CEO

RE: **Resolution 3101: Memorandum of Understanding with Monterey County Behavioral Health**

DATE: December 15, 2023



The HACM and Monterey County Behavioral Health have been working together on a plan to utilize Bridge Housing Funding for transitional housing at PDM. The program will adhere to the current deed restrictions on the property while providing a needed service for the community.

The California Department of Health Care Services (DHCS) issued an award for the Behavioral Health Bridge Housing (BHBH) Program. Monterey County has been awarded \$11,301,966. The award is conditional based upon all agreements being executed and returned to DHCS in a timely manner.

Monterey County Behavioral Health (MCBH) will use BHBH funds to expand the community's inventory of bridge housing for people experiencing homelessness who have serious behavioral health conditions. BHBH will be used to create Hope Housing – a 55 unit, 110 bed facility located on the former Fort Ord military base in existing housing owned by the Monterey County Housing Authority. MCBH will subsidize rental payments for all the units and contract with a highly experienced service provider to operate the program. All participants in the Hope Housing project will have access to housing navigation and participants assistance funds to help them identify a housing solution upon exit from the Hope Housing Program. Participants may stay for up to 24 months (about 2 years), with the option of a 12-month extension. MCBH will identify a program operator and service provider through a procurement process.

The HACM will receive \$2,825,492 dollars for renovations and rehab work to be performed at PDM. We will receive \$27,500 dollars for security deposits and \$3,037,313 dollars for subsidized rent over the four-year period. Total funds to be received by HACM are \$5,862,805 dollars excluding security deposits. At the end of the program, if funding is available and both parties mutually agree to a subsidized rental amount the MOU may be extended, based on board approval.

Attached is the MOU, outlining the partnership agreement between the HACM and MCBH. The MOU is one of the required documents to make the conditional award official.

I strongly recommend the Board of Commissioners consider and approve this recommendation. The MOU clearly outlines the obligations, roles, and responsibilities of all parties involved.

Board Action: Adopt Resolution

RESOLUTION 3101

RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY AND MONTEREY COUNTY BEHAVIORAL HEALTH FOR THE UTILIZATION OF BEHAVIORAL HEALTH BRIDGE HOUSING FUNDS

WHEREAS, the Housing Authority of the County of Monterey (“HACM”) and Monterey County Behavioral Health (“MCBH”) have collaborated on a plan to utilize Behavioral Health Bridge Housing (“BHBH”) funds for transitional housing at Pueblo Del Mar (“PDM”); and

WHEREAS, the BHBH Program, funded by the California Department of Health Care Services (“DHCS”), has awarded Monterey County a conditional amount of \$11,301,966 for the expansion of bridge housing to support individuals experiencing homelessness with serious behavioral health conditions; and

WHEREAS, MCBH will use the BHBH funds to establish Hope Housing, a 55-unit, 110-bed facility located on the former Fort Ord military base, in partnership with HACM, adhering to existing deed restrictions and subsidizing rental payments; and

WHEREAS, HACM will receive \$2,825,492 for renovations and rehabilitation work at PDM, along with \$27,500 for security deposits and \$3,037,313 for subsidized rent over a four-year period, totaling \$5,862,805; and

WHEREAS, the attached Memorandum of Understanding (“MOU”) outlines the partnership agreement between HACM and MCBH, for the utilization of Behavioral Health Bridge Housing funds, setting forth the general terms, declarations, and obligations of the parties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY:

- That the Board of Commissioners approves the MOU between the Housing Authority of the County of Monterey and Monterey County Behavioral Health for the utilization of Behavioral Health Bridge Housing funds, as attached herewith.
- The Executive Director is authorized and directed to execute the MOU on behalf of the Housing Authority of the County of Monterey.
- The Board of Commissioners supports the collaboration between HACM and MCBH to address the critical need for transitional housing for individuals experiencing homelessness with serious behavioral health conditions.

- The Board of Commissioners acknowledges the conditional award of \$5,862,805 to HACM, excluding security deposits, for renovations, security deposits, and subsidized rent at Pueblo Del Mar, subject to the timely execution and return of all required agreements to DHCS.
- The Board of Commissioners authorizes any necessary amendments to the MOU, subject to the approval of both parties and based on the availability of funding at the end of the program, with the extension contingent upon board approval.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED on this 18th day of December 2023, upon motion of _____, seconded by _____, and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:



Monterey County Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066
www.co.monterey.ca.us

Board Order

A motion was made by Supervisor Mary L. Adams, seconded by Supervisor Wendy Root Askew to:

Agreement No.: A-16664

- a. Authorize the Director of Health Services or designee to accept a Behavioral Health Bridge Housing Program grant award, in the amount of \$11,301,966 from Advocates for Human Potential, Inc. (the third-party grant Administrative Entity for the California Department of Health Care Services), for the implementation of behavioral health bridge housing, for a period retroactive from September 5, 2023 through June 30, 2027; and
- b. Authorize the Director of Health Services or designee to execute Subcontract Agreement No. 22-20456 issued by Advocates for Human Potential, Inc. for a total agreement amount of \$11,301,966, for a term retroactive from September 5, 2023 through June 30, 2027; and
- c. Approve non-standard insurance, limitation of liability, and indemnification provisions in the Subcontract Agreement as recommended by the Director of Health Services.
- d. Approve the delegation of authority to the Director of Health Services or designee to act on the County’s behalf to carry out and consummate all transactions contemplated during the program funding period.

PASSED AND ADOPTED on this 5th day of December 2023, by roll call vote:

AYES: Supervisors Alejo, Church, Lopez, Askew, and Adams
NOES: None
ABSENT: None

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting December 5, 2023.

Dated: December 13, 2023
File ID: A 23-559
Agenda Item No.: 48

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

A blue ink signature of Vicente Ramirez, Deputy Clerk, written over a horizontal line.

Vicente Ramirez, Deputy

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
COUNTY OF MONTEREY ON BEHALF OF THE HEALTH DEPARTMENT
AND THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY**

I. DECLARATION

This Memorandum of Understanding (“**MOU**”) is entered into between the County of Monterey, Health Department, Behavioral Health Bureau (“**MCBH**”), and the Housing Authority of the County of Monterey (“**AUTHORITY**”) for the purpose of setting forth the general terms upon which the parties propose to undertake the renovation of the Property (defined below) and its use as a sober living environment and low-barrier interim housing.

The parties' intent in executing this MOU is to set forth their understanding and their mutual agreement to the principal terms that have been agreed upon for the renovation and operation of the Property. It is anticipated and understood that the parties will enter into a definitive set of documents for the renovation, financing, and operation of the Property.

II. BACKGROUND

Through the Behavioral Health Bridge Housing Program (BHBH), the California Department of Health Care Services (DHCS) provides funding to operate bridge housing. Bridge housing is defined as short and mid-term residential options and serves as a bridge to longer-term housing. Included are voluntary supportive services for individuals to support participants’ housing stability and retention. Grant funds will be used to address the immediate and sustainable housing needs of people experiencing or at risk of experiencing homelessness, who have serious behavioral health conditions, including a serious mental illness and/or substance use disorder. BHBH, which was signed into law in September 2022 under Assembly Bill (AB) 179 (Ting, Chapter 249, Statutes of 2022), provides funding through June 30, 2027. MCBH was awarded the state apportioned grant amount of \$11,301,966 on September 5, 2023.

III. TERM

This MOU shall be effective for a period of four (4) years (“**Term**”) commencing on January 1, 2024 (“**Commencement Date**”). If MCBH receives additional grant funding, the Term may be extended for an additional five (5) years upon written agreement of both parties, provided that MCBH shall pay a mutually agreed upon rental value for any such extended term.

IV. MAXIMUM OBLIGATION OF MCBH

Subject to the limitation set forth herein, MCBH shall pay to AUTHORITY during the term of this MOU a maximum amount of \$5,862,805 for services rendered under this MOU.

V. PROPERTY

The AUTHORITY owns the property commonly known as Pueblo Del Mar with 55 residential units located at 17th Regiment Court and Kwajalein Court, Marina, California (“**Property**”). The AUTHORITY currently operates the Property as a transitional housing and sober living program.

VI. DUTIES AND RESPONSIBILITIES

A. MCBH agrees to:

1. Identify persons that qualify for a sober living environment or low-barrier interim housing and refer them to the AUTHORITY who will accept such persons for housing during the initial Term of this MOU.
2. Provide security deposits to all units (“**Security Deposit**”) in the aggregate amount of Twenty-Seven Thousand Five Hundred Dollars (\$27,500) and pay rent (“**Rent**”) in the aggregate amount of Three Million Thirty-Seven Thousand Three Hundred Thirteen Dollars (\$3,037,313) for the initial Term of this MOU. Security Deposits and Rent payments shall be provided to the Authority as the units become available to participants, subject to section VII Payment Conditions.
3. Provide funding to the Authority to perform the Work (as defined below) in the amount of Two Million Eight Hundred Twenty-Five Thousand Four Hundred Ninety-Two Dollars (\$2,825,492; “**Renovation Funding**”). Fifty percent (50%) of the Renovation Funding shall be paid to the Authority upon execution of the Subcontract Agreement between MCBH and Advocates for Human Potential, Inc. (the third-party grant Administrative Entity for the California Department of Health Care Services) and this MOU. The remaining fifty percent (50%) shall be paid upon verification of definitive documents between the Authority and MCBH.
4. Identify and contract with a Provider to deliver Specialty Mental Health, Drug Medi-Cal, and Housing Navigation services. This does not include property management services.

B. AUTHORITY agrees to:

1. Subject to the availability of funds, the Authority shall renovate the Property by, among other things, replacing the furnaces, water heaters, tubs, showers, toilets, kitchen counters and sinks in units; installing new carpeting; interior painting; exterior washing and painting; roof replacement; fencing, landscaping and concrete repairs (the “**Work**”).

2. Upon completion of the Work, the Authority shall submit to MCBH an accounting for full cost of the renovation work performed (the "Work") in the amount of Renovation Funding. The accounting shall include an itemized statement for the Work. Any funds remaining following the completions of the Work, if any, shall be refunded to MCBH.
3. Allow a Provider selected by MCBH to operate the Property as a transitional housing and sober living program in accordance with any deed restrictions and all city, county state and federal laws applicable to the Property.
4. In coordination with the Provider, respond to Property maintenance requests within a reasonable time.
5. Shall abide by the terms and conditions of the SUBCONTRACT AGREEMENT No. 22-204565 BEHAVIORAL HEALTH BRIDGE HOUSING PROGRAM, attached to this MOU as EXHIBIT A. To the extent there is a conflict between any portion of this MOU and EXHIBIT A, EXHIBIT A controls.

VII. PAYMENT CONDITIONS

AUTHORITY shall submit an invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by the AUTHORITY for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. MCBH shall certify the invoice, either in the requested amount or in such other amount as MCBH approves in conformity with this MOU and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

VIII. TERMINATION FOR CONVENIENCE

Either party may terminate this MOU for convenience upon giving thirty (30) days' prior written notice to the other party prior to the date that Work has commenced. Any termination shall be effected by delivery to the non-terminating party of a notice of termination specifying the date upon which such termination becomes effective. Once Work has commenced, no termination for convenience shall be permitted and the terms and conditions of the construction documents shall govern.

