



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

DATE: THURSDAY, MARCH 28, 2024

TIME: 5:00 P.M.

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

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

Meeting ID: 350 189 1938

Passcode: 438419

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

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

PRESENT

ABSENT

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 January 22, 2024.

5. REPORTS OF COMMITTEES

Board Reporting Ad Hoc Committee
Development Ad Hoc Committee
Policy Committee

Commissioners Ballesteros & Anderson
Commissioners Healy & Orozco
Commissioners Buder, Healy, Anderson &
Goodwin

6. REPORT OF SECRETARY

A. Executive Report

7. NEW BUSINESS

- A. Resolution 3104 - PHA Certification of Compliance with the 2024 Agency Annual Plan and Related Regulations.
- B. Resolution 3105 - Resolution to Update the Administrative Plan by Preference Addition
- C. Resolution 3106 - Resolution for Approval to award HACM – 2023 – RFP-09 PDM General Contract Services to Ausonio Incorporated
- D. Resolution 3107 - Resolution for Approval to award IFB # 72023 – Grounds Maintenance Contract Services to La Higuera Landscaping

8. INFORMATION

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

9. COMMISSIONER COMMENTS

10. ADJOURNMENT

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



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



California's Brown Act mandates public comment periods in government meetings, but it's crucial to understand that these sessions aren't intended for dialogue. Instead, they provide citizens with a platform to express their views or concerns, while officials typically refrain from engaging in discussion or debate during this time.

For inquiries regarding specific items in the report, please send questions to grivero@hamonterey.org



ACTION
 MINUTES OF THE REGULAR BOARD MEETING OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD JANUARY 22, 2024

SUMMARY ACTION MINUTES

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

CALL TO ORDER:

Chair Buder called the meeting to order at 5:03 p.m.

2. ROLL CALL:

PRESENT:

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

ABSENT:

Also present: Zulieka Boykin, Executive Director; James Maynard-Cabrera, Director of Human Resources; Michael Underwood, Director of Finance; Kim Shehorn, Auditor/Controller; Diana Ruiz, Interim Director of Housing Programs; Mayra Zesati, Asset Manager/HCV Supervisor. 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 Regular Board Meeting held on January 22, 2024.

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

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

NOES: None

ABSENT: None

5. **REPORTS OF COMMITTEES**

Personnel Committee: Commissioner Ballesteros reported that all items have been listed on the agenda.

Finance and Development Committee: Commissioner Buder and Healy reported that all items have been listed on the agenda.

MCHI/MCHI AA: Due to the absence of HACM Board members, we will proceed to remove this report from future meetings next month.

6. **REPORT OF SECRETARY**

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

The PBV technical assistance has been completed, and the report is set for submission to HUD. Notification has been received about the impending release of the PBV violation due to a floodplain issue. Accomplishments and ongoing projects include the approval of rental increases for Chualar and Salinas Farm Labor Centers. Ongoing corrective action planning for EHV audit findings is in progress, along with the approval and signing of the grant agreement for Housing Stabilization Funds. Execution of an MOU with Monterey County and ongoing property management efforts including rehab at PDM and Rippling River transition are also notable. Additionally, Family Self Sufficiency has been awarded funding for the 2024 calendar year pending acceptance.

7. **INFORMATION**

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

Mr. Maynard-Cabrera highlighted the department's commitment to organizational excellence and employee well-being. In line with this commitment, the agency has implemented various initiatives and accomplishments, including mandatory OSHA training, CPR/First Aid/AED training, California Harassment training, and Conflict of Interest form renewals. These efforts ensure compliance with state regulations and contribute to creating a workplace environment conducive to productivity and collaboration. Recruitment and staffing updates were provided, including new hires, promotions, departures, and temporary employees, along with workplace safety issues and employee relations claims, demonstrating the agency's ongoing dedication to safety and employee well-being.

- B. Finance Report – Presented by Michael Underwood, Director of Housing Programs and Kim Shehorn, Auditor/Controller
Mr. Underwood provided insights into the financial status of HACM/HDC. The report covered voucher funding, transactional statistics, revenue sources by property, Balance Sheets, budget comparisons, and Income Statement Reports. Audits remained a focal point, with ongoing and completed audits across multiple entities. Collaboration with BDO progressed in updating disbursement accounts and quarterly reporting for investors. Implementation plans for Rent Café and PayScan aim to enhance efficiency in rent payments and accounts payable processing. Financial performance for November showcased favorable revenue for HACM but unfavorable for HDC, primarily attributed to timing and operational expenses. The combined entities recorded a favorable bottom-line gain.
- C. Property Management Report – Presented by Socorro Vasquez, Property Management Supervisor
Mrs. Vasquez reported on the Property Management activities, summarizing achievements and upcoming goals. In December, goals such as completing organizational filling, submitting program change applications, and initiating computer installations were achieved. Updates on property maintenance highlighted ongoing rehabilitation work, repairs, and assessment of inventory placement. Additionally, training sessions and requests for proposals were underway to enhance operational efficiency and address property needs. Looking ahead to January, the focus remains on completing pending tasks, including relocation efforts, repair projects, and rent increase notifications.
- D. Development Report – Presented by Nora Ruvalcaba, Development Analyst
Mrs. Ruvalcaba outlined achievements and ongoing initiatives in various projects. Successfully transitioning One Parkside, LP to permanent financing and obtaining approval for the release of retention funds from the City of Salinas were key accomplishments. Meetings with potential development partners were conducted to discuss future projects and timelines. Property management services for Rippling River Affordable were transferred to HACM, with resident engagement activities initiated for a smooth transition. Ongoing projects include discussions with the City of Salinas for potential developments on Division Avenue and exploring joint venture options for Parcel B Property. Preliminary market studies are underway for potential developments in Greenfield and Carmel Valley.
- E. Housing Programs Report – Presented by Diana Ruiz, Interim Director of Housing Programs and Mayra Zesati, Housing Programs Supervisor
Mrs. Ruiz reported in December, significant allocations were made, including \$5,281,769 in Housing Assistance Payments (HAP) for Housing Choice Voucher (HCV) programs, with specific amounts allocated for Mainstream and Emergency Housing Voucher (EHV) initiatives. Notably, 225 voucher holders, excluding EHV, actively sought housing, alongside the 33 participants in the EHV program. Quality assurance remained a priority, with 20 Housing Quality Standards (HQS) inspections conducted, ensuring compliance. The Project-Based Voucher (PBV) Program saw 684 vouchers issued. The HCV Waiting List had removals and housing placements, alongside ongoing efforts in Emergency Housing Vouchers. Additionally, the Foster Youth Initiative (FYI) Vouchers and Family Self-Sufficiency (FSS) programs

demonstrated our collaborative efforts with community partners, with promising numbers in referrals and participant engagement., there are currently 99 participants, with 38 families participating in escrowing.

8. CLOSED SESSION

The Board of Commissioners met in Closed Session at 6:04 p.m. for the following purpose and reason:

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

The Board of Commissioners reconvened at 7:45 p.m. following a closed session.

No Action items to report.

9. COMMISSIONER COMMENTS

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

10. ADJOURNMENT

With no additional matters to address, the Board concluded the meeting and adjourned at 7:50 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



REPORTS OF COMMITTEES

**Starting April 2024*

Board Reporting Ad Hoc Committee

Commissioners Ballesteros & Anderson

Development Ad Hoc Committee

Commissioners Healy & Orozco

Policy Committee

Commissioners Buder, Anderson, Healy, & Goodwin

MEMORANDUM

TO: Board of Commissioners
FROM: Zulieka Boykin, Executive Director
RE: **March 2024 Executive Report**
DATE: March 26, 2024



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

INFORMATIONAL UPDATE

Proposition 1 passed by a narrow margin. This changes the way funding is issued in California for mental health and shifts funding from counties to the state. Before the counties were receiving about 95% of the funding, but now they will receive about 90%. Counties will have to spend more on housing and wraparound services such as employment and education. Additionally, bonds will be issued for major projects, new housing, and conversion of hotels/motels. This proposition changes the current mental health model while increasing housing funding.

The authority may be able to leverage some of these funds for new construction of affordable housing.

CHSP – Coalition of Homeless Service Providers

- I will be part of the review committee for Homeless Housing, Assistance and Prevention Program (HHAP) Round 4 applications.
- CHSP is seeking additional funds by applying for HHAP 5 funding for Monterey and San Benito County.

San Francisco HUD Field Office

- The closeout for the EHV audit has been submitted timely. We are awaiting an official closeout letter from HUD.

City of Salinas -- Community Development Department

- The city asked for another extension, and I asked for a closeout letter for the HACM's findings. I am awaiting a response.
- Approaching the City for ways to partner for affordable housing.
- The invoice has been submitted for the \$331,000 in funds for the HCV program.

County of Monterey

- Working with the County to finalize the RFP for services at Pueblo Del Mar.
- The HACM has completed the application for Pueblo Del Mar and has submitted all information to Health and Human Services.

HACM/HDC

- Working with Human Resources on training for staff and actively seeking director.
- Working on several development projects and ROFR, Rights of First Refusals. ROFR are agreements in previous development deals to gain ownership of projects under specific conditions and timelines.

PROPERTY MANAGEMENT

- We are working on Going Live with Rent Cafe and preparing for some property inspections. This will be discussed further in the property management report.

FINANCE DEPARTMENT

- After analyzing the Housing Choice Voucher program allocations, we have determined that management fees and bookkeeping fees going back to FY2020 need to be collected. The fees for FY2023 total \$1,155,093 dollars. The other years are being calculated.
- The RAD accounts were reviewed and under Accounting Brief #22 and PIH Notice 2019-23, funds previously considered restricted are unrestricted. The funds are approximately \$4.5 million dollars.

DEVELOPMENT DEPARTMENT

- The staff is working with consultants to present development agreements for anticipated projects.
- Through a partnership with the County and King City an ERF, Encampment Resolution Funding Program Round 3R, application was submitted. A response is expected by March 31st.
- We are currently working on the preliminary stage for the Right of First Refusal for several properties. A request for approval to move forward will be presented at the April board meeting.

HCV DEPARTMENT

- We are working diligently on the Foster Youth Initiative (FYI), and Veterans Affairs Supportive Housing (VASH) vouchers to attain 100% utilization. Both programs have improved utilization rates but are not at a satisfactory level. The team is working with partner agencies to remove processing barriers.

HUMAN RESOURCES DEPARTMENT

- Working on the Pay for Performance model to begin discussions with the Union in April.
- Creating training plans for onboarding new staff members.

MCHI/MCHI AA

- We received a letter from MCHI about the MOU and agency separation. A response was sent on March 8th.

MISCELLANEOUS

- Increasing efforts to network and partner with other agencies throughout California.



PUBLIC COMMENT AND HEARING NOTICE

The Housing Authority of the County of Monterey (HACM) has completed a draft of its PHA Annual Plan FY July 2024 in accordance with all applicable Department of Housing and Urban Development (HUD) rules and regulations.

The PHA Annual Plan is available for review at the Housing Authority of the County of Monterey, Central Office, located at 123 Rico Street, Salinas, California. Office hours of operation are 7:30 AM to 5:30 PM, Monday through Thursday and every other Friday from 8:00 AM to 5:00 PM. The PHA Annual Plan is also available for digital review at:

<https://www.hamonterey.org/annual-plan>

HACM invites written public comments on the PHA Annual Plan. Please address your comments to the Housing Authority of the County of Monterey, PHA Annual Plan Comments, Attn: Lucila Vera, Quality Control Manager, 123 Rico Street, Salinas, California. Comments may also be submitted via email to lvera@hamonterey.org. The deadline for review and submission of written comments is 4:00 PM Friday, April 5, 2024.

We invite all interested parties to attend a Public Hearing to discuss the PHA Annual Plan at:

Housing Authority of the County of Monterey
123 Rico Street, Salinas, California
Thursday March 21, 2024, at 10:00 AM.

Persons with disabilities requesting reasonable accommodations or an accessible format or persons with limited English proficiency needing an interpreter to participate fully in the hearing should contact Lucila Vera, Quality Control Manager/Section 504 Coordinator at 831-775-5046 or lvera@hamonterey.org in advance to make arrangements.

RESOLUTION 3104

PHA CERTIFICATION OF COMPLIANCE WITH THE 2024 AGENCY ANNUAL PLAN AND RELATED REGULATIONS

WHEREAS, the Housing Authority of the County of Monterey certified that the Agency Annual Plan is consistent with the applicable comprehensive housing affordability strategy of all entitlement cities in the County of Monterey where the PHA is located; and

WHEREAS, the Housing Authority of the County of Monterey certified that it complied with and incorporated all the requirements of the Department of Housing and Urban Development into the Agency Annual Plan FY July 2024; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes the Executive Director to submit the plan to the U.S. Department of Housing and Urban Development and to execute any and all documents to implement said plan.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED, this 28th day of March 2024, upon motion of _____, seconded by _____, and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:



Housing Authority of the County of Monterey
PHA Annual Plan FY July 2024-draft

Executive Director/ Chief Executive Officer:

Zulieka Boykin

Board of Commissioners:

Hans Buder-Chair
Kathleen Ballesteros-Vice Chair
Kevin Healey-Commissioner
Yuri Anderson-Commissioner
Maria Orozco-Commissioner
Francine Goodwin-Commissioner

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p>PHA Name: <u>Housing Authority of the County of Monterey</u> PHA Code: <u>CA033</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>5,117</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><i>The PHA Annual Plan, along with its supporting documents, and the agency's Administrative Plan, can be accessed for review at the Housing Authority of the County of Monterey, located at 123 Rico Street, Salinas, CA 93907, or on our website at www.hamonterey.org. Additionally, we have published a public notice detailing the process for requesting copies of the plan via mail or email.</i></p>

<input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)				
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
Lead HA:				
B.	Plan Elements.			
B.1	Revision of Existing PHA Plan Elements.			
	a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?			
	Y N			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Statement of Housing Needs and Strategy for Addressing Housing Needs.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Resources.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rent Determination.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Operation and Management.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Informal Review and Hearing Procedures.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Homeownership Programs.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Substantial Deviation.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Significant Amendment/Modification.	
	(b) If the PHA answered yes for any element, describe the revisions for each element(s):			

B.2 New Activities.

The Housing Authority of the County of Monterey is dedicated to promoting project-based partnerships with community housing developers to increase the availability of affordable housing. By allocating Project-Based Vouchers (PBV's) to new housing developments, the agency aims to extend affordable housing opportunities to individuals and families residing in Monterey County. This effort emphasizes our ongoing commitment to expanding the affordable housing inventory and ensures wider access to high-quality living spaces for families and individuals in our community. Active Project-Based Voucher allocations are as follows:

Project-Based Voucher Allocation			
Property	# of Units	Location	Status*
Step Up/Salinas Homekey	85	Salinas, CA	AHAP
Greenfield Commons I	27	Greenfield, CA	AHAP
Greenfield Commons II	27	Greenfield, CA	AHAP
VTC-Lightfighter Village	17	Marina, CA	AHAP
Magnolia Place/ Senior Phase II	32	Greenfield, CA	HAP
Alfredo Diaz Apartments (Chispa-East Garrison)	15	Marina, CA	HAP

*AHAP: Agreement to Housing Assistance Payment (Preliminary Agreement/Contract)

HAP: Housing Agreement Payment (Executed Contract)

The Housing Agreement Payment (HAP) contract is in place for East Garrison Apartments. The agency continues to work through the preliminary contract stages for Step Up/Salinas Homekey, Greenfield Commons I & II, VTC-Lightfighter Village and Magnolia Senior Apartments.

The agency is firm on its proactive approach in identifying opportunities to widen the availability of affordable housing throughout Monterey County by strategically utilizing PBV's. The agency is determined to utilize PBV's as a crucial instrument in its goal to fulfill the housing needs of the community by providing a solid foundation for stability and development within the area of Monterey County. This objective is aimed at encouraging the creation and enhancement of accessible and affordable housing projects, guaranteeing that residents enjoy improved access to quality living environments in the community.

B.3

Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

The Housing Authority of the County of Monterey has achieved significant goals towards fulfilling the objectives outlined in its 5-Year plan, demonstrating a strong commitment to enhancing affordable housing within the community as follows:

- The agency remains actively engaged in identifying and pursuing competitive funding opportunities as they arise, with the primary goal of expanding access to affordable housing for Monterey County residents. This ongoing effort involves staying informed about and responsive to various funding sources, grants, and financial opportunities and partnerships that can support the agency's mission to increase the availability of affordable housing. By using these opportunities and sustaining partnerships with community organizations that align with its objectives and same common goals, the agency continues to further its commitment to addressing the housing needs of the community, ensuring more individuals and families can secure stable, affordable homes in Monterey County.
- The agency continues to further strengthen its collaboration with the Department of Housing and Urban Development and the Department of Veterans Affairs Supportive Housing (HUD-VASH) program by allocating 324 housing vouchers to support the voucher program. This initiative is focused on assisting homeless veterans and their families within Monterey County to secure and maintain permanent housing. Through a cooperative partnership, the HUD-VASH program provides long-term case management, supportive services, and permanent housing support to veterans and their families.
- The agency remains actively engaged in a collaborative partnership with Monterey County Department of Social Services; Family and Children Services, by administering 65 housing vouchers through the Foster Youth to Independence Initiative Program. This collaboration highlights the agency's dedication to offering essential supportive services to foster youth in Monterey County, aiming to assist them in finding and maintaining stable, permanent housing.
- The agency, in partnership with designated community service providers, has successfully allocated a total of 269 Emergency Housing Vouchers to families experiencing homelessness or that were at risk of becoming homeless within Monterey and San Benito Counties. In its ongoing effort to support this vulnerable demographic, the agency actively pursues opportunities presented by the Department of Housing and Urban Development and community organizations, to continue providing support to these individuals and families so they continue to secure permanent affordable housing.
- The agency ensures the provision of reasonable accommodations, affirming equal opportunities and accessibility for applicant and participant individuals and families with disabilities. Agency staff annually participate in Fair Housing Training, hosted by HUD's Office of Fair Housing and Equal Opportunity. Furthermore, the agency ensures compliance with the agency's administrative policies and guidelines set forth by the Department of Housing and Urban Development, specifically concerning the rights and support of disabled individuals and families.
- The agency is diligently taking steps to align with the Housing Opportunity Through Modernization Act (HOTMA) changes mandated by the Department of Housing and Urban Development. This effort is focused on ensuring full compliance with HOTMA's updates, which are designed to modernize and streamline housing policies and practices. By adapting to these changes, the agency will enhance its operational efficiency and effectiveness in managing housing assistance programs, by benefiting the communities it serves through improved service delivery and compliance.

- The Housing Authority continues to maintain Payment Standards that accurately reflect the prevailing rental market conditions of the area. With the continuation of an exception payment standard waiver, the agency adopts the higher limit between 120% of the Small Area Fair Market Rent and 110% of the Department of Housing and Urban Development 50th Percentile Fair Market Success Rate Payment Standards, specifically for Monterey County. This increase in Payment Standards enhances the Housing Choice Voucher program by enabling participants to access housing in higher opportunity areas. It further facilitates equitable access to essential services and resources, supporting the well-being and advancement of families in Monterey County.
- During informational briefings, the agency provides comprehensive details to participants about the opportunities available within the Housing Choice Voucher program. This includes information about agency partnerships that offer supportive services, updates on current rental opportunities, supportive services for disabled individuals, veterans, homeless individuals and families, information about the Family Self-Sufficiency Program, and rights under the Violence Against Women Act (VAWA). These efforts are aimed at broadening information and the range of opportunities, support, and services accessible to all program participants.
- To further increase accessibility, the agency has received approval to conduct briefings remotely. This innovative approach is designed to enhance convenience and ensure accessibility for individuals with disabilities and all participants that benefit from this alternative. The adoption of remote briefings is a strategic move to ensure that there are no barriers to the continued processing and issuance of vouchers and maintains the flow of support and services for the families and individuals the agency serves.
- The agency is actively expanding the range of opportunities available to participants in the Housing Choice Voucher program by enhancing access to the Family Self-Sufficiency Program, now supported by two dedicated coordinators. This effort is aimed at increasing the level of opportunity, participation and assistance provided to Housing Choice Voucher participants who express interest in the Family Self-Sufficiency Program. The agency's continued goal is to encourage enrollment in this program to equip participants with the tools and resources necessary for achieving economic independence and self-sufficiency.
- In August of 2023, the agency hosted a hybrid landlord symposium that proved to be a significant success. The event received a high level of interest from landlords, resulting in increased participation. The agency is now in the process of organizing its next annual landlord symposium scheduled for April of 2024. This forthcoming annual event aims to further engage and educate landlords about the benefits and importance of participating in the Housing Choice Voucher program and their vital role in addressing community housing needs. Through these symposiums, the agency seeks to establish a collaborative environment where landlords can learn more about the program, understand its impact on the community, and explore ways to contribute effectively to meeting local housing needs.
- The agency currently holds a SEMAP (Section Eight Management Assessment Program) score of 74%, which places it within the standard status category for the Housing Choice Voucher program. This score reflects a decline that is largely attributed to the impact of HUD-COVID-19 waivers. These waivers permitted the deferment of certain activities and processes that are integral to the SEMAP scoring framework, directly affecting the agency's overall performance evaluation. In response to this challenge, the agency is actively managing and implementing proactive strategies aimed at enhancing its operational efficiency to elevate the agency's standing to a superior status in future evaluations.

- The agency completed a collaborative Project-Based Voucher partnership with Magnolia Place Senior Phase II and Alfredo Diaz Apartments (Chispa-East Garrison). The projects completed development stages and collectively have 47 project-based vouchers in place. The culmination of these developments and partnership delivers affordable housing options to senior citizens and families within the Monterey County community.
- The Housing Authority will offer a distinct preference and selection from the waiting list for applicants with qualifying agricultural income for affordable housing opportunities at the Alfred Diaz Apartment Complex, commonly referred to as East Garrison. This complex has been granted fifteen project-based vouchers, consisting of two one-bedroom units that have been explicitly assigned for applicants meeting the agricultural income preference criteria. Our policy guarantees that selection from the project-based waiting list will proceed without discrimination based on race, creed, color, religion, sex, disability, national origin, familial status, or sexual orientation.
- The Housing Authority has undergone a recent adjustment in its Renewal Funding Inflation Factor (RFIF), which has now been adjusted to 9% and is not anticipated to have a significant increase. This adjustment aligns with the latest guidelines and determination set forth by the Department of Housing and Urban Development specifically for Public Housing Agencies (PHAs) operating within California. This update reflects an effort to accurately match funding parameters with the prevailing economic conditions and fluctuating rates, ensuring that the Housing Authority is equipped with the necessary financial resources to continue providing critical housing services in an effective and sustainable manner within its budget authority.
- The agency is in the process of enhancing its internal software systems to maximize technological support, benefiting not only the agency but also applicants, participants, and landlords through expedited services and improved operational efficiencies. Among the notable upgrades is the implementation of Rent Café, which introduces several key features: applicants will have the capability to apply and check their application status online; participants can easily access information and complete their annual recertifications; and landlords gain access to their account details and payment information. This initiative is aimed at streamlining interactions and facilitating a more efficient and user-friendly experience for all parties involved.
- The agency has formed a partnership with the Monterey County Behavioral Health Department to offer supportive housing for 110 homeless or nearly homeless families at Pueblo del Mar in Marina, CA. This initiative is supported by a Behavioral Health Bridge Housing grant from the state of California. Key aspects of this project encompass collaboration with local service providers and the provision of transitional housing support, designed to aid families in securing permanent housing.
- The agency is actively engaged in evaluating the property requirements of Rippling River Apartments in Carmel Valley, CA, aiming to address the needs of its established housing community. Through this assessment, the agency seeks to identify and implement necessary changes that will ensure the housing community provides a welcoming, safe, and supportive living environment for all its residents.
- The agency is preparing the implementation of the NSPIRE model from the Department of Housing and Urban Development to modernize its Housing Quality Standards (HQS) compliance procedures. This initiative is part of a broader effort to enhance the quality and efficiency of housing unit inspections, ensuring they meet the necessary safety and health standards. By integrating NSPIRE's innovative approaches and criteria, the agency aims to provide a more effective and streamlined process for assessing the condition of housing units, ultimately improving living conditions for residents, and ensuring compliance with HUD's updated regulatory framework.

