



AGENDA
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
FINANCE/DEVELOPMENT COMMITTEE

DATE: MONDAY, SEPTEMBER 18, 2023

TIME: 5:00 P.M.

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

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

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

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

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

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

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

PRESENT

ABSENT

Commissioner Vacant
Commissioner Kevin Healy
Commissioner Hans Buder

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

3. COMMENTS FROM THE PUBLIC

4. MINUTES

A. Approval of the Minutes of The Finance/Development Meeting held on August 21, 2023.

5. NEW BUSINESS

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

**6. INFORMATION**

- A. Finance Report
- B. Budgets – Info Only
- C. Property Management Report
- D. Development Report

**7. COMMISSIONER COMMENTS**

**8. ADJOURNMENT**

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

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

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## THE PLEDGE OF ALLEGIANCE

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

And to the Republic for which it stands

One nation, under God

Indivisible with liberty and justice for all





COMMENTS FROM THE PUBLIC







ACTION  
MINUTES OF THE FINANCE AND DEVELOPMENT COMMITTEE OF  
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
HELD AUGUST 21, 2023

**SUMMARY ACTION MINUTES**

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

**1. CALL TO ORDER** (Pledge of Allegiance)

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

**2. ROLL CALL:**

**Present:**

Commissioner Kevin Healy  
Commissioner Hans Buder

**Absent:**

Also, Present: Jose Acosta, Director of Property Management; Carolina Sahagun-Gomez, Director of Housing Development; Michael Underwood, Director of Finance; Kim Shehorn, Auditor/Controller. Recorder: Gabriela Rivero

**3. COMMENTS FROM THE PUBLIC**

None.

**4. MINUTES**

A. Approval of the Minutes of The Finance and Development Committee Meeting held on February 21, 2023.

Upon motion by Commissioner Buder, seconded by Commissioner Healy, the Committee approved the minutes of the Finance and Development Committee Meeting held on February 21, 2023. Motion carried with the following roll-call vote:

AYES: Healy, Buder  
NOES: None  
ABSENT: None

**5. OLD BUISSNESS**

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

Upon motion by Commissioner Buder, seconded by Commissioner Healy, the Committee approved to move Resolution 3091: Resolution Approving the Operating Budget for the Fiscal year beginning July 1, 2023, and ending June 30, 2024, to the full board. Motion carried with the following roll-call vote:

AYES: Healy, Buder  
NOES: None  
ABSENT: None

- B. HDC -- MDC – 227: Resolution Approving the Operating Budget for the Fiscal year beginning July 1, 2023, and ending June 30, 2024

Upon motion by Commissioner Buder, seconded by Commissioner Healy, the Committee approved to move MDC -- 227: Resolution Approving the Operating Budget for the Fiscal year beginning July 1, 2023, and ending June 30, 2024, to the full board. Motion carried with the following roll-call vote:

AYES: Healy, Buder  
NOES: None  
ABSENT: None

**6. NEW BUSINESS**

- A. HDC – MDC – 229: Authorization to Award Repairs Contract on Tynan Village for Construction Defects Claim

Upon motion by Commissioner Buder, seconded by Commissioner Healy, the Committee approved to move MDC – 229 – Authorization to Award Repairs Contract on Tynan Village for Construction Defects Claim to the full board. Motion carried with the following roll-call vote:

AYES: Healy, Buder  
NOES: None  
ABSENT: None

**7. INFORMATION**

- A. Finance Report – Presented by Director of Finance, Michael Underwood

In the Finance Operational Update, audits and tax returns take precedence, with the HACM 2021 audit completed on June 22, 2023, and the 2022 audit underway, targeting an October finish. A recent audit by HUD's QAD assessed VMS reporting for compliance. Monthly financial reporting to internal stakeholders and Directors commenced in August, with all June reports, covering all properties, delivered by August 11. Finance is also actively reviewing procurement policies and updating signature authority for staff authorized to make purchases

on the Agency's behalf, with a compliance review scheduled for August 15, 2023. Efforts to improve efficiency include the distribution of Cal Cards to maintenance personnel, while Property Management is addressing uncollectable AR balances, amounting to approximately \$400,000. The financial performance for HACM in June exhibited a 5% increase in revenue and a YTD loss of \$.96M, while HDC saw a remarkable 70% revenue increase in June, with a YTD net loss of \$2.8M, driven by a one-time charge in September 2022. Together, the combined entities reported a YTD bottom-line loss of \$3.8M, but this figure drops to \$1.7M when excluding the one-time charge.

- B. Property Management Report – Presented by Director of Property Management, Jose Acosta  
In the month of June, our property management team successfully achieved several key goals, including completing the Wells Fargo inspection for Haciendas Sr, reconciling work orders, obtaining approval for SRI reports and budgets for FLC sites, and providing budget information for all sites. Looking ahead to July, our goals include completing the Tax Credit Audit for East Salinas Family RAD, responding to all Tax Credit Audit inquiries, and implementing Rent Café and Yardi Screening while commencing a scanning project for Tax Credit files. Voucher management is up to date, with rent collection averaging 98% for HACM sites and 99% for HDC sites in June. We currently have 46 vacancies, excluding Pueblo del Mar, and are committed to leasing all vacant units by August 30th. Updates on RAD sites, KCMC, Portola Vista, Haciendas I and II, Castroville, Casanova Plaza, One Parkside, and Farm Labor sites are detailed, along with plans for Pueblo del Mar's future. We remain dedicated to effective property management and community support.
- C. Development Report – Presented by Director of Development, Carolina Sahagun-Gomez  
Recent developments in the organization's financial landscape include the release of \$1,326,392.32 in funding for the last contractor draw on August 10th, along with capital contributions of \$2,477,018.00 for Castroville FLC, LP, and an anticipated \$3,089,684 for One Parkside, LP. In response to significant increases in insurance renewals, the team is exploring potential insurance pool options. The Development team, in collaboration with the President/CEO, is actively reviewing purchase options and exit strategies for limited partnerships as they approach the end of their 15-year compliance period. Moreover, a follow-up meeting with Knight Development is scheduled for August 17th, focusing on financial requirements. Several potential development opportunities are being pursued, including the Division Avenue project in Salinas, where a funding request has been submitted, and plans to execute an Exclusive Negotiating Rights Agreement funding agreement with the City of Salinas. Additionally, a pending request for funding is associated with the Parcel B property in Salinas, while a market study is underway for APN# 024-261-001 in Greenfield, aiming to increase unit numbers with a density bonus. As for 855 E. Laurel in Salinas, discussions are ongoing regarding feasibility. Within One Parkside, LP, the team is diligently conducting due diligence for a third capital contribution, totaling \$13,182,651, to pay down the construction loan. Plans are in place for the submission of a Placed-In-Service package to CTCAC, contingent upon conversion, and final cost certification is necessary for the next capital contribution. Furthermore, a release of \$94,801.30 in City of Salinas HOME/PLHA funds awaits final invoice receipt. Audits and financial oversight remain a priority, with regular meetings held between the Finance Director and Auditor to review financial requirements, budgets, and audits. HDC 2022 is currently in the final review stage, and weekly meetings are

conducted with a third-party audit team to address outstanding items related to Limited Partnership audits and tax returns. Capital improvement initiatives are ongoing, with the Development team working closely with property management teams to ensure timely completion of projects throughout the portfolio. Specific details are outlined in the property management section of the report, including approvals for flooring requests in Tynan Village. Additionally, plans for addressing water intrusion work in Building C are pending board approval, and negotiations for a new lease in Tynan's commercial space have successfully concluded.