IX. NOTICES

Notices to the parties in connection with this MOU may be given personally or may be delivered by certified mail, return receipt requested, addressed to:

COUNTY OF MONTEREY

**HOUSING AUTHORITY OF THE
COUNTY OF MONTEREY**

Katy Eckert, MBA.

Zulieka Boykin

Behavioral Health Director
1270 Natividad Road
Salinas, CA 93906
(831) 755-4509

Executive Director/Chief Executive Officer
123 Ricco Street
Salinas, CA 93907
(831) 775-5000

~ The remainder of this page intentionally left blank. ~

IN WITNESS WHEREOF, the MCBH and AUTHORITY have executed this MOU as of the day and year herein above written.

DEPARTMENT OF HEALTH

Elsa Mendoza Jimenez
Director of Health Services

Date

Approved as to Legal Form:

Deputy County Counsel

Date

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Zulieka Boykin
Executive Director/Chief Executive Officer

Date

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Director of Human Resources

RE: Human Resources Report

DATE: December 13, 2023



The HR department will serve as a catalyst, empowering every employee at the Housing Authority of the County of Monterey to maximize their contributions and drive the success of the organization.

I. GENERAL INFORMATION

❖ Focusing on Employee Safety and Well-Being

HR has shifted its focus on the enhancement of employee safety and well-being as we transition into 2024. Recognizing the importance of these core values, our team is undertaking a strategic initiative to revamp our safety training program, ensuring its efficacy and relevance in mitigating potential risks.

Key Objectives:

- Prioritizing Safety and Well-being: In alignment with our commitment to fostering a safe and supportive workplace, we are placing a heightened emphasis on the well-being of our employees. This includes addressing potential risks through a comprehensive and tailored safety training program.
- Importance of Revamping Training Programs: Our analysis indicates that the evolving nature of workplace dynamics requires a more dynamic and adaptive approach to safety training. By revamping our training programs, we aim to equip our workforce with the knowledge and skills needed to navigate their responsibilities safely and confidently.

Steps to Achieve Results and Mitigate Risks:

- Comprehensive Training Needs Assessment: We will conduct a thorough assessment of our current training programs to identify gaps and areas for improvement. This includes soliciting feedback from employees, managers, and safety experts to ensure a holistic understanding of training needs.
- Tailored and Specialized Modules: Building on the insights gained from the needs assessment, we will develop tailored and specialized training modules via Paylocity. These modules will address specific job-related risks and hazards, providing practical and relevant knowledge to enhance on-the-job safety.
- Interactive Training Methods: Recognizing the effectiveness of interactive learning, we will integrate hands-on and scenario-based exercises into our training programs. This

approach ensures that employees can apply their knowledge in realistic situations, promoting better retention and application of safety principles.

- **Leveraging Technology:** Embracing technological advancements, we will introduce e-learning modules, virtual reality simulations, and other digital tools to make training more accessible and engaging. This technology-enhanced approach will cater to diverse learning styles and preferences.
- **Continuous Monitoring and Improvement:** Implementing a continuous monitoring and evaluation system, we will regularly assess the impact of our revamped training initiatives. Feedback loops will be established to gather insights from employees, allowing us to adapt and improve our programs in real-time.

As we move into 2024, our commitment to employee safety and well-being remains steadfast. The revamping of our safety training program is a proactive step towards creating a workplace where every employee feels secure, supported, and empowered to contribute their best.

❖ **Employee Spotlight**

As part of our ongoing commitment to fostering a positive and productive work environment, we will be reinstating the Employee Spotlight Policy. While this policy has been a part of our agency's culture in the past, it appears to have fallen by the wayside in recent years. Recognizing the importance of acknowledging and appreciating the exceptional efforts of our team members, we believe it's crucial to reintroduce and reinforce this policy.

The Employee Spotlight aims to recognize and reward employees who consistently demonstrate excellence in attendance, efficiency, productivity, cooperation, teamwork, and flexibility. It is inclusive and applies to all regular employees.

- **Key Points:**
The policy outlines a transparent procedure for selecting the Staff in the Spotlight. Department Directors play a pivotal role in nominating eligible employees based on predefined criteria, encompassing qualities such as good attendance, positive attitude, initiative, innovation, cooperation, team collaboration, and excellence in the quality of work.
- **Procedure:**
The selection process involves Department Directors submitting nominations to HR by the second Friday of each month. HR and/or Executive Director reviews the nominees and selects one employee or a group of employees each month. Recognition includes features in the monthly HR Board Report, the HACM monthly newsletter, and a framed photograph displayed in the Central Main Office hallway.

❖ **Yardi Training**

A Yardi representative recently conducted an in-person live training session with our property management and finance teams. This training served as a valuable resource for addressing concerns, resolving issues, and guiding employees who are new to operating the system. The comprehensive training covered residential procedures and workflows for Rural Development and Low-Income Housing Tax Credit (LIHTC), along with a thorough review of financial transactions in Voyager.

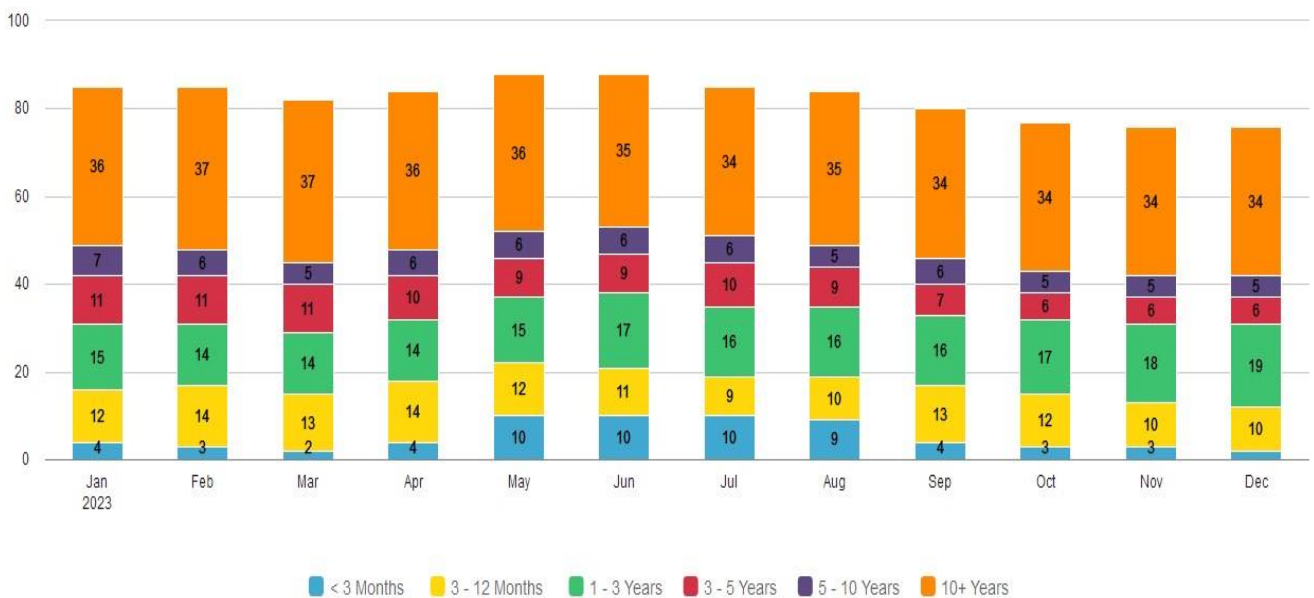
II. RECRUITMENT & STAFFING

- a. Vacant Positions/Active Recruitments (3)
 - Director of Housing Programs
 - Housing Programs Supervisor
 - Housing Development Analyst – (Interviews in process)
- b. New Employees/Internal Promotions/Lateral Transfers (4)
 - Michael Romero, Accounting Assistant II
 - Carlos Lopez, Resident Caretaker
 - Raquel Carranza, Housing Program Specialist
 - Mayra Zesati, Asset Manager → Interim Housing Programs Supervisor
- c. Terminated Employees (2)
 - Justin Rosillo-Contreras, Housing Program Specialist
 - Staci Pierce, Housing Programs Supervisor
- d. Temporary Employees (1)
 - Brian Guevara - Office Assistant – Section 8

III. INFORMATIONAL CHARTS

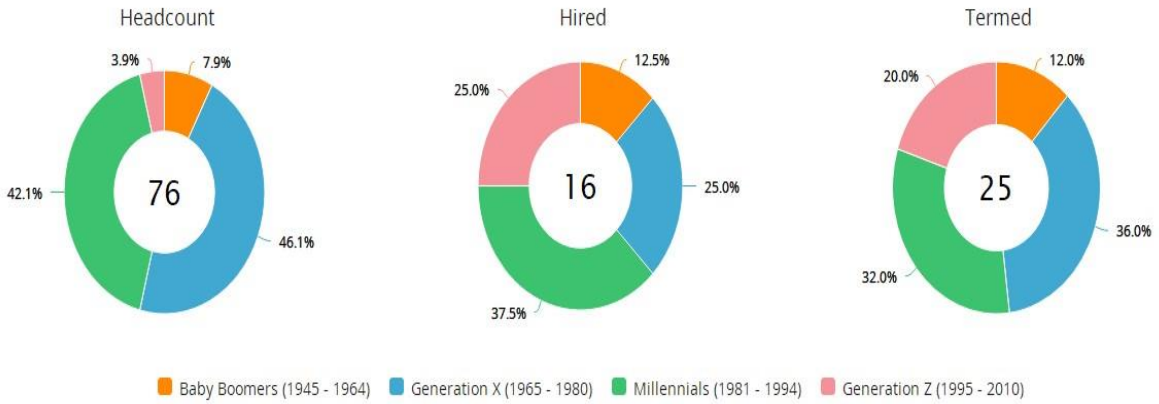
- a) The Tenure Over Time chart below illustrates the duration of employees' service with HACM. This data is instrumental in conducting a retrospective evaluation of our human resources strategy, allowing us to assess our commitment to fostering employee satisfaction, engagement, and retention. By examining tenure trends, we can identify successful areas as well as those that may require improvements, thereby ensuring the sustained motivation and commitment of our workforce.

Tenure Over Time



b) The Generation at a Glance chart offers an insight into our workforce composition this year, shedding light on the generational diversity that forms the backbone of our organizational strength. Understanding the unique perspectives, skills, and expectations of each generation is crucial for fostering a harmonious and collaborative workplace culture.

Generation at a Glance



IV. WORKPLACE SAFETY ISSUES - Workers' Comp Reportable Injuries

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

Department	# of Claims
Housing Programs	4
Property Management	7
Maintenance	7
Human Resources	1
Finance	4
TOTAL	23

- d. Total Open Claims
 - 23

V. EMPLOYEE RELATIONS CLAIMS – Reported Legal Issues

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

MEMORANDUM

TO: Board of Commissioners
THROUGH: Zulieka Boykin, Executive Director
FROM: Mike Underwood, Director of Finance
RE: Status Report: Finance Report for October 2023
DATE: December 7, 2023



Highlights:

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

Finance Operational Update

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

- MCHI for 2021 and 2022 (in discussion with ED and MCHI Board)
- HDC 2022 (two new items added for completion)
- King City 2022 (in for final partner review)
- Tynan 2022 (working with consultants to finalize journal to close out this property)
- 1 Parkside 2022 (completing final capital contributions)
- HACM for 2022 and 2023 (2022 final items being completed)
- FLC 23 and PDM 23 in-process

The October closing was the first month working with BDO, our outside accounting service. BDO has responsibility for approximately 20 properties and the in-house staff handles 10 properties plus all accounting functions such as accounts payable, payroll, loan payments for Limited Partners and key reconciliations and audit support. Key projects are to train in-house staff on use of Yardi for bank reconciliations and the implementation of interfund tools.