	<ul style="list-style-type: none">• The agency is consistently working to establish and maintain partnerships with community organizations and local city jurisdictions to enhance affordable housing opportunities within Monterey County. In addition to creating new alliances, the agency places high importance on sustaining its existing partnerships with community agencies. These collaborations are essential for providing supportive services to homeless individuals and families, seniors, and persons with disabilities. Such collaborative efforts are essential in advancing the agency's objectives as described in its 5-Year PHA Plan and mission statement, ensuring a comprehensive approach to meeting the diverse housing needs of the community.
B.4	Capital Improvements. – <i>Not Applicable</i>

B.5

Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?

Y N N/A

(b) If yes, please describe:

Financial Statement findings are as follows:

- *The Housing Authority had unclaimed property in the form of checks:*

The Housing Authority accepted the recommendation of the auditor and has made arrangements to comply with regulations from the California State Controller's Office.

Federal Award Findings and Questioned Costs are as follows:

- *The Housing Authority lacks internal controls related to eligibility compliance, particularly in the maintenance of tenant files. The agency has not effectively developed, implemented, or maintained a control system that ensures the program is in compliance:*

The Housing Authority agrees with the auditor's recommendation. The issue pertains to long-standing clients whose extensive files have been archived over time. To provide correction, a directive was issued to staff, mandating the inclusion of the original application in the active working file during archiving processes moving forward.

- *The Housing Authority has identified deficiencies in its internal controls concerning compliance with Housing Quality Standards (HQS) enforcement, specifically within the realm of special tests and provisions. There has been a shortfall in effectively developing, implementing, maintaining, and overseeing an internal control system to ensure adherence to Notice PIH 2021-14(HA):*

Management inadvertently overlooked the requirement to obtain owner certifications during the audit period, as mandated by Notice PIH 2021-14(HA). The Housing Authority has acknowledged this oversight within the Section 8 Housing Choice Voucher and Mainstream Voucher Programs and has continued commitment in establishing and enforcing internal control measures to guarantee adherence to federal regulations and PIH notices.

- *The Housing Authority is deficient in the internal controls over compliance with special tests and provisions related to Housing Quality Standards (HQS) inspections. The agency has not effectively designed or implemented, maintained, or monitored a system of internal controls to ensure the program is in compliance:*

The Housing Authority has recognized deficiencies in the Section 8 Housing Choice Voucher and Mainstream Voucher Programs and has implemented internal control procedures that ensure compliance with federal regulations.

C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p><i>Pending</i></p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><i>Pending</i></p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><i>Pending</i></p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p> <p><i>Pending</i></p>

D.	Affirmatively Furthering Fair Housing (AFFH).				
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="181 709 1451 1272"> <tr> <td data-bbox="181 709 1451 747">Fair Housing Goal: Ensuring Fair Housing</td> </tr> <tr> <td data-bbox="181 747 1451 1272"> <p><u>Describe fair housing strategies and actions to achieve the goal:</u></p> <p>The Housing Authority of the County of Monterey has established and ensured equal opportunity in housing for residents of Monterey County as a strategic goal. To achieve this goal, the Housing Authority continues to affirmatively market its housing programs ensuring they are accessible to families with special needs or disabilities. The Housing Authority remains strongly committed to meeting reasonable accommodation or modification requests that support and promote affordable housing opportunities to disabled families or individuals.</p> </td> </tr> </table> <table border="1" data-bbox="181 1310 1451 1906"> <tr> <td data-bbox="181 1310 1451 1348">Fair Housing Goal: Furthering Fair Housing Opportunities</td> </tr> <tr> <td data-bbox="181 1348 1451 1906"> <p><u>Describe fair housing strategies and actions to achieve the goal:</u></p> <p>The Housing Authority collaborates with entitlement jurisdictions to integrate outreach and fair housing training opportunities into the plans each jurisdiction develops. By participating in community forums and events, the Housing Authority actively promotes the Housing Choice Voucher Program and aims to broaden fair housing opportunities for families. This collaborative effort ensures that fair housing practices are integrated into community planning and that information about housing options reaches a wider audience.</p> </td> </tr> </table>	Fair Housing Goal: Ensuring Fair Housing	<p><u>Describe fair housing strategies and actions to achieve the goal:</u></p> <p>The Housing Authority of the County of Monterey has established and ensured equal opportunity in housing for residents of Monterey County as a strategic goal. To achieve this goal, the Housing Authority continues to affirmatively market its housing programs ensuring they are accessible to families with special needs or disabilities. The Housing Authority remains strongly committed to meeting reasonable accommodation or modification requests that support and promote affordable housing opportunities to disabled families or individuals.</p>	Fair Housing Goal: Furthering Fair Housing Opportunities	<p><u>Describe fair housing strategies and actions to achieve the goal:</u></p> <p>The Housing Authority collaborates with entitlement jurisdictions to integrate outreach and fair housing training opportunities into the plans each jurisdiction develops. By participating in community forums and events, the Housing Authority actively promotes the Housing Choice Voucher Program and aims to broaden fair housing opportunities for families. This collaborative effort ensures that fair housing practices are integrated into community planning and that information about housing options reaches a wider audience.</p>
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Fair Housing Goal: Improving Equitable Housing Opportunities for Participants**Describe fair housing strategies and actions to achieve the goal:**

Housing Program Specialists work with families to encourage portability and relocation to neighborhoods that offer enhanced opportunities. In briefings, they inform applicants about the availability and locations of units, with a focus on those in underutilized communities. This allows voucher holders to make informed housing decisions that could offer better social amenities, as well as improved educational and economic opportunities for their families. Furthermore, participants are provided information about fair housing and anti-discrimination laws, and guidance on how to file complaints, ensuring families are well-informed about their rights and the resources available to them.

Fair Housing Goal: Ensuring Access to Safe and Sanitary Affordable Housing**Describe fair housing strategies and actions to achieve the goal:**

The Housing Authority's annual and long-term objectives aim to expand housing options for families, enabling them to obtain housing that is appropriately sized and reduces overcrowding. All potential rental units are required to meet Housing Quality Standards, undergoing inspections before move-in and annual reviews to ensure ongoing compliance. Participants receive support in finding housing that suits their family's needs and in negotiating leases with landlords. By excluding blighted properties from federal housing subsidies, these measures enhance fair housing choices and contribute to the overall wellbeing of the community and its members.

Fair Housing Goal: Furthering Opportunities for Participants in Higher Opportunity Areas**Describe fair housing strategies and actions to achieve the goal:**

The Housing Authority conducts an analysis of local fair market conditions in its jurisdiction to help eliminate barriers for applicants of the Housing Choice Voucher Program. With approval of the success rate Payment Standard amounts at the 50th percentile, the Housing Authority can increase the number of voucher holders who become participants. This adjustment also provides opportunities for participants to secure housing in neighborhoods and areas that offer higher opportunities, enhancing their access to better living conditions and resources.

Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

- A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Plan Elements. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)](#)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

- B.2 New Activities.** This section refers to new capital activities which is not applicable for HCV-Only PHAs.
- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))
- C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

**Certifications of Compliance with
PHA Plan and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning July 2024, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD’s Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the County of Monterey
PHA Name

CA033
PHA Number/HA Code

Annual PHA Plan for Fiscal Year July 2024

5-Year PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director		Name Board Chairman	
Zulieka Boykin		Hans Buder	
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

February 27, 2024

Darby Marshall
Redevelopment & Housing Analyst
Monterey County Economic Development
1441 Schillings Place, South Bldg., Second Floor
Salinas, CA 93901

Email: marshalld@co.monterey.ca.us

**Re: HACM PHA Annual Plan FY July 2024-draft
Statement of Consistency with the Consolidated Plan**

Dear Mr. Marshall,

The Housing Authority of the County of Monterey has completed a draft of its updated PHA Annual Agency Plan for the fiscal year beginning July 2024. This update is in compliance with the US Department of Housing and Urban Development (HUD) regulations, specifically under Section 903.15(a)(1) of the Code of Federal Regulations, which mandates the submission of a certification by appropriate State or local officials. This certification should affirm that the PHA Annual Plan aligns with any consolidated plans within our jurisdiction.

To fulfill this requirement, we kindly request a Statement of Consistency with the Consolidated Plan from the County of Monterey. Enclosed with this letter, you will find a copy of our proposed PHA Annual Agency Plan for your review and a *Certification by State or Local Official* form. We would greatly appreciate your cooperation in providing your response within the next 30 days. Please feel free to return the certification to the following address or email:

Housing Authority of the County of Monterey
Attention: Lucila Vera, Quality Control Manager
123 Rico Street, Salinas, CA 93907
email: lvera@hamonterey.org

Should you have any inquiries or require further details, please do not hesitate to reach out to me directly at (831) 775-5046 or via email at lvera@hamonterey.org. Thank you for your attention to this matter and for your continued support.

Sincerely,
Housing Authority of the County of Monterey

Lucila Vera
Quality Control Manager

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Darby Marshall, the Redevelopment & Housing Analyst
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal
year July 2024 of the Housing Authority of the County of Monterey is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

County of Monterey

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official: Darby Marshall	Title: Redevelopment & Housing Analyst
Signature:	Date:

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning July 2024 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Housing Authority of the County of Monterey
PHA Name

CA033
PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director:	Name of Board Chairperson:
Zulieka Boykin	Hans Buder
Signature	Signature
Date	Date

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director

RE: **Resolution 3105: Resolution to Update the Administrative Plan by Preference Addition**

DATE: March 25, 2024



On December 8, 2021, HACM awarded CHISPA 15 project-based voucher units with an initial HAP contract term of 20 years. The unit breakdown was 1BR – 2 Units; 2BRs – 5 Units; and 3 BRs – 8 Units. The two 1BR units were covered under Joe Serna, Jr. Farmworker Housing Grant Program (FWHG) (California). This is a program that helps fund new construction, rehabilitation, and acquisition of owner-occupied and rental units for agricultural workers, with a priority for lower income households. This funding requires the property to house agricultural workers in the covered units. The proposal had subsidy layering approval from CTAC.

Attached is the Award Letter and CTAC SLR Approval.

The preference was not applied, and it has led to a cumbersome waiting list process. Many clients are processed for eligibility; however, because the preference was not in place the clients were denied after processing by CHISPA. This has led to disappointment for the clients and an absorbent amount of work for both agencies.

I recommend the HACM Board of Commissioners approve Resolution 3105: Resolution to Update the Administrative Plan by Preference Addition to active this preference only for the project-based waiting list for the Alfred Diaz Apartment Complex commonly referred to as East Garrison.

SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the HACM to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated

plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HACM Policy

The HACM will offer a preference and selection from the waiting list will be prioritized according to the following list. Selection from the project-based waiting list shall be made without regard to race, creed, color, religion, sex, handicap, national origin, familial status, or sexual orientation.

- Agricultural preference – clients applying for housing at the Alfred Diaz Apartment Complex commonly referred to as East Garrison. The complex was awarded 15 project-based vouchers that consist of two one-bedroom units. An agricultural preference is required for these units.

Attachment: Award Letter



**HOUSING
AUTHORITY**
COUNTY OF MONTEREY

December 8, 2021

CHISPA
Dana Cleary
Director of Real Estate Management
295 Main Street Suite 100
Salinas, CA 93901

CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
831-649-1541
FAX 831-424-9153
TDD 831-754-2951

RE: CORRECTION - Project-Based Voucher (PBV) Program Request
for Proposals East Garrison Apartments

Dear Sirs/Madams:

We are pleased to inform you that your application submitted during our Request for Proposals (RFP) issued August 19, 2020 for the Project Based Voucher Program (PBV) on the East Garrison Apartments has been approved by the Housing Authority of the County of Monterey on November 20, 2020. The project has been awarded PBV as described below:

East Garrison Apartments

<i>Bedroom</i>	<i>Vouchers</i>
1	2
2	5
3	8
Total	15

We anticipate issuing a twenty-year contract.

We will be scheduling to set up a meeting to discuss the next steps required before we can proceed to enter into an Agreement for Housing Assistance. If you have any question or would like additional information please feel free to contact Maria Madera, Director of Housing Programs, at (9831) 775-5040 or maria.medina@hamonterey.org.

Sincerely,

HOUSING AUTHORITY OF THE
COUNTY OF MONTEREY

Darlene Sturgeon
Interim Executive Director



Mission Statement:
To provide, administer, and encourage quality affordable housing and related services
to eligible residents of Monterey County.





CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

915 Capitol Mall, Suite 485
Sacramento, CA 95814
p (916) 654-6340
f (916) 654-6033
www.treasurer.ca.gov/ctcac

MEMBERS

FIONA MA, CPA, CHAIR
State Treasurer

BETTY YEE
State Controller

KEELY MARTIN BOSLER
Director of Finance

GUSTAVO VELASQUEZ
Director of HCD

TIENA JOHNSON HALL
Executive Director of CalHFA

EXECUTIVE DIRECTOR
Nance Robles

February 1, 2022

Gerard R. Windt, Director
U.S. Department of Housing and Urban Development
Region IX Office
One Sansome Street, Suite 1200
San Francisco, CA 94104-4430

Re: Project Name: CHISPA East Garrison Apartments
Project Address: 21231 Ord Avenue and 21131 Ord Avenue, East Garrison, CA 93933
CTCAC #: CA-21-634
Housing Authorities: Housing Authority of the County of Monterey (HACM)
Owner: CHISPA East Garrison, L.P.
General Partners: CHISPA EG GP LLC (sole member – Community Housing Improvement Systems and Planning Association, Inc.)
Developer: CHISPA, Inc.

Dear Mr. Windt:

Enclosed is a HERA Section 2835 Subsidy Layering Certification executed by Nancee Robles, Executive Director of the California Tax Credit Allocation Committee (CTCAC) for the captioned project. The review was conducted in accordance with Federal Register Volume 75, No.131, published on Friday, February 28, 2020.

The project is receiving assistance under the HUD Section 8 Project-based Voucher program, HCD – Joe Serna Farmworker Housing Grant Program loan, Monterey Bay Community Power Authority – grant, Monterey County – TIF loan, tax-exempt bonds, and federal low-income housing tax credits.

Project Description: The project is being developed by CHISPA, Inc. with Section 8 project-based vouchers (PBV) from the HACM. This project involves the new construction of 66 units of which 65 units are affordable tax-credit housing units and 1 unit is a manager’s unit. This project will serve low-income households including farmworkers. HACM plans to attach HUD Section 8 project-based voucher assistance to 15 units consisting of 2 one-bedroom units, 5 two-bedroom units, and 8 three-bedroom units.

The CTCAC review is based upon documentation submitted by the project owner and HACM. The proposed rents set by the housing authority for the project-based voucher assisted units do not exceed 110% of the 2022 HUD Fair Market Rents for Salinas, CA MSA (Monterey County), and are deemed reasonable in comparison to market rents at:

<u>BR Size</u>	<u>Number of Units</u>	<u>Contract Rent</u>	<u>Utility Allowance</u>	<u>Gross Rent</u>
0	15	\$1,471	\$124	\$1,595
1	12	\$1,777	\$174	\$1,951
2	3	\$2,128	\$243	\$2,371

Please contact me at (916) 654-0015 or by email at Brett.Andersen@treasurer.ca.gov if you have any questions regarding this certification.

Sincerely,

Brett R. Andersen

Brett Andersen
Program Analyst

Attachments:

**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
HOUSING AND ECONOMIC RECOVERY ACT OF 2008 (HERA)
SECTION 2835(a)(1)(M)(i) SUBSIDY LAYERING CERTIFICATION**

For purposes of the provision of Section 8 Project Based Voucher Assistance authorized pursuant to 42 U.S.C. 8(o)13), pursuant to section 2835(a)(1)(M)(i) of the Housing and Economic Recovery Act of 2008 (HERA), Section 102 of the Department of Housing and Urban Development Reform Act of 1989, and in accordance with HUD's Administrative Guidelines, all of which address the prevention of excess governmental subsidy, I hereby certify that the Section 8 project-based voucher assistance provided by the United States Department of Housing and Urban Development to the Housing Authority of the County of Monterey, located in the city of Salinas, for **CA-21-634, CHISPA East Garrison Apartments**, located in the city of East Garrison, is not more than is necessary to provide affordable housing after taking into account other government assistance.

By: CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE (CTCAC)





Nancee Robles
Executive Director

February 1, 2022
Date

RESOLUTION 3105

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY HOUSING CHOICE VOUCHER PROGRAM TO UPDATE THE ADMINISTATIVE PLAN BY PREFERENCE ADDITION

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

WHEREAS, HACM must maintain an Administration Plan; and

WHEREAS, HACM has the authority to add local preferences; and

WHEREAS, HACM desires to add a preference solely for the Project-Based Waiting List for the Alfred Díaz Apartment Complex, commonly referred to as East Garrison; and

WHEREAS, at the time of the award, two of the one-bedroom units were covered under Joe Serna funding, which necessitates clients to adhere to an agricultural preference for workers; and

NOW, THEREFORE BE IT RESOLVED that the Housing Authority of the County of Monterey do hereby authorize the Executive Director to update the Administration Plan by deleting the preferences as discussed in the Board Memo dated March 25, 2024, provided by Zulieka Boykin, making any necessary changes and corrections.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED, this 28th day of March 2024, upon motion of _____, seconded by _____, and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Delayna Cambunga & Pablo Verdugo
Procurement and Contracts Managers

RE: **Resolution 3106: Approval of General Contractor Services for PDM**

DATE: March 20, 2024



On December 19, 2023, Resolution 3101 was executed, which collaborated Housing Authority County of Monterey (HACM) and Monterey County Behavioral Health (MCBH). MCBH awarded \$2,825,492 for a complete rehabilitation of the Pueblo Del Mar Community managed by HACM.

The start of the rehabilitation process is initiating the RFP process. On December 29, 2023, HACM solicited RFP #2023-RFP-03 for General Contractor Services. Four proposals were received and evaluated toward the criteria outlined in the RFP.

Of the four proposals received, two were deemed “unresponsive”. The RFP included minimum requirements, such as, Formatting/ Letter of Interest/ Explanation of Capability and Experience. Two responded with only a cost summary. Below are the four proposers.

Ausonio Incorporated- Responsive
 Saarman Construction LTD- Responsive
 Espino Construction- Unresponsive
 ECHAZ Construction- Unresponsive

Payments will be made on a percent- complete basis. Our Project Manager will sign off on any work before sending for payment approval.

Expected time frame is March 2024- March 2025. The work will be performed in phases to allow tenant occupancy. During the renovation period there are expected to be 25 units occupied, with the aim of fully occupying PDM by next year.

It is in the recommendation of the General Contractor Review Committee (Finance Director, Project Manager, Procurement and Contracts Manager, PDM Property Manager, Asset Manager) that Zulieka Boykin, Executive Director, and the Board of Commissioners, approves the attached award letter to Ausonio Incorporated.

Key details from HACM committee; Ausonio Inc. has been a trusted contractor since 1959 and is well known for their involvement in residential development projects. Members of the US Green Building Council implies energy efficiency and environmental quality of any replacements or rebuild. Cost was lowest of the two responsive proposers and being a local contractor suggests an expected prevailing wage rate.

Additional Materials:

Letter of Award

Rejection Letters

Score Cards

ACTION: Adopt Resolution 3106 - Approval of Ausonio Incorporated as the Awardee of RFP#2023-RFP-03 in the Amount of \$2,000,000 Dollars for General Contractor Services at Pueblo Del Mar.



CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
FAX 831-424-9153
TDD 831-754-2951

AWARD NOTIFICATION LETTER

March 28, 2024

Ausonio Inc.
11420 A Commercial Pkwy
Salinas, Ca 95012

Subject: Intent to award HACM-2023-RFP-03 PDM General Contractor Services

Dear Andrew Ausonio,

In response to your General Contractor Services proposal, we are pleased to inform you that your proposal has been carefully reviewed and your bid for this project has been accepted. Housing Authority County of Monterey (HACM) intends to award the General Contractor Service for PDM to Ausonio Inc.

Having reviewed tenders from many high-quality contractors following HACM's request for proposal dated December 29, 2023, we have concluded that Ausonio's proposed plan best matches the needs of HACM.

The contract is being prepared and will be forwarded to you when it is ready. It is the intent of HACM to enter into a written agreement in the amount of \$2,000,000 with room for contingency. The amount is determined by the sum of Renovation funding HACM will receive from Monterey County Behavioral Health.

Thank you for your time and effort in preparing the proposal.

Sincerely,

Zulieka Boykin
Executive Director



Mission Statement:
*To provide, administer, and encourage quality affordable housing and related services
to eligible residents of Monterey County.*





March 28, 2024

Saarman Construction, LTD
1900 N Loop Road
Alameda, CA 94502

CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
FAX 831-424-9153
TDD 831-754-2951

Subject: General Contractor Services- PDM

Dear Mr. Henry Wong:

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey General Contractor Services for PDM has been completed.

The Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the RFP. We regret to inform you that Saarman Construction's proposal was not selected for award.

We would like to thank you for your proposal and your interest in this engagement, and we look forward to your future participation in future RFPs for similar solicitations.

Should you have any questions about this matter, please feel free to contact Delayna Cambunga at dcambunga@hamonterey.org.

Sincerely,

Zulieka Boykin
Executive Director



*Mission Statement:
To provide, administer, and encourage quality affordable housing and related services
to eligible residents of Monterey County.*





March 28, 2024

Espino Construction Inc.
310 Orchard View Dr.
Watsonville, CA 95076

CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
FAX 831-424-9153
TDD 831-754-2951

Subject: General Contractor Services- PDM

Dear Mr. Manny Espino:

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey General Contractor Services for PDM has been completed.

The Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the RFP. We regret to inform you that Espino Construction's proposal was not selected for award.