Statement from the Executive Director: The website is presently undergoing construction. Due to significant staff turnover, we have encountered challenges accessing all documents and logins. We have also made public announcements about this on our other social media pages. We examined the local fair market rents for the specific area to understand why our listing was missing. We promptly reached out to HUD regarding this matter, and they have scheduled a meeting for early next week. During this meeting, we will work together to investigate the reasons behind our absence from the list and address any issues that may have caused it.

**8. COMMISSIONER COMMENTS**

The Commissioners collectively thanked everyone involved for their efforts.

**9. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:08 p.m.

Respectfully submitted,

\_\_\_\_\_  
Gabriela Rivero  
Executive Assistant/Clerk of the Board

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

# MEMORANDUM



TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director

RE: **Resolution 3095: Resolution to Increase Posted Salary for  
Director of Housing Programs Position**

DATE: September 15, 2023

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We are submitting Resolution 3095 for your consideration, proposing a salary increase of \$20,000 for the Director of Housing Programs position. The Director of Housing Programs position has remained vacant since April 2023, and this resolution aims to address the challenge of attracting highly qualified candidates by making the salary more competitive in the current job market. The increase will take effect immediately upon approval by the Board of Commissioners

**RESOLUTION 3095**

**RESOLUTION TO INCREASE POSTED SALARY FOR DIRECTOR OF HOUSING PROGRAMS POSITION**

**WHEREAS**, The Housing Authority of the County of Monterey ("HACM") acknowledges that the position of Director of Housing Programs has remained vacant since April 2023; and

**WHEREAS**, HACM recognizes the importance of attracting a highly qualified individual to fill the Director of Housing Programs position to effectively carry out the organization's mission and responsibilities; and

**WHEREAS**, HACM has encountered challenges in attracting a suitable pool of candidates due to the current posted salary level; and

**WHEREAS**, HACM seeks to address this issue by increasing the posted salary amount for the Director of Housing Programs position by \$20,000; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of The Housing Authority of the County of Monterey hereby approves and authorizes an immediate increase of \$20,000 in the posted salary for the Director of Housing Programs position to make it competitive in the current job market for professionals with similar qualifications and responsibilities; and

**BE IT FURTHER RESOLVED** that the Executive Director and Human Resources Department are directed to ensure that the revised salary amount is reflected in all relevant job postings and recruitment materials without delay.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 25th day of September 2023, upon motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

AYES:  
NOES:  
ABSENT:

**MEMORANDUM**

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Mike Underwood, Director of Finance

RE: Status Report: Finance Report for July 2023

DATE: September 13, 2023

**Highlights:**

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

**Finance Operational Update**

Audits continue to be a key focus for staff. We have open audits for MCHI for 2021 and 2022, HDC 2022, King City 2022, Tynan 2022 and 1 Parkside 2022 and HACM for 2022 and 2023. Agency is meeting with NOVO twice a week for coordination purposes.

On August 8<sup>th</sup> the audit of our VMS reporting was conducted by QAD from HUD. We have received a formal report which requires HACM to improve procedures in Section 8, which will have the impact of increasing the accuracy of our performance information. VMS data is the basis for determining payments to the agency.

Financials are being reviewed by operating managers each month. Our group of financial analysts prompt these monthly meetings.

Finance is reviewing the procurement policies and updating the signature authority for all staff who have the right to purchase items on behalf of the Agency. A meeting with Senior Staff was held on August 15, 2023 to review compliance with our procurement policy. It is apparent that the process needs to be strengthened so that all new vendors are appropriately authorized before engaging in business with the agency. Working to eliminate late payments due to confusion in paper flow between departments.

HACM performance for July:

- July revenue was \$5.9M or \$.4M favorable to budget favorable or 8%
- Operating expenses were \$5.8M or \$.4M unfavorable to budget or 8%
- S8 subsidies were \$.4M favorable to budget or 10%
- Gain for July was \$.1M which was at budgeted level

HDC performance for July:

- Revenue for the month was \$.2M or \$.3M below budget...42% below budget timing related
- Expenses were unfavorable \$.08M due to interest payments of \$.2M
- Net loss for the month \$.14M

Total bottom-line loss for combined entities \$.03M.

Board Action: Information only.



**REVENUE SOURCES BY PROPERTY**

**Jul-23**

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	0.00	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ -	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	5,996.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ 5,996.00	\$ -	\$ -	
204	Oak Grove	4,681.00	0.00	1,488.00	HCV
552	Single Family Homes	6,954.00	0.00	14,286.00	HCV
555	Casanova	48,373.00	0.00	88,486.00	HCV
934	Jardines	11,096.00	0.00	7,042.00	HCV
960	Rippling River	31,399.00	0.00	93,331.00	HCV
965	Tynan Affordable	202,650.00	12,887.92	46,969.00	HCV
973	Monterey Affordable	57,043.00	0.00	16,157.00	HCV
974	Benito Affordable	68,584.00	1,500.00	43,430.00	HCV
980	Fanoe Vista	39,781.00	0.00	51,759.00	HCV
985	Haciendas 1	43,724.00	0.00	50,007.00	HCV
986	Haciendas 2	47,446.00	0.00	30,134.00	HCV
988	Haciendas Senior	13,226.00	0.00	46,878.00	HCV
989	Haciendas 3	39,122.00	0.00	50,352.00	HCV
990	Oak Park !	57,690.50	0.00	56,818.00	HCV
991	Oak Park 2	56,987.00	1,400.00	45,751.00	HCV / USDA
		\$ 728,756.50	\$ 15,787.92	\$ 642,888.00	
212	Portola Vista	21,238.00	0.00	115,989.00	PBRA
214	Montecito Watson	8,502.00	0.00	3,464.00	PBRA
801	South County RAD	24,998.00	0.00	22,381.00	PBRA
802	Salinas Family RAD	110,067.00	0.00	58,687.00	PBRA
803	East Salinas Family RAD	159,840.00	0.00	51,158.00	PBRA
804	Gonzales Family RAD	26,348.00	0.00	6,224.00	PBRA
		\$ 350,993.00	\$ -	\$ 257,903.00	
992	One Parkside	32,468.00	0.00	110,271.00	PBV
		\$ 32,468.00	\$ -	\$ 110,271.00	
904	Chualar FLC	16,133.00	0.00	367.00	USDA
906	Salinas FLC	35,009.00	0.00	2,316.00	USDA
972	Benito FLC	68,763.00	0.00	22,745.00	USDA
984	Castroville FLC	53,350.00	0.00	46,235.00	USDA
		\$ 173,255.00	\$ -	\$ 71,663.00	
<b>TOTAL</b>		\$ 1,291,468.50	\$ 20,972.43	\$ 1,082,725.00	
		\$ -	\$ -	\$ -	