As mentioned last month, Finance is using a tool called SmartSheet to collect all finance reporting. This tool allows Finance to load final documents and track completion of work. This tool will be used

to review final financial documents with line managers and the ED. We are using a version to track daily work tasks, so all team members know what items they are working on and track their progress towards completion. This greatly improves overall communication.

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

Cash management continues to be a major focus. Finance is working with the ED to verify that all sources of funds are being charged for administration and bookkeeping fees. Finance will present to the Board for approval an expense allocation plan with the next operating budget. This plan will explain how expenses for support departments (i.e., HR, Finance, ED, IT and Maintenance) are allocated to each functional department or property. This will improve the accuracy of the profit and loss statements for each property by ensuring overhead expenses are spread appropriately based on a measurable metric to the functional departments.

HACM performance for October:

- October revenue was \$6.0M or \$.6M favorable to budget or 12%
- YTD revenue is \$23.9M or \$2.4M favorable to budget or 12%
- October Operating expenses were \$6.1M or \$.7M unfavorable or 13%
- YTD operating expenses were \$23.5M or \$2.0M unfavorable or 10%
- October Loss was \$.06M with YTD Gain at \$.3M
- October budget for net income is \$.06M so actual performance is on budget.
- YTD budget for net income is a loss of \$.2M - actual performance is favorableat \$.3M is favorable \$.4M to budget
- Summary - October results for net income were at budget due to favorable timing of administrative fees which offset HAP payments which were higher than HAP subsidies

HDC performance for October:

- Revenue for the month was \$.27M or \$.23M below budget...timing related
- Expenses were \$.2M or \$.07M favorable
- Net gain for the month was \$.07M or \$.15M unfavorable to budget
- YTD net loss was \$.14M vs budgeted gain of \$.87M or unfavorable variance of \$1.00M
- YTD revenue \$.9M versus \$2.0M budgeted or unfavorable by \$1.1M
- YTD expenses were \$1.05M versus \$1.1M budget or favorable by \$.05M
- Summary – October results for net income unfavorable by \$.15M due to other income trailing due to timing on key projects and audit finalization which will provide release of funds

Total October bottom-line gain for combined entities is \$.01M and \$.14M YTD. Budget for October was \$.15M and YTD \$.71M. October was unfavorable \$.14M and YTD was unfavorable \$.57M.

Board Action: Information only.

REVENUE SOURCES BY PROPERTY

Oct-23

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	0.00	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ -	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	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	4,389.00	0.00	4,003.00	HCV
552	Single Family Homes	8,301.00	0.00	20,059.00	HCV
555	Casanova	50,630.00	0.00	121,681.00	HCV
934	Jardines	11,096.00	0.00	7,042.00	HCV
960	Rippling River	31,919.00	0.00	86,498.00	HCV
965	Tynan Affordable	200,225.00	12,887.92	116,248.00	HCV
973	Monterey Affordable	56,464.00	0.00	18,503.00	HCV
974	Benito Affordable	64,962.00	750.00	47,496.00	HCV
980	Fanoe Vista	36,945.00	0.00	57,962.00	HCV
985	Haciendas 1	44,168.00	0.00	50,974.00	HCV
986	Haciendas 2	48,786.00	0.00	30,353.00	HCV
988	Haciendas Senior	13,321.00	0.00	44,647.00	HCV
989	Haciendas 3	38,421.00	0.00	55,692.00	HCV
990	Oak Park !	60,140.00	0.00	56,460.00	HCV
991	Oak Park 2	55,717.00	1,400.00	46,115.00	HCV / USDA
		\$ 725,484.00	\$ 15,037.92	\$ 763,733.00	
212	Portola Vista	22,634.00	0.00	95,347.00	PBRA
214	Montecito Watson	11,771.00	0.00	4,195.00	PBRA
801	South County RAD	24,586.00	0.00	23,465.00	PBRA
802	Salinas Family RAD	115,035.00	0.00	54,918.00	PBRA
803	East Salinas Family RAD	159,245.00	0.00	51,082.00	PBRA
804	Gonzales Family RAD	27,880.00	0.00	5,983.00	PBRA
		\$ 361,151.00	\$ -	\$ 234,990.00	
992	One Parkside	30,210.00	0.00	112,028.00	PBV
		\$ 30,210.00	\$ -	\$ 112,028.00	
904	Chualar FLC	16,133.00	0.00	276.00	USDA
906	Salinas FLC	33,819.00	0.00	2,526.00	USDA
972	Benito FLC	77,248.00	0.00	16,784.00	USDA
984	Castroville FLC	54,546.00	0.00	44,648.00	USDA
		\$ 181,746.00	\$ -	\$ 64,234.00	
	TOTAL	\$ 1,302,485.00	\$ 20,222.43	\$ 1,174,985.00	
		\$ -	\$ -	\$ -	

Voucher Funding and HCV Payments

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

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

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

Period = Oct 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	4,722,984.42	4,538,932.02	184,052.40
Cash - Restricted	8,826,794.68	10,377,411.99	-1,550,617.31
Total Cash	13,549,779.10	14,916,344.01	-1,366,564.91
Accounts Receivable:			
Accounts Receivable - Tenants	912,475.61	922,936.09	-10,460.48
Accounts Receivable - Agency	362,410.11	379,373.88	-16,963.77
Accounts Receivable - Developer Fees	-71,499.45	-71,499.45	0.00
Accounts Receivable - Other	2,329,627.40	2,204,604.86	125,022.54
Accrued Interest Receivable	14,680,035.02	14,577,989.70	102,045.32
Less: Allowance for Doubtful Accounts	-1,097,420.74	-1,091,136.96	-6,283.78
Total Receivables, Net of Allowance	17,115,627.95	16,922,268.12	193,359.83
Current Investments:			
Investments - Unrestricted	1,014,177.72	1,016,009.72	-1,832.00
Total Current Investments	1,014,177.72	1,016,009.72	-1,832.00
Prepaid Expenses			
Prepaid Expenses	432,428.74	293,353.69	139,075.05
Inventories, Net of Obsolete Inventories	537,459.01	470,342.01	67,117.00
Interprogram - Due From	-1,991,712.90	-2,924,248.99	932,536.09
TOTAL CURRENT ASSETS	30,657,759.62	30,694,068.56	-36,308.94
NONCURRENT ASSETS			
Capital Assets:			
Land	3,569,623.47	3,569,623.47	0.00
Buildings & Improvements	21,251,256.67	21,251,256.67	0.00
Site Improvements	23,082.41	23,082.41	0.00
Furniture & Equipment	816,018.40	752,579.73	63,438.67
Less: Depreciation	-14,262,966.72	-14,262,966.72	0.00
Total Capital Assets, Net of Depreciation	11,397,014.23	11,333,575.56	63,438.67
Construction In Progress			
Construction In Progress	673,144.48	522,621.00	150,523.48
Notes Receivable	72,428,614.14	72,428,614.14	0.00
Other Noncurrent Assets	11,567,425.44	11,567,425.44	0.00
Less: Accumulated Amortization	-573,801.24	-571,813.88	-1,987.36
TOTAL NONCURRENT ASSETS	95,492,397.05	95,280,422.26	211,974.79

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

Period = Oct 2023

	Balance	Beginning	Net
TOTAL ASSETS	126,150,156.67	125,974,490.82	175,665.85
LIABILITIES & EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-69,783.07	-236,226.60	166,443.53
Accounts Payable - Other	1,192,742.25	1,175,678.31	17,063.94
Accrued Wages/Taxes/Benefits Payable	743,105.53	737,275.77	5,829.76
Accrued Interest Payable	675,306.80	674,890.86	415.94
Accounts Payable - Agency	2,398.55	2,389.83	8.72
Tenant Security Deposits	103,087.50	102,903.84	183.66
Total Accounts Payable	2,646,857.56	2,456,912.01	189,945.55
Deferred Revenues	616,349.30	591,286.38	25,062.92
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	399,389.35	459,266.22	-59,876.87
Other Current Liabilities	113,077.20	188,077.20	-75,000.00
TOTAL CURRENT LIABILITIES	3,805,673.41	3,725,541.81	80,131.60
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,606,600.75	7,759,053.33	-152,452.58
Long-Term Subordinate Debt	-1,097,290.55	-1,097,290.55	0.00
Other Noncurrent Liabilities	714,325.00	714,325.00	0.00
TOTAL NONCURRENT LIABILITIES	7,223,635.20	7,376,087.78	-152,452.58
TOTAL LIABILITIES	11,029,308.61	11,101,629.59	-72,320.98
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,486,651.45	105,486,651.45	0.00
Current Year Retained Earnings	9,634,196.32	9,386,209.49	247,986.83
TOTAL LIABILITIES AND EQUITY	126,150,156.38	125,974,490.53	175,665.85

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

Period = Oct 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,568,429.87	1,509,147.57	59,282.30
Cash - Restricted	1,699,440.18	1,693,970.03	5,470.15
Total Cash	3,267,870.05	3,203,117.60	64,752.45
Accounts Receivable:			
Accounts Receivable - Tenants	60,668.85	54,476.85	6,192.00
Accounts Receivable - Agency	145,464.00	141,580.00	3,884.00
Accounts Receivable - Developer Fees	2,973,522.22	2,973,522.22	0.00
Accounts Receivable - Other	1,104,323.54	1,103,057.86	1,265.68
Accrued Interest Receivable	3,078,076.39	3,027,971.10	50,105.29
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	7,354,649.00	7,293,202.03	61,446.97
Prepaid Expenses	1,802,244.83	1,807,810.95	-5,566.12
Interprogram - Due From	-713,350.90	-645,821.77	-67,529.13
TOTAL CURRENT ASSETS	11,711,412.98	11,658,308.81	53,104.17
NONCURRENT ASSETS			
Capital Assets:			
Land	5,009,826.00	5,009,826.00	0.00
Buildings & Improvements	13,904,855.80	13,904,855.80	0.00
Site Improvements	1,215.89	1,215.89	0.00
Furniture & Equipment	19,947.46	19,947.46	0.00
Less: Depreciation	-418,620.37	-418,620.37	0.00
Total Capital Assets, Net of Depreciation	18,517,224.78	18,517,224.78	0.00
Construction In Progress	25,590,067.05	25,560,324.34	29,742.71
Notes Receivable	28,063,105.47	28,063,105.47	0.00
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	72,999,216.30	72,969,473.59	29,742.71
TOTAL ASSETS	84,710,629.28	84,627,782.40	82,846.88