We would like to thank you for your proposal and your interest in this engagement, and we look forward to your future participation in future RFPs for similar solicitations.

Should you have any questions about this matter, please feel free to contact Delayna Cambunga at dcambunga@hamonterey.org.

Sincerely,

Zulieka Boykin
Executive Director



*Mission Statement:
To provide, administer, and encourage quality affordable housing and related services
to eligible residents of Monterey County.*





March 28, 2024

ECHAZ Construction
810 Vista Montana dr.
Watsonville, CA 95076

CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
FAX 831-424-9153
TDD 831-754-2951

Subject: General Contractor Services- PDM

Dear Mr. Edgar Chavez:

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey General Contractor Services for PDM has been completed.

The Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the RFP. We regret to inform you that ECHAZ Construction's proposal was not selected for award.

We would like to thank you for your proposal and your interest in this engagement, and we look forward to your future participation in future RFPs for similar solicitations.

Should you have any questions about this matter, please feel free to contact Delayna Cambunga at dcambunga@hamonterey.org.

Sincerely,

Zulieka Boykin
Executive Director



*Mission Statement:
To provide, administer, and encourage quality affordable housing and related services
to eligible residents of Monterey County.*





Master Score Sheet Totals

General Contractor Services for Pueblo Del Mar

	Ausonio Inc.	Saarman Construction
Mayra Zesati	99	88
Ricardo Calderon	100	85
Michael Underwood	80	89
Socorro Vasquez	90	80
Pablo Verdugo	95	90
Total:	464	432
	92.8%	86.4%

RESOLUTION 3106

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY FOR APPROVAL OF AUSONIO INCORPORATED AS THE AWARDEE OF RFP#2023-RFP-03 IN THE AMOUNT OF \$2,000,000 DOLLARS FOR GENERAL CONTRACTOR SERVICES AT PUEBLO DEL MAR

WHEREAS, the Commissioner Bylaws of the Housing Authority of the County of Monterey (“HACM”) states that the board sets policy over fiscal management and ensures there are good internal controls; and

WHEREAS, HACM has property management agreements, procurement policies, internal controls, and cash management regulations; and

WHEREAS, HACM Board of Commissioners must approve fiscal obligations over \$100,000 one hundred thousand dollars for a single payment or transactions of \$100,000 that are not included in normal day-to-day activities; and

WHEREAS, on December 19, 2023, HACM entered a partnership with Monterey County Behavioral Health under Resolution #3101 for the rehabilitation of Pueblo Del Mar in the amount of \$2,825,492 dollars; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes and directs the Executive Director, Zulieka Boykin to enter a contract and any required legal documents with Ausonio Incorporated for the General Contractor Services at Pueblo Del Mar.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of March 2024, upon motion of _____, seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Delayna Cambunga & Pablo Verdugo
Procurement and Contracts Managers

RE: **Resolution 3107: Approval of Grounds Maintenance RFP**

DATE: March 20, 2024



The Housing Authority of the County of Monterey opened the bids on 09/18/23, due to low activity, HACM reopened the bids and closed on 1/18/2024. Modified bids were submitted, and all were a bit lower than the original but still in the same range.

It is the recommendation of the Grounds Maintenance IFB Committee, Mike Underwood, Director of Finance, Ricardo Calderon, Project Manager, and Mayra Zesati, Asset Manager, that Zulieka Boykin, Executive Director, and the Board of Commissioners approve the attached award letter. Below are key points the Committee discussed.

- Experience with large agencies suggests they can large projects
- Positive feedback from Mayra, who has previously worked with them; she reported no issues and highlighted their flexibility in addressing minor concerns
- They have been in business for 20+ years
- Local family business

The contract shall remain valid for a period of 3-year term with two possible 1-year extensions, not to exceed five years in total.

Total monthly cost of \$15,275 / Annual cost \$183,300

Our current vendor, Barrera Landscaping, has been covering on a month-to-month basis with a 25% increase from their original contract. We would like to finalize our new contract within the month of April and a contract start date of May 1st, 2024.

Additional Materials: Letter of Award

Rejection Letters

Score Card

ACTION: Adopt Resolution 3107 - Approval of La Higuera Landscaping as the Awardee of RFP #72023 - Ground Maintenance for an Annual Amount of \$549, 900 for a 3-year term.



CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
FAX 831-424-9153
TDD 831-754-2951

AWARD NOTIFICATION LETTER

March 28, 2024

La Higuera Landscaping
10 Rhode Island Circle
Salinas, Ca 93906

Subject: Notice of Award under IFB #72023- Grounds Maintenance

Dear Mr. Raul Perez:

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey IFB 72023-Grounds Maintenance has been completed.

The Evaluation Committee reviewed all proposals in strict accordance with the evaluation criteria set forth in the IFB. We are pleased to inform you that the proposal from La Higuera has been accepted.

The contract is being prepared and will be forwarded to you when it is ready. It is in the intent of HACM to enter into a written agreement including an annual amount of \$183,300 and begin services within 30 – 60 days.

Thank you for your interest in doing business with HACM.

Zulieka Boykin
Executive Director



*Mission Statement:
To provide, administer, and encourage quality affordable housing and related services
to eligible residents of Monterey County.*





March 28, 2024

New Image Landscape Company
3250 Darby Common
Fremont, CA 94539

CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
FAX 831-424-9153
TDD 831-754-2951

Subject: IFB #72023- Grounds Maintenance

Dear Mr. Jeffrey Suzuki:

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey IFB #72023-Grounds Maintenance has been completed.

The Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the IFB. We regret to inform you that New Image Landscape Company's proposal was **not** selected for award.

We would like to thank you for your proposal and your interest in this engagement, and we look forward to your future participation in future RFPs for similar solicitations.

Should you have any questions about this matter, please feel free to contact Delayna Cambunga at dcambunga@hamonterey.org.

Sincerely,

Zulieka Boykin
Executive Director



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March 28, 2024

Oak Tree Gardening & Maintenance
1580 Sepulveda Dr
Salinas, Ca 93906

CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
FAX 831-424-9153
TDD 831-754-2951

Subject: IFB #72023- Grounds Maintenance

Dear Mr. Nick Romero:

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey IFB #72023-Grounds Maintenance has been completed.

The Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the IFB. We regret to inform you that Oak Tree Gardening & Maintenance proposal was **not** selected for award.

We would like to thank you for your proposal and your interest in this engagement, and we look forward to your future participation in future RFPs for similar solicitations.

Should you have any questions about this matter, please feel free to contact Delayna Cambunga at dcambunga@hamonterey.org.

Sincerely,

Zulieka Boykin
Executive Director



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March 28, 2024

JMS Cement Contractors Inc.
2804 El Camino Real N
Salinas, CA 93907

CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
FAX 831-424-9153
TDD 831-754-2951

Subject: IFB #72023- Grounds Maintenance

Dear Mr. Jose Ifrain Agraz:

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey IFB #72023-Grounds Maintenance has been completed.

The Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the IFB. We regret to inform you that JMS Cement Contractors Inc.'s proposal was ***not*** selected for award.

We would like to thank you for your proposal and your interest in this engagement, and we look forward to your future participation in future RFPs for similar solicitations.

Should you have any questions about this matter, please feel free to contact Delayna Cambunga at dcambunga@hamonterey.org.

Sincerely,

Zulieka Boykin
Executive Director



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**HOUSING
AUTHORITY**
COUNTY OF MONTEREY

CENTRAL OFFICE:
123 RICO ST.
SALINAS, CA 93907
831-775-5000
FAX 831-424-9153
TDD 831-754-2951

March 28, 2024

Barrera Landscaping
PO Box 1505
Gonzales, Ca 93926

Subject: IFB #72023- Grounds Maintenance

Dear Isabel Barrera:

The purpose of this letter is to inform you that the evaluation of proposals submitted in response to the Housing Authority County of Monterey IFB #72023-Grounds Maintenance has been completed.

The Evaluation Committee evaluated all proposals in strict accordance with the evaluation criteria set forth in the IFB. We regret to inform you that Barrera Landscaping proposal was **not** selected for award.

We would like to thank you for your commitment to HACM and for your years of serving us excellent service. Although your proposal was not selected, please feel free to apply to any future open contracting jobs.

HACM wishes all the best and please reach out to us if ever a reference is needed.

Sincerely,

Zulieka Boykin
Executive Director



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Master Score Sheet Totals

Instructions: Complete the Master Score Sheet below providing all the requested information for each bidder that submitted a proposal in response to the IFB. This document is to be included in the Selection Package submitted to the Zulieka Boykin Executive Director for review/approval

Score Sheet for IFB #72023- Ground Maintenance						
PROPOSAL SUBMITTED BY:		La Higuera Landscaping	Barrera Landscaping	New Image Landscape	Oak Tree Maintenance	JMS Cement Contractors
Contract Annual COST:		\$183,300	\$297,960	\$220,404	\$267,780	\$295,782
EVALUATION ITEM	POINTS AVAIL.					
Mayra Zesati	100	96	62	90	82	51
Ricardo Calderon	100	95	85	90	20	20
Michael Underwood	100	100	86	89	84	82
TOTAL:		291	233	269	186	153
		97%	78%	90%	62%	51%

RESOLUTION 3107

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY FOR APPROVAL OF LA HIGUERA LANDSCAPING AS AWARDEE OF INVITATION FOR BID #72023 – GROUNDS MAINTENANCE FOR AN ANNUAL AMOUNT OF \$549,900 FOR A THREE-YEAR TERM

WHEREAS, the Commissioner Bylaws of the Housing Authority of the County of Monterey states that the board sets policy over fiscal management and ensures there are good internal controls; and

WHEREAS, HACM has property management agreements, procurement policies, internal controls, and cash management regulations; and

WHEREAS, HACM board of commissioners must approve fiscal obligations over one hundred thousand dollars for a single payment or transactions of \$100,000 that are not included in normal day-to-day activities; and

WHEREAS, the HACM must maintain safe, sanitary, and decent housing which includes proper lawn care and maintenance of HACM owned and/or managed properties as referenced under HUD PIH Notice 95-66 Guidebook Four: Landscape and General Grounds Maintenance; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes and directs the Executive Director, Zulieka Boykin to enter a contract and any required legal documents with La Higuera Landscaping in the amount of \$183,300 dollars annually which is \$15,275 dollars monthly.

ATTEST:

Chairperson

Secretary

Date

PASSED AND ADOPTED this 24th day of March 2024, upon motion of _____, seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Director of Human Resources

RE: **Human Resources Report**

DATE: March 12, 2024



The monthly HR Board Report outlines the key activities and initiatives undertaken by the Human Resources department to support the mission and objectives of the organization.

I. EMPLOYEE SPOTLIGHT:

- The Housing Authority of the County of Monterey (HACM) is dedicated to recognizing exemplary employees whose contributions embody the organization's values and further its mission. In March 2024, we nominate Cristina Chavez for the Employee Spotlight to underscore the critical role she plays in advancing the goals of HACM.



Cristina Chavez
Property Management Specialist I

Cristina's dedication to excellence and unwavering commitment to our organization's mission have consistently set her apart. She approaches her work with enthusiasm, professionalism, and an unparalleled drive for success. In the face of challenges, Cristina consistently demonstrates resilience, problem-solving skills, and a positive attitude that uplifts those around her. Cristina's dedication to her work, her colleagues, and our organization truly embodies the spirit of excellence. We are privileged to have her as a part of our team and extend our sincere appreciation for her hard work, dedication, and outstanding contributions.

II. HACM WORKFORCE METRICS:

- Total number of employees: **78**
- New hires: **0**
- Promotions: **1**
- Terminations: **1**
- Turnover rate: **2.6%**

III. RECRUITMENT & ONBOARDING:

- In the past month, we have been actively engaged in recruitment efforts to fill open vacancies within HACM. We have taken a proactive approach by implementing aggressive screening measures to identify qualified candidates swiftly.

To enhance our applicant pool, we have forged partnerships with local community organizations and have participated in various job fairs. These initiatives aim to increase applicant flow and attract a diverse range of candidates who are passionate about serving our community.

Additionally, we have recently conducted interviews for the position of Director of Housing Management. While progress has been made, we are committed to finding the ideal candidate who possesses a robust background in property management and a comprehensive understanding of H.U.D program requirements. Therefore, we continue to actively seek out individuals who meet these qualifications to ensure the success of our organization.

Furthermore, we have received a steady influx of applications for other open vacancies across different departments. HR diligently screens applicants on a daily basis to identify individuals who align with the values and objectives of HACM. Through these efforts, we aim to build a talented and dedicated workforce that is committed to our mission of providing affordable housing solutions and improving the quality of life for all residents of Monterey County.

Current Vacant Positions/Active Recruitments (5)

- Director of Housing Management
- Director of Development
- Director of Finance
- Maintenance Supervisor
- Accountant Auditor II

New Arrivals/Internal Promotions/Lateral Transfers (6)

- Ricardo Calderon → Housing Development Project Manager

Temporary Employees (3)

- Brian Guevara, Office Assistant – Section 8
- Liz Ibarra, Temp. Office Assistant – Procurement/Finance
- Jane Infante, Temp. Office Assistant – Development

Departed Employees (1)

- Priscila Pacheco, Office Assistant

IV. TRAINING & DEVELOPMENT:

- We recently hosted a comprehensive CPR/AED/First Aid training session at our main office, led by representatives from the American Red Cross. This training was a critical initiative aimed at equipping our employees with essential life-saving skills and knowledge.

The importance of such training cannot be overstated. In our line of work, which involves providing housing assistance and support to our community members, emergencies can arise unexpectedly. Having employees trained in CPR, AED usage, and first aid enables us to respond promptly and effectively to medical emergencies, potentially saving lives and minimizing the impact of adverse situations.



During the training session, participants learned vital techniques for assessing and responding to medical emergencies, including cardiopulmonary resuscitation (CPR), using automated external defibrillators (AEDs), and administering first aid for common injuries and medical conditions. Practical hands-on exercises and simulations provided valuable experience and confidence in applying these skills in real-life situations.



By investing in CPR/AED/First Aid training for our employees, we demonstrate our commitment to the safety and well-being of our residents, employees, and the broader community. These trained individuals serve as first responders in emergencies, enhancing our organization's preparedness and ability to effectively address medical incidents.

Moving forward, we will continue to prioritize training opportunities that empower our employees with the knowledge and skills necessary to respond effectively to emergencies, thereby ensuring the safety and security of all individuals within our care.

V. EMPLOYEE RELATIONS:

- Over the past month, the HR department has been diligently addressing employee relations issues within HACM. Earlier this month, we conducted a Skelly hearing for an employee. The Skelly hearing process is a vital component of ensuring fair treatment and due process for employees facing disciplinary action. During the hearing, evidence and arguments were presented, and the appointed Skelly officer presided over the proceedings.

The Skelly officer will thoroughly review the evidence presented during the hearing and will provide their recommendation to HACM management. This recommendation will play a crucial role in informing the final decision regarding any disciplinary actions to be taken.

While confidentiality must be maintained regarding the specific details of individual cases, it is essential for the Board of Commissioners to be aware of the HR department's commitment to upholding fair and equitable employee relations practices. By ensuring adherence to established procedures and principles of fairness, we strive to maintain a positive work environment and uphold the integrity of our organization.

Moving forward, the HR department remains dedicated to addressing employee relations matters promptly and impartially, in alignment with HACM's values and mission.

VI. PERFORMANCE MANAGEMENT:

- Committee members were invited to share their feedback and insights on the proposal, with a particular emphasis on refining Key Performance Indicators (KPIs) to accurately measure performance across departments.

Overall, the committee members expressed satisfaction with the proposed framework; however, there was a consensus on the need to streamline and specify KPIs based on departmental requirements. This approach will ensure that performance assessments are tailored to the unique objectives and responsibilities of each department, thereby enhancing the effectiveness of the Pay for Performance system.

In response to this feedback, it was agreed that a revised proposal would be developed and circulated to all committee members via email within the coming week. This iterative process will enable us to incorporate the valuable input received and fine-tune the proposal to better align with our organizational goals and objectives.

Furthermore, I took the opportunity during the meeting to announce our intention to initiate discussions with SEIU Local 521 regarding the implementation of Pay for Performance, scheduled to commence in April. This proactive communication strategy underscores our commitment to transparency and inclusivity, ensuring that all employees within the bargaining unit are informed and engaged throughout the process.

VII. EMPLOYEE WELLNESS

- I am delighted to share with you the success of our recent Employee Appreciation Day, held on February 29, 2024. This event provided a valuable opportunity for the Monterey County Housing Authority (HACM) to express gratitude and recognition to our dedicated employees for their hard work and commitment to our organization's mission.

During Employee Appreciation Day, employees were treated to a special lunch as a token of appreciation for their contributions. This provided a relaxed and enjoyable atmosphere for team members to connect and unwind together.



In addition to the lunch, employees were given the opportunity to take professional photos to showcase their presence within the organization. The enthusiasm and engagement from the team were palpable, with many employees expressing appreciation for the opportunity to capture their professional image.



Furthermore, I am pleased to report that the event exceeded expectations, with employees enthusiastically requesting to take department group photos in addition to their individual professional photo. This initiative reflects the strong sense of camaraderie and teamwork within our organization, as employees sought to commemorate their collective efforts and achievements.

As we look ahead, we anticipate receiving all photos from the event by the end of March, if not sooner. These photos will serve as lasting mementos of Employee Appreciation Day and will be proudly displayed to celebrate the diversity and talent of our workforce.

Employee Appreciation Day was a resounding success, thanks to the support and participation of our dedicated employees. Their enthusiasm and commitment to HACM are truly inspiring, and we remain committed to fostering a positive and supportive work environment where all employees feel valued and appreciated.



➤ **Worker's Compensation Report**

Below is a comprehensive chart depicting the Workers' Compensation claims filed over the past years. This chart not only illustrates the year of claim filing but also provides insight into the current status of each claim, along with the employment status of the involved employees (active or terminated).

Year	Number of Claims Per Year	Department	Claim Status
2023	3	Property Management	Open – Medical
2020	1	Property Management	Under Review
2018	1	Property Management	<i>Closed</i>
2023	2	Maintenance	Open- Medical
2022	1	Maintenance	Pending Discharge
2021	1	Maintenance	Under Review
2020	1	Housing Programs	Open – Medical
2019	1	Housing Programs	Pending Discharge
2017	1	Housing Programs	Under Review
2015	1	Housing Programs	Open – Medical
2018	2	Finance	Under Review
2017	1	Finance	<i>Closed</i>
2010	1	Finance	Open – Medical
2007	1	Finance	Open – Medical
2000	1	Finance	Open – Medical

HR is continuing its efforts to diligently focus on safety training programs and implementing preventive strategies to enhance workplace safety. By prioritizing safety protocols, we aim to minimize the occurrence of incidents and uphold the well-being of our employees.

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Michael Underwood, Director of Finance

RE: **March 2024 Finance Report**
Status Report: Finance Report for January 2024

DATE: March 14, 2024



Highlights:

HACM/HDC - Non-Quarterly Financial Reports

- Voucher Funding and HCV Payments
- Department Transactions Statistics
- Revenue Sources by Property
- Balance Sheets - HACM/HDC
- Budget Comparisons - HACM/Voucher Program / HDC
- 12 Month Income Statement Reports - HACM/Voucher Program/HDC

Audit Status Summary:

- 8 Completed drafts expecting completion in two weeks
- 2 RAD finals
- Waiting on selections for S8 and Procurement from auditors
- Completion of HACM 2023 Audit expected in May

Key Departmental Activities:

- Implementation of Payscan for automated AP
- Smartsheet for calendar function and tracking of projects and corporate due dates
- Cash handling of rent in new module used by property management

Hi-Level Explanation of Financial Results January 2024
(thousands of \$)

HACM Results	January						YTD			
	Actual	Budget	Variance	%			HACM Results	Actual	Budget	Variance
Revenue	\$ 6,267	\$ 5,612	\$ 655	11.7%		Revenue	\$ 45,431	\$ 37,856	\$ 7,575	20.0%
Operating Expenses	\$ 6,718	\$ 5,396	\$ (1,322)	-24.5%		Operating Expenses	\$ 43,357	\$ 37,673	\$ (5,684)	-15.1%
Other Inc/Expense	\$ 53	\$ 43	\$ (10)	-23.3%		Other Inc/Expense	\$ 170	\$ 294	\$ 124	42.2%
Net Income	\$ (504)	\$ 173	\$ (677)	-391.3%		Net Income	\$ 1,904	\$ (111)	\$ 2,015	-1815.3%

HDC Results	January						YTD			
	Actual	Budget	Variance	%			HDC Results	Actual	Budget	Variance
Revenue	\$ 339	\$ 495	\$ (156)	-31.5%		Revenue	\$ 1,781	\$ 3,466	\$ (1,685)	-48.6%
Operating Expenses	\$ 143	\$ 217	\$ 74	34.1%		Operating Expenses	\$ 1,204	\$ 1,518	\$ 314	20.7%
Other Inc/Expense	\$ 63	\$ 61	\$ (2)	-3.3%		Other Inc/Expense	\$ 449	\$ 430	\$ (19)	-4.4%
Net Income	\$ 133	\$ 217	\$ (84)	-38.7%		Net Income	\$ 128	\$ 1,518	\$ (1,390)	-91.6%

Total Entity	January						YTD			
	Actual	Budget	Variance	%			Total Entity	Actual	Budget	Variance
Revenue	\$ 6,606	\$ 6,107	\$ 499	8.2%		Revenue	\$ 47,212	\$ 41,322	\$ 5,890	14.3%
Operating Expenses	\$ 6,861	\$ 5,613	\$ (1,248)	-22.2%		Operating Expenses	\$ 44,561	\$ 39,191	\$ (5,370)	-13.7%
Other Inc/Expense	\$ 116	\$ 104	\$ (12)	-11.5%		Other Inc/Expense	\$ 619	\$ 724	\$ 105	14.5%
Net Income	\$ (371)	\$ 390	\$ (761)	-195.1%		Net Income	\$ 2,032	\$ 1,407	\$ 625	44.4%

Commentary:**HACM - Revenue**

Tenant rents were overstated in the budget. Actuals have averaged \$100k per month versus budget of \$154k. This will be corrected in the new budget for 2025. Voucher revenue has consistently exceeded budget due to the significant increase in vouchers being placed in the community. YTD HACM revenue is favorable \$7.6M or 20%. Of this number vouchers make up \$7.3M. The balance is an increase in administrative fees which are a function of vouchers managed.

HACM - Expenses

Total expenses YTD are \$5.7m over budget. This is due to the increased vouchers placed being over budget by \$6.6m. This unfavorable expense is offset by lower spending on maintenance \$.7m and other general expenses \$.2M. In total non-voucher expenses were favorable \$.9m or 12%.

HACM - Bottomline

HACM YTD net income is \$1.9m or \$2.0m over budget which was essentially breakeven.