**Voucher Funding and HCV Payments**

	23-May	23-Jun	23-Jul	Total
HUD Grant - HAP Payments	\$ 4,402,308	\$ 4,458,118	\$ 4,736,439	\$ 13,596,865
Total Housing Assistance Payments	\$ 4,638,202	\$ 4,849,683	\$ 4,808,572	\$ 14,296,457

Finance Transactional Statistics - July 2023	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
<b>Receipts</b>	33	4,244	2963	1,388,634	2996	1,392,878
<b>Charges</b>	4	-	2935	1,416,101	2939	1,416,101
<b>Journal Entries</b>	304	5,586,453	472	16,618,648	776	22,205,101
<b>Payables</b>	3893	4,949,582	992	1,106,095	4885	6,055,676
<b>Checks</b>	1215	4,929,864	145	2,727,166	1360	7,657,031
<b>Transaction Amts Processed*</b>	<b>5449</b>	<b>\$ 15,470,144</b>	<b>7507</b>	<b>\$ 23,256,644</b>	<b>12956</b>	<b>\$ 38,726,787</b>

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

Period = Jul 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
<b>ASSETS</b>			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	4,148,372.51	4,213,172.38	-64,799.87
Cash - Restricted	11,102,928.01	11,477,856.86	-374,928.85
Total Cash	15,251,300.52	15,691,029.24	-439,728.72
Accounts Receivable:			
Accounts Receivable - Tenants	908,693.97	911,561.84	-2,867.87
Accounts Receivable - Agency	983,735.91	864,054.91	119,681.00
Accounts Receivable - Developer Fees	-71,499.45	-71,499.45	0.00
Accounts Receivable - Other	3,403,238.08	3,424,169.36	-20,931.28
Accrued Interest Receivable	13,799,608.96	14,157,980.52	-358,371.56
Less: Allowance for Doubtful Accounts	-892,951.72	-892,951.72	0.00
Total Receivables, Net of Allowance	18,130,825.75	18,393,315.46	-262,489.71
Current Investments:			
Investments - Unrestricted	1,008,580.87	1,009,038.87	-458.00
Total Current Investments	1,008,580.87	1,009,038.87	-458.00
Prepaid Expenses			
Prepaid Expenses	679,402.01	483,491.64	195,910.37
Inventories, Net of Obsolete Inventories	452,395.96	470,342.01	-17,946.05
I/F Due To/From - Parkside Two Rehab	288,938.75	288,938.75	0.00
Interprogram - Due From	-3,923,849.38	-4,472,967.35	549,117.97
TOTAL CURRENT ASSETS	31,887,594.48	31,863,188.62	24,405.86
NONCURRENT ASSETS			
Capital Assets:			
Land	3,569,623.47	3,569,623.47	0.00
Buildings & Improvements	19,193,968.67	19,193,968.67	0.00
Site Improvements	30,376.41	30,376.41	0.00
Furniture & Equipment	2,046,027.66	2,046,027.66	0.00
Less: Depreciation	-15,521,910.34	-15,521,910.34	0.00
Total Capital Assets, Net of Depreciation	9,318,085.87	9,318,085.87	0.00
Construction In Progress	2,816,300.89	2,685,300.89	131,000.00
Notes Receivable	72,428,614.14	72,428,614.14	0.00
Other Noncurrent Assets	10,453,481.94	10,453,481.94	0.00
Less: Accumulated Amortization	-536,573.44	-536,076.60	-496.84
TOTAL NONCURRENT ASSETS	94,479,909.40	94,349,406.24	130,503.16

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

Period = Jul 2023

	Balance	Beginning	Net
TOTAL ASSETS	126,367,503.88	126,212,594.86	154,909.02
<b>LIABILITIES &amp; EQUITY</b>			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-157,986.54	-350,972.84	192,986.30
Accounts Payable - Other	1,191,919.80	1,178,911.56	13,008.24
Accrued Wages/Taxes/Benefits Payable	787,608.31	803,275.33	-15,667.02
Accrued Interest Payable	678,781.07	674,890.86	3,890.21
Accounts Payable - Agency	2,390.65	2,387.68	2.97
Tenant Security Deposits	100,890.25	101,939.74	-1,049.49
Total Accounts Payable	2,603,603.54	2,410,432.33	193,171.21
Deferred Revenues	1,474,374.29	1,469,982.64	4,391.65
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	416,613.93	441,746.61	-25,132.68
Other Current Liabilities	788,077.20	788,077.20	0.00
TOTAL CURRENT LIABILITIES	5,312,668.96	5,140,238.78	172,430.18
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,630,448.75	7,759,053.33	-128,604.58
Long-Term Subordinate Debt	-1,097,290.55	-1,097,290.55	0.00
TOTAL NONCURRENT LIABILITIES	6,533,158.20	6,661,762.78	-128,604.58
TOTAL LIABILITIES	11,845,827.16	11,802,001.56	43,825.60
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,489,951.39	105,489,951.39	0.00
Current Year Retained Earnings	9,031,725.04	8,920,641.62	111,083.42
TOTAL LIABILITIES AND EQUITY	126,367,503.59	126,212,594.57	154,909.02

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

Period = Jul 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
<b>ASSETS</b>			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,463,186.90	1,501,271.70	-38,084.80
Cash - Restricted	1,727,535.93	1,722,080.62	5,455.31
Total Cash	3,190,722.83	3,223,352.32	-32,629.49
Accounts Receivable:			
Accounts Receivable - Tenants	55,699.78	53,599.78	2,100.00
Accounts Receivable - Agency	219,626.00	132,693.00	86,933.00
Accounts Receivable - Developer Fees	2,973,522.22	3,045,772.22	-72,250.00
Accounts Receivable - Other	1,194,666.50	1,207,396.82	-12,730.32
Accrued Interest Receivable	2,928,786.14	2,878,680.85	50,105.29
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	7,364,894.64	7,310,736.67	54,157.97
Prepaid Expenses	1,769,015.24	1,722,495.05	46,520.19
Interprogram - Due From	9,987,741.72	10,193,961.25	-206,219.53
TOTAL CURRENT ASSETS	22,312,374.43	22,450,545.29	-138,170.86
NONCURRENT ASSETS			
Capital Assets:			
Land	5,009,826.00	5,009,826.00	0.00
Buildings & Improvements	13,904,855.80	13,904,855.80	0.00
Site Improvements	1,215.89	1,215.89	0.00
Furniture & Equipment	19,947.46	19,947.46	0.00
Less: Depreciation	-418,620.37	-418,620.37	0.00
Total Capital Assets, Net of Depreciation	18,517,224.78	18,517,224.78	0.00
Construction In Progress	16,064,097.19	16,064,097.19	0.00
Notes Receivable	27,063,105.47	27,063,105.47	0.00
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	62,473,246.44	62,473,246.44	0.00
TOTAL ASSETS	84,785,620.87	84,923,791.73	-138,170.86