LIABILITIES & EQUITY

LIABILITIES

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

Period = Oct 2023

	Balance	Beginning	Net
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-62,652.69	-51,265.89	-11,386.80
Accounts Payable - Other	997,459.24	1,008,659.24	-11,200.00
Accrued Wages/Taxes/Benefits Payable	175,430.35	175,430.35	0.00
Accrued Interest Payable	1,059,941.22	1,023,182.27	36,758.95
Tenant Security Deposits	107,890.82	106,966.50	924.32
Total Accounts Payable	2,278,068.94	2,262,972.47	15,096.47
Deferred Revenues	210,698.57	196,056.57	14,642.00
Developer Fees Payable	404,393.00	404,393.00	0.00
Other Current Liabilities	-3,539.32	-6,275.43	2,736.11
TOTAL CURRENT LIABILITIES	2,889,621.19	2,857,146.61	32,474.58
NONCURRENT LIABILITIES			
Long-Term Hard Debt	28,264,280.78	28,282,243.90	-17,963.12
Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
TOTAL NONCURRENT LIABILITIES	41,536,530.78	41,554,493.90	-17,963.12
TOTAL LIABILITIES	44,426,151.97	44,411,640.51	14,511.46
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	33,129,057.64	33,129,057.64	0.00
Current Year Retained Earnings	7,155,419.67	7,087,084.25	68,335.42
TOTAL LIABILITIES AND EQUITY	84,710,629.28	84,627,782.40	82,846.88

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

Period = Nov 2022-Oct 2023

	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Total
REVENUE:													
Tenant Rents	98,079.75	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	1,218,723.75
Tenant Subsidies	100,776.00	99,431.00	98,398.00	97,477.00	98,377.00	104,978.00	101,198.00	98,581.71	123,624.00	106,600.00	104,390.00	106,347.00	1,240,177.71
Other Tenant Income	10,962.50	9,241.00	0.00	0.00	580.00	42.00	27,919.00	317.00	117,824.00	1,325.00	2,362.00	2,080.00	172,652.50
Total Tenant Revenue	209,818.25	207,418.75	194,310.75	194,002.75	197,807.75	199,257.00	218,164.00	191,505.71	360,182.50	224,026.00	211,346.50	223,714.00	2,631,553.96
HUD Operating Grants	49,050.00	-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	165,577.00
Section 8 HAP Subsidies	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	4,736,439.00	4,434,895.00	5,121,417.00	4,739,245.00	51,579,388.00
Section 8 Administrative Fees	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	365,307.00	371,151.00	499,093.00	726,685.87	632,259.72	5,643,117.56
Operating Grants (Non-HUD)	26,723.83	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	321,450.07
Other Income	202,033.66	180,955.52	232,411.22	197,912.84	194,295.74	171,723.80	146,235.12	307,726.54	313,154.26	195,400.80	191,248.33	265,774.42	2,598,872.25
Interest Income	172,655.14	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	146,567.35	2,229,563.26
Total Revenue	4,010,463.85	4,900,215.13	4,922,964.50	5,083,292.87	4,972,716.84	6,256,582.46	5,261,822.52	5,893,595.26	5,958,059.23	5,519,342.21	6,382,906.74	6,007,560.49	65,169,522.10
EXPENSES:													
Administrative	512,030.06	801,372.61	527,456.82	513,711.02	500,858.92	532,923.88	512,650.51	701,788.17	551,107.48	516,661.77	462,731.85	462,156.21	6,595,449.30
Administrative Fees	16,579.09	16,513.09	16,513.09	16,513.09	16,579.09	16,513.09	16,513.09	16,513.09	18,096.09	17,305.09	18,953.09	18,162.09	204,753.08
Tenant Services	48,830.40	84,567.13	52,447.22	91,241.98	64,036.63	80,421.37	68,596.26	91,843.88	88,450.14	136,466.24	61,521.62	125,034.40	993,457.27
Utilities	30,936.32	43,335.53	38,040.62	32,728.01	23,387.82	41,617.19	28,948.86	29,346.00	45,146.95	58,827.33	47,161.21	60,278.57	479,754.41
Maintenance	165,923.65	144,711.72	170,401.00	134,528.80	117,762.71	108,326.93	113,514.89	115,550.93	208,829.44	110,461.06	135,013.69	129,602.54	1,654,627.36
Protective Services	0.00	565.86	3,853.85	783.00	0.00	993.00	0.00	5,893.35	11,721.00	12,162.68	10,200.00	7,971.00	54,143.74
Insurance	27,620.12	35,046.85	25,921.52	25,872.89	25,537.28	26,785.61	26,335.87	33,975.98	23,831.45	16,120.61	15,264.11	19,410.86	301,723.15
Other General Expenses	146,564.90	30,924.66	30,578.68	30,635.17	105,937.14	31,094.67	17,874.75	44,314.59	37,735.96	30,762.67	34,325.43	42,334.60	583,083.22
Payments in Lieu of Taxes	0.00	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	111,455.54
Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,826.00	0.00	0.00	0.00	0.00	2,826.00
Housing Assistance Payments	3,878,076.55	4,016,210.75	4,158,619.67	4,577,193.89	4,295,810.86	4,509,775.59	4,539,404.83	4,703,393.85	4,661,345.49	4,907,308.19	5,086,109.18	5,173,600.61	54,506,849.46
FSS Escrows	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	15,126.00	16,001.00	15,440.00	14,781.00	210,109.00
Total Operating Expenses	4,845,659.09	5,213,065.20	5,041,986.47	5,447,073.85	5,170,333.63	5,367,603.33	5,343,133.12	5,762,622.84	5,744,336.23	5,822,076.64	5,887,009.25	6,053,331.88	65,698,231.53
Interest Expense	14,056.60	29,185.20	54,472.94	13,729.98	14,100.39	13,947.75	14,056.46	13,903.77	54,362.36	-1,028.33	13,894.27	13,863.06	248,544.45
Extraordinary Maintenance	0.00	0.00	0.00	0.00	6,800.00	0.00	10,800.00	14,200.00	0.00	0.00	0.00	0.00	31,800.00
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,702.22	0.00	0.00	0.00	5,702.22
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537,324.23	0.00	0.00	0.00	0.00	537,324.23
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	496.84	36,234.12	496.84	496.84	496.84	496.84	41,699.36
NET INCOME	-849,748.68	-342,532.11	-173,991.75	-378,007.80	-219,014.02	874,534.54	-106,663.90	-470,689.70	153,161.58	-302,202.94	481,506.38	-60,131.29	-1,393,779.69

VOUCHER PROGRAM ONLY
Income Statement

Period = Nov 2022-Oct 2023

n	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Total
REVENUE:													
Tenant Subsidies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,110.17	0.00	0.00	0.00	0.00	-1,110.17
Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	25.00	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	0.00	25.00	-1,110.17	0.00	0.00	0.00	0.00	-1,085.17
Section 8 HAP Subsidies	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	4,736,439.00	4,434,895.00	5,121,417.00	4,739,245.00	51,579,388.00
Section 8 Administrative Fees	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	365,307.00	371,151.00	499,093.00	726,685.87	632,259.72	5,643,117.56
Other Income	15,964.72	567.10	9,658.33	11,349.20	12,863.98	0.00	0.00	0.00	0.00	0.00	0.00	70,990.63	121,393.96
Interest Income	45.00	45.00	48.01	42.01	46.50	42.01	49.51	42.94	46.51	46.51	43.51	48.02	545.53
Total Revenue	3,366,192.69	4,363,492.10	4,291,030.34	4,392,249.21	4,309,593.48	5,721,754.01	4,744,329.51	4,822,357.77	5,107,636.51	4,934,034.51	5,848,146.38	5,442,543.37	57,343,359.88
EXPENSES:													
Administrative	236,005.25	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	2,833,095.75
Tenant Services	24,643.74	72,473.80	40,353.89	79,099.15	51,270.52	68,328.04	68,596.26	79,750.55	76,356.77	136,466.24	61,521.62	125,034.40	883,894.98
Maintenance	783.41	725.01	626.62	550.62	804.61	597.50	1,895.21	697.71	933.26	917.22	866.66	1,099.23	10,497.06
Insurance	10,439.12	11,842.55	10,063.65	10,157.12	10,106.22	10,706.56	10,223.89	12,747.35	4,761.05	4,847.23	4,675.79	7,937.58	108,508.11
Other General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,417.50	0.00	1,417.50
Housing Assistance Payments	3,961,289.55	4,102,520.75	4,248,990.67	4,685,752.89	4,404,139.86	4,637,061.59	4,675,391.83	4,849,682.85	4,801,592.49	5,084,704.19	5,269,946.18	5,372,603.61	56,093,676.46
FSS Escrows	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	15,126.00	16,001.00	15,440.00	14,781.00	210,109.00
Total Operating Expenses	4,252,259.07	4,464,338.31	4,559,758.02	4,989,962.62	4,702,359.01	4,952,291.14	5,000,416.71	5,304,259.81	5,151,493.84	5,452,969.57	5,575,010.63	5,736,080.13	60,141,198.86
NET INCOME	-886,066.38	-100,846.21	-268,727.68	-597,713.41	-392,765.53	769,462.87	-256,087.20	-481,902.04	-43,857.33	-518,935.06	273,135.75	-293,536.76	-2,797,838.98

**Monterey County Housing Development Corporation
Income Statement**

Period = Nov 2022-Oct 2023

	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Total
REVENUE:													
Tenant Rents	44,951.00	45,917.00	45,609.00	49,441.00	48,772.00	50,752.00	52,447.00	55,956.00	55,327.00	56,218.00	56,829.00	58,931.00	621,150.00
Tenant Subsidies	108,084.00	102,526.00	101,015.00	99,698.00	97,735.00	97,558.00	101,920.00	103,899.00	102,772.00	104,113.00	102,655.00	141,740.00	1,263,715.00
Other Tenant Income	6,214.00	9,013.50	622.00	612.00	656.00	1,505.00	588.00	656.00	564.00	1,183.00	564.00	634.00	22,811.50
Total Tenant Revenue	159,249.00	157,456.50	147,246.00	149,751.00	147,163.00	149,815.00	154,955.00	160,511.00	158,663.00	161,514.00	160,048.00	201,305.00	1,907,676.50
Other Income	20,174.95	35,168.09	355,646.15	5,639.50	12,139.20	6,022.20	5,555.50	151,539.67	5,582.46	5,912.44	5,158.18	16,964.13	625,502.47
Interest Income	49,453.07	49,010.00	51,301.58	48,466.63	50,962.53	58,734.05	52,084.88	50,038.81	50,098.12	50,111.99	49,086.06	50,113.03	609,460.75
Total Revenue	228,877.02	241,634.59	554,193.73	203,857.13	210,264.73	214,571.25	212,595.38	362,089.48	214,343.58	217,538.43	214,292.24	268,382.16	3,142,639.72
EXPENSES:													
Administrative	96,183.44	135,707.37	104,237.22	106,934.49	103,191.71	149,626.95	172,303.82	100,692.51	107,035.05	77,918.16	76,501.04	75,430.34	1,305,762.10
Administrative Fees	18,258.32	18,713.62	17,588.58	17,701.26	17,695.06	17,749.40	18,100.94	25,677.38	18,880.67	21,016.88	21,009.62	24,345.87	236,737.60
Tenant Services	82.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	530.09	0.00	0.00	612.31
Utilities	15,786.92	19,769.76	18,155.76	25,759.41	11,519.68	24,771.32	12,192.06	21,314.73	15,268.28	24,311.68	17,392.59	17,176.47	223,418.66
Maintenance	38,334.08	35,122.88	42,408.17	51,365.32	16,341.65	19,526.55	23,031.46	17,403.89	33,710.25	50,242.24	18,659.21	19,254.95	365,400.65
Protective Services	0.00	0.00	847.50	0.00	0.00	210.00	0.00	1,346.61	592.50	0.00	0.00	592.50	3,589.11
Insurance	6,679.15	30,765.70	11,738.72	12,022.73	11,368.53	10,786.02	10,954.26	11,483.11	2,891.49	2,280.14	23,076.93	1,358.81	135,405.59
Other General Expenses	0.00	25.00	15.94	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	6,040.94
Payments in Lieu of Taxes	0.00	-84,660.00	0.00	12,800.00	321.05	0.00	5,927.02	0.00	976.38	0.00	0.00	200.00	-64,435.55
Total Operating Expenses	175,324.13	155,444.33	194,991.89	226,583.21	160,437.68	228,670.24	242,509.56	177,918.23	179,354.62	176,299.19	156,639.39	138,358.94	2,212,531.41
Interest Expense	62,025.10	73,656.00	61,980.18	59,504.44	60,509.86	59,501.45	645,410.02	55,752.50	213,414.90	62,610.89	62,517.68	61,687.80	1,478,570.82
Extraordinary Maintenance	0.00	0.00	1,330.06	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	0.00	10,690.00	0.00	0.00	0.00	74.78	0.00	0.00	0.00	10,764.78
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	23,345.69	0.00	0.00	0.00	0.00	86,418.77
NET INCOME	-17,482.65	3,523.82	286,881.16	-91,240.96	-30,383.25	-82,610.88	-684,334.64	105,073.06	-178,500.72	-21,371.65	-4,864.83	68,335.42	-646,976.12