HDC - Revenue

Total revenue YTD is \$1.7m below budget. This is due primarily to other income which is unfavorable \$1.8m. Due to audits being delayed waterfall payments have not yet been received. We anticipate \$1.5 to \$2.0m will be collected during the next six months.

HDC - Expenses

Total expenses YTD are \$294k favorable to budget. Administrative expenses are \$188k favorable due to lower headcount and benefits. Utilities YTD are \$85k favorable.

HDC - Bottomline is \$1.4m unfavorable.

Total - Entity

Revenue favorable due to higher voucher placements offset by lower revenue in HDC. Total entity revenue favorable \$5.9m or 14.3%. Other HACM expenses unfavorable due to higher voucher payments which are offset by lower maintenance expenses. HDC has lower salaries and utilities. Bottomline for the agency is \$2.0m YTD.

Attached is a table that shows what each property produces in revenue, expenses and bottomline for January 2024

HOUSING AUTHORITY BALANCE SHEET SUMMARY JANUARY 2024
(thousands of \$)

	<u>HDC</u>	<u>HACM</u>	<u>TOTAL</u>
CASH	\$ 3,767	\$ 16,896	\$ 20,663
INVESTMENTS	\$ -	\$ 1,013	\$ 1,013
TOTAL CASH	\$ 3,767	\$ 17,909	\$ 21,676
RECEIVABLES	\$ 7,556	\$ 17,030	\$ 24,586
DEFERRED CHARGES	\$ 5,312	\$ (3,090)	\$ 2,222
TOTAL CURRENT ASSETS	\$ 16,635	\$ 31,849	\$ 48,484
FIXED ASSETS (NET)	\$ 17,972	\$ 11,380	\$ 29,352
CONSTRUCTION IN PROGRESS	\$ 14,034	\$ 265	\$ 14,299
NOTE RECEIVABLE	\$ 33,644	\$ 72,428	\$ 106,072
OTHER NONCURRENT ASSETS	\$ 829	\$ 11,011	\$ 11,840
TOTAL ASSETS	\$ 83,114	\$ 126,933	\$ 210,047
CURRENT LIABILITIES	\$ 11,803	\$ 3,140	\$ 14,943
LONG TERM LIABILITIES	\$ 34,298	\$ 7,128	\$ 41,426
TOTAL LIABILITIES	\$ 46,101	\$ 10,268	\$ 56,369
RETAINED EARNINGS			
PRIOR YEAR	\$ 33,129	\$ 105,487	\$ 138,616
CURRENT YEAR	\$ 3,884	\$ 11,179	\$ 15,063
TOTAL EQUITY	\$ 37,013	\$ 116,666	\$ 153,679
TOTAL LIABILITIES & EQUITY	\$ 83,114	\$ 126,934	\$ 210,048

YTD PERFORMANCE SUMMARY FOR AGENCY DEC 23

	REVENUE	EXPENSES	OTHER	TOTAL EXPENSES	NET BOTTOM LINE	DEPRECIATION	ADJUSTED BOTTOM LINE
204 OAK GROVE	\$ 46,123.00	\$ 40,853.65	\$ -	\$ 40,853.65	\$ 5,269.35	\$ -	\$ 5,269.35
205^206 PUEBLO DEL MAR	\$ 28,371.02	\$ 251,156.36	\$ 74.77	\$ 251,231.13	\$ (222,860.11)	\$ -	\$ (222,860.11)
212 PORTOLA VISTA	\$ 741,707.85	\$ 411,472.14	\$ 670,934.00	\$ 1,082,406.14	\$ (340,698.29)	\$ (2,981.04)	\$ (337,717.25)
214 MONTECITO WATSON	\$ 67,810.26	\$ 76,670.91	\$ 83,862.78	\$ 160,533.69	\$ (92,723.43)	\$ -	\$ (92,723.43)
552 SINGLE FAMILY HOMES	\$ 151,521.34	\$ 46,407.77	\$ -	\$ 46,407.77	\$ 105,113.57	\$ -	\$ 105,113.57
555 CASANOVA	\$ 955,898.11	\$ 884,296.00	\$ 13,874.78	\$ 898,170.78	\$ 57,727.33	\$ -	\$ 57,727.33
801 SOUTH COUNTY RAD	\$ 566,020.16	\$ 695,819.76	\$ 315,275.32	\$ 1,011,095.08	\$ (445,074.92)	\$ (291,620.64)	\$ (153,454.28)
802 SALINAS FAMILY RAD	\$ 1,814,389.72	\$ 2,983,792.48	\$ 51,000.00	\$ 3,034,792.48	\$ (1,220,402.76)	\$ (809,586.42)	\$ (410,816.34)
803 EAST SALINAS FAMILY RAD	\$ 2,509,653.91	\$ 3,651,023.15	\$ 60,600.00	\$ 3,711,623.15	\$ (1,201,969.24)	\$ (839,940.48)	\$ (362,028.76)
804 GONZALES FAMILY RAD	\$ 391,275.84	\$ 634,828.12	\$ 9,000.00	\$ 643,828.12	\$ (252,552.28)	\$ (190,130.52)	\$ (62,421.76)
904 CHULAR FLC	\$ 106,603.96	\$ 187,648.24	\$ 74.78	\$ 187,723.02	\$ (81,119.06)	\$ -	\$ (81,119.06)
906 SALINAS FLC	\$ 233,566.09	\$ 259,732.17	\$ 715.63	\$ 260,447.80	\$ (26,881.71)	\$ -	\$ (26,881.71)
960 RIPPLING RIVER	\$ 1,451,207.96	\$ 2,093,638.98	\$ -	\$ 2,093,638.98	\$ (642,431.02)	\$ (402,157.08)	\$ (240,273.94)
965 TYNAN	\$ 3,948,422.54	\$ 3,524,417.02	\$ 1,442,734.60	\$ 4,967,151.62	\$ (1,018,729.08)	\$ (1,354,448.14)	\$ 335,719.06
972 BENITO FLC	\$ 1,140,687.19	\$ 970,307.44	\$ 697,954.76	\$ 1,668,262.20	\$ (527,575.01)	\$ (657,277.68)	\$ 129,702.67
973 MONTEREY AFFORDABLE	\$ 926,796.88	\$ 810,277.56	\$ 458,701.74	\$ 1,268,979.30	\$ (342,182.42)	\$ (422,230.44)	\$ 80,048.02
974 BENITO STREET AFFORDABLE	\$ 1,374,870.39	\$ 1,054,997.03	\$ 819,041.96	\$ 1,874,038.99	\$ (499,168.60)	\$ (747,806.00)	\$ 248,637.40
980 FANOE	\$ 1,163,497.61	\$ 562,533.70	\$ 360,852.13	\$ 923,385.83	\$ 240,111.78	\$ (326,936.00)	\$ 567,047.78
984 CASTROVILLE	\$ 1,229,019.67	\$ 1,182,787.85	\$ 27,791.79	\$ 1,210,579.64	\$ 18,440.03	\$ (4,778.93)	\$ 23,218.96
985 HACIENDA 1	\$ 1,144,073.53	\$ 832,464.05	\$ 397,031.66	\$ 1,229,495.71	\$ (85,422.18)	\$ (396,956.88)	\$ 311,534.70
986^987 HACIENDA 2	\$ 964,724.24	\$ 807,073.76	\$ 454,222.70	\$ 1,261,296.46	\$ (296,572.22)	\$ (454,147.92)	\$ 157,575.70
988 HACIENDA SR	\$ 714,798.88	\$ 457,129.47	\$ 339,513.74	\$ 796,643.21	\$ (81,844.33)	\$ (339,438.96)	\$ 257,594.63
989 HACIENDA 3	\$ 1,101,045.03	\$ 1,110,856.72	\$ 794,169.49	\$ 1,905,026.21	\$ (803,981.18)	\$ (790,803.96)	\$ (13,177.22)
990 OAK PARK 1	\$ 1,408,788.85	\$ 1,027,897.02	\$ 699,282.00	\$ 1,727,179.02	\$ (318,390.17)	\$ (699,292.00)	\$ 380,901.83
991 OAK PARK 2	\$ 1,240,794.31	\$ 1,033,447.64	\$ 659,903.88	\$ 1,693,351.52	\$ (452,557.21)	\$ (659,903.88)	\$ 207,346.67
992 ONE PARKSIDE	\$ 1,774,394.83	\$ 2,487,142.54	\$ 851.90	\$ 2,487,994.44	\$ (713,599.61)	\$ -	\$ (713,599.61)
	\$ 27,196,063.17	\$ 28,078,671.53	\$ 8,357,464.41	\$ 36,436,135.94	\$ (9,240,072.77)	\$ (9,390,436.97)	\$ 150,364.20
602 HR	\$ 88.00	\$ 218,984.12	\$ -	\$ 218,984.12	\$ (218,896.12)	\$ -	\$ (218,896.12)
604 FINANCE	\$ 3,565.46	\$ 616,284.81	\$ -	\$ 616,284.81	\$ (612,719.35)	\$ -	\$ (612,719.35)
601 ADMIN	\$ 657,174.97	\$ 146,472.04	\$ (754,722.00)	\$ (608,249.96)	\$ 1,265,424.93	\$ -	\$ 1,265,424.93
670 MAINTENANCE	\$ -	\$ 88,602.71	\$ 1,971.51	\$ 90,574.22	\$ (90,574.22)	\$ -	\$ (90,574.22)
660 PROPERTY MANAGEMENT	\$ -	\$ 291,728.86	\$ -	\$ 291,728.86	\$ (291,728.86)	\$ -	\$ (291,728.86)
TOTAL OVERHEAD	\$ 660,828.43	\$ 1,362,072.54	\$ (752,750.49)	\$ 609,322.05	\$ 51,506.38	\$ -	\$ 51,506.38
059 S8 FSS ADMIN	\$ 135,318.89	\$ 113,663.53	\$ -	\$ 113,663.53	\$ 21,655.36	\$ -	\$ 21,655.36
078 MAINSTREAM	\$ 279,428.00	\$ 449,184.00	\$ -	\$ 449,184.00	\$ (169,756.00)	\$ -	\$ (169,756.00)
080 EHV HOMELESS	\$ 3,615,709.00	\$ 512,180.01	\$ 2,872,714.78	\$ 3,384,894.79	\$ 230,814.21	\$ -	\$ 230,814.21
PLUG ALL OTHER S8	\$ 31,511,550.18	\$ 1,070,821.60	\$ 29,283,223.04	\$ 30,354,044.64	\$ 1,157,505.54	\$ -	\$ 1,157,505.54
TOTAL SECTION 8	\$ 35,542,006.07	\$ 2,145,849.14	\$ 32,155,937.82	\$ 34,301,786.96	\$ 1,240,219.11	\$ -	\$ 1,240,219.11
TOTAL S8	\$ 35,542,006.07	\$ 2,145,849.14	\$ 32,155,937.82	\$ 34,301,786.96	\$ 1,240,219.11	\$ -	\$ 1,240,219.11
TOTAL HACM OTHER	\$ 3,609,168.99	\$ 2,252,506.29	\$ 117,784.53	\$ 2,370,290.82	\$ 1,238,878.17	\$ -	\$ 1,238,878.17
TOTAL HACM	\$ 39,151,175.06	\$ 4,398,355.43	\$ 32,273,722.35	\$ 36,672,077.78	\$ 2,479,097.28	\$ -	\$ 2,479,097.28
TOTAL HDC	\$ 1,441,690.07	\$ 1,060,720.80	\$ 386,533.73	\$ 1,447,254.53	\$ (5,564.46)	\$ -	\$ (5,564.46)
TOTAL AGENCY	\$ 40,592,865.13	\$ 5,459,076.23	\$ 32,660,256.08	\$ 38,119,332.31	\$ 2,473,532.82	\$ -	\$ 2,473,532.82

YTD PERFORMANCE SUMMARY FOR AGENCY JAN 24

	REVENUE	EXPENSES	OTHER	TOTAL EXPENSES	NET BOTTOM LINE	DEPRECIATION	ADJUSTED BOTTOM LINE	CUMULATIVE
204 OAK GROVE	\$ 56,379.00	\$ 45,390.25	\$ -	\$ 45,390.25	\$ 10,988.75	\$ -	\$ 10,988.75	\$ 10,988.75
205^206 PUEBLO DEL MAR	\$ 31,837.51	\$ 290,514.89	\$ 74.77	\$ 290,589.66	\$ (258,752.15)	\$ -	\$ (258,752.15)	\$ (247,763.40)
212 PORTOLA VISTA	\$ 861,343.95	\$ 465,432.77	\$ 674,486.65	\$ 1,139,919.42	\$ (278,575.47)	\$ (3,477.88)	\$ (275,097.59)	\$ (522,860.99)
214 MONTECITO WATSON	\$ 80,956.61	\$ 88,086.18	\$ 83,788.00	\$ 171,874.18	\$ (90,917.57)	\$ -	\$ (90,917.57)	\$ (613,778.56)
552 SINGLE FAMILY HOMES	\$ 179,961.58	\$ 49,966.26	\$ -	\$ 49,966.26	\$ 129,995.32	\$ -	\$ 129,995.32	\$ (483,783.24)
555 CASANOVA	\$ 1,138,259.55	\$ 1,026,397.97	\$ 13,874.78	\$ 1,040,272.75	\$ 97,986.80	\$ -	\$ 97,986.80	\$ (385,796.44)
801 SOUTH COUNTY RAD	\$ 50,844.68	\$ 50,205.56	\$ 24,489.55	\$ 74,695.11	\$ (23,850.43)	\$ (24,489.55)	\$ 639.12	\$ (385,157.32)
802 SALINAS FAMILY RAD	\$ 174,689.02	\$ 167,220.43	\$ 68,276.83	\$ 235,497.26	\$ (60,808.24)	\$ (67,693.99)	\$ 6,885.75	\$ (378,271.57)
803 EAST SALINAS FAMILY RAD	\$ 220,898.64	\$ 234,300.99	\$ 70,518.04	\$ 304,819.03	\$ (83,920.39)	\$ (70,518.04)	\$ (13,402.35)	\$ (391,673.92)
804 GONZALES FAMILY RAD	\$ 33,575.60	\$ 34,404.58	\$ 15,935.38	\$ 50,339.96	\$ (16,764.36)	\$ (15,935.38)	\$ (828.98)	\$ (392,502.90)
904 CHULAR FLC	\$ 125,685.79	\$ 211,977.75	\$ 74.78	\$ 212,052.53	\$ (86,366.74)	\$ -	\$ (86,366.74)	\$ (478,869.64)
906 SALINAS FLC	\$ 282,038.26	\$ 315,622.09	\$ 715.63	\$ 316,337.72	\$ (34,299.46)	\$ -	\$ (34,299.46)	\$ (513,169.10)
960 RIPPLING RIVER	\$ 133,295.32	\$ 147,883.59	\$ -	\$ 147,883.59	\$ (14,588.27)	\$ (33,513.09)	\$ 18,924.82	\$ (494,244.28)
965 TYNAN	\$ 376,205.29	\$ 296,714.48	\$ 113,097.74	\$ 409,812.22	\$ (33,606.93)	\$ (109,788.35)	\$ 76,181.42	\$ (418,062.86)
972 BENITO FLC	\$ 96,816.00	\$ 90,092.60	\$ 54,773.12	\$ 144,865.72	\$ (48,049.72)	\$ (54,773.12)	\$ 6,723.40	\$ (411,339.46)
973 MONTEREY AFFORDABLE	\$ 84,569.56	\$ 70,193.71	\$ 42,353.64	\$ 112,547.35	\$ (27,977.79)	\$ (35,329.41)	\$ 7,351.62	\$ (403,987.84)
974 BENITO STREET AFFORDABLE	\$ 139,067.94	\$ 68,190.19	\$ 76,609.17	\$ 144,799.36	\$ (5,731.42)	\$ (62,317.17)	\$ 56,585.75	\$ (347,402.09)
980 FANOE	\$ 115,280.43	\$ 50,381.51	\$ 37,308.69	\$ 87,690.20	\$ 27,590.23	\$ (31,751.83)	\$ 59,342.06	\$ (288,060.03)
984 CASTROVILLE	\$ 98,962.70	\$ 81,086.81	\$ 1,300.00	\$ 82,386.81	\$ 16,575.89	\$ -	\$ 16,575.89	\$ (271,484.14)
985 HACIENDA 1	\$ 101,802.30	\$ 59,658.55	\$ 33,079.74	\$ 92,738.29	\$ 9,064.01	\$ (33,079.74)	\$ 42,143.75	\$ (229,340.39)
986^987 HACIENDA 2	\$ 81,303.57	\$ 72,256.46	\$ 39,845.66	\$ 112,102.12	\$ (30,798.55)	\$ (37,845.66)	\$ 7,047.11	\$ (222,293.28)
988 HACIENDA SR	\$ 62,174.76	\$ 12,261.02	\$ 28,286.48	\$ 40,547.50	\$ 21,627.26	\$ (28,286.58)	\$ 49,913.84	\$ (172,379.44)
989 HACIENDA 3	\$ 97,573.65	\$ 19,630.35	\$ 65,900.33	\$ 85,530.68	\$ 12,042.97	\$ (65,900.33)	\$ 77,943.30	\$ (94,436.14)
990 OAK PARK 1	\$ 119,360.14	\$ 80,267.16	\$ 57,782.75	\$ 138,049.91	\$ (18,689.77)	\$ (57,782.75)	\$ 39,092.98	\$ (55,343.16)
991 OAK PARK 2	\$ 104,546.09	\$ 81,596.76	\$ 54,991.99	\$ 136,588.75	\$ (32,042.66)	\$ (54,991.99)	\$ 22,949.33	\$ (32,393.83)
992 ONE PARKSIDE	\$ 141,640.72	\$ 157,316.60	\$ -	\$ 157,316.60	\$ (15,675.88)	\$ -	\$ (15,675.88)	\$ (48,069.71)
TOTAL PROPERTIES	\$ 4,989,068.66	\$ 4,267,049.51	\$ 1,557,563.72	\$ 5,824,613.23	\$ (835,544.57)	\$ (787,474.86)	\$ (48,069.71)	
602 HR	\$ 88.00	\$ 251,437.18	\$ -	\$ 251,437.18	\$ (251,349.18)	\$ -	\$ (251,349.18)	
604 FINANCE	\$ 3,565.46	\$ 719,453.48	\$ -	\$ 719,453.48	\$ (715,888.02)	\$ -	\$ (715,888.02)	
601 ADMIN	\$ 776,265.28	\$ 185,654.05	\$ (754,722.00)	\$ (569,067.95)	\$ 1,345,333.23	\$ -	\$ 1,345,333.23	
670 MAINTENANCE	\$ -	\$ 107,701.58	\$ 1,971.51	\$ 109,673.09	\$ (109,673.09)	\$ -	\$ (109,673.09)	
660 PROPERTY MANAGEMENT	\$ -	\$ 351,688.37	\$ -	\$ 351,688.37	\$ (351,688.37)	\$ -	\$ (351,688.37)	
TOTAL OVERHEAD	\$ 779,918.74	\$ 1,615,934.66	\$ (752,750.49)	\$ 863,184.17	\$ (83,265.43)	\$ -	\$ (83,265.43)	
059 S8 FSS ADMIN	\$ 153,482.70	\$ 133,424.62	\$ -	\$ 133,424.62	\$ 20,058.08	\$ -	\$ 20,058.08	
078 MAINSTREAM	\$ 361,168.00	\$ 29,920.00	\$ 523,872.00	\$ 553,792.00	\$ (192,624.00)	\$ -	\$ (192,624.00)	
080 EHV HOMELESS	\$ 4,150,011.00	\$ 545,487.92	\$ 3,434,789.00	\$ 3,980,276.92	\$ 169,734.08	\$ -	\$ 169,734.08	
PLUG ALL OTHER S8	\$ 36,570,339.18	\$ 1,660,637.69	\$ 34,519,077.26	\$ 36,179,714.95	\$ 390,624.23	\$ -	\$ 390,624.23	
TOTAL SECTION 8	\$ 41,235,000.88	\$ 2,369,470.23	\$ 38,477,738.26	\$ 40,847,208.49	\$ 387,792.39	\$ -	\$ 387,792.39	
TOTAL S8	\$ 41,235,000.88	\$ 2,369,470.23	\$ 38,477,738.26	\$ 40,847,208.49	\$ 387,792.39	\$ -	\$ 387,792.39	
TOTAL HACM OTHER	\$ 4,195,999.12	\$ 2,679,791.51	\$ -	\$ 2,679,791.51	\$ 1,516,207.61	\$ -	\$ 1,516,207.61	
TOTAL HACM	\$ 45,431,000.00	\$ 5,049,261.74	\$ 38,477,738.26	\$ 43,527,000.00	\$ 1,904,000.00	\$ -	\$ 1,904,000.00	
TOTAL HDC	\$ 1,781,000.00	\$ 1,204,000.00	\$ 449,000.00	\$ 1,653,000.00	\$ 128,000.00	\$ -	\$ 128,000.00	
TOTAL AGENCY	\$ 47,212,000.00	\$ 6,253,261.74	\$ 38,926,738.26	\$ 45,180,000.00	\$ 2,032,000.00	\$ -	\$ 2,032,000.00	



Voucher Funding and HCV Payments

	30-Nov	31-Dec	31-Jan	Total
HUD Grant - HAP Payments	\$ 7,855,345	\$ 5,540,822	\$ 5,274,480	\$ 18,670,647
Total Housing Assistance Payments	\$ 5,447,210	\$ 5,987,283	\$ 6,216,033	\$ 17,650,525

Finance Transactional Statistics - Jan 2024	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	88	4,572	2549	2,267,361	2637	2,271,933
Charges	126	-	2759	1,465,565	2885	1,465,565
Journal Entries	237	45,229	427	40,894,518	664	40,939,747
Payables	5046	6,211,987	916	1,129,976	5962	7,341,964
Checks	1317	6,240,051	203	1,996,552	1520	8,236,603
Transaction Amts Processed*	6814	\$ 12,501,839	6854	\$ 47,753,972	13668	\$ 60,255,811