**LIABILITIES & EQUITY**

LIABILITIES

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

Period = Jul 2023

	Balance	Beginning	Net
<b>CURRENT LIABILITIES</b>			
Accounts Payable:			
Accounts Payable - Vendors	-51,383.42	-70,120.82	18,737.40
Accounts Payable - Other	1,008,659.24	1,008,659.24	0.00
Accrued Wages/Taxes/Benefits Payable	175,430.35	175,430.35	0.00
Accrued Interest Payable	914,416.10	912,952.63	1,463.47
Tenant Security Deposits	103,555.00	103,530.00	25.00
Total Accounts Payable	2,150,677.27	2,130,451.40	20,225.87
Deferred Revenues	187,926.50	187,357.50	569.00
Developer Fees Payable	404,393.00	404,393.00	0.00
Other Current Liabilities	-10,401.42	-12,468.32	2,066.90
<b>TOTAL CURRENT LIABILITIES</b>	2,732,595.35	2,709,733.58	22,861.77
<b>NONCURRENT LIABILITIES</b>			
Long-Term Hard Debt	28,316,369.96	28,334,197.35	-17,827.39
Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
<b>TOTAL NONCURRENT LIABILITIES</b>	41,588,619.96	41,606,447.35	-17,827.39
<b>TOTAL LIABILITIES</b>	44,321,215.31	44,316,180.93	5,034.38
<b>EQUITY/NET ASSETS:</b>			
Equity/Net Assets at Prior Year-end	33,129,057.64	33,129,057.64	0.00
Current Year Retained Earnings	7,335,347.92	7,478,553.16	-143,205.24
<b>TOTAL LIABILITIES AND EQUITY</b>	84,785,620.87	84,923,791.73	-138,170.86

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

Period = Aug 2022-Jul 2023

	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Total
<b>REVENUE:</b>													
Tenant Rents	101,920.75	103,068.75	103,648.75	98,079.75	98,746.75	95,912.75	96,525.75	98,850.75	94,237.00	89,047.00	118,817.00	118,734.50	1,217,589.50
Tenant Subsidies	102,576.00	102,490.00	104,090.00	100,776.00	99,431.00	98,398.00	97,477.00	98,377.00	104,978.00	101,198.00	99,691.88	123,624.00	1,233,106.88
Other Tenant Income	2,699.00	1,182.83	535.00	10,962.50	9,241.00	0.00	0.00	580.00	42.00	27,919.00	317.00	117,824.00	171,302.33
Total Tenant Revenue	207,195.75	206,741.58	208,273.75	209,818.25	207,418.75	194,310.75	194,002.75	197,807.75	199,257.00	218,164.00	218,825.88	360,182.50	2,621,998.71
HUD Operating Grants	40,584.00	34,902.00	44,341.00	49,050.00	-54,093.00	45,165.00	153,641.00	45,873.00	0.00	0.00	0.00	0.00	359,463.00
Section 8 HAP Subsidies	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	4,736,439.00	49,110,723.00
Section 8 Administrative Fees	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	365,307.00	371,151.00	4,939,526.97
Operating Grants (Non-HUD)	40,737.60	37,922.01	29,217.44	26,723.83	23,977.56	22,811.89	20,683.72	0.00	22,961.26	42,140.55	0.00	0.00	267,175.86
Other Income	254,581.72	183,415.69	212,607.69	194,101.30	180,955.52	232,411.22	192,238.24	187,912.75	171,723.80	148,044.04	309,535.46	311,503.08	2,579,030.51
Interest Income	177,141.10	174,113.18	177,229.15	172,655.14	179,076.30	146,941.64	136,194.56	144,573.28	140,928.40	111,027.85	174,905.17	143,685.49	1,878,471.26
Total Revenue	4,980,927.17	5,041,068.46	4,988,348.03	4,002,531.49	4,900,215.13	4,922,964.50	5,077,618.27	4,872,849.78	6,256,582.46	5,263,631.44	5,526,691.51	5,922,961.07	61,756,389.31
<b>EXPENSES:</b>													
Administrative	512,591.78	550,271.37	508,716.42	512,030.06	801,372.61	527,456.82	513,711.02	500,858.92	532,923.88	512,650.51	677,345.07	551,107.48	6,701,035.94
Administrative Fees	16,513.09	16,513.09	16,579.09	16,579.09	16,513.09	16,513.09	16,513.09	16,579.09	16,513.09	16,513.09	16,513.09	18,096.09	199,938.08
Tenant Services	17,177.78	56,354.88	24,179.30	48,830.40	84,567.13	52,447.22	91,241.98	64,036.63	80,421.37	68,596.26	91,843.88	88,450.14	768,146.97
Utilities	43,114.55	42,123.01	39,815.75	30,936.32	43,335.53	38,040.62	32,728.01	23,387.82	41,617.19	28,948.86	29,346.00	45,146.95	438,540.61
Maintenance	97,216.71	134,465.34	176,957.72	165,923.65	144,711.72	170,401.00	134,528.80	117,762.71	108,326.93	113,514.89	115,550.93	208,829.44	1,688,189.84
Protective Services	436.00	0.00	1,847.58	0.00	565.86	3,853.85	783.00	0.00	993.00	0.00	5,893.35	11,721.00	26,093.64
Insurance	23,175.09	24,958.28	26,618.90	27,620.12	35,046.85	25,921.52	25,872.89	25,537.28	26,785.61	26,335.87	33,975.98	23,831.45	325,679.84
Other General Expenses	46,241.01	38,917.67	39,091.67	146,564.90	30,924.66	30,578.68	30,635.17	105,937.14	31,094.67	17,874.75	44,314.59	37,735.96	599,910.87
Payments in Lieu of Taxes	81,734.95	0.00	1,628.77	0.00	19,600.00	0.00	6,000.00	2,152.18	0.00	468.06	0.00	82,946.23	194,530.19
Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,826.00	0.00	2,826.00
Housing Assistance Payments	3,865,905.82	3,870,328.27	3,962,817.63	3,878,076.55	4,016,210.75	4,158,619.67	4,577,193.89	4,295,810.86	4,509,775.59	4,534,248.05	4,703,393.85	4,668,325.49	51,040,706.42
FSS Escrows	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	15,126.00	215,260.00
Total Operating Expenses	4,720,171.78	4,750,452.91	4,817,039.83	4,845,659.09	5,213,065.20	5,041,986.47	5,447,073.85	5,170,333.63	5,367,603.33	5,337,976.34	5,738,179.74	5,751,316.23	62,200,858.40
Interest Expense	56,605.37	14,099.69	14,209.06	14,056.60	29,185.20	54,472.94	13,729.98	14,100.39	13,947.75	14,056.46	13,903.77	54,362.36	306,729.57
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,800.00	0.00	10,800.00	14,200.00	0.00	31,800.00
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,702.22	5,702.22
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537,324.23	0.00	537,324.23
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	5,962.08