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2023-Oct 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	454,717.00	480,007.64	-25,290.64
Tenant Subsidies	440,961.00	426,158.68	14,802.32
Other Tenant Income	123,591.00	6,593.32	116,997.68
Total Tenant Revenue	<u>1,019,269.00</u>	<u>912,759.64</u>	<u>106,509.36</u>
HUD Operating Grants	0.00	125,320.68	-125,320.68
Section 8 HAP Subsidies	19,031,996.00	17,377,068.68	1,654,927.32
Section 8 Administrative Fees	2,229,189.59	1,483,552.00	745,637.59
Operating Grants (Non-HUD)	0.00	181,920.00	-181,920.00
Other Income	966,827.81	783,242.96	183,584.85
Interest Income	621,836.27	632,056.00	-10,219.73
Total Revenue	<u>23,869,118.67</u>	<u>21,495,919.96</u>	<u>2,373,198.71</u>
EXPENSES:			
Administrative	1,993,907.31	2,247,256.88	253,349.57
Administrative Fees	72,516.36	71,826.32	-690.04
Tenant Services	411,472.40	243,512.00	-167,960.40
Utilities	211,414.06	152,744.40	-58,669.66
Maintenance	583,906.73	975,140.32	391,233.59
Protective Services	42,054.68	3,488.00	-38,566.68
Insurance	74,627.03	130,672.96	56,045.93
Other General Expenses	145,158.66	253,846.04	108,687.38
Payments in Lieu of Taxes	83,235.30	28,832.00	-54,403.30
Bad Debts	0.00	0.00	0.00
Housing Assistance Payments	19,828,363.47	17,293,735.28	-2,534,628.19
FSS Escrows	61,348.00	83,333.32	21,985.32
Total Operating Expenses	<u>23,508,004.00</u>	<u>21,484,387.52</u>	<u>-2,023,616.48</u>
Interest Expense	81,091.36	159,524.00	78,432.64
Extraordinary Maintenance	0.00	8,185.32	8,185.32
Casualty Losses - Non-Capitalized	5,702.22	0.00	-5,702.22
Depreciation Expense	0.00	0.00	0.00
Amortization Exp	1,987.36	0.00	-1,987.36
NET INCOME	<u>272,333.73</u>	<u>-156,176.88</u>	<u>428,510.61</u>

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2023-Oct 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	19,031,996.00	17,377,068.68	1,654,927.32
Section 8 Administrative Fees	2,229,189.59	1,483,552.00	745,637.59
Other Income	70,990.63	0.00	70,990.63
Interest Income	184.55	0.00	184.55
Total Revenue	21,332,360.77	18,860,620.68	2,471,740.09
EXPENSES:			
Administrative	898,525.15	954,213.20	55,688.05
Tenant Services	399,379.03	192,720.00	-206,659.03
Maintenance	3,816.37	1,666.64	-2,149.73
Insurance	22,221.65	43,186.64	20,964.99
Other General Expenses	1,417.50	2,133.36	715.86
Housing Assistance Payments	20,528,846.47	17,293,735.28	-3,235,111.19
FSS Escrows	61,348.00	83,333.32	21,985.32
Total Operating Expenses	21,915,554.17	18,570,988.44	-3,344,565.73
NET INCOME	-583,193.40	289,632.24	-872,825.64

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2023-Oct 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	227,305.00	620,256.00	-392,951.00
Tenant Subsidies	451,280.00	55,252.00	396,028.00
Other Tenant Income	2,945.00	2,264.00	681.00
Total Tenant Revenue	681,530.00	677,772.00	3,758.00
Other Income	33,617.21	1,127,624.00	-1,094,006.79
Interest Income	199,409.20	175,012.00	24,397.20
Total Revenue	914,556.41	1,980,408.00	-1,065,851.59
EXPENSES:			
Administrative	336,884.59	436,652.00	99,767.41
Administrative Fees	85,253.04	95,464.00	10,210.96
Tenant Services	530.09	17,500.00	16,969.91
Utilities	74,149.02	126,540.00	52,390.98
Maintenance	121,866.65	138,064.00	16,197.35
Protective Services	1,185.00	1,104.00	-81.00
Insurance	29,607.37	47,428.00	17,820.63
Other General Expenses	0.00	1,096.00	1,096.00
Payments in Lieu of Taxes	1,176.38	3,384.00	2,207.62
Total Operating Expenses	650,652.14	867,232.00	216,579.86
Interest Expense	400,231.27	199,428.00	-200,803.27
Casualty Losses - Non-Capitalized	74.78	0.00	-74.78
Depreciation Expense	0.00	46,068.00	46,068.00
NET INCOME	-136,401.78	867,680.00	-1,004,081.78

Housing Authority of the County of Monterey Monthly Budget Comparison

Period = Oct 2023

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	115,287.00	120,001.91	-4,714.91
Tenant Subsidies	106,347.00	106,539.67	-192.67
Other Tenant Income	2,080.00	1,648.33	431.67
Total Tenant Revenue	<u>223,714.00</u>	<u>228,189.91</u>	<u>-4,475.91</u>
HUD Operating Grants	0.00	31,330.17	-31,330.17
Section 8 HAP Subsidies	4,739,245.00	4,344,267.17	394,977.83
Section 8 Administrative Fees	632,259.72	370,888.00	261,371.72
Operating Grants (Non-HUD)	0.00	45,480.00	-45,480.00
Other Income	267,024.42	195,810.74	71,213.68
Interest Income	146,567.35	158,014.00	-11,446.65
Total Revenue	<u>6,008,810.49</u>	<u>5,373,979.99</u>	<u>634,830.50</u>
EXPENSES:			
Administrative	463,406.21	561,814.22	98,408.01
Administrative Fees	18,162.09	17,956.58	-205.51
Tenant Services	125,034.40	60,878.00	-64,156.40
Utilities	60,278.57	38,186.10	-22,092.47
Maintenance	129,602.54	243,785.08	114,182.54
Protective Services	7,971.00	872.00	-7,099.00
Insurance	19,410.86	32,668.24	13,257.38
Other General Expenses	42,334.60	88,461.49	46,126.89
Payments in Lieu of Taxes	0.00	7,208.00	7,208.00
Bad Debts	0.00	0.00	0.00
Housing Assistance Payments	5,173,600.61	4,323,433.82	-850,166.79
FSS Escrows	14,781.00	20,833.33	6,052.33
Total Operating Expenses	<u>6,054,581.88</u>	<u>5,396,096.86</u>	<u>-658,485.02</u>
Interest Expense	13,863.06	39,881.00	26,017.94
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>-60,131.29</u>	<u>-64,044.20</u>	<u>3,912.91</u>

VOUCHER PROGRAM ONLY
Monthly Budget Comparison

Period = Oct 2023

	PTD Actual	PTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	4,739,245.00	4,344,267.17	394,977.83
Section 8 Administrative Fees	632,259.72	370,888.00	261,371.72
Other Income	70,990.63	0.00	70,990.63
Interest Income	48.02	0.00	48.02
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Total Revenue	5,442,543.37	4,715,155.17	727,388.20
EXPENSES:			
Administrative	214,624.31	238,553.30	23,928.99
Tenant Services	125,034.40	48,180.00	-76,854.40
Maintenance	1,099.23	416.66	-682.57
Insurance	7,937.58	10,796.66	2,859.08
Other General Expenses	0.00	983.33	983.33
Housing Assistance Payments	5,372,603.61	4,323,433.82	-1,049,169.79
FSS Escrows	14,781.00	20,833.33	6,052.33
	<hr/>		
Total Operating Expenses	5,736,080.13	4,643,197.10	-1,092,883.03
	<hr/>		
NET INCOME	-293,536.76	71,958.07	-365,494.83

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Monthly Budget Comparison

Period = Oct 2023

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	58,931.00	155,064.00	-96,133.00
Tenant Subsidies	141,740.00	13,813.00	127,927.00
Other Tenant Income	634.00	566.00	68.00
Total Tenant Revenue	201,305.00	169,443.00	31,862.00
Other Income	16,964.13	281,906.00	-264,941.87
Interest Income	50,113.03	43,753.00	6,360.03
Total Revenue	268,382.16	495,102.00	-226,719.84
EXPENSES:			
Administrative	75,430.34	109,163.00	33,732.66
Administrative Fees	24,345.87	23,866.00	-479.87
Tenant Services	0.00	4,375.00	4,375.00
Utilities	17,176.47	31,635.00	14,458.53
Maintenance	19,254.95	34,516.00	15,261.05
Protective Services	592.50	276.00	-316.50
Insurance	1,358.81	11,857.00	10,498.19
Other General Expenses	0.00	274.00	274.00
Payments in Lieu of Taxes	200.00	846.00	646.00
Total Operating Expenses	138,358.94	216,808.00	78,449.06
Interest Expense	61,687.80	49,857.00	-11,830.80
Casualty Losses - Non-Capitalized	0.00	0.00	0.00
Depreciation Expense	0.00	11,517.00	11,517.00
NET INCOME	68,335.42	216,920.00	-148,584.58



MEMORANDUM

TO: Board of Commissioners
THRU: Zulieka Boykin
Executive Director
FROM: Jose Acosta
Director of Housing Management
RE: **Property Management Report**
DATE: December 8, 2023

Goals:

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

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

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

- Complete Yardi training for property management scheduled for December 13th and 14th.
- Complete filing for the Organizational Clearing Certificate for Portola Vista
- Complete RFP for PDM rehabilitation
- Complete installation of computers at Casanova, Portola Vista, Los Ositos and Casa de Oro.
- Start the process to set up inventory at the sites.
- PM to start collecting necessary information to complete welfare exemptions.

Property Updates:

- King City Migrant Center:
 - End of year reporting has been completed for the King City Migrant Center and has been sent to the Office Migrant Services (OMS).
 - The kickoff meeting for the installation of the spectrum fiber optic systems at KCMC took place and initial site visits to survey the site have taken place. Property management staff and procurement will be working with spectrum representatives to complete this process.
 - The rest of the rehabilitation process continues as scheduled.
 - The rental agreement for the childcare center with Catalyst has been executed and sent to the provider.