REVENUE SOURCES BY PROPERTY



Jan-24

		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	2,690.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ 2,690.00	\$ -	\$ -	
204	Oak Grove	5,556.00	0.00	4,700.00	HCV
552	Single Family Homes	8,301.00	0.00	20,059.00	HCV
555	Casanova	50,860.00	0.00	130,758.00	HCV
934	Jardines	10,318.00	0.00	7,820.00	HCV
960	Rippling River	32,397.00	0.00	88,834.00	HCV
965	Tynan Affordable	203,104.00	12,887.92	157,472.00	HCV
973	Monterey Affordable	62,309.00	0.00	22,184.00	HCV
974	Benito Affordable	65,355.00	750.00	71,782.00	HCV
980	Fanoe Vista	36,529.00	0.00	78,022.00	HCV
985	Haciendas 1	45,444.00	0.00	55,826.00	HCV
986	Haciendas 2	45,289.00	0.00	35,036.00	HCV
988	Haciendas Senior	14,310.00	0.00	47,672.00	HCV
989	Haciendas 3	40,690.00	0.00	56,858.00	HCV
990	Oak Park !	59,909.00	0.00	57,558.00	HCV
991	Oak Park 2	58,429.00	1,400.00	44,662.00	HCV / USDA
		\$ 738,800.00	\$ 15,037.92	\$ 879,243.00	
212	Portola Vista	23,569.00	0.00	95,781.00	PBRA
214	Montecito Watson	8,994.00	0.00	4,148.00	PBRA
801	South County RAD	24,567.00	0.00	22,812.00	PBRA
802	Salinas Family RAD	118,524.00	0.00	55,513.00	PBRA
803	East Salinas Family RAD	164,000.00	0.00	45,711.00	PBRA
804	Gonzales Family RAD	26,069.00	0.00	7,351.00	PBRA
		\$ 365,723.00	\$ -	\$ 231,316.00	
992	One Parkside	31,199.00	0.00	107,904.00	PBV
		\$ 31,199.00	\$ -	\$ 107,904.00	
904	Chualar FLC	16,090.00	0.00	2,184.00	USDA
906	Salinas FLC	34,124.00	0.00	9,440.00	USDA
972	Benito FLC	76,677.00	0.00	19,576.00	USDA
984	Castroville FLC	56,430.00	0.00	42,218.00	USDA
		\$ 183,321.00	\$ -	\$ 73,418.00	
TOTAL		\$ 1,321,733.00	\$ 20,222.43	\$ 1,291,881.00	
		\$ -	\$ -	\$ -	

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

Period = Jul 2023-Jan 2024

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	7,487,920.43	4,632,097.41	2,855,823.02
Cash - Restricted	9,408,178.99	10,368,989.54	-960,810.55
Total Cash	16,896,099.42	15,001,086.95	1,895,012.47
Accounts Receivable:			
Accounts Receivable - Tenants	922,473.23	922,936.09	-462.86
Accounts Receivable - Agency	-357,187.55	379,373.88	-736,561.43
Accounts Receivable - Other	2,481,744.69	2,206,636.93	275,107.76
Accrued Interest Receivable	15,088,095.87	14,577,989.70	510,106.17
Less: Allowance for Doubtful Accounts	-1,104,818.18	-1,091,136.96	-13,681.22
Total Receivables, Net of Allowance	17,030,308.06	16,995,799.64	34,508.42
Current Investments:			
Investments - Unrestricted	1,012,803.72	1,016,009.72	-3,206.00
Total Current Investments	1,012,803.72	1,016,009.72	-3,206.00
Prepaid Expenses	462,095.11	297,549.69	164,545.42
Inventories, Net of Obsolete Inventories	462,123.38	470,342.01	-8,218.63
Interprogram - Due From	-4,013,794.31	-2,984,551.45	-1,029,242.86
TOTAL CURRENT ASSETS	31,849,635.38	30,796,236.56	1,053,398.82
NONCURRENT ASSETS			
Capital Assets:			
Land	3,569,623.47	3,569,623.47	0.00
Buildings & Improvements	21,251,256.67	21,251,256.67	0.00
Site Improvements	5,825.41	5,825.41	0.00
Furniture & Equipment	816,018.40	752,579.73	63,438.67
Less: Depreciation	-14,263,119.72	-14,263,119.72	0.00
Total Capital Assets, Net of Depreciation	11,379,604.23	11,316,165.56	63,438.67
Construction In Progress	265,624.48	0.00	265,624.48
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	-557,405.76	-553,927.88	-3,477.88
TOTAL NONCURRENT ASSETS	95,083,862.53	94,758,277.26	325,585.27
TOTAL ASSETS	126,933,497.91	125,554,513.82	1,378,984.09

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

Period = Jul 2023-Jan 2024

	Balance	Beginning	Net
	Current Period	Balance	Change
LIABILITIES & EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-137,230.48	-262,439.60	125,209.12
Accounts Payable - Other	1,231,225.20	1,175,497.50	55,727.70
Accrued Wages/Taxes/Benefits Payable	632,583.14	629,624.92	2,958.22
Accrued Interest Payable	669,689.17	674,890.86	-5,201.69
Accounts Payable - Agency	2,401.61	28,602.83	-26,201.22
Tenant Security Deposits	100,389.73	102,903.84	-2,514.11
Total Accounts Payable	2,499,058.37	2,349,080.35	149,978.02
Deferred Revenues	141,645.31	120,536.38	21,108.93
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	355,711.93	459,266.22	-103,554.29
Other Current Liabilities	113,077.20	361,425.95	-248,348.75
TOTAL CURRENT LIABILITIES	3,139,492.81	3,320,308.90	-180,816.09
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,493,163.30	7,759,053.33	-265,890.03
Long-Term Subordinate Debt	-1,079,404.55	-1,079,404.55	0.00
Other Noncurrent Liabilities	714,325.00	714,325.00	0.00
TOTAL NONCURRENT LIABILITIES	7,128,083.75	7,393,973.78	-265,890.03
TOTAL LIABILITIES	10,267,576.56	10,714,282.68	-446,706.12
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,486,651.45	105,486,651.45	0.00
Current Year Retained Earnings	11,179,269.61	9,353,579.40	1,825,690.21
TOTAL LIABILITIES AND EQUITY	126,933,497.62	125,554,513.53	1,378,984.09

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

Period = Jul 2023-Jan 2024

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	2,322,563.92	1,400,875.81	921,688.11
Cash - Restricted	1,444,092.22	1,408,474.53	35,617.69
Total Cash	<u>3,766,656.14</u>	<u>2,809,350.34</u>	<u>957,305.80</u>
Accounts Receivable:			
Accounts Receivable - Tenants	81,254.85	53,599.78	27,655.07
Accounts Receivable - Agency	188,988.00	132,693.00	56,295.00
Accounts Receivable - Developer Fees	3,169,724.22	4,139,436.22	-969,712.00
Accounts Receivable - Other	1,112,540.41	1,321,010.82	-208,470.41
Accrued Interest Receivable	3,010,661.07	2,930,242.85	80,418.22
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	<u>7,555,762.55</u>	<u>8,569,576.67</u>	<u>-1,013,814.12</u>
Prepaid Expenses	204,251.41	151,957.66	52,293.75
Interprogram - Due From	5,108,821.19	5,014,428.26	94,392.93
TOTAL CURRENT ASSETS	<u>16,635,491.29</u>	<u>16,545,312.93</u>	<u>90,178.36</u>
NONCURRENT ASSETS			
Capital Assets:			
Land	5,009,826.00	5,009,826.00	0.00
Buildings & Improvements	13,904,855.80	13,904,855.80	0.00
Site Improvements	1,215.89	1,215.89	0.00
Furniture & Equipment	19,947.46	19,947.46	0.00
Less: Depreciation	-964,090.37	-964,090.37	0.00
Total Capital Assets, Net of Depreciation	<u>17,971,754.78</u>	<u>17,971,754.78</u>	<u>0.00</u>
Construction In Progress	14,033,728.70	13,763,288.05	270,440.65
Notes Receivable	33,643,996.47	33,643,996.47	0.00
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	<u>66,478,298.95</u>	<u>66,207,858.30</u>	<u>270,440.65</u>
TOTAL ASSETS	<u><u>83,113,790.24</u></u>	<u><u>82,753,171.23</u></u>	<u><u>360,619.01</u></u>

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

Period = Jul 2023-Jan 2024

	Balance	Beginning	Net
	Current Period	Balance	Change
LIABILITIES & EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-80,733.64	-83,381.92	2,648.28
Accounts Payable - Other	117,019.10	130,029.24	-13,010.14
Accrued Wages/Taxes/Benefits Payable	175,430.35	175,430.35	0.00
Accrued Interest Payable	1,236,700.86	979,482.63	257,218.23
Tenant Security Deposits	111,656.30	103,530.00	8,126.30
Total Accounts Payable	<u>1,560,072.97</u>	<u>1,305,090.30</u>	<u>254,982.67</u>
Deferred Revenues	9,770,734.57	9,687,357.50	83,377.07
Developer Fees Payable	404,393.00	404,393.00	0.00
Other Current Liabilities	67,512.18	50,542.76	16,969.42
TOTAL CURRENT LIABILITIES	<u>11,802,712.72</u>	<u>11,447,383.56</u>	<u>355,329.16</u>
NONCURRENT LIABILITIES			
Long-Term Hard Debt	21,258,033.43	21,380,461.35	-122,427.92
Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
Other Noncurrent Liabilities	-232,462.00	-232,462.00	0.00
TOTAL NONCURRENT LIABILITIES	<u>34,297,821.43</u>	<u>34,420,249.35</u>	<u>-122,427.92</u>
TOTAL LIABILITIES	<u>46,100,534.15</u>	<u>45,867,632.91</u>	<u>232,901.24</u>
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	33,129,057.56	33,129,057.56	0.00
Current Year Retained Earnings	3,884,198.53	3,756,480.76	127,717.77
TOTAL LIABILITIES AND EQUITY	<u>83,113,790.24</u>	<u>82,753,171.23</u>	<u>360,619.01</u>

**Housing Authority of the County of Monterey
Statement (12 months)**

Period = Feb 2023-Jan 2024

	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Total
REVENUE:													
Tenant Rents	96,525.75	98,850.75	94,237.00	89,047.00	92,607.00	91,559.00	116,101.00	104,594.50	115,287.00	98,214.00	93,409.00	91,023.00	1,181,455.00
Tenant Subsidies	97,477.00	98,377.00	104,978.00	101,198.00	98,581.71	123,624.00	106,600.00	104,390.00	106,347.00	107,350.00	107,540.00	116,253.00	1,272,715.71
Other Tenant Income	0.00	580.00	42.00	27,919.00	116,559.00	1,557.00	1,325.00	2,362.00	2,080.00	1,924.31	12,424.00	4,099.50	170,871.81
Total Tenant Revenue	194,002.75	197,807.75	199,257.00	218,164.00	307,747.71	216,740.00	224,026.00	211,346.50	223,714.00	207,488.31	213,373.00	211,375.50	2,625,042.52
HUD Operating Grants	153,641.00	45,873.00	0.00	0.00	-74,059.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,455.00
Section 8 HAP Subsidies	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	4,736,439.00	4,434,895.00	5,121,417.00	4,739,245.00	7,855,345.00	5,540,822.00	5,274,480.00	59,362,420.00
Section 8 Administrative Fees	915,466.00	342,735.00	341,701.00	341,947.00	257,707.00	371,151.00	499,093.00	726,685.87	632,259.72	422,816.95	390,661.35	421,512.81	5,663,736.70
Operating Grants (Non-HUD)	20,683.72	93,486.54	22,961.26	42,140.55	68,664.72	40,372.14	0.00	0.00	0.00	0.00	0.00	0.00	288,308.93
Other Income	197,912.84	194,295.74	171,723.80	146,235.12	325,812.54	313,154.26	195,400.80	191,248.33	267,024.42	179,586.35	181,396.23	178,998.83	2,542,789.26
Interest Income	136,194.56	144,570.81	140,928.40	111,027.85	576,332.29	177,131.60	165,927.41	132,209.04	147,619.55	132,188.56	273,568.44	180,637.76	2,318,336.27
Total Revenue	5,083,292.87	4,972,716.84	6,256,582.46	5,261,822.52	5,920,323.26	5,854,988.00	5,519,342.21	6,382,906.74	6,009,862.69	8,797,425.17	6,599,821.02	6,267,004.90	72,926,088.68
EXPENSES:													
Administrative	513,711.02	500,858.92	532,923.88	501,858.83	803,959.01	621,440.74	519,520.65	462,796.85	463,406.21	674,355.24	617,061.56	536,165.83	6,748,058.74
Administrative Fees	16,513.09	16,579.09	16,513.09	16,513.09	22,599.09	18,096.09	17,305.09	18,953.09	18,162.09	18,162.09	18,162.09	18,162.09	215,720.08
Tenant Services	91,241.98	64,036.63	80,421.37	68,596.26	91,843.88	88,450.14	136,466.24	61,521.62	125,034.40	93,717.36	33,384.14	35,216.72	969,930.74
Utilities	32,728.01	23,387.82	41,617.19	28,948.86	29,346.00	45,146.95	58,827.33	47,161.21	60,278.57	28,656.09	48,065.80	32,605.41	476,769.24
Maintenance	134,528.80	117,762.71	108,326.93	113,514.89	655,428.93	208,829.44	110,461.06	135,013.69	129,602.54	134,342.90	140,498.06	130,666.80	2,118,976.75
Protective Services	783.00	0.00	993.00	0.00	5,893.35	11,721.00	12,162.68	10,200.00	7,971.00	0.00	4,200.00	3,523.66	57,447.69
Insurance	25,872.89	25,537.28	26,785.61	26,335.87	33,975.98	23,831.45	16,120.61	15,264.11	19,410.86	41,126.08	20,569.41	15,471.30	290,301.45
Other General Expenses	30,635.17	105,937.14	31,094.67	17,874.75	-534,035.41	37,735.96	30,762.67	34,325.43	42,334.60	30,913.67	33,058.35	30,762.67	-108,600.33
Payments in Lieu of Taxes	6,000.00	2,152.18	0.00	468.06	0.00	82,946.23	0.00	289.07	0.00	-45,029.13	12,912.19	8,583.35	68,321.95
Bad Debts	0.00	0.00	0.00	0.00	2,826.00	0.00	0.00	0.00	0.00	3,038.00	0.00	-750.56	5,113.44
Housing Assistance Payments	4,577,193.89	4,295,810.86	4,509,775.59	4,539,404.83	4,703,393.85	4,661,345.49	4,907,308.19	5,086,109.18	5,173,600.61	5,432,274.74	5,688,344.61	5,895,935.54	59,470,497.38
FSS Escrows	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	15,126.00	16,001.00	15,440.00	14,781.00	14,935.00	14,871.00	11,311.28	193,757.28
Total Operating Expenses	5,447,073.85	5,170,333.63	5,367,603.33	5,332,341.44	5,832,407.68	5,814,669.49	5,824,935.52	5,887,074.25	6,054,581.88	6,426,492.04	6,631,127.21	6,717,654.09	70,506,294.41
Interest Expense	13,729.98	14,100.39	13,947.75	14,056.46	13,903.77	54,362.36	-1,028.33	13,894.27	13,863.06	14,109.29	13,900.62	52,112.28	230,951.90
Extraordinary Maintenance	0.00	6,800.00	0.00	10,800.00	14,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,800.00
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	5,702.22	0.00	0.00	0.00	0.00	0.00	0.00	5,702.22
Depreciation Expense	0.00	0.00	0.00	0.00	537,477.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537,477.23
Amortization Exp	496.84	496.84	496.84	496.84	36,234.12	496.84	496.84	496.84	496.84	496.84	496.84	496.84	41,699.36
NET INCOME	-378,007.80	-219,014.02	874,534.54	-95,872.22	-513,899.54	-20,242.91	-305,061.82	481,441.38	-59,079.09	2,356,327.00	-45,703.65	-503,258.31	1,572,163.56

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Statement (12 months)

Period = Feb 2023-Jan 2024

	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Total
REVENUE:													
Tenant Rents	49,441.00	48,772.00	50,752.00	52,447.00	55,956.00	55,327.00	56,218.00	56,829.00	58,931.00	58,631.00	60,961.00	59,161.00	663,426.00
Tenant Subsidies	99,698.00	97,735.00	97,558.00	101,920.00	103,899.00	102,772.00	104,113.00	102,655.00	141,740.00	137,783.00	147,731.00	150,817.00	1,388,421.00
Other Tenant Income	612.00	656.00	1,505.00	588.00	656.00	564.00	1,183.00	564.00	634.00	6,027.22	468.00	488.00	13,945.22
Total Tenant Revenue	149,751.00	147,163.00	149,815.00	154,955.00	160,511.00	158,663.00	161,514.00	160,048.00	201,305.00	202,441.22	209,160.00	210,466.00	2,065,792.22
Other Income	5,639.50	12,139.20	6,022.20	5,555.50	151,539.67	5,582.46	5,912.44	5,158.18	16,964.13	5,652.42	96,351.17	78,633.05	395,149.92
Interest Income	48,466.63	50,962.53	58,734.05	52,084.88	50,189.74	50,098.12	50,111.99	49,166.86	50,113.03	50,111.27	-36,663.01	50,112.58	523,488.67
Total Revenue	203,857.13	210,264.73	214,571.25	212,595.38	362,240.41	214,343.58	217,538.43	214,373.04	268,382.16	258,204.91	268,848.16	339,211.63	2,984,430.81
EXPENSES:													
Administrative	106,934.49	103,191.71	149,626.95	172,303.82	100,692.51	107,035.05	77,918.16	76,501.04	75,430.34	75,784.20	126,651.70	56,481.04	1,228,551.01
Administrative Fees	17,701.26	17,695.06	17,749.40	18,100.94	25,677.38	18,880.67	21,016.88	21,009.62	24,345.87	21,100.96	21,561.17	19,618.07	244,457.28
Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00	530.09	0.00	0.00	0.00	0.00	0.00	530.09
Utilities	25,759.41	11,519.68	24,771.32	12,192.06	21,314.73	15,268.28	24,311.68	17,392.59	17,176.47	20,888.72	26,094.09	15,492.94	232,181.97
Maintenance	51,365.32	16,341.65	19,526.55	23,031.46	17,403.89	33,710.25	50,242.24	18,659.21	19,254.95	36,133.19	40,725.26	28,065.52	354,459.49
Protective Services	0.00	0.00	210.00	0.00	1,346.61	592.50	0.00	0.00	592.50	0.00	0.00	487.50	3,229.11
Insurance	12,022.73	11,368.53	10,786.02	10,954.26	56,129.50	2,891.49	2,280.14	23,076.93	2,241.41	24,162.94	13,531.84	22,519.39	191,965.18
Other General Expenses	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
Payments in Lieu of Taxes	12,800.00	321.05	0.00	5,927.02	0.00	976.38	0.00	0.00	200.00	2,691.99	0.00	750.00	23,666.44
Total Operating Expenses	226,583.21	160,437.68	228,670.24	242,509.56	222,564.62	179,354.62	176,299.19	156,639.39	139,241.54	180,762.00	228,564.06	143,414.46	2,285,040.57
Interest Expense	59,504.44	60,509.86	59,501.45	645,410.02	-497,366.93	213,414.90	62,610.89	62,517.68	61,687.80	484,290.28	-511,862.60	62,375.15	762,592.94
Casualty Losses - Non-Capitalized	0.00	10,690.00	0.00	0.00	0.00	74.78	0.00	0.00	0.00	13,800.00	0.00	0.00	24,564.78
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	23,345.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,387.45
NET INCOME	-91,240.96	-30,383.25	-82,610.88	-684,334.64	613,697.03	-178,500.72	-21,371.65	-4,784.03	67,452.82	-420,647.37	552,146.70	133,422.02	-147,154.93

**VOUCHER PROGRAM ONLY
Statement (12 months)**

Period = Feb 2023-Jan 2024

	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Total
REVENUE:													
Tenant Subsidies	0.00	0.00	0.00	0.00	-1,110.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,110.17
Other Tenant Income	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Total Tenant Revenue	0.00	0.00	0.00	25.00	-1,110.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,085.17
Section 8 HAP Subsidies	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	4,736,439.00	4,434,895.00	5,121,417.00	4,739,245.00	7,855,345.00	5,540,822.00	5,274,480.00	59,362,420.00
Section 8 Administrative Fees	915,466.00	342,735.00	341,701.00	341,947.00	257,707.00	371,151.00	499,093.00	726,685.87	632,259.72	422,816.95	390,661.35	421,512.81	5,663,736.70
Other Income	11,349.20	12,863.98	0.00	0.00	0.00	0.00	0.00	0.00	70,990.63	0.00	0.00	-2,998.00	92,205.81
Interest Income	42.01	46.50	42.01	49.51	42.94	46.51	46.51	43.51	48.02	0.00	0.00	0.00	407.52
Total Revenue	4,392,249.21	4,309,593.48	5,721,754.01	4,744,329.51	4,714,757.77	5,107,636.51	4,934,034.51	5,848,146.38	5,442,543.37	8,278,161.95	5,931,483.35	5,692,994.81	65,117,684.86
EXPENSES:													
Administrative	196,536.84	217,766.80	216,445.45	225,483.52	344,204.35	252,724.27	210,033.69	221,142.88	214,624.31	316,808.59	265,985.80	235,053.33	2,916,809.83
Tenant Services	79,099.15	51,270.52	68,328.04	68,596.26	79,750.55	76,356.77	136,466.24	61,521.62	125,034.40	93,717.36	33,384.14	35,216.72	908,741.77
Maintenance	550.62	804.61	597.50	1,895.21	697.71	933.26	917.22	866.66	1,099.23	389.49	969.68	940.97	10,662.16
Insurance	10,157.12	10,106.22	10,706.56	10,223.89	12,747.35	4,761.05	4,847.23	4,675.79	7,937.58	10,528.98	5,045.72	3,208.81	94,946.30
Other General Expenses	0.00	0.00	0.00	0.00	-578,350.00	0.00	0.00	1,417.50	0.00	151.00	2,295.68	0.00	-574,485.82
Housing Assistance Payments	4,685,752.89	4,404,139.86	4,637,061.59	4,675,391.83	4,849,682.85	4,801,592.49	5,084,704.19	5,269,946.18	5,372,603.61	5,639,808.74	5,987,282.61	6,216,032.54	61,623,999.38
FSS Escrows	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	15,126.00	16,001.00	15,440.00	14,781.00	14,935.00	14,930.00	14,555.00	197,060.00
Total Operating Expenses	4,989,962.62	4,702,359.01	4,952,291.14	5,000,416.71	4,725,909.81	5,151,493.84	5,452,969.57	5,575,010.63	5,736,080.13	6,076,339.16	6,309,893.63	6,505,007.37	65,177,733.62
NET INCOME	-597,713.41	-392,765.53	769,462.87	-256,087.20	-11,152.04	-43,857.33	-518,935.06	273,135.75	-293,536.76	2,201,822.79	-378,410.28	-812,012.56	-60,048.76