**VOUCHER PROGRAM ONLY**  
**Income Statement**

Period = Aug 2022-Jul 2023

	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Total
<b>REVENUE:</b>													
Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	25.00
Total Tenant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	25.00
Section 8 HAP Subsidies	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	4,736,439.00	49,110,723.00
Section 8 Administrative Fees	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	365,307.00	371,151.00	4,939,526.97
Other Income	469.01	9,560.30	40,126.22	8,032.36	567.10	9,658.33	5,674.60	6,480.99	0.00	0.00	0.00	0.00	80,568.91
Interest Income	49.49	45.00	46.50	45.00	45.00	48.01	42.01	46.50	42.01	49.51	42.94	46.51	548.48
<b>Total Revenue</b>	<b>4,261,205.50</b>	<b>4,413,579.30</b>	<b>4,356,851.72</b>	<b>3,358,260.33</b>	<b>4,363,492.10</b>	<b>4,291,030.34</b>	<b>4,386,574.61</b>	<b>4,303,210.49</b>	<b>5,721,754.01</b>	<b>4,744,329.51</b>	<b>4,823,467.94</b>	<b>5,107,636.51</b>	<b>54,131,392.36</b>
<b>EXPENSES:</b>													
Administrative	211,690.95	212,772.55	201,620.42	236,005.25	256,559.20	241,569.19	196,536.84	217,766.80	216,445.45	225,483.52	343,704.35	252,724.27	2,812,878.79
Tenant Services	17,177.78	20,074.89	24,179.30	24,643.74	72,473.80	40,353.89	79,099.15	51,270.52	68,328.04	68,596.26	79,750.55	76,356.77	622,304.69
Maintenance	628.74	634.19	802.85	783.41	725.01	626.62	550.62	804.61	597.50	1,895.21	697.71	933.26	9,679.73
Insurance	8,744.36	8,959.71	9,035.05	10,439.12	11,842.55	10,063.65	10,157.12	10,106.22	10,706.56	10,223.89	12,747.35	4,761.05	117,786.63
Housing Assistance Payments	3,940,492.82	3,941,672.27	4,036,605.63	3,961,289.55	4,102,520.75	4,248,990.67	4,685,752.89	4,404,139.86	4,637,061.59	4,670,235.05	4,849,682.85	4,808,572.49	52,287,016.42
FSS Escrows	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	15,126.00	215,260.00
<b>Total Operating Expenses</b>	<b>4,194,799.65</b>	<b>4,200,634.61</b>	<b>4,291,030.25</b>	<b>4,252,259.07</b>	<b>4,464,338.31</b>	<b>4,559,758.02</b>	<b>4,989,962.62</b>	<b>4,702,359.01</b>	<b>4,952,291.14</b>	<b>4,995,259.93</b>	<b>5,303,759.81</b>	<b>5,158,473.84</b>	<b>56,064,926.26</b>
<b>NET INCOME</b>	<b>66,405.85</b>	<b>212,944.69</b>	<b>65,821.47</b>	<b>-893,998.74</b>	<b>-100,846.21</b>	<b>-268,727.68</b>	<b>-603,388.01</b>	<b>-399,148.52</b>	<b>769,462.87</b>	<b>-250,930.42</b>	<b>-480,291.87</b>	<b>-50,837.33</b>	<b>-1,933,533.90</b>



**Monterey County Housing Development Corporation  
Income Statement**

Period = Aug 2022-Jul 2023

	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Total
<b>REVENUE:</b>													
Tenant Rents	47,270.00	47,732.00	46,810.00	44,951.00	45,917.00	45,609.00	49,441.00	48,772.00	50,752.00	52,447.00	55,956.00	55,327.00	590,984.00
Tenant Subsidies	104,369.00	103,536.00	101,047.00	108,084.00	102,526.00	101,015.00	99,698.00	97,735.00	97,558.00	101,920.00	103,899.00	102,772.00	1,224,159.00
Other Tenant Income	1,292.00	1,363.00	1,052.00	6,214.00	9,013.50	622.00	612.00	656.00	1,505.00	588.00	656.00	564.00	24,137.50
Total Tenant Revenue	152,931.00	152,631.00	148,909.00	159,249.00	157,456.50	147,246.00	149,751.00	147,163.00	149,815.00	154,955.00	160,511.00	158,663.00	1,839,280.50
Other Income	20,559.84	19,757.58	20,247.20	20,174.95	35,168.09	355,646.15	5,639.50	12,139.20	6,022.20	5,555.50	151,539.67	5,582.46	658,032.34
Interest Income	50,260.20	49,328.62	50,364.03	49,453.07	49,010.00	51,301.58	48,466.63	50,962.53	56,968.54	52,084.88	49,085.01	50,098.12	607,383.21
Total Revenue	223,751.04	221,717.20	219,520.23	228,877.02	241,634.59	554,193.73	203,857.13	210,264.73	212,805.74	212,595.38	361,135.68	214,343.58	3,104,696.05
<b>EXPENSES:</b>													
Administrative	101,965.75	115,978.97	125,087.89	96,183.44	135,707.37	104,237.22	106,934.49	103,191.71	149,596.95	172,303.82	100,692.51	107,035.05	1,418,915.17
Administrative Fees	18,177.02	18,017.87	17,744.93	18,258.32	18,713.62	17,588.58	17,701.26	17,695.06	17,749.40	18,100.94	25,677.38	18,880.67	224,305.05
Tenant Services	0.00	0.00	0.00	82.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.22
Utilities	23,509.48	15,685.98	28,406.05	15,786.92	19,769.76	18,155.76	25,759.41	11,519.68	24,771.32	12,192.06	21,314.73	15,268.28	232,139.43
Maintenance	23,656.30	18,509.55	34,511.84	38,334.08	35,122.88	42,408.17	51,365.32	16,341.65	19,526.55	23,031.46	17,403.89	33,710.25	353,921.94
Protective Services	62.66	0.00	0.00	0.00	0.00	847.50	0.00	0.00	210.00	0.00	1,346.61	592.50	3,059.27
Insurance	9,426.16	9,220.39	-12,079.01	6,679.15	30,765.70	11,738.72	12,022.73	11,368.53	10,786.02	10,954.26	11,483.11	2,891.49	115,257.25
Other General Expenses	0.00	2,050,000.00	0.00	0.00	25.00	15.94	0.00	0.00	6,000.00	0.00	0.00	0.00	2,056,040.94
Payments in Lieu of Taxes	0.00	0.00	95,415.65	0.00	-84,660.00	0.00	12,800.00	321.05	0.00	5,927.02	0.00	976.38	30,780.10
Total Operating Expenses	176,797.37	2,227,412.76	289,087.35	175,324.13	155,444.33	194,991.89	226,583.21	160,437.68	228,640.24	242,509.56	177,918.23	179,354.62	4,434,501.37
Interest Expense	62,208.44	63,261.74	62,415.27	62,025.10	73,656.00	61,980.18	59,504.44	60,509.86	59,501.45	645,410.02	55,752.50	178,119.42	1,444,344.42
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	1,330.06	0.00	0.00	0.00	0.00	0.00	0.00	1,330.06
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,690.00	0.00	0.00	0.00	74.78	10,764.78
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	23,345.69	0.00	113,450.09
NET INCOME	-24,265.21	-2,077,967.74	-140,992.83	-17,482.65	3,523.82	286,881.16	-91,240.96	-30,383.25	-84,346.39	-684,334.64	104,119.26	-143,205.24	-2,899,694.67

## Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2023

	YTD Actual	YTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	118,734.50	238,903.91	-120,169.41
Tenant Subsidies	123,624.00	106,539.67	17,084.33
Other Tenant Income	117,824.00	1,648.33	116,175.67
Total Tenant Revenue	<u>360,182.50</u>	<u>347,091.91</u>	<u>13,090.59</u>
HUD Operating Grants	0.00	31,330.17	-31,330.17
Section 8 HAP Subsidies	4,736,439.00	4,344,267.17	392,171.83
Section 8 Administrative Fees	371,151.00	370,888.00	263.00
Operating Grants (Non-HUD)	0.00	45,480.00	-45,480.00
Other Income	311,503.08	195,810.74	115,692.34
Interest Income	143,685.49	158,014.00	-14,328.51
Total Revenue	<u>5,922,961.07</u>	<u>5,492,881.99</u>	<u>430,079.08</u>
<b>EXPENSES:</b>			
Administrative	551,107.48	561,814.22	10,706.74
Administrative Fees	18,096.09	17,956.58	-139.51
Tenant Services	88,450.14	60,878.00	-27,572.14
Utilities	45,146.95	38,186.10	-6,960.85
Maintenance	208,829.44	243,785.08	34,955.64
Protective Services	11,721.00	872.00	-10,849.00
Insurance	23,831.45	24,334.91	503.46
Other General Expenses	37,735.96	38,461.49	725.53
Payments in Lieu of Taxes	82,946.23	7,208.00	-75,738.23
Bad Debts	0.00	0.00	0.00
Housing Assistance Payments	4,668,325.49	4,323,433.82	-344,891.67
FSS Escrows	15,126.00	20,833.33	5,707.33
Total Operating Expenses	<u>5,751,316.23</u>	<u>5,337,763.53</u>	<u>-413,552.70</u>
Interest Expense	54,362.36	39,881.00	-14,481.36
Extraordinary Maintenance	0.00	2,046.33	2,046.33
Casualty Losses - Non-Capitalized	5,702.22	0.00	-5,702.22
Depreciation Expense	0.00	0.00	0.00
Amortization Exp	496.84	0.00	-496.84
NET INCOME	<u>111,083.42</u>	<u>113,191.13</u>	<u>-2,107.71</u>

**VOUCHER PROGRAM ONLY**  
**Budget Comparison**

Period = Jul 2023

	YTD Actual	YTD Budget	Variance
<b>REVENUE:</b>			
Section 8 HAP Subsidies	4,736,439.00	4,344,267.17	392,171.83
Section 8 Administrative Fees	371,151.00	370,888.00	263.00
Interest Income	46.51	0.00	46.51
Total Revenue	5,107,636.51	4,715,155.17	392,481.34
<b>EXPENSES:</b>			
Administrative	252,724.27	238,553.30	-14,170.97
Tenant Services	76,356.77	48,180.00	-28,176.77
Maintenance	933.26	416.66	-516.60
Insurance	4,761.05	10,796.66	6,035.61
Other General Expenses	0.00	83.33	83.33
Housing Assistance Payments	4,808,572.49	4,323,433.82	-485,138.67
FSS Escrows	15,126.00	20,833.33	5,707.33
Total Operating Expenses	5,158,473.84	4,642,297.10	-516,176.74
NET INCOME	-50,837.33	72,858.07	-123,695.40

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

Period = Jul 2023

	YTD Actual	YTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	55,327.00	155,064.00	-99,737.00
Tenant Subsidies	102,772.00	13,813.00	88,959.00
Other Tenant Income	564.00	566.00	-2.00
Total Tenant Revenue	158,663.00	169,443.00	-10,780.00
Other Income	5,582.46	281,906.00	-276,323.54
Interest Income	50,098.12	43,753.00	6,345.12
Total Revenue	214,343.58	495,102.00	-280,758.42
<b>EXPENSES:</b>			
Administrative	107,035.05	109,163.00	2,127.95
Administrative Fees	18,880.67	23,866.00	4,985.33
Tenant Services	0.00	4,375.00	4,375.00
Utilities	15,268.28	31,635.00	16,366.72
Maintenance	33,710.25	34,516.00	805.75
Protective Services	592.50	276.00	-316.50
Insurance	2,891.49	11,857.00	8,965.51
Other General Expenses	0.00	274.00	274.00
Payments in Lieu of Taxes	976.38	846.00	-130.38
Total Operating Expenses	179,354.62	216,808.00	37,453.38
Interest Expense	178,119.42	49,857.00	-128,262.42
Casualty Losses - Non-Capitalized	74.78	0.00	-74.78
Depreciation Expense	0.00	11,517.00	11,517.00
NET INCOME	-143,205.24	216,920.00	-360,125.24



Budgets - Info Only



## MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin  
Executive Director

FROM: Jose Acosta  
Director of Housing Management

RE: **Property Management Report**

DATE: September 12, 2023

### Goals:

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

- Completed the Tax Credit Audit for Eat Salinas Family RAD
- Completed all responses for Tax Credit Audits
- Completed and implemented Yardi Screening
- Completed physical and file audit for Farm Labor Sites

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

- Complete Tax Credit Audit for Haciendas 1 and Haciendas 3
- Complete Visit from U.S. Dept of Health and Human Services for PDM
- Complete CREA visit to Castroville FLC
- Complete insurance claim and repairs for Casanova Plaza
- Complete all necessary meetings for rent increases in all HACM managed sites.