- RAD properties:
 - Fencing Replacement for Gonzales Family RAD has been completed.
 - All repairs for 1011 East Laurel have been completed, the information sent to the insurance and payment received.
 - Sump pumps at 44 Natividad failed once again, the pumps have been ordered and will be replaced in the next 5 weeks.
 - 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 these sites.
- Haciendas 1-4:
 - CCRC inspections for Haciendas 3 and 4 have been completed.
 - City Data for the City of Salinas has been uploaded for 2019. PM will start uploaded data for 2020.
 - Solar panel cleaning for all Haciendas sites has been completed.
 - 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.
 - Property management is in the process of replacing the existing cameras and adding additional cameras to the site.
 - 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.
- Pueblo Del Mar:
 - PM is working on relocating the remaining residents at PDM. There are four families who still need to be relocated and PM is working with Housing Programs to issue vouchers to these remaining families.
 - PM has now developed a scope of work for the necessary rehab for this site and once approved, the RFP will be released to the public, PM is looking to start the rehab work at PDM in the month of January.
- Farm Labor (Salinas and Chualar):
 - Rent increases are still not approved by USDA, PM provided representative with a rent reasonableness study and a narrative outlining the reasons for the increase, but still pending a response from USDA.
 - Property management continues to work on the out-of-occupancy units at Salinas FLC.

New Hires

- None

Evictions:

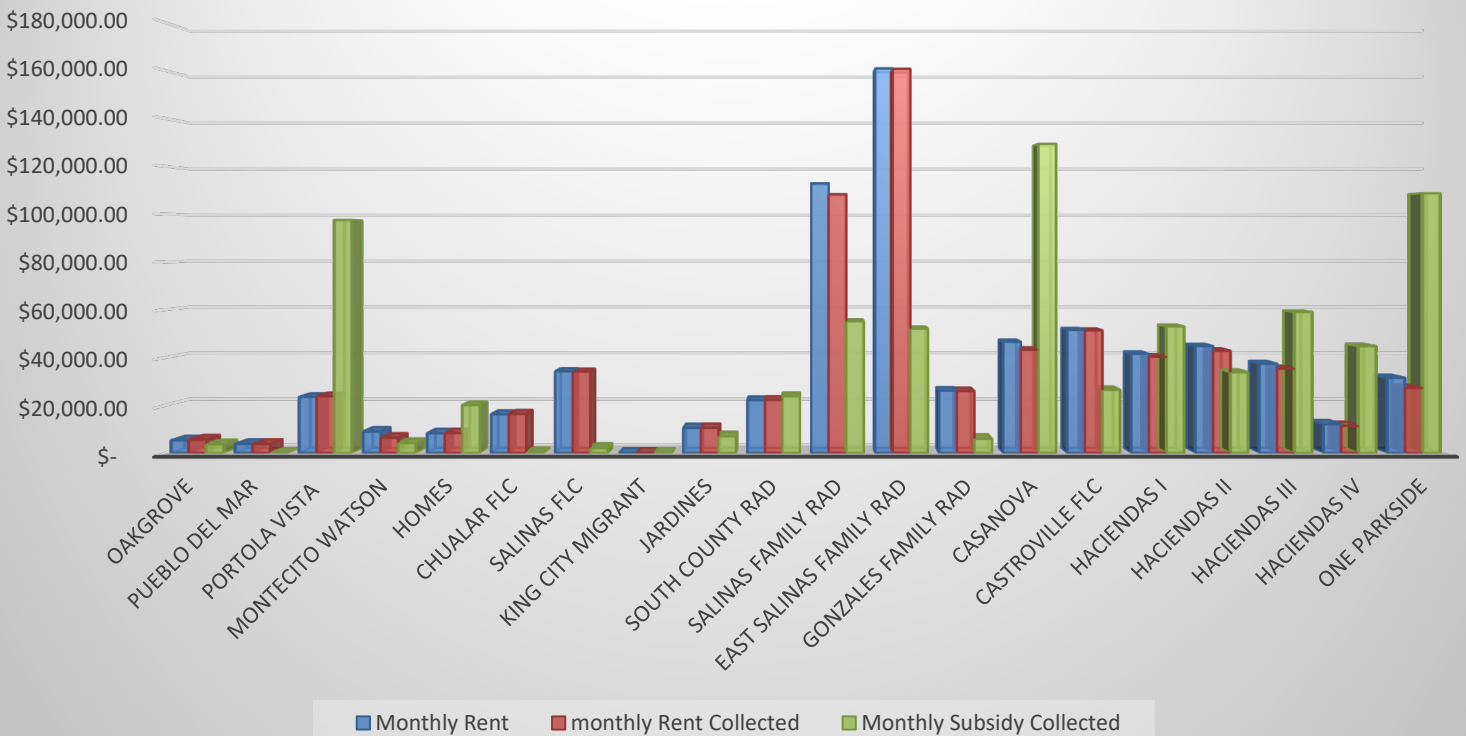
- 1 files sent to attorney for termination

Monthly Summary

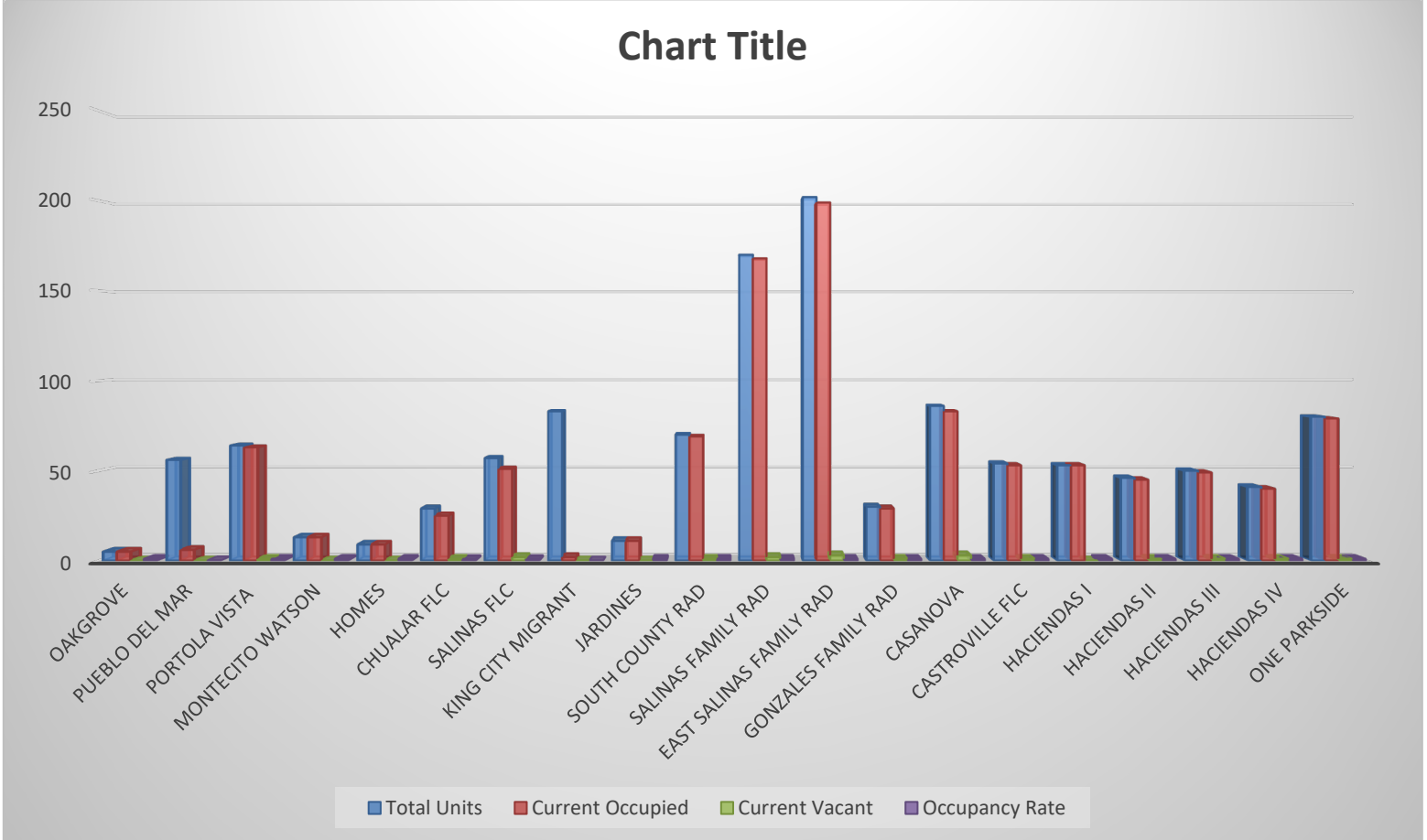
Rent Collection

Property	Monthly Rent	monthly Rent Collected	Monthly Subsidy Collected	Collection Rate
Oakgrove	\$ 5,335.00	\$ 5,658.00	\$ 3,684.00	100%
Pueblo Del Mar	\$ 3,806.00	\$ 3,807.00	\$ -	100%
Portola Vista	\$ 23,515.00	\$ 23,805.00	\$ 97,541.00	100%
Montecito Watson	\$ 9,029.00	\$ 6,412.00	\$ 4,195.00	71%
Homes	\$ 8,301.00	\$ 8,346.00	\$ 20,059.00	100%
Chualar FLC	\$ 16,224.00	\$ 16,370.00	\$ 276.00	100%
Salinas FLC	\$ 34,245.00	\$ 34,109.00	\$ 2,123.00	100%
King City Migrant	\$ -	\$ -	\$ -	
Jardines	\$ 10,531.00	\$ 10,571.00	\$ 7,042.00	100%
South County RAD	\$ 22,166.00	\$ 22,251.00	\$ 23,801.00	100%
Salinas Family RAD	\$ 112,891.00	\$ 108,343.50	\$ 55,149.00	96%
East Salinas Family RAD	\$ 160,907.00	\$ 160,721.98	\$ 52,067.00	100%
Gonzales Family RAD	\$ 26,140.00	\$ 25,962.00	\$ 5,983.00	99%
Casanova	\$ 46,552.00	\$ 43,256.00	\$ 129,381.00	93%
Castroville FLC	\$ 51,516.00	\$ 51,345.00	\$ 26,451.00	100%
Haciendas I	\$ 41,512.00	\$ 40,290.66	\$ 52,993.00	97%
Haciendas II	\$ 44,769.00	\$ 42,813.00	\$ 33,809.00	96%
Haciendas III	\$ 37,399.00	\$ 35,364.00	\$ 59,042.00	95%
Haciendas IV	\$ 12,091.00	\$ 11,380.00	\$ 44,710.00	94%
One Parkside	\$ 31,479.00	\$ 27,318.00	\$ 108,718.00	87%
	\$ 698,408.00	\$ 678,123.14	\$ 727,024.00	96%