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2023-Jan 2024

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	710,187.50	1,077,817.37	-367,629.87
Tenant Subsidies	772,104.00	745,777.69	26,326.31
Other Tenant Income	25,771.81	11,538.31	14,233.50
Total Tenant Revenue	1,508,063.31	1,835,133.37	-327,070.06
HUD Operating Grants	0.00	219,311.19	-219,311.19
Section 8 HAP Subsidies	37,702,643.00	30,409,870.19	7,292,772.81
Section 8 Administrative Fees	3,464,180.70	2,596,216.00	867,964.70
Operating Grants (Non-HUD)	40,372.14	318,360.00	-277,987.86
Other Income	1,506,809.22	1,370,675.18	136,134.04
Interest Income	1,209,282.36	1,106,098.00	103,184.36
Total Revenue	45,431,350.73	37,855,663.93	7,575,686.80
EXPENSES:			
Administrative	3,894,747.08	3,932,699.54	37,952.46
Administrative Fees	127,002.63	125,696.06	-1,306.57
Tenant Services	573,790.62	426,146.00	-147,644.62
Utilities	320,741.36	267,302.70	-53,438.66
Maintenance	989,414.49	1,706,495.56	717,081.07
Protective Services	49,778.34	6,104.00	-43,674.34
Insurance	151,793.82	228,677.68	76,883.86
Other General Expenses	239,893.35	519,230.51	279,337.16
Payments in Lieu of Taxes	59,701.71	50,456.00	-9,245.71
Bad Debts	2,287.44	0.00	-2,287.44
Housing Assistance Payments	36,844,918.36	30,264,036.74	-6,580,881.62
FSS Escrows	102,465.28	145,833.31	43,368.03
Total Operating Expenses	43,356,534.48	37,672,678.10	-5,683,856.38
Interest Expense	161,213.55	279,167.00	117,953.45
Extraordinary Maintenance	0.00	14,324.31	14,324.31
Casualty Losses - Non-Capitalized	5,702.22	0.00	-5,702.22
Depreciation Expense	0.00	0.00	0.00
Amortization Exp	3,477.88	0.00	-3,477.88
NET INCOME	1,904,422.60	-110,505.48	2,014,928.08

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2023-Jan 2024

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	406,058.00	1,085,448.00	-679,390.00
Tenant Subsidies	887,611.00	96,691.00	790,920.00
Other Tenant Income	9,928.22	3,962.00	5,966.22
Total Tenant Revenue	1,303,597.22	1,186,101.00	117,496.22
Other Income	214,253.85	1,973,342.00	-1,759,088.15
Interest Income	263,050.84	306,271.00	-43,220.16
Total Revenue	1,780,901.91	3,465,714.00	-1,684,812.09
EXPENSES:			
Administrative	595,801.53	764,141.00	168,339.47
Administrative Fees	147,533.24	167,062.00	19,528.76
Tenant Services	530.09	30,625.00	30,094.91
Utilities	136,624.77	221,445.00	84,820.23
Maintenance	226,790.62	241,612.00	14,821.38
Protective Services	1,672.50	1,932.00	259.50
Insurance	90,704.14	82,999.00	-7,705.14
Other General Expenses	0.00	1,918.00	1,918.00
Payments in Lieu of Taxes	4,618.37	5,922.00	1,303.63
Total Operating Expenses	1,204,275.26	1,517,656.00	313,380.74
Interest Expense	435,034.10	348,999.00	-86,035.10
Casualty Losses - Non-Capitalized	13,874.78	0.00	-13,874.78
Depreciation Expense	0.00	80,619.00	80,619.00
NET INCOME	127,717.77	1,518,440.00	-1,390,722.23

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2023-Jan 2024

	YTD Actual	YTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	37,702,643.00	30,409,870.19	7,292,772.81
Section 8 Administrative Fees	3,464,180.70	2,596,216.00	867,964.70
Other Income	67,992.63	0.00	67,992.63
Interest Income	184.55	0.00	184.55
Total Revenue	41,235,000.88	33,006,086.19	8,228,914.69
EXPENSES:			
Administrative	1,716,372.87	1,669,873.10	-46,499.77
Tenant Services	561,697.25	337,260.00	-224,437.25
Maintenance	6,116.51	2,916.62	-3,199.89
Insurance	41,005.16	75,576.62	34,571.46
Other General Expenses	3,864.18	5,083.35	1,219.17
Housing Assistance Payments	38,371,970.36	30,264,036.74	-8,107,933.62
FSS Escrows	105,768.00	145,833.31	40,065.31
Total Operating Expenses	40,806,794.33	32,500,579.74	-8,306,214.59
NET INCOME	428,206.55	505,506.45	-77,299.90

Housing Authority of the County of Monterey Budget Comparison

Period = Jan 2024

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	91,023.00	357,805.91	-266,782.91
Tenant Subsidies	116,253.00	106,539.67	9,713.33
Other Tenant Income	4,099.50	1,648.33	2,451.17
Total Tenant Revenue	211,375.50	465,993.91	-254,618.41
HUD Operating Grants	0.00	31,330.17	-31,330.17
Section 8 HAP Subsidies	5,274,480.00	4,344,267.17	930,212.83
Section 8 Administrative Fees	421,512.81	370,888.00	50,624.81
Operating Grants (Non-HUD)	0.00	45,480.00	-45,480.00
Other Income	178,998.83	195,810.74	-16,811.91
Interest Income	180,637.76	158,014.00	22,623.76
Total Revenue	6,267,004.90	5,611,783.99	655,220.91
EXPENSES:			
Administrative	536,165.83	561,814.22	25,648.39
Administrative Fees	18,162.09	17,956.58	-205.51
Tenant Services	35,216.72	60,878.00	25,661.28
Utilities	32,605.41	38,186.10	5,580.69
Maintenance	130,666.80	243,785.08	113,118.28
Protective Services	3,523.66	872.00	-2,651.66
Insurance	15,471.30	32,668.24	17,196.94
Other General Expenses	30,762.67	88,461.49	57,698.82
Payments in Lieu of Taxes	8,583.35	7,208.00	-1,375.35
Bad Debts	-750.56	0.00	750.56
Housing Assistance Payments	5,895,935.54	4,323,433.82	-1,572,501.72
FSS Escrows	11,311.28	20,833.33	9,522.05
Total Operating Expenses	6,717,654.09	5,396,096.86	-1,321,557.23
Interest Expense	52,112.28	39,881.00	-12,231.28
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	-503,258.31	173,759.80	-677,018.11

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

Period = Jan 2024

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	59,161.00	155,064.00	-95,903.00
Tenant Subsidies	150,817.00	13,813.00	137,004.00
Other Tenant Income	488.00	566.00	-78.00
Total Tenant Revenue	210,466.00	169,443.00	41,023.00
Other Income	78,633.05	281,906.00	-203,272.95
Interest Income	50,112.58	43,753.00	6,359.58
Total Revenue	339,211.63	495,102.00	-155,890.37
EXPENSES:			
Administrative	56,481.04	109,163.00	52,681.96
Administrative Fees	19,618.07	23,866.00	4,247.93
Tenant Services	0.00	4,375.00	4,375.00
Utilities	15,492.94	31,635.00	16,142.06
Maintenance	28,065.52	34,516.00	6,450.48
Protective Services	487.50	276.00	-211.50
Insurance	22,519.39	11,857.00	-10,662.39
Other General Expenses	0.00	274.00	274.00
Payments in Lieu of Taxes	750.00	846.00	96.00
Total Operating Expenses	143,414.46	216,808.00	73,393.54
Interest Expense	62,375.15	49,857.00	-12,518.15
Casualty Losses - Non-Capitalized	0.00	0.00	0.00
Depreciation Expense	0.00	11,517.00	11,517.00
NET INCOME	133,422.02	216,920.00	-83,497.98

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jan 2024

	PTD Actual	PTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	5,274,480.00	4,344,267.17	930,212.83
Section 8 Administrative Fees	421,512.81	370,888.00	50,624.81
Other Income	-2,998.00	0.00	-2,998.00
Interest Income	0.00	0.00	0.00
Total Revenue	5,692,994.81	4,715,155.17	977,839.64
EXPENSES:			
Administrative	235,053.33	238,553.30	3,499.97
Tenant Services	35,216.72	48,180.00	12,963.28
Maintenance	940.97	416.66	-524.31
Insurance	3,208.81	10,796.66	7,587.85
Other General Expenses	0.00	983.33	983.33
Housing Assistance Payments	6,216,032.54	4,323,433.82	-1,892,598.72
FSS Escrows	14,555.00	20,833.33	6,278.33
Total Operating Expenses	6,505,007.37	4,643,197.10	-1,861,810.27
NET INCOME	-812,012.56	71,958.07	-883,970.63



MEMORANDUM

TO: Board of Commissioners

THRU: Zulioka Boykin Executive Director

FROM: Socorro Vasquez, Sandra Rosales

RE: **Property Management Report**

DATE: March 11, 2024

Goals:

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

- Maintenance staff was provided class for Tankless Water Heater and pending onsite training
- Transition of Rippling River to HACM
- Complete selection of Contractor for the PDM rehab

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

- Complete AOCs for sites
- Complete Annual Utilization Reports
- Complete Home Compliance audit for HAC 1-4 and Jardines
- Completion of HOME audit for Rippling River
- Completion of Berkadia Mortgage annual inspection for Rippling River
- Completion of Annual Inspection questionnaire for One Parkside

Property Updates:

- King City Migrant Center:
 - The rehabilitation at site continues. Installation of wall heaters, painting and repairs of decks are in process
 - Installation of broadcasting internet being installed at site
- RAD properties:
 - Pending additional sump pumps for 44 Natividad
 - Repairs to fence at 1012 N. Sanborn, due to weather has been repaired
 - PM is in process of mass annual recertifications for sites due June 2024

- Haciendas 1-4:
 - Repairs to the decks for Haciendas I and II continue as scheduled as weather permits.
 - PM continues to gather replacement costs for the tankless water heaters at Haciendas 1 and 2.
 - LifeSteps continues to provide services

- Portola Vista and Casanova:
 - Property management will be replacing the motor to the side gate at Casanova to determine if the FOB reader can be installed.
 - PM is pending review and approval for bay window at Portola
 - Installation of all cameras at Casanova have been installed
 - Residents continue to hold Sunday tea and bingo nights

- Pueblo Del Mar:
 - Last resident will be relocated by the end of March
 - PM submitted proposals for PDM project

- Farm Labor (Salinas and Chualar):
 - Property management continues to work on the out-of-occupancy units at Salinas and Chualar FLC.

New Hires

- None

Evictions:

- 5 files sent to attorney for termination

Monthly Summary

8C

Rent Collection

Property	Monthly Rent	monthly Rent Collected	Monthly Subsidy Collected	Collection Rate
Oakgrove	\$ 5,555.00	\$ 5,555.00	\$ 5,027.00	100%
Pueblo Del Mar	\$ 1,453.00	\$ 1,453.00	\$ -	100%
Portola Vista	\$ 23,773.00	\$ 23,773.00	\$ 95,803.00	100%
Montecito Watson	\$ 9,029.00	\$ 8,300.00	\$ 4,148.00	100%
Homes	\$ 8,301.00	\$ 8,301.00	\$ 18,396.00	100%
Chualar FLC	\$ 16,801.00	\$ 14,698.00	\$ 2,184.00	87%
Salinas FLC	\$ 34,888.00	\$ 34,888.00	\$ 9,440.00	100%
King City Migrant	\$ -	\$ -	\$ -	0%
Jardines	\$ 10,809.00	\$ 10,809.00	\$ 7,329.00	100%
South County RAD	\$ 21,983.00	\$ 21,810.00	\$ 23,004.00	99%
Salinas Family RAD	\$ 109,957.00	\$ 108,480.00	\$ 56,214.00	99%
East Salinas Family RAD	\$ 157,119.00	\$ 155,479.00	\$ 44,465.00	99%
Gonzales Family RAD	\$ 27,465.00	\$ 27,495.00	\$ 6,840.00	100%
Casanova	\$ 47,994.00	\$ 47,951.00	\$ 125,004.00	99%
Castroville FLC	\$ 48,783.00	\$ 48,783.00	\$ 45,463.00	100%
Haciendas I	\$ 43,810.00	\$ 43,810.00	\$ 70,657.00	100%
Haciendas II	\$ 43,012.00	\$ 43,005.60	\$ 35,023.00	99%
Haciendas III	\$ 39,355.00	\$ 39,355.00	\$ 59,843.00	76%
Haciendas IV	\$ 14,807.00	\$ 11,254.00	\$ 47,806.00	98%
One Parkside	\$ 31,484.00	\$ 30,819.00	\$ 131,982.00	99%
	\$ 696,379.00	\$ 689,018.60	\$ 721,038.00	99%

Property	Occupancy				BC
	Total Units	Current Occupied	Current Vacant	Occupancy Rate	Out of Occupancy
Oakgrove	5	5	0	100%	0
Pueblo Del Mar	56	3	0	5%	52
Portola Vista	64	63	1	98%	0 Vacated 10/04/23
Montecito Watson	13	13	0	100%	0
Homes	9	9	0	100%	0
Chualar FLC	29	24	3	83%	2 Vacated 9/18/23* Vacated 9/18/23* Vacated 2/18/23* *prior unit OOO
Salinas FLC	57	52	4	92%	1 Vacated 7/31/23* Vacated 1/2/2023* Vacated 8/31/23* Vacated 12/18/23* *prior OOO
King City Migrant	83	2	0	0%	81
Jardines	11	11	0	100%	0
South County RAD	70	69	1	99%	0 Vacated 12/31/23
Salinas Family RAD	170	165	4	97%	0 Vacated 2/12/24 Vacated 2/14/24 Vacated 2/15/24 Vacated 10/26/23
East Salinas Family RAD	202	197	2	97%	0 Vacated 2/12/24 Vacated 2/12/24 Vacated 1/5/24* *caretaker unit
Gonzales Family RAD	30	30	0	100%	0
Casanova	86	83	3	97%	0 Vacated 9/28/23 Vacated 2/10/24 Vacated 2/8/24
Castroville FLC	54	53	1	98%	0 Vacated 8/5/23
Haciendas I	53	53	0	100%	0
Haciendas II	46	46	0	100%	0
Haciendas III	50	50	0	100%	0
Haciendas IV	41	39	2	95%	0 Vacated 2/8/24 Vacated 2/28/24
One Parkside	80	79	1	99%	0
	1209	1043	28	88%	136

Work Order Period Overview

Property : Oak Grove (204)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	4.00
Created	1.00
Closed	5.00
Balance End	0

Average Per Day

Created	0.03
Closed	0.17
Open	0.00

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Exterior	1.00	87	87	87	20
Interior	3.00	0	127	49	60
Plumbing	1.00	115	115	115	20
Total	5.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Emergency	1.00	115	115	115	20
Routine	3.00	0	87	36	60
Urgent	1.00	127	127	127	20
Total	5.00				

Work Order Period Overview

Property : Pueblo Del Mar (205)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	9.00
Created	29.00
Closed	11.00
Balance End	27

Average Per Day

Created	1.00
Closed	0.38
Open	0.83

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	0	0	0	9
Doors and Windows	1.00	6	6	6	9
Exterior	2.00	0	169	84	18
Interior	1.00	0	0	0	9
Miscellaneous Codes	1.00	2	2	2	9
Vacancy	5.00	21	190	158	45
Total	11.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	2	2	2	9
Emergency	1.00	0	0	0	9
Routine	2.00	0	169	84	18
Urgent	1.00	6	6	6	9
Vacate	6.00	0	190	149	55
Total	11.00				

Work Order Period Overview

Property : Portola Vista Monterey, LLC (212)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	1.00
Created	22.00
Closed	22.00
Balance End	1

Average Per Day

Created	0.76
Closed	0.76
Open	0.03

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	10.00	0	1	0	45
Bathrooms	3.00	0	3	1	14
Exterior	1.00	0	0	0	5
Interior	1.00	10	10	10	5
Kitchen	6.00	0	19	4	27
Miscellaneous Codes	1.00	1	1	1	5
Total	22.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	11.00	0	6	1	50
Routine	9.00	0	19	2	41
Urgent	2.00	0	10	5	9
Total	22.00				

Work Order Period Overview

Property : Montecito/Watson - Housing Authority of the County (214)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	1.00
Created	10.00
Closed	11.00
Balance End	0

Average Per Day

Created	0.34
Closed	0.38
Open	0.00

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	1	1	1	9
Exterior	4.00	0	0	0	36
Interior	3.00	0	171	43	27
Kitchen	2.00	0	0	0	18
Plumbing	1.00	11	11	11	9

Total 11.00

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Routine	7.00	0	171	14	64
Urgent	4.00	0	1	0	36

Total 11.00

Work Order Period Overview

Property : Single Family Homes (552)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	3.00
Created	5.00
Closed	7.00
Balance End	1

Average Per Day

Created	0.17
Closed	0.24
Open	0.00

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	4	4	4	14
Doors and Windows	1.00	12	12	12	14
Electric	1.00	87	87	87	14
Interior	4.00	1	123	30	57

Total 7.00

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Emergency	3.00	4	18	9	43
Manager inspection	1.00	123	123	123	14
Routine	1.00	87	87	87	14
Urgent	2.00	1	7	3	29
Total	7.00				

Work Order Period Overview

Property : Vista Del Valle (904)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	8.00
Created	4.00
Closed	10.00
Balance End	2

Average Per Day

Created	0.14
Closed	0.34
Open	0.03

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	120	120	120	10
Exterior	1.00	314	314	314	10
Interior	2.00	114	134	124	20
Kitchen	1.00	0	0	0	10
Plumbing	2.00	6	16	11	20
Vacancy	3.00	0	66	43	30
Total	10.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Routine	3.00	114	314	187	30
Urgent	3.00	0	16	7	30
Vacate	4.00	0	120	69	40
Total	10.00				

Work Order Period Overview

Property : Tesoros Del Campo (906)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	12.00
Created	27.00
Closed	37.00
Balance End	2

Average Per Day	
Created	0.93
Closed	1.28
Open	0.03

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	1	2	1	5
Bathrooms	3.00	0	2	1	8
Doors and Windows	1.00	1	1	1	3
Electric	2.00	0	143	71	5
Exterior	5.00	0	17	4	14
Interior	5.00	1	156	72	14
Kitchen	7.00	1	146	43	19
Miscellaneous Codes	5.00	350	350	350	14
Plumbing	7.00	1	7	2	19
Total	37.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Emergency	3.00	1	6	2	8
Field review inspection	1.00	2	2	2	3
Manager inspection	5.00	350	350	350	14
PM/HQS/Inspection	3.00	156	156	156	8
Routine	16.00	0	146	29	43
Urgent	9.00	0	17	2	24
Total	37.00				

Work Order Period Overview

Property : King City Migrant Center (903)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	3.00
Created	24.00
Closed	25.00
Balance End	2

Average Per Day

Created	0.83
Closed	0.86
Open	0.07

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Bathrooms	1.00	0	0	0	4
Electric	2.00	0	0	0	8
Exterior	17.00	0	4	0	68
Interior	2.00	1	206	69	8
Plumbing	1.00	0	0	0	4

Vacancy	2.00	122	122	122	8
Total	25.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Routine	22.00	0	206	9	88
Urgent	1.00	0	0	0	4
Vacate	2.00	122	122	122	8
Total	25.00				

Work Order Period Overview

Property : Jardines Del Monte (934)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	6.00
Created	4.00
Closed	6.00
Balance End	4

Average Per Day

Created	0.14
Closed	0.21
Open	0.10

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	26	136	39	33
Interior	2.00	0	150	75	33
Kitchen	2.00	127	177	170	33
Total	6.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	26	136	39	33
Routine	1.00	0	0	0	17
Urgent	3.00	127	177	168	50
Total	6.00				

Work Order Period Overview

Property : South County RAD (801)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	8.00
Created	22.00
Closed	19.00
Balance End	11

Average Per Day

Created	0.76
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Closed	0.66
Open	0.34

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	176	176	176	5
Bathrooms	2.00	1	2	1	11
Doors and Windows	1.00	220	220	220	5
Electric	1.00	15	15	15	5
Exterior	6.00	0	218	97	32
Interior	2.00	0	1	0	11
Kitchen	4.00	7	220	61	21
Miscellaneous Codes	2.00	1	9	5	11
Total	19.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	0	176	88	11
Emergency	2.00	1	9	5	11
Preventative	1.00	120	120	120	5
Routine	4.00	0	220	158	21
Urgent	10.00	0	218	20	53
Total	19.00				

Work Order Period Overview

Property : Salinas Family RAD (802)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	17.00
Created	61.00
Closed	63.00
Balance End	15

Average Per Day

Created	2.10
Closed	2.17
Open	0.72

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	32.00	0	352	24	51
Bathrooms	4.00	1	185	20	6
Doors and Windows	4.00	1	144	128	6
Electric	1.00	1	1	1	2
Exterior	6.00	2	177	78	10
Interior	7.00	1	189	38	11
Kitchen	4.00	4	384	127	6
Plumbing	2.00	86	195	140	3
Vacancy	3.00	0	1	0	5
Total	63.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	21.00	0	352	27	33
Emergency	2.00	1	2	1	3
Manager inspection	1.00	300	300	300	2
Routine	28.00	0	384	48	44
Urgent	11.00	0	144	107	17
Total	63.00				

Work Order Period Overview

Property : East Salinas Family RAD (803)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	43.00
Created	60.00
Closed	76.00
Balance End	27

Average Per Day

Created	2.07
Closed	2.62
Open	0.59

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	16.00	0	141	64	21
Bathrooms	6.00	0	14	5	8
Doors and Windows	3.00	0	5	3	4
Electric	1.00	2	2	2	1
Exterior	20.00	0	205	39	26
Interior	12.00	0	140	38	16
Kitchen	13.00	0	141	37	17
Miscellaneous Codes	1.00	2	2	2	1
Plumbing	4.00	0	8	3	5
Total	76.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	6.00	0	73	64	8
Emergency	5.00	4	141	64	7
Field review inspection	1.00	1	1	1	1
HQS Inspection	2.00	2	2	2	3
Preventative	1.00	2	2	2	1
Routine	27.00	0	140	28	36
Urgent	34.00	0	205	45	45
Total	76.00				

Work Order Period Overview

Property : Gonzales Family RAD (804)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity	
Balance Forward	7.00
Created	5.00
Closed	10.00
Balance End	2

Average Per Day	
Created	0.17
Closed	0.34
Open	0.03

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
Bathrooms	2.00	10	357	183	20
Exterior	3.00	8	73	51	30
Interior	2.00	73	357	215	20
Kitchen	1.00	1	1	1	10
Miscellaneous Codes	1.00	357	357	357	10
Plumbing	1.00	6	6	6	10
Total	10.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
Emergency	2.00	6	10	8	20
Manager inspection	1.00	357	357	357	10
Routine	5.00	72	357	186	50
Urgent	2.00	1	8	4	20
Total	10.00				

Work Order Period Overview

Property : Casanova Plaza (555)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity	
Balance Forward	7.00
Created	35.00
Closed	33.00
Balance End	9

Average Per Day	
Created	1.21
Closed	1.14
Open	0.31

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	3.00	0	175	63	9

Bathrooms	4.00	0	2	0	12
Electric	3.00	0	0	0	9
Exterior	2.00	0	142	118	6
Interior	9.00	0	144	62	27
Kitchen	1.00	1	1	1	3
Plumbing	7.00	0	4	1	21
Vacancy	4.00	1	142	124	12
Total	33.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	8.00	0	175	24	24
Emergency	2.00	0	2	1	6
Routine	11.00	0	144	87	33
Urgent	9.00	0	9	0	27
Vacate	3.00	108	142	127	9
Total	33.00				

Work Order Period Overview

Property : Castroville FLC LP (984)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	51.00
Created	31.00
Closed	80.00
Balance End	2