### Vouchers:

Vouchers for all the sites are up to date.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	9/1/2023	\$ 100,199.00
214	Montecito Watson	9/1/2023	\$ 3632.00
801	South County RAD	9/1/2023	\$ 22,336.00
802	Salinas Family RAD	9/1/2023	\$ 54,285.00
803	East Salinas Family RAD	9/1/2023	\$ 44,785.00
804	Gonzales Family RAD	9/1/2023	\$ 6,133.00
<b>Total Monthly Subsidy</b>			<b>\$ 231,370.00</b>

**Rent Collection:**

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

<b>HACM Rent Collection as of 8/31/2023</b>		
<b>Property Code</b>	<b>Property Name</b>	<b>Rent Percent Collected</b>
204	Oak Grove	100%
212	Portola Vista	100%
214	Montecito Watson	100%
904	Vista Del Valle	96%
906	Tesoros Del Campo	96%
<b>Total monthly rent collected</b>		<b>\$ 186,021.00</b>

<b>HDC sites rent collection report as of 8/31/2023</b>		
<b>Property Code</b>	<b>Property Name</b>	<b>Rent Percent Collected</b>
555	Casanova Plaza	98%
801	South County RAD	100%
802	Salinas Family RAD	100%
803	East Salinas Family RAD	100%
804	Gonzales Family RAD	100%
984	Castroville	100%
985	Haciendas I	98%
986	Haciendas II	97%
988	Haciendas Sr	97%
989	Haciendas III	100%
992	One Parkside	99%
<b>Total monthly rent collected</b>		<b>\$ 1,099,852.00</b>

**Occupancy:**

PM currently has a total of 20 vacancies excluding Pueblo del Mar.

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

Property Code	Property name	Total units	Occupancy rate	Vacant Units	Out of Occupancy
801	South County RAD	70	100%	0	
802	Salinas Family RAD	170	99%	2	
803	East Salinas Family RAD	202	97%	6	
804	Gonzales Family RAD	30	97%	0	
984	Castroville	54	95%	2	1Caretaker
985	Haciendas I	53	100%	0	
986	Haciendas II	46	98%	1	Caretaker
989	Haciendas III	50	96%	3	
988	Haciendas Sr.	41	96%	2	
992	One Parkside	80	100%	0	
204	Oak Grove	5	98%	1	
205	Pueblo Del Mar	55	25%	42	
212	Portola Vista	64	100%	0	
214	Montecito Watson	13	100%	0	
552	Single Family Homes	9	90%	0	
555	Casanova Plaza	86	98%	2	
904	Vista Del Valle	29	90%	1	4
906	Tesoros del Campo	57	100%	0	5
903	King City Migrant Center	82	96%	4	

**RAD Sites (Formerly Public Housing):**

- 801 South County RAD:
  - Property management is ready for the scheduled fire prevention city inspection scheduled for September.
  - PM repaired hazardous sidewalks at this site.
  - PM has completed the 2<sup>nd</sup> phase of the weed abatement for this site.
  - PM is working with the state to approve mass annual recertifications for the tax credit portion of the files to this property.
  - HACM Property management has now fully implemented resident screening.
  - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.
  - All resident services provided thru the city and Mee Memorial Hospital continue as scheduled.
  
- 802 Salinas Family RAD:
  - PM is working with the state to approve mass annual recertifications for the tax credit portion of the files to this property.
  - PM is pending the city's approval for retaining wall to proceed with bids.
  - Corrections for Tax Credit Audit have been completed and submitted to the state.



- HACM Property management has now fully implemented resident screening.
- HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.
- 803 East Salinas Family RAD:
  - PM is working with the state to approve mass annual recertifications for the tax credit portion of the files to this property.
  - Tax credit audit completed for this property, PM awaiting responses from the state.
  - HACM Property management has now fully implemented resident screening.
  - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.
- 804 Gonzales Family RAD:
  - PM has received approval from investors for the replacement of the fencing for this site.
  - PM is working with the state to approve mass annual recertifications for the tax credit portion of the files to this property.
  - HACM Property management has now fully implemented resident screening.
  - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.

### KCMC:

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

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

- Roof repairs and gutter repairs- **Actively working on this project**
- Siding replacement – **Actively working on this project**
- Modify selected units to be ADA compliant – **Completed**
- Interior flooring repairs – **Completed**
- Replacement of cabinets and countertops and hardware – **Completed**
- Replacement of furniture - **Pending**
- Replacement of water heaters - **Pending**
- Repairs of parking lot and resurfacing of the black top - **Pending**
- Replacement of heater and thermostats - **Pending**
- HVAC pad mounts replacement - **Pending**
- Electrical upgrades – **Completed**
- Repair decks and landings - **Pending**

- Replacement of windows – **Pending**
- Carbon monoxide detector replacement - **Completed**
- Bathroom vanity replacement - **Completed**
- Playground refurbishing - **Pending**
- Property Sign replacement - **Pending**
- Access card reader upgrade - **Pending**
- Repair and replacement of fencing - **Completed**
- Siding repairs – **Actively working on this project**

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

### **Portola Vista:**

Maintenance has completed all repairs to the decks at this property. There are 7 decks maintenance was unable to complete because the scope of work needed is over their scope of work. PM is gathering bids to complete these repairs.

PM is gathering bids to complete repairs to the bay window at this site, the repair requires structural repairs which are over the scope of work the maintenance staff can repair.

Due to the new yardi modules and that are coming on-line, residents have requested to have 5 computers installed in the community room for resident use. The request is being evaluated and a response will be provided to the residents in the next 30 days.

### **Haciendas I:**

Tax Credit audit for this site is scheduled for September 13<sup>th</sup>.

Rent increases have been submitted to HCV department and have been approved. Meetings with the residents will be scheduled to ensure the residents understand how the rent increases are applied.

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

Food bank deliveries for this site continue as scheduled.

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

### **Haciendas II:**

Rent increases have been submitted to HCV department and have been approved. Meetings with the residents will be scheduled to ensure the residents understand how the rent increases are applied.

Food bank deliveries for this site continue as scheduled.

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

### **Haciendas III:**

Tax Credit audit for this site is scheduled for September 13<sup>th</sup>.

Rent increases have been submitted to HCV department and have been approved. Meetings with the residents will be scheduled to ensure the residents understand how the rent increases are applied.

Food bank deliveries for this site continue as scheduled.

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

### **Haciendas IV:**

Wells Fargo audit was successfully completed for this site. There were no findings during this visit.

Rent increases have been submitted to HCV department and have been approved. Meetings with the residents will be scheduled to ensure the residents understand how the rent increases are applied.

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

Food bank deliveries for this site continue as scheduled.

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

### **Castroville:**

CREA visit has been scheduled for September 27<sup>th</sup>. CREA is resuming in-person file and unit inspections.

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

PM is actively seeking candidates for the caretaker position for this site.