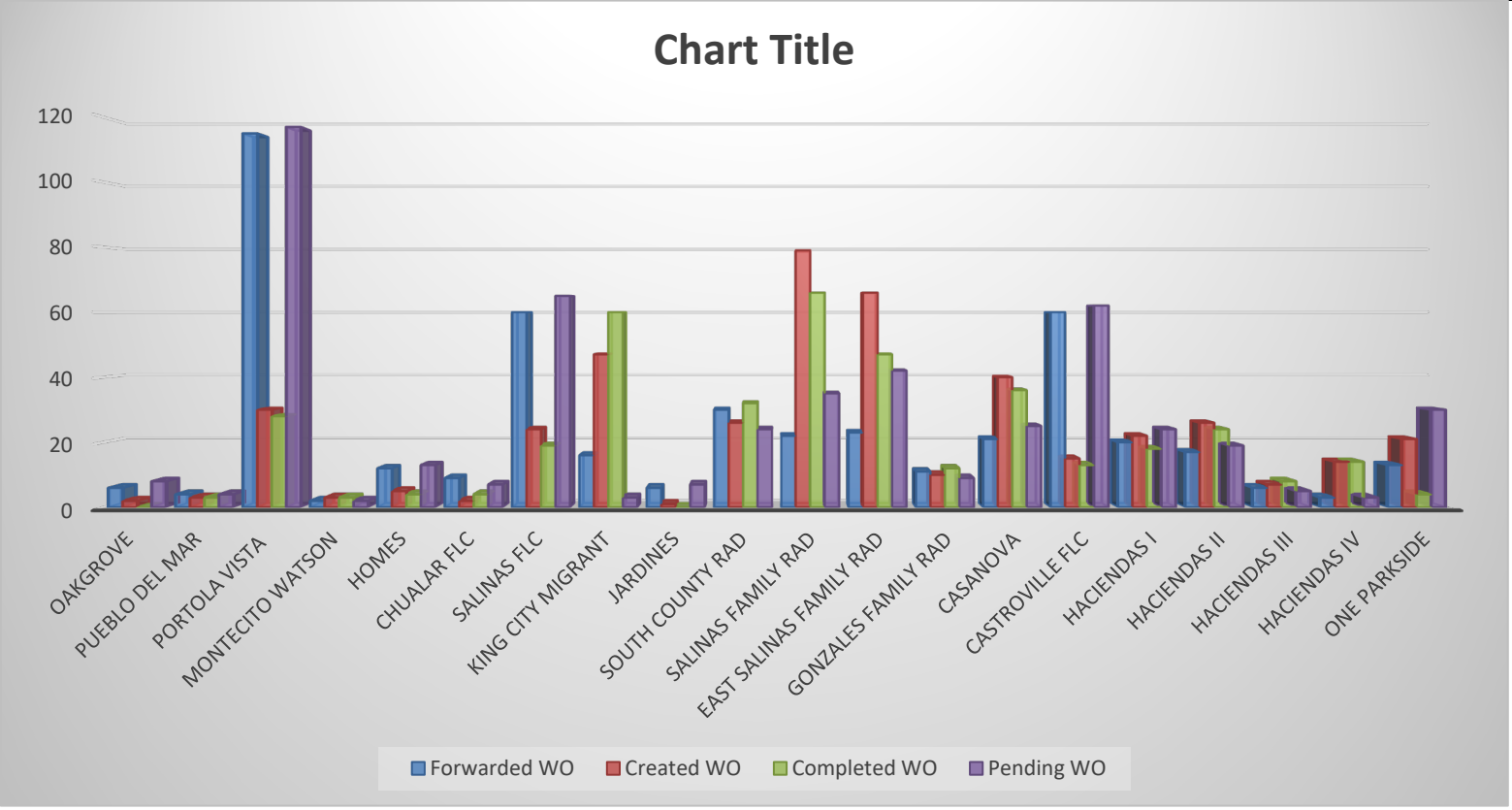
Chart Title



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	87%	3
Salinas FLC	57	51	2	89%	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	98%	0
East Salinas Family RAD	202	199	3	98%	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	100%	0
Haciendas III	50	49	1	96%	0
Haciendas IV	41	40	1	98%	0
One Parkside	80	79	1	99%	0
	1209	1052	19	98%	138



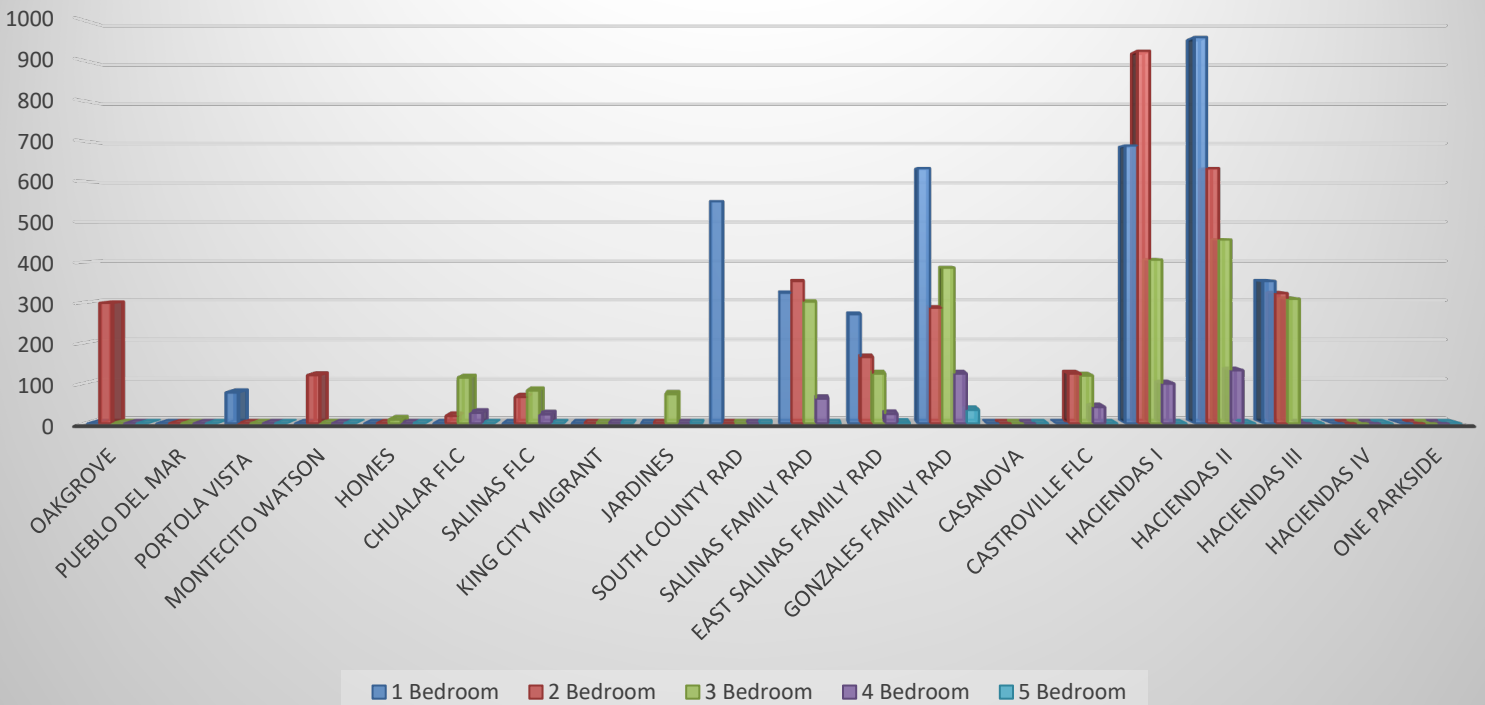
Work Orders				
Property	Forwarded WO	Created WO	Completed WO	Pending WO
Oakgrove	6	2	0	8
Pueblo Del Mar	4	3	3	4
Portola Vista	115	30	28	117
Montecito Watson	2	3	3	2
Homes	12	5	4	13
Chualar FLC	9	2	4	7
Salinas FLC	60	24	19	65
King City Migrant	16	47	60	3
Jardines	6	1	0	7
South County RAD	30	26	32	24
Salinas Family RAD	22	79	66	35
East Salinas Family RAD	23	66	47	42
Gonzales Family RAD	11	10	12	9
Casanova	21	40	36	25
Castroville FLC	60	15	13	62
Haciendas I	20	22	18	24
Haciendas II	17	26	24	19
Haciendas III	6	7	8	5
Haciendas IV	3	14	14	3
One Parkside	13	21	4	30
	456	443	395	504



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	82	23	0
King City Migrant	0	0	0	0	0
Jardines	0	0	73	0	0
South County RAD	551	0	0	0	0
Salinas Family RAD	324	353	302	62	0
East Salinas Family RAD	271	165	124	24	2
Gonzales Family RAD	633	287	386	124	34
Casanova	0	0	0	0	0
Castroville FLC	0	124	119	41	0
Haciendas I	689	924	406	99	0
Haciendas II	958	633	456	132	0
Haciendas III	353	323	309	0	0
Haciendas IV	0	0	0	0	0
One Parkside	0	0	0	0	0
TOTAL	3856	3313	2381	532	36

Chart Title





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

Nov 01, 2023

Period Ending

Nov 30, 2023

Administrative Comments

During this period, LifeSTEPS observed the Veterans Day, Day After Thanksgiving and Thanksgiving Day holidays. Due to the holiday(s), Service hours were reduced.

Service Requirements

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

DSS Site Visits

Nov 01, 2023

Nov 08, 2023

Nov 15, 2023

Nov 22, 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
Nov 01, 2023	Money Matters: How Gratitude Helps Your Finances	10	2.75
Nov 01, 2023	Money Matters: Save \$50 a week with Meal Planning	10	2.25
Nov 08, 2023	Stretch Your Dollar: with Holiday Fun	11	2.25
Nov 15, 2023	Career Paths: Enthusiasm and Attitude	10	2.75
Nov 22, 2023	JOBS: Communication for Success	10	2.75

Totals

51

12.75

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Nov 01, 2023	Food Distribution: Food Bank Distribution	21	4.25
Nov 15, 2023	Food Distribution: Food Bank Distribution	24	4.25
Nov 15, 2023	Mental Health: Lease Up and Intake Forms	10	1.25
Nov 22, 2023	Food Distribution: Food Bank Distribution	33	4.25
Subtotal for Health and Wellness		88	14.00
Life Skills Education			
Nov 08, 2023	Citizenship/Advocacy: Election Season Is Here	10	1.75
Subtotal for Life Skills Education		10	1.75

Totals

98

15.75

Individualized Case Management Services

Date	Topic	Residents	Hours
Nov 08, 2023	Utilities	1	1.00

Totals

Social Service Coordination

Date	Administration Type	Hours
Nov 08, 2023	Service Coordination Administration	0.25
Nov 30, 2023	Service Coordination Administration	0.75

Total

Donations

Date	Donor	Item Donated	Value
Nov 01, 2023	Food Bank of Monterey	Food Commodities	\$210.00
Nov 15, 2023	Food Bank of Monterey	Food Commodities	\$204.00
Nov 22, 2023	Food Bank of Monterey	Food Commodities	\$340.00

Total

Community Building Enrichment Activities

Date	Event	Participants	Hours
Nov 08, 2023	Socials, General: November Social	6	2.75
Nov 22, 2023	Bingo/Loteria: B.I.N.G.O	4	2.75