Average Per Day

Created	1.07
Closed	2.76
Open	0.03

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	0	0	0	1
Bathrooms	3.00	2	3	2	4
Doors and Windows	4.00	0	1	0	5
Electric	2.00	0	1	0	2
Exterior	9.00	0	134	15	11
Interior	47.00	0	154	131	59
Kitchen	8.00	0	148	32	10
Miscellaneous Codes	1.00	342	342	342	1
Plumbing	5.00	0	154	26	6
Total	80.00				

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	2.00	0	130	65	2
Emergency	5.00	0	3	2	6
Manager inspection	45.00	141	342	150	56
Routine	13.00	0	134	7	16

Urgent	15.00	0	154	19	19
Total	80.00				

Work Order Period Overview

Property : One Haciendas (985)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity					
Balance Forward	17.00				
Created	26.00				
Closed	33.00				
Balance End	10				
Average Per Day					
Created	0.90				
Closed	1.14				
Open	0.17				
Completed Activity by Category					
Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	29.00	0	156	28	88
Bathrooms	3.00	3	47	16	9
Exterior	1.00	247	247	247	3
Total	33.00				

Completed Activity by Priority					
Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	29.00	0	156	28	88
Emergency	1.00	3	3	3	3
Routine	2.00	8	247	87	6
Urgent	1.00	47	47	47	3
Total	33.00				

Work Order Period Overview

Property : Haciendas 2 LP (986)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity					
Balance Forward	7.00				
Created	11.00				
Closed	14.00				
Balance End	4				
Average Per Day					
Created	0.38				
Closed	0.48				
Open	0.07				
Completed Activity by Category					
Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	9.00	0	144	32	64

Bathrooms	1.00	12	12	12	7
Interior	1.00	2	2	2	7
Kitchen	1.00	120	120	120	7
Plumbing	1.00	120	120	120	7
Vacancy	1.00	189	189	189	7

Total 14.00

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	8.00	2	144	35	57
Routine	2.00	120	120	120	14
Section 8	1.00	12	12	12	7
Urgent	2.00	0	2	1	14
Vacate	1.00	189	189	189	7

Total 14.00

Work Order Period Overview

Property : Dai-Ichi Village FKA Haciendas Senior (988)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	4.00
Created	13.00
Closed	13.00
Balance End	4

Average Per Day

Created	0.45
Closed	0.45
Open	0.10

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	9.00	0	116	48	69
Bathrooms	1.00	18	18	18	8
Interior	3.00	2	8	5	23

Total 13.00

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	3	3	3	8
Emergency	1.00	2	2	2	8
Manager inspection	1.00	7	7	7	8
Routine	2.00	1	18	9	15
Section 8	1.00	116	116	116	8
Urgent	7.00	0	113	52	54

Total 13.00

Work Order Period Overview

Property : Haciendas 3 LP (989)

Period Date From: 02/01/2024

Period Date To: 02/29/2024

Period Activity

Balance Forward	10.00
Created	11.00
Closed	15.00
Balance End	6

Average Per Day

Created	0.38
Closed	0.52
Open	0.14

Completed Activity by Category

Category	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	6.00	0	134	44	43
Bathrooms	1.00	7	7	7	7
Doors and Windows	3.00	0	261	79	21
Interior	2.00	19	157	144	14
Kitchen	2.00	1	2	1	14

Total 14.00

Completed Activity by Priority

Priority	Total Count	Minimum Days	Maximum Days	Average Days	%
(Undefined)	1.00	57	57	57	7
Emergency	1.00	28	28	28	7
Routine	1.00	7	7	7	7
Section 8	1.00	134	134	134	7
Urgent	9.00	0	261	39	64
Vacate	1.00	157	157	157	7

Total 14.00

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	79	0	0	0	0
Montecito Watson	0	120	0	0	0
Homes	0	0	10	0	0
Chualar FLC	0	34	125	31	0
Salinas FLC	0	66	81	22	0
King City Migrant	0	0	0	0	0
Jardines	0	0	73	0	0
South County RAD	549	0	0	0	0
Salinas Family RAD	319	332	297	63	0
East Salinas Family RAD	271	166	125	26	2
Gonzales Family RAD	633	287	386	125	34
Casanova	0	0	0	0	0
Castroville FLC	0	123	119	41	0
Haciendas I	689	924	407	99	0
Haciendas II	958	633	458	132	0
Haciendas III	353	323	309	0	0
Haciendas IV	0	0	0	0	0
One Parkside	0	0	0	0	0
	3851	3307	2390	539	36

waitlists closed

MEMORANDUM

To: Board of Commissioners

From: Nora Ruvalcaba, Interim Director of Development

Thru: Zulieka Boykin, Executive Director/President/CEO

Date: March 18, 2024

Re: **MONTHLY DEVELOPMENT DEPARTMENT REPORT**



Development department highlights

- **One Parkside, LP;** once CTCAC processes the Placed-In-Service package and issues 8609's, we will submit a request for final Capital Contribution from Investor in the amount of \$205,979.00.
- **15 Year Buy-Outs;** staff are working with a consultant to negotiate the LP exit of two partnerships since they have reached the end of their compliance period. Those partnerships are Benito FLC LP and Benito Street Affordable Housing LP.

Potential Development Opportunities

- **Division Avenue (Salinas)**
 - Staff is pending response from City of Salinas Community Development Department regarding site control and predevelopment funds for the expected remediation of environmental concerns.
- **Parcel B Property (Salinas)**
 - Pending City of Salinas response to submission of funding request for pre-development costs.
 - Staff held meeting with potential development partner to determine if a joint venture and project are feasible.
- **APN# 024-261-001 (Greenfield)**
 - Met with potential Development partner and are exploring next steps and potential timeline.
- **855 E. Laurel Avenue (Salinas)**
 - Determination of development opportunity is pending further details from County staff regarding land access and funding opportunities.

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

Marketing

- Staff 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

- Placed-in-Service package was submitted to CTCAC. Staff will be requesting the issuance of 8609's and the release of final Capital Contribution.

123 Rico CLEEN loan

- Staff working on compiling alternate plans for use of funds, pending job cost estimates to submit to the State for approvals.
- Remaining funds available are \$320,000.00.

Audits

- Weekly meetings with the Finance Director and Auditor are ongoing.
- Weekly meetings with third party audit team to review outstanding items for the LP audits and tax returns.
- Final HDC audit and 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 95% of the needed remediation and repairs.
- DKI is pending City of Salinas inspection and sign-off week of 3/11-3/15.
- The tentative completion date for all work and for contractors to be off site is March 20th, 2024.

Tynan commercial space

- Approximately 2,500 sf commercial space available.
- There have been inquiries made regarding the available space that is currently vacant.

Haciendas 1&2 metals job

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

Project Based Section 8

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

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

- Please see attached property management reports.

Resident Services

- Resident Services are being provided at the various developments by Life Steps as required by the existing regulatory agreements.



JSCo Monthly Management Report Monday, February 2024

BENITO AFFORDABLE/FLC

1. Vacancy:

a.) Benito Affordable 100% Occupied.

One 30-Day Notice requested a waitlist on 2-20-2024. Awaiting waitlist as it has not been received.

b.) Benito FLC – 100% Occupied

2. Audits Pending:

a.) HOME Audit is scheduled for March 8, 2024, for Benito FLC.

b. Benito Affordable is waiting for the closed-out letter from CTCAC that was done on May 25, 2023.

3. Resident Services:

a.) LifeSteps is at the site twice times a month, total 16 hrs. a month. Good turnout for the food distribution that Monterey County Food Bank provides to the sites. LifeSteps continues to struggle to get services that will bring in residents to participate in offered classes.

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

4. Capital Improvement/ maintenance.

a.) Received updated proposal for the extra cameras for both sites.

b.) Window replacement is pending owner approval for Benito FLC.

c.) Awaiting approval to perform repair work on upstairs walkway for BEA/BEF. Awaiting a third bid for Building #8 patch work on the walkway.

d.) Mulch proposal is pending approval for Benito Affordable.

e.) Daycare chain link fence is awaiting approval to repair.

f.) Benito FLC/Affordable maintenance position has been filled as of 1-8-2024.



MONTEREY AFFORDABLE

1. Vacancy: 100 % Occupancy -No vacancies
2. Reporting & Audits:
 - a.) CTCAC 2023 Audit completed, close out letter pending.
3. Resident Services:
 - a.) Life Steps is active: After school Program Coordinator Severo Gasca, M-F 4:15-7 pm
 - b.) Director of Social Services, Sheila Morales, every other Tuesday twice monthly 9:00 am-5:00pm.
 - c.) Community rooms are open to the public.
5. Capital Improvement/ maintenance:
 - a.) King City Glass on-site windows replacements: Awaiting approval.
 - b.) Property Mulch, wood chips quotes submitted: Awaiting approval.
 - c.) Camera bids submitted, awaiting approval.
 - d.) Deck resurface project: Pending proposals.
6. Staffing:
 - a.) Property Manager position open recruiting in process- 3 interviews conducted last week.

FANOE VISTA APARTMENTS

1. Vacancy:
 - a.) 2 vacant units, move in scheduled 3/1/24 Unit #04, Unit 38 Move -in pending HA unit inspection.
2. Reporting & Audits Pending
 - a.) CTCAC Audit completed 6/13/23 -2 findings, Corrections submitted on 7/31/23 still waiting on close out letter.
3. Resident Services: Services: Life Steps: On site Mondays 10-5:00pm -Edith Rodriguez for Social Services support
 - a.) After- school program in session Monday- Friday 3pm-5:00pm
 - b.) Food bank distribution is scheduled for the first Monday of each month.
 - c.) Community rooms are open for resident events/rentals.
 - d.) Senior Bingo Wednesday mornings.
4. Capital Improvements/ maintenance:



- a.) Pending approval for additional landscaping work needed for trench needed behind Building H and concrete to avoid flooding.
- b.) Property signage needs replacement, obtaining proposals.

TYNAN VILLAGE APARTMENTS

- 1. Vacancy:
 - a.) 2 vacancies
- 1. Reporting & Audits Pending
 - a.) City of Salinas 2020 audit complete with findings-working on corrections: 2021 audit in progress.
- 3. Resident Services
 - a.) Afterschool Program scheduled daily from 3-5 PM.
 - b.) St. Patrick's Day Scavenger Hunt scheduled.
 - c.) Easter Egg Hunt scheduled.
- 4. Capital Improvements/Maintenance:
 - a.) 3 irrigation proposals pending approval.
 - b.) Piping near the bakery needs to be redone. 3 proposals submitted, pending approval.
 - c.) Building C stairwell in process of repairs.
 - d.) Paint for all hallways and stairways approved and on-hold until further notice per HDC.
 - e.) Proposals obtained for parking restriping pending approval.
 - f.) Proposals for fencing along property line pending submitted.
 - g.) Axis working on issues caused during modernization project.
 - h.) Rat infestation- additional rodent stations have been placed along property line. IPM has started additional treatments. Property has seen improvement overall with the smoking rodent treatment.
- 5. Staffing Update:
 - 1. Open Occupancy Specialist position recruiting in progress.

JSCO Monthly Occupancy Summary for HACM Properties
 Inspection and Audit Record

JSCO Monthly Occupancy Summary for HACM Properties												
Property Name	Total Units	Total Units Occupied	Percent Occupied	Total Units Vacant	Total PBV Units	Total PBV Units Occupied	Total PBV Units Vacant	Security Deposits Received	Apps. in Process	PBS8 Vouchers Residents	HC Vouchers Residents	Apps. on Wait List
Benito Affordable	70	70	100%	0	24	24	0	0	0	27	3	386
Benito FLC	73	73	100%	0	0	0	0	0	0	0	0	76
Fanoe Vista	44	42	95%	0	42	42	0	0	0	42	0	N/A
Monterey Street	52	52	100%	0	10	10	0	0	0	9	3	202

Tynan Village	171	169	99%	2	42	41	1	3	4	41	31	914
Totals	410	406	99%	2	199	192	9	4	30	190	36	1490

Note: Security Deposits received are from applicants pending approval/move-in.

Completed Inspections/Audits: Give a narrative (separate page) on findings and corrective measures.

Property	Inspection	Date	Findings Y/N	Comments or corrections	Property	Inspection	Date	Findings Y/N	
Benito Affordable	RBC	1/27/2023	no findings	Corrections completed	Monterey Street	CTCAC	6/13/2023	Y	
	PBV	5/25/2023	pending			HDC			
	CTCAC	2/16/2023				Union Bank			
	HACM			PBV					
Benito FLC	HOME	1/27/2023	no findings						
	RBC	5/25/2023	pending						
	HACM								
USDA									
	CTCAC								
Fanoe Vista	Alliant	11/14/2022	N/A	Corrections completed, pending close out letter	Tynan	CTCAC	12/19/2022	Pending	
	PBV	6/13/2023	Y			City of Salinas	2/14/2023		
	CTCAC					HACM			
	Housing Authority			Alliant					
				HCD					

2/29/2024		Days Vacant		Benito FLC		Benito Affordable		Fanoe Vista		Monterey St		Tynan Village	
unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant
				4	25							A203	37
				38	24							B202	49



PASO ROBLES
HOUSING AUTHORITY

Est. 1942

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

REPORT TO HDC REGULAR BOARD MEETING, March 2024

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

1. Vacancy:
 - a. 100% Occupied
2. Audits Pending
 - a. None
3. Resident Services
 - a. Youthworks daily activity, 2 hours a day, Mon- Fri
 - b. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.

OAK PARK 2, 70 Units, 100% Tax Credit

1. Vacancy:
 - a. 100% Occupied
2. Reporting & Audits Pending
 - a. None
3. Resident Services
 - a. Youthworks daily activity, 2 hours a day Mon- Fri
 - b. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.



Meetings and Classes will be held in the
Community Room.

Sheila Morales
Director of Social Services
831-204-2172
Smorales@LifeSTEPSusa.org
Resident Message Line:
855-395-4463



Haciendas 1&2



Drop by or call for an appointment.

Friday, March 1	Monday, March 4	Friday, March 8	Tuesday, March 12
<p>Social Services: DSS, will be available between 9:00 am -3:30 pm</p> <p>Class: JOBS – Let Your Hobbies Make You Money Join us for class! 10:00 am - 12:00 pm</p> <p>CalFRESH Workshop Learn more about assistance with food 1:00 pm – 2:00 pm</p>	<p>Social Services: DSS, will be available between 9:00 am -4:30 pm</p> <p>Class: A Budget that Sticks Join us for class! 10:00 am - 12:00 pm</p> <p>HEAP Workshop Come learn how to get financial help with the utility bill! 1:00 pm – 3:00 pm</p>	<p>Social Services: DSS, will be available between 9:00 am -3:30 pm</p> <p>Class: Bed Bugs! Join us for class! 10:00 am - 12:00 pm</p> <p>BINGO Come play in the community room 1:00pm - 3:00pm B I N G O</p>	<p>Social Services: DSS, will be available between 9:00 am -4:30 pm</p> <p>Case Management Stop by the office with any questions 10:00 am – 11:00 am</p> <p>St. Patrick's Day Social Join us to celebrate and get a Goodie bag! Everyone is welcome! 12:00 pm - 2:00 pm</p>
Friday, March 15	Monday, March 18	Friday, March 22	Monday, March 25
<p>Social Services: DSS, will be available between 9:00 am -3:30 pm</p> <p>Class: Breathe to Calm Down Join us for class! 10:00 am - 12:00 pm</p> <p>Arts and Crafts Join us for some crafts 1:00 pm - 2:00 pm</p>	<p>Social Services: DSS, will be available between 9:00 am -4:30 pm</p> <p>Class: JOBS – Employment for 55 and Older Join us for class! 10:00 am - 12:00 pm</p> <p>Case Management Stop by the office with any questions 1:00 pm – 3:00 pm</p>	<p>Social Services: DSS, will be available between 9:00 am -3:30 pm</p> <p>Class: Diabetes 101 Join us for class! 10:00 am - 12:00 pm</p> <p>March Birthday Celebration Come get some sweets! 1:00 pm – 2:00 pm</p>	<p>Social Services: DSS, will be available between 9:00 am -4:30 pm</p> <p>Case Management Stop by with any questions! 10:00 am – 12:00 pm</p> <p>Food Distribution Come get your free groceries. 2:30 pm - 4:30 pm</p>



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



Meetings and Classes will be held in the Community Room.

Sheila Morales
Director of Social Services
 831-204-2172
Smorales@LifeSTEPSusa.org

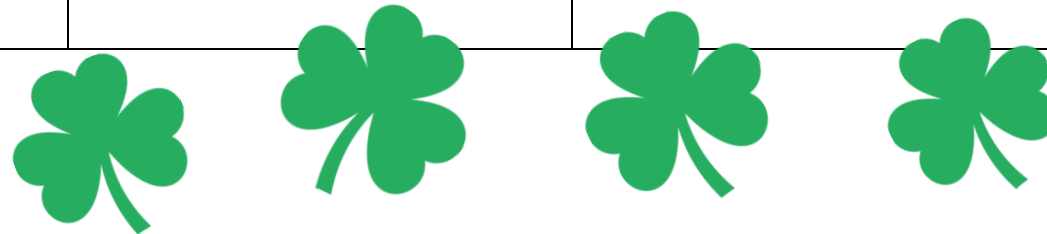
Resident Message Line:
855-395-4463
 Drop by or call for an appointment.



Haciendas 3 & Senior



Wednesday, March 6	Wednesday, March 13	Wednesday, March 20	Wednesday, March 27
<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 pm</p> <p><u>Class: JOBS – Let Your Hobbies Make You Money</u> Join us for class! 10:00 am – 12:00 pm</p> <p><u>Food Distribution</u> Come get your free groceries! 2:00 pm - 4:00 pm</p> 	<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 pm</p> <p><u>Class: A Budget that Sticks</u> Join us for class! 10:00 am – 12:00 pm</p> <p><u>Class: Diabetes 101</u> Join us for class! 12:00 am – 2:00 pm</p> <p><u>St. Patrick's Day Social</u> Come celebrate and get a goodie bag at Haciendas 3! Everyone is welcome! 3:00 pm- 5:30 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 pm</p> <p><u>Class: Breathe to Calm Down</u> Join us for class! 10:00 am – 12:00 pm</p> <p><u>Food Distribution</u> Come get your free groceries! 2:00 pm - 4:00 pm</p> 	<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 pm</p> <p><u>Class: Bed Bugs!</u> Join us for class! 10:00 am – 12:00 pm</p> <p><u>Class: JOBS – Employment for 55 and Older</u> Join us for class! 12:00 am – 2:00 pm</p> <p><u>B.I.N.G.O</u> Join us for BINGO at Daichi! 3:30 pm - 5:00 pm</p> 



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

Meetings and Classes will be held in the Community Room.

Edith Rodriguez
Director of Social Services
831-296-2199

Resident Message Line:
855-395-4463

Drop by or call for an appointment.



One Parkside

Friday, March 8	Friday, March 15	Friday, March 22	Friday, March 29
<p>Social Services: DSS, will be available between 9:00am-5:00pm</p> <p>Class: Breathe to Calm Down 10:00am-11:00am</p> <p>Pot Craft Come design your own pot just in time for spring! 1:00pm-3:00pm</p> <p>Case Management Stop by with any questions! 3:00pm-5:00pm</p>	<p>Social Services: DSS, will be available between 9:00am-5:00pm</p> <p>Class: Senior CM – Osteoarthritis, What is it? 10:00am-11:00am</p> <p>Spring Social Everyone is welcome! 1:00pm-3:00pm</p> <p></p> <p>Case Management Stop by with any questions! 3:00pm-5:00pm</p>	<p>Social Services: DSS, will be available between 9:00am-5:00pm</p> <p>Class: A Budget that Sticks 10:00am-11:00am</p> <p>March Crafts Come make some fun crafts for March! Everyone is welcome! 12:00pm-2:00pm</p> <p>Class: Diabetes 101 3:00pm-4:00pm</p>	<p>Social Services: DSS, will be available between 9:00am-5:00pm</p> <p>Class: Bed Bugs! 10:00am-11:00am</p> <p>Bingo Everyone is welcome! 12:00pm-1:00pm</p> <p></p> <p>March Birthday Celebration Come celebrate the birthdays in March! 1:00pm-3:00pm</p>

Reminders:

Join us for Spring Social on
March 15th!



Life Skills Training & Educational Programs
Empowerment. Impact.
Community.
One STEP at a time.



Meetings and Classes will be held in the Community Room.

Castroville Farm Labor Center

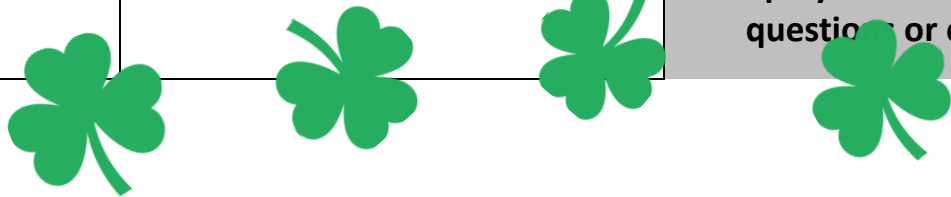
Edith Rodriguez
Director of Social Services
 831-296-2199



Resident Message Line:
855-395-4463
 Drop by or call for an appointment.

Tuesday, March 5	Tuesday, March 12	Tuesday, March 19	Tuesday, March 26
<p>Social Services: DSS, will be available between 9:30am-6:00pm</p> <p>Class: JOBS – Let Your Hobbies Make You Money 11:00am-12:00pm</p> <p>Case Management Stop by with any questions! 1:00pm-3:00pm</p> <p>March Arts and Crafts Everyone is welcome! 4:00pm-6:00pm</p>	<p>Social Services: DSS, will be available between 9:30am-6:00pm</p> <p>Class: A Budget that Sticks 11:00am-12:00pm</p> <p>Class: Diabetes 101 1:00pm-2:00pm</p> <p>St. Patrick's Day Social Everyone is welcome! 4:00pm-6:00pm</p> 	<p>Social Services: DSS, will be available between 9:30am-6:00pm</p> <p>Class: Bed Bugs! 11:00am-12:00pm</p> <p>Class: Breathe to Calm Down 1:00pm-2:00pm</p> <p>March Birthday Social Stop by for a cupcake! Everyone is welcome! 4:00pm-6:00pm</p>	<p>Social Services: DSS, will be available between 9:30am-6:00pm</p> <p>Class: JOBS – Employment for 55 and Older 11:00pm-12:00pm</p> <p>Case Management Stop by with any questions! 1:00pm-3:00pm</p> <p>Easter/Spring Social Come and celebrate Easter/ beginning of Spring. Everyone is welcome! 4:00pm-6:00pm</p> 

Reminders:
 Stop by the office with any questions or concerns!



Meetings and Classes will be held in the Community Room.

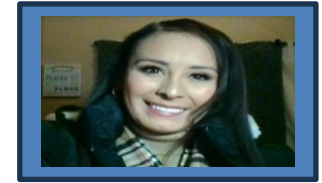
Sheila Morales
Director of Social Services
 831-204-2172
 Smorales@LifeSTEPSusa.org


Resident Message Line:
855-395-4463

Drop by or call for an appointment.