Totals

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

Resident Services in Action



November Social

Nov 08, 2023



Food Distribution

Nov 15, 2023



Haciendas I and II

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Nov 01, 2023

Period Ending

Nov 30, 2023

Administrative Comments

During this period, LifeSTEPS observed the Veterans Day, Day After Thanksgiving and Thanksgiving 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 406 hours per year and individualized Health and Wellness services 117 hours per year

DSS Site Visits

Nov 03, 2023

Nov 06, 2023

Nov 14, 2023

Nov 17, 2023

Nov 20, 2023

Nov 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
Nov 03, 2023	Money Matters: Save \$50 a week with Meal Planning	10	2.25
Nov 06, 2023	Money Matters: How Gratitude Helps Your Finances	10	0.25
Nov 14, 2023	Career Paths: Enthusiasm and Attitude	11	0.25

Totals 31 2.75

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Nov 03, 2023	Nutrition: Healthy Food for the Holidays	10	3.50
Nov 14, 2023	Mental Health: Healthy Boundries	8	1.25
Nov 17, 2023	Nutrition: Nutritional Tips For a Healthy Thanksgiving	4	2.25
Nov 20, 2023	Food Distribution: Food Bank Distribution	51	3.75
Nov 27, 2023	Food Distribution: Food Bank Distribution	12	3.75
Subtotal for Health and Wellness		85	14.50

Totals 85 14.50

Individualized Case Management Services

Date	Topic	Residents	Hours
Nov 06, 2023	Healthy Lifestyles	10	2.50
Nov 14, 2023	Healthy Lifestyles	19	4.75

Date	Topic	Residents	Hours
Nov 17, 2023	Healthy Lifestyles	43	10.75
Nov 20, 2023	Healthy Lifestyles	53	13.25
Nov 27, 2023	Healthy Lifestyles	9	2.25

Totals **134** **33.50**

Social Service Coordination

Date	Administration Type	Hours
Nov 03, 2023	Service Coordination Administration	1.25
Nov 06, 2023	Service Coordination Administration	1.00
Nov 14, 2023	Service Coordination Administration	1.00
Nov 27, 2023	Service Coordination Administration	2.00

Total **5.25**

Donations

Date	Donor	Item Donated	Value
Nov 20, 2023	Food Bank of Monterey	Food Commodities	\$530.00
Nov 27, 2023	Food Bank of Monterey	Food Commodities	\$120.00

Total **\$ 650.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Nov 06, 2023	Socials, General: Goodie Bags	40	3.25
Nov 17, 2023	Holiday: Thanksgiving Social	2	2.00

Totals **42** **5.25**

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

Resident Services in Action



November Social

Nov 17, 2023



Thanksgiving Food Boxes Distribution

Nov 20, 2023

MEMORANDUM

To: Board of Commissioners
From: Carolina Sahagun-Gomez, Director Housing Development
Thru: Zulieka Boykin, Executive Director/President/CEO
Date: December 7, 2023
Re: **MONTHLY DEVELOPMENT DEPARTMENT REPORT**



Development department highlights

- **One Parkside, LP 3rd Capital Contribution:** Received Hudson Housing Capital Third Capital Contribution in the amount of \$13,182,651 on November 30, 2023. Funds used to pay down the construction loan in accordance with the Limited Partnership Agreement.
- **One Parkside, LP Permanent Loan Conversion:** Successful conversion to permanent financing occurred on November 30, 2023. A portion of funds in loan closing included Housing Authority reimbursables of \$472,126 and Developer Fee payment of \$708,556.
- **HOME/PLHA Retention Release of Funds:** Items requested by the City of Salinas were submitted by staff on 11/7/2023. However, the City of Salinas staff has responded with an additional request for related items on 11/30/2023. The development staff is working with Finance staff to collect the additional items requested by the City to close out this item and approve the release of retention funds in the amount of \$94,801.30 being held for One Parkside Development.
- **Potential Development Partner:** Development staff and Executive Director met with potential Development Partner to discuss and review potential projects and a timeline for potential developments.

Potential Development Opportunities

- **Division Avenue (Salinas)**
 - The Development staff and Executive Director have continued discussions with the City of Salinas regarding available parcels and potential development of the available land.
 - The Draft Exclusive Negotiating Rights Agreement with the City of Salinas is pending execution and a potential Land Disposition Agreement to obtain site control of the seven parcels associated with this potential development is in discussion. The City of Salinas has discussed their intent related to the various parcels being discussed.
 - Development staff and Executive Director are moving forward with the help of Knight Development in accessing next steps to move into predevelopment activity including

obtaining funds for predevelopment activity, preparing for funding applications and obtaining site control.

▪ **Parcel B Property (Salinas)**

- Pending City of Salinas request for funding submitted along with Division Avenue.
- The Executive Director initiated a meeting between HACM Staff and Milestone Housing Group to determine if a joint venture would be appropriate to proceed with development at this location. Initial feasibility determination underway.
- Milestone Housing Group is working on project feasibility and recommendations to determine next steps.

▪ **APN# 024-261-001 (Greenfield)**

- Preliminary market study is in process; revisions to the initial site plan to increase the number of units with density bonus allowed are also being updated.
- Met with potential Development partner and are exploring next steps and potential timeline.

▪ **855 E. Laurel Avenue (Salinas)**

- Determination of development opportunity is pending further details from County staff regarding land access and funding opportunities.

Marketing

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

One Parkside, LP

- Assembling the Placed-in-Service package for submission to CTCAC.
- The Asset Manager and Property Management staff are working with General Contractor for final warranty items submitted before the end of the one-year GC warranty period.

123 Rico CLEEN loan

- Information regarding proposed use of funds was provided to state IBank representative and are 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.
- Draft HDC and 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 55% of the needed remediation and repairs.
- Extra framing work has been completed and stucco lath is being completed this week in preparation for City Inspection scheduled on 12/18/2023, which will constitute 60% completion of the project per the approved scope of work.
- All change orders related to the work being completed and invoices are being reviewed and approved by the Paul Davis Partnership as the Agent for Construction Management and Inspection services on this job.

Tynan commercial space

- 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 pending 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

- Due to the significant increase in property insurance premiums this year, staff are seeking alternative vendors to provide coverage at a lower premium cost. Application packages were submitted in July to the affordable housing insurance risk pool for coverage options and cost

estimates to determine the direction in which to proceed to minimize the financial impact to the property's operational budgets.

- Please see attached property management reports.

Resident Services

- Please see attached resident services highlights.

Staffing

- Interviews scheduled for the Development Analyst position mid-December.

MEMORANDUM

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



HCV Updates

We spent \$4,989,959 in HAP for the month of November for the HCV programs. \$90,984 in HAP for Mainstream and \$557,764 in HAP for the Emergency Housing Voucher program.

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
<i>Terminations</i>	13	5	4	8
<i>Voided 58's</i>	35	3	2	9
<i>Annual Certs.</i>	83	224	259	348
<i>Interim Certs.</i>	221	133	333	201
<i>Expired VO's</i>	14	20	11	25
<i>Unit Change</i>	23	17	9	23
<i>FSS Enrollment</i>	10	3	10	7
<i>RFTA's Pending Lease</i>	36	7	17	19

- ❖ In November there were 290 voucher holders searching for housing for all programs excluding EHV. The EHV program had 95 voucher holders searching.
- ❖ 91 HQS Inspections were conducted for the month of November and all 81 of those inspections were reported to PIC for the month of November.
- ❖ During November there were 10 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 685 project-based vouchers issued and 8,689 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	

Housing Choice Voucher Program

- ❖ Total Waiting List for HCV – **330 applications**
 - **704 Remove**
 - **260 Housed**
 - **594 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	
Leased	29	19	24	45	50	73	67	77	63	78	144	

Emergency Housing Vouchers

- ❖ EHV Program will be at capacity with the allocated vouchers for this program by 12/31/23. Currently, we have 261 leased with another 14 pending.
- ❖ Total number of families searching is the following:
 - Total Searching: 94
 - Total Leased: 14

Foster Youth Initiative Vouchers

- ❖ We are working on the referral process with Community Human Services and the Housing Resource Center to utilize these vouchers. Currently we have 4 referrals being processed and 3 have been leased.

Family Self-Sufficiency

- ❖ Participants – 99
- ❖ Escrowing – 38 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	
Unit Utilization	68%	69%	69%	70%	71%	71%	72%	73%	73%	75%	74%	
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	
Unit Utilization	69%	70%	71%	71%	74%	77%	77%	80%	81%	83%	86%	
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	
Unit Utilization	37%	34%	34%	37%	41%	42%	49%	56%	66%	79%	95%	
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	
Unit Utilization	83%	88%	86%	83%	86%	88%	93%	93%	93%	97%	98%	
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	
Unit Utilization	29%	33%	42%	52%	56%	60%	71%	76%	81%	89%	98%	
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	
Unit Utilization	0%	0%	0%	0%	0%	0%	0%	1.5%	3%	5%	5%	
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

October 31, 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: 23-330

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
November 2022	\$30,941	\$2,954
November 2022	\$37,431	
November 2022		\$756
December 2022	\$30,941	\$2,954
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
December 2023	\$39,821	\$2,702



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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OFFICE OF PUBLIC AND INDIAN HOUSING

October 31, 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: 23-331

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
December 2022						\$1,300
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		
December 2023	\$337,166			\$24,174		



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

October 31, 2023

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

Dear Executive Director:

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

This email serves as HUD's notification that funding will be disbursed for your agency's Housing Choice Voucher (HCV) program. Attached you will find the current disbursement schedule reflecting the monthly HAP and/or Administrative 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: 23-332

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	AF Disbursement
November 2022	\$2,938,429	\$339,672
November 2022	\$34,476	
November 2022		\$43,606
December 2022	\$3,909,931	\$339,672
December 2022	\$34,476	
January 2023	\$3,909,931	\$339,672
February 2023	\$3,909,931	\$339,672
February 2023		\$29,254
March 2023	\$3,924,617	\$338,406
April 2023	\$3,924,617	\$338,406
April 2023	\$1,424,700	
May 2023	\$4,067,250	\$338,406
May 2023	\$156,450	
June 2023	\$4,067,250	\$341,710
June 2023		\$20,656
July 2023	\$4,267,538	\$341,710
July 2023		\$127,888
August 2023	\$4,267,538	\$341,710
September 2023	\$4,390,735	\$341,710
September 2023		\$135,408
September 2023		\$109,599
October 2023	\$4,390,735	\$341,710
November 2023	\$4,598,635	\$375,562
December 2023	\$4,598,635	\$375,562



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, DECEMBER 18TH, 2023
TIME: 5:30 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 November 27, 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 January 22, 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 NOVEMBER 27, 2023

SUMMARY ACTION MINUTES

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

1. CALL TO ORDER:

Chair Goodwin called the meeting to order at 7:10 p.m.

2. ROLL CALL:

PRESENT:

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

ABSENT:

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; Carolina Sahagun-Gomez, Director of Development. 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 October 23, 2023.

No request to pull items from the Consent Agenda. Upon motion by Director Healy, seconded by Director Orozco, 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, Healy, Buder, Orozco

NOES: None

ABSENT: None

ABSTAIN: Ballesteros

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 Rubalcava, Development Analyst.

No additional items to report from the HACM meeting.

6. COMMISSIONER COMMENTS

Commissioners collectively thanked everyone involved in today's meeting.

7. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:14 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date



- A. Property Management Report (Page: 57)
- B. Development Report (Page: 69)



DIRECTOR COMMENTS

&

ADJOURNMENT