Rippling River



Thursday, March 7	Thursday, March 14	Thursday, March 21	Thursday, March 28
<p><u>Social Services:</u> DSS, will be available between 9:30 am -5:00 pm</p> <p><u>Class: Breathe to Calm Down</u> Join us for class! 10:00 am - 12:00 pm</p> <p><u>The Association Community Meetings</u> Attend the association meetings to stay updated on the latest news! 1:00 pm - 2:30 pm</p> <p><u>Case Management</u> Book an appointment with DSS. Come with any questions! 2:30 pm - 5:00 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:30 am -5:00 pm</p> <p><u>Class: Senior CM – Osteoarthritis, What is it?</u> Join us for class! 10:00 am - 12:00 pm</p> <p><u>Case Management</u> Book an appointment with DSS. 12:00 pm - 2:00 pm</p> <p><u>Movie and Popcorn!</u> Join us in the community room for a movie and snacks! 3:00 pm - 5:00 pm</p> 	<p><u>Social Services:</u> DSS, will be available between 9:30 am -5:00 pm</p> <p><u>Class: A Budget that Sticks</u> Join us for class! 10:00 am - 12:00 pm</p> <p><u>Class: Diabetes 101</u> Join us for class! 12:30 pm - 2:30 pm</p> <p><u>Arts and Crafts!</u> Join us for Arts and Crafts! 3:00 pm - 5:00 pm</p> 	<p><u>Social Services:</u> DSS, will be available between 9:30 am -5:00 pm</p> <p><u>Class: Bed Bugs!</u> Join us for class! 10:00 am - 12:00 pm</p> <p><u>Case Management</u> Stop by with any questions or concerns. 12:00 pm - 2:00 pm</p> <p><u>March Birthday Celebration</u> Join us in celebrating birthdays! Everyone is welcome to join! 3:00 pm - 5:00 pm</p> <p>happy birthday</p> 



Life Skills Training & Educational Programs
Empowerment. Impact.
 Community.
 One STEP at a time.





Life Skills Training & Educational Programs

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

March 2024

Fanoe Vista

After School Club

Residents ages 5-18 register in the *Community Room*

Monday to Friday

2:30 pm – 5:00 pm

Do you need help with homework?
Do you love to read? Write? Create?
Do you want to have fun and still learn?
Are you looking for the most legit place to be?

Teen Club

Residents ages 13-18 register in the *Community Room*
with Amy Cota, the **LifeSTEPS** Program Coordinator!

Tuesday, March 12, 2024

2:30 pm - 5:00 pm

If you need assistance, contact the Project Coordinator at 831-290-3040 or visit them in the community room during any posted date. You may also call the **LifeSTEPS** Resident Message Line at 855-395-4463.

Meetings and Classes will be held in the Community Room.

Edith Rodriguez
Director of Social Services
831-296-2199

Resident Message Line:
855-395-4463

Drop by or call for an appointment.



Fanoe Vista

Monday, March 4	Monday, March 11	Monday, March 18	Monday, March 25
<p>Social Services: DSS, will be available between 9:30am-5:00pm</p> <p>Class: JOBS – Let Your Hobbies Make You Money 11:00am-12:00pm</p> <p>Food Distribution 2:00pm-4:00pm</p> 	<p>Social Services: DSS, will be available between 9:30am-5:00pm</p> <p>Class: A Budget that Sticks 11:00am-12:00pm</p> <p>Class: Diabetes 101 1:00pm-2:00pm</p> <p>March Birthday Social Stop by for a cupcake! Everyone is welcome! 3:00pm-5:00pm</p>	<p>Social Services: DSS, will be available between 9:30am-5:00pm</p> <p>Class: Bed Bugs! 11:00am-12:00pm</p> <p>Class: Breathe to Calm Down 1:00pm-2:00pm</p> <p>St. Patricks Day Social Everyone is welcome! 3:00pm-5:00pm</p> 	<p>Social Services: DSS, will be available between 9:30am-5:00pm</p> <p>Class: JOBS – Employment for 55 and Older 11:00am-12:00pm</p> <p>Case Management Stop by with any questions! 1:00pm-3:00pm</p> <p>Spring Social Everyone is welcome! Come and celebrate with your neighbors! 3:00pm-5:00pm</p> 

After School Program
Monday-Friday
2:30pm-5:00pm

Reminders:

Join us at our Spring Social on
Monday, March 25th



OFFICE HOURS: MONDAY - FRIDAY 8:30 AM TO 4:30 PM



Esté preparado para la inspección el 6 de marzo e informe el mantenimiento y los daños, como persianas rotas, reemplazo de bombillas, detectores de humo que requieren baterías u otros problemas que requieran atención, ya que el representante del programa observará de cerca la condición de su unidad junto con el servicio de limpieza. Los patios delantero y trasero también deben estar limpios y se debe eliminar cualquier elemento que no esté permitido según las Reglas de la casa. Esto incluye una cantidad excesiva de plantas, artículos rotos como bicicletas, muebles. NO SE DEBEN ALMACENAR ALIMENTOS AFUERA.

**MARCH 6, 2024
HOME Property Inspection**

Please be prepared for the inspection and report maintenance and damages such as broken blinds, light bulb replacements, smoke detectors that require batteries, or other issues that need attention as the program representative will be looking closely at the condition of your unit along with housekeeping. The front and back patios should also be clean and any items not allowed under the House Rules should be removed. This includes an excessive number of plants, broken items such as bicycles, furniture. NO FOOD SHOULD BE STORED OUTSIDE.

**AFTER-HOURS MAINTENANCE EMERGENCIES
EMERGENCIAS DE MANTENIMIENTO FUERA DE HORARIO**

678-8852

CALL 911 IMMEDIATELY IF YOU OR A PERSON NEARBY ARE EXPERIENCING AN EMERGENCY MEDICAL SITUATION, A FIRE, ELECTRICAL OR CHEMICAL EMERGENCY, DO NOT FEEL SAFE, OR ARE IN PERSONAL DANGER.

**SOLEDAD POLICE NON-EMERGENCY
831-755-5111**



**CALL PG&E
1-800-743-5000**



RESIDENT RESOURCES



WHAT IS LifeSTEPS? LifeSTEPS serves families living in affordable housing communities through social services and educational programs. LifeSTEPS is a private nonprofit organization that develops and implements effective social services and education programs.

WHO IS LifeSTEPS? LifeSTEPS are trained professionals who provide educational and supportive services to maximize the strengths of individuals and build resilient communities.

**Contact Sheila Morales,
Director of Social Services**
(831) 204-2172
Resident Message Line
(855) 395-4463

HOW CAN LifeSTEPS HELP? LifeSTEPS can help you with case management, counseling, mediation services (personal and between other residents), rental and utility assistance referrals, applying for social services benefits and/or programs such as Unemployment, Disability, Social Security, IHSS, etc. A LifeSTEPS professional will be at the property at least two times every month for one-on-one meetings. LifeSTEPS professionals are available by telephone, email, or in person.



Dial 211: they will connect callers with trained referral specialists in our area.



(831) 223-5178



(831) 422-0602



City of Soledad
(831) 223.5178



(831) 755-4448



CET is a trade school that provides training and skills in several different careers. Start yours today!
Call CET for more details at (831) 678-0448
Rental assistance available (must work in agriculture).
Contact Management for rental assistance referral form.

Child Abuse
831-755-4661
Adult Protective Services
1-800-510-2020



1-866-901-3212

YWCA Monterey County
Domestic Violence
831-372-6300 or
831-757-1001

**¿TIENES
ARTÍCULOS
GRANDES?
¡NO ES UNA
PROBLEMA!**

GONZALES, GREENFIELD
Y SOLEDAD

¡NO LOS TIRES!
EN SU LUGAR, LLAME A
TRI-CITIES PARA UNA
RECOGIDA GRATUITA
PARA UNA CITA:

888-678-6798



**BIG ITEMS?
NO BIG
DEAL!**

GONZALES, GREENFIELD
& SOLEDAD

DON'T DUMP!
CALL TRI-CITIES FOR A
FREE PICKUP INSTEAD.
APPOINTMENTS:

888-678-6798



Meetings and Classes will be held
in the Community Room.

Sheila Morales
Director of Social Services
831-204-2172
Smorales@LifeSTEPSusa.org


Resident Message Line:
855-395-4463

Drop by or call for an appointment.



Monterey & Benito



Tuesday, March 5	Monday, March 11	Tuesday, March 19	Tuesday, March 26
<p><u>Social Services:</u> DSS, will be available between 9:00 am -4:30 pm (Monterey)</p> <p><u>Class: JOBS – Let Your Hobbies Make You Money</u> Join us for class! 10:00 am - 12:00 pm</p> <p><u>Case Management</u> Book an appointment with DSS. 12:00 pm - 2:00 pm</p> <p><u>St. Patrick’s Day Social</u> Everyone is welcome to come to the community room and celebrate! Come get a goodie bag! 2:00 pm – 4:30 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am -4:30 pm (Benito)</p> <p><u>Class: A Budget that Sticks</u> Join us for class! 10:00 am - 12:00 pm</p> <p><u>Class: Diabetes 101</u> Join us for class! 12:00 pm – 2:00 pm</p> <p><u>Food Distribution</u> Come get your free groceries! 2:00 pm - 4:00 pm</p> 	<p><u>Social Services:</u> DSS, will be available between 9:00 am -4:30 pm (Monterey)</p> <p><u>Class: Bed Bugs!</u> Join us for class! 10:00 am - 12:00 pm</p> <p><u>Class: Breathe to Calm Down</u> Join us for class! 12:00 am – 2:00 pm</p> <p><u>G.E.D, Adult School, College, Trade School, ESL Classes</u> Come get more information! 2:00 pm – 4:30 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am -4:30 pm (Benito)</p> <p><u>Class: JOBS – Employment for 55 and Older</u> Join us for class! 10:00 am - 12:00 pm</p> <p><u>HEAP Workshop</u> Come learn how to get financial help with the utility bill! 12:00 pm – 3:00 pm</p> <p><u>Case Management</u> Book an appointment with DSS for any questions or help! 3:00 pm - 4:30 pm</p>



Meetings and Classes will be held
in the Community Room.

Sheila Morales
Director of Social Services
831-204-2172
Smorales@LifeSTEPSusa.org


Resident Message Line:
855-395-4463

Drop by or call for an appointment.



Monterey & Benito



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After School Program

Monday to Friday

3:30pm-6:30pm



March 2024

Monterey Street

After School Club

Residents ages 5-18 register in the *Community Room*

Monday to Friday

3:30 pm – 6:30 pm

Do you need help with homework?
Do you love to read? Write? Create?
Do you want to have fun and still learn?
Are you looking for the most legit place to be?

Teen Club

Residents ages 13-18 register in the *Community Room*
with Severo Gasca, the **LifeSTEPS** Program Coordinator!

Tuesday, March 12, 2024

3:30 pm - 6:30 pm

If you need assistance, contact the Project
Coordinator at 916-345-4586 or visit them in
the community room during any posted date.
You may also call the **LifeSTEPS** Resident
Message Line at 855-395-4463.

Tenant Services – February 2024

Community Services Provided:

- Managed free fruit/vegetables/commodities distribution for Oak Park families from Food Bank
- Continued distribution of canned goods from the local Latter Day Saints church to families
- Provided YouthWorks job skills program for teens
- Provided mentoring for YW graduates
- Provided on-campus mentoring for high school students through volunteers
- Tutored elementary school children after school
- Provided elementary school robotics program with mentorship from YW graduate
- Assisted high school students applying on line for financial aid
- Assisted family with multiple needs
- Hosted signups for state-funded reduced broadband service
- Hosted United Way enrolling fieldworkers in state stipend
- Hosted United Way helping residents with free tax preparation
- Hosted voter education event
- Hosted resident birthday party
- Wrote 1 letter of reference for scholarships

<u>Participation</u>	<u>Total</u>
Youth Activities	54
Oak Park 1	81
Oak Park 2	72

Oak Park March 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	12:00 Health Clinic 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	3:30 Food distribution	9:00 Farmworker stipends/ free tax prep	10:00 United Way Free tax prep
4	5	6	7	8	9	10
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	11:00 Autism Gp-Sp 4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	15	9:00 United Way Farmworker Stipends/ Free Tax prep	10:00 United Way Free tax prep
11	12	13	14	15	16	17
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	22	9:00 United Way Farmworker Stipends/ Free Tax prep	10:00 United Way Free tax prep
18	19	20	21	22	23	24
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	12:00 Health Clinic 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 YW Farming 4:30 Robotics 5:00 Hearst Cancer Educ Event	3:30 Food distribution 5:30 Wellness event	8:00 Mex Consulate 9:00 United Way Farmworker Stipends/ Free Tax prep	Mex Consulate 10:00 United Way Free tax prep
18	19	20	21	22	23	24
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farming 5:00 Tri-Counties Educ Event	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 YW Farming 4:30 Robotics	29	30	31
25	26	27	28	29	30	31
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farming 5:00 Tri-Counties Educ Event	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	4:30 YouthWorks 4:30 YW Farming 4:30 Robotics			

MEMORANDUM

TO: Board of Commissioners, Housing Authority of the County of Monterey
FROM: Jonathan Campbell, Housing Programs Director
THRU: Zulieka Boykin, Executive Director/CEO
SUBJECT: **Housing Programs Report – February 2024 Summary**
DATE: March 10, 2024

**Executive Summary**

YARDI Rent Café Training and Implementation – March 13th and 14th is onsite comprehensive training, see attached agenda. The roll-out will be shortly after, with an expected launch at the beginning of April.

Nan McKay’s HOTMA Training Houston, TX – March 19th & 20th. In-depth training on everything PHAs need to know about HOTMA for PIH programs (Housing Choice Voucher, Project-Based Voucher, and Public Housing). Preview of new Form HUD-50058, deep dive into new definition of annual income and calculation of various forms of earned income, and the ending of earned income disallowance.

Administrative Plan Amendments began will include HOTMA required discretionary policies.

Updated the inspections process due to staff turnover and need for increased attention to detail.

VMS Updates

HCV	As of 1st of Month UML	As of 1st of Month HAP
Homeownership	3	\$ 749.00
Family Unification	43	\$ 80,064.00
Portable Voucher Paid	19	\$ 26,775.00
Tenant Protection	23	\$ 33,431.00
Enhanced Vouchers	18	
VASH	286	\$ 417,895.00
FYI	7	\$ 11,712.00
AOV	3,182	\$ 4,996,870.00
HCV FSS Escrow Deposits		\$ 14,072.00
HCV - HAP exp. after 1st of Month		\$ 32,774.00
UML and HAP For Month	3,563	5,567,496
Vouchers Under Lease on Last Day of Month	3,585	
Number of HCV Vouchers Searching	224	
Number of PBV under HAP & leased	676	
Number of PBVs under HAP & not leased	46	
PBV Total HAP expenses		\$ 1,108,201.00
Mainstream	61	\$ 106,688.00
MS FSS Escrow		\$ -
MS HAP Expense after 1st		\$ 4,175.00
MS Vouchers Looking	4	
EHV	270	\$ 578,206.00
EHV FSS Escrow		\$ 1,419.00
EHV Vouchers Looking	-	
EHV HAP After 1st of Month		\$ 3,387.00

Annual Reexaminations

Annual	Totals
Jan	271
Feb	288
Grand Total	559

Interim Reexaminations

Interim	Totals
Jan	258
Feb	261
Grand Total	519

Moves with Continued Assistance

Unit Change	Totals
Jan	15
Feb	13
Grand Total	28

Inspections

Inspection	Totals
Jan	61
Feb	35
Grand Total	96

Expired Search Vouchers

Expire	Totals
Jan	23
Feb	4
Grand Total	27

End of Program Participation

Termination	Totals
Jan	15
Feb	6
Grand Total	21

HCV Wait List and Lease-Up

Issued/Housed New Vouchers	Total
Jan	117
New Vouchers Issued	65
New Vouchers Housed	52
Feb	57
New Vouchers Issued	33
New Vouchers Housed	24
Grand Total	174

Voucher Success Rate	
January 2024	1
February 2024	2
Extensions	73

Family Self-Sufficiency

Total Participants in Program - 117		
Participants accruing ESCROW	35	\$ 18,551
Participants w/ ESCROW balance	51	\$ 487,768

Fair Housing

- Extensions requested as a reasonable accommodation - 11
- Extensions approved as a reasonable accommodation - 8
- Live in aids requested and approved – 2
- Other reasonable accommodations requested and approved - 8

HUD Updates

None

Housing Authority of the County of Monterey

PIN 100036656

RentCafe PHA Implementation On-Site Overview

Wednesday, March 13th to Thursday March 14th, 2024

8:30 AM – 4:30 PM

The focus of this on-site is to provide a walkthrough of the implemented RentCafe PHA products licensed by the Housing Authority of the County of Monterey.

Wednesday March 13th, 2024

- **Introduction** **8:30 AM – 8:45 AM**
 - Agenda Review

- **Applicant Portal** **8:45 AM – 10:00 AM**
 - Waiting List Opening
 - Online Application
 - Applicant Perspective

- **Save My Spot** **10:00 AM – 11:00 AM**
 - Waiting List Update Process
 - Waiting List Application Update

- SESSION BREAK** **11:00 AM – 11:15 AM**

- **Intake Workflow** **11:15 AM – 12:30 PM**
 - Eligibility Application
 - Document Upload
 - Signature Collection
 - Submit to Voyager

- LUNCH BREAK** **12:30 PM – 1:30 PM**

- **Resident Portal** **1:30 PM – 2:45 PM**
 - Resident Perspective
 - Maintenance Request
 - Online Payments
 - Reasonable Accommodation Workflow

- **Session Break** **2:45 PM – 3:00 PM**

- **Recert Workflow** **3:00 PM – 4:30 PM**
 - Annual Recertification
 - Document Upload
 - Notices
 - Submit to Voyager
 - Signature Collection

Thursday March 15th, 2024

- **Interim – Report a Change** **8:30 AM – 9:45 AM**
 - Report a Change
 - Process/Defer/Decline
 - Document Upload
 - Signature Collection
 - Submit to Voyager

SESSION BREAK **9:45 AM – 10:00 AM**

- **Landlord Portal** **10:00 AM – 11:15 AM**
 - Landlord Perspective
 - Rent Increase Notice
- **Site Manager Overview** **11:15 AM – 12:15 PM**
 - User Management
 - Email Management
 - Announcements and Events
 - Compliance Dashboard
 - Maintenance Categories and Locations

LUNCH BREAK **12:15 PM – 1:15 PM**

- **Duplicate Management** **1:15 PM – 2:45 PM**
 - Clean up duplicate records
 - Best Practices
- **Session Break** **2:45 PM – 3:00 PM**
- **Review Open Items** **3:00 PM – 4:30 PM**

AGENDA

NMA HOTMA SUMMIT

DAY ONE

- 8:30 **Registration**
- 9:00 **Welcome and Introductions**
Overview of HOTMA for PIH Programs
New Form HUD-50058
New Definition of Annual Income
Income of Various Household Members
- 10:15 **Break**
- 10:30 **Earned Income**
- Seasonal Employment
 - Self-Employment
 - Earned Income Disallowance
- Income of Students**
Periodic Payments and Nonrecurring Income
- 12:00 **Lunch (sponsored by HAI Group)**
- 1:00 **Other Types of Income**
Types of Assets
- Real Property vs Personal Property
- Calculating Income from Assets**
Assets Disposed of for Less Than Fair Market Value
Asset Limitation
- Ownership of Real Property
 - Net Family Assets Exceeding \$100,000
- 2:30 **Break**
- 2:45 **Adjusted Income**
- Dependent Deduction
 - Elderly/Disabled Deduction
 - Health and Medical Care Expenses/Disability Assistance Expenses
 - Permissive Deductions
- 4:30 **End of Day One**

AGENDA

NMA HOTMA SUMMIT

DAY TWO

- 8:30 **Calculating Adjusted Income** (continued)
- Hardship Exemptions
- Verification**
- Consent Forms
 - Use of Other Programs' Income Determinations
 - Streamlined Income Determinations
 - Verification Hierarchy
- 10:00 **Break**
- 10:20 **Calculating Income at Annual**
- Conducting Interim Reexams**
- Non-Interim Transactions
 - Changes in Household Composition
 - Interim Decreases
 - Interim Increases
 - Family Reporting
 - Effective Dates
 - Interims and FSS
- 12:00 **End of HOTMA Session**
- Afternoon session is a free optional presentation by Jackie Strout
- Lunch (on your own)
- 1:00 **Intro to Procurement Basics – Complying with your Federal Grant Requirements**
- 2 CFR 200 Overview
 - Procurement Methods
 - Competition
 - Contracting with MWBE
 - Cost or Price Analysis
 - Required Contract Provisions
 - Emergency Procedures
 - Best Practices
 - Common Mistakes
- 3:00 **End of Procurement Basics Session**



COMMISSIONER COMMENTS

&

ADJOURNMENT



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

DATE: THURSDAY, MARCH 28th, 2024

TIME: 6:00 P.M.

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

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

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

1. CALL TO ORDER

2. ROLL CALL

Table with 3 columns: Name, PRESENT, ABSENT. Rows include Chair Francine Goodwin, Vice Chair Yuri Anderson, Director Kathleen Ballesteros, Director Hans Buder, Director Maria Orozco, Director Kevin Healy, and 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 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 February 26, 2024.

5. DIRECTOR COMMENTS

6. 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 April 22, 2024, at 6:00 p.m.



COMMENTS FROM THE PUBLIC



California's Brown Act mandates public comment periods in government meetings, but it's crucial to understand that these sessions aren't intended for dialogue. Instead, they provide citizens with a platform to express their views or concerns, while officials typically refrain from engaging in discussion or debate during this time.

For inquiries regarding specific items in the report, please send questions to grivero@hamonterey.org



ACTION
MINUTES OF THE REGULAR BOARD MEETING OF
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
HELD FEBRUARY 26, 2024

SUMMARY ACTION MINUTES

1. CALL TO ORDER:

Chair Goodwin called the meeting to order at 6:00 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; James Maynard-Cabrera, Director of Human Resources, Michael Underwood, Director of Finance; Mayra Zesati, Asset Manager; Nora Ruvalcaba, Development Analyst; Socorro Vasquez, Sandra Rosales, Ricardo Calderon, Property Management Supervisors. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None

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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 January 22, 2024.

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

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

NOES: None

ABSENT: None

5. INFORMATION

A. Property Management Report – Presented by Ricardo Calderon, Property Management Supervisor.

No additional items to report from the HACM meeting.

B. Development Report – Presented by Nora Ruvalcaba, Development Analyst.

No additional items to report from the HACM meeting.

6. COMMISSIONER COMMENTS

Commissioners collectively thanked everyone involved in today’s meeting.

7. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:04 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date



DIRECTOR COMMENTS

&

ADJOURNMENT