### **Casanova Plaza:**

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

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

### **One Parkside:**

The end of the 1-year warranty period for this site is coming up and property management is working with contractor and HACM staff to ensure all areas, units and systems are inspected to ensure any deficiencies are addresses promptly and before warranty period expires.

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

**Farm Labor (Salinas, Chualar):**

HCD completed a unit and file inspection for the Farm Labor sites on August 24, 2023. PM has received the audit results and we are actively working on a response.

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

Rehabilitation of out of occupancy units continues for these sites.

**PDM:**

PDM will be holding an informational workshop with all the current residents at PDM on September 13<sup>th</sup>.

PM meet with a representative from the U.S Department of Health and Human Services on September 12<sup>th</sup> to discuss the deed restrictions for PDM.

Property management and the Executive director continue to work with local government and the community to ensure the property will be utilized for the benefit of those in need in our community and ensure the property is financially stable.

**New Hires:**

N/A

**Wait Lists:**

Closed

**Evictions:**

2

**Waitlist information by site as of 9/12/2023**

<b>Property Code</b>	<b>Property Name</b>	<b>Number of Applicants</b>
204	Oak Gove	299
212	Portola Vista	9
214	Montecito Watson	120
555	Casanova Plaza	0
801	South County RAD	551
802	Salinas Family RAD	1047
803	East Salinas Family RAD	724
804	Gonzales Family RAD	1464
904	Chualar FLC	163
906	Salinas FLC	174
984	Castroville	292
985	Haciendas I	2118
986	Haciendas II	2179
989	Haciendas III	986
Total applicants		10,126



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## Castroville Farm Labor Center

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

Period Beginning  
Aug 01, 2023

Period Ending  
Aug 31, 2023

### Administrative Comments

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

### Service Requirements

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

### DSS Site Visits

Aug 01, 2023   Aug 08, 2023   Aug 09, 2023   Aug 15, 2023   Aug 16, 2023   Aug 22, 2023  
Aug 23, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 01, 2023	Parenting: Learning Style Strengths	12	0.25
Aug 08, 2023	Stretch Your Dollar: with School Supplies	12	0.25
Aug 15, 2023	Parenting: Six (6) Homework Strategies to Decrease Conflict	11	0.25
Aug 22, 2023	JOBS: Remote Work	12	0.25

Totals   47   1.00

### Individualized Case Management Services

Date	Topic	Residents	Hours
Aug 01, 2023	Education K-12	12	3.00
Aug 08, 2023	Financial Budgeting	12	3.00
Aug 08, 2023	Computer/Technology	1	0.50
Aug 15, 2023	Education K-12	11	2.75
Aug 22, 2023	Employment Counseling	12	3.00

Totals   48   12.25

### Social Service Coordination

Date	Administration Type	Hours
Aug 01, 2023	Service Coordination Administration	0.75
Aug 08, 2023	Service Coordination Administration	0.25

Date	Administration Type	Hours
Aug 09, 2023	Service Coordination Administration	2.00
Aug 15, 2023	Service Coordination Administration	1.00
Aug 16, 2023	Service Coordination Administration	1.50
Aug 22, 2023	Service Coordination Administration	0.75
Aug 23, 2023	Recording Needs Assessment Surveys	2.00

**Total** 8.25

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 09, 2023	Socials, General: Back to School Social	18	2.00
Aug 16, 2023	Socials, General: Ice Cream Social and Needs Assessments	13	2.50
Aug 23, 2023	Socials, General: Arts and Crafts Social	8	2.00

**Totals** 39 6.50

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

**Resident Services in Action**



**Back to School Social**

*Aug 09, 2023*



**Arts and Crafts**

*Aug 23, 2023*



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## One Parkside

Property Owner: Housing Authority County of Monterey

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Martha Rodriguez

Period Beginning

Aug 01, 2023

Period Ending

Aug 31, 2023

### Administrative Comments

Service make-up hours were applied during this period.

### DSS Site Visits

Aug 04, 2023

Aug 11, 2023

Aug 18, 2023

Aug 25, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 04, 2023	Thriving In Place (Senior): Five (5) Powerful Ways to Age with Purpose and Passion	12	0.25
Aug 11, 2023	Stand-Alone Classes (Senior): CDC Flu Shot Education	12	0.25
Aug 18, 2023	Thriving In Place (Senior): Take a Deep Breath	12	0.25
Aug 25, 2023	Stretch Your Dollar (Senior): with App rewards	12	0.25

Totals

48

1.00

### Individualized Case Management Services

Date	Topic	Residents	Hours
Aug 04, 2023	Groceries	1	0.50
Aug 04, 2023	Medical	2	1.00
Aug 04, 2023	Health Care	12	3.00
Aug 11, 2023	Utilities	1	0.25
Aug 11, 2023	Health Care	14	3.50
Aug 11, 2023	Translation	1	0.50
Aug 18, 2023	Translation	1	0.25
Aug 18, 2023	Healthy Lifestyles	13	3.50
Aug 25, 2023	Rental	3	1.50
Aug 25, 2023	Utilities	1	0.50
Aug 25, 2023	Financial Budgeting	12	3.00
Aug 25, 2023	Computer/Technology	1	0.25

Totals

62

17.75



**Social Service Coordination**

Date	Administration Type	Hours
Aug 04, 2023	Service Coordination Administration	1.25
Aug 11, 2023	Service Coordination Administration	1.50
Aug 18, 2023	Service Coordination Administration	2.00
Aug 25, 2023	Service Coordination Administration	0.50

**Total** 5.25

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 04, 2023	Bingo/Loteria: Bingo	6	2.00
Aug 11, 2023	Socials, Coffee: Coffee Social	7	2.00
Aug 18, 2023	Socials, General: Lunch Social	12	2.00
Aug 25, 2023	Socials, General: Banana Split Day Social	14	2.00

**Totals** 39 8.00

**Percent of units served during the past 12 months: 93.8%**

**Resident Services in Action**



**Lunch Social**  
*Aug 18, 2023*



**Banana Split Day**  
*Aug 25, 2023*



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## Haciendas 3 and Haciendas Senior

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Aug 01, 2023

Period Ending

Aug 31, 2023

### Service Requirements

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

### DSS Site Visits

Aug 02, 2023

Aug 09, 2023

Aug 16, 2023

Aug 23, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 02, 2023	Parenting: Learning Style Strengths	11	2.00
Aug 16, 2023	JOBS: Remote Work	11	2.50

Totals 22 4.50

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Aug 02, 2023	Food Distribution: Food Bank Distribution	22	4.00
Aug 16, 2023	Food Distribution: Food Bank Distribution	22	3.50
Aug 23, 2023	Safety: Cleaning and Organizing Tips	11	3.00
Aug 23, 2023	Nutrition: Healthy Lifestyle	11	2.50
<b>Subtotal for Health and Wellness</b>		<b>66</b>	<b>13.00</b>
<b>Life Skills Education</b>			
Aug 02, 2023	Education Workshop: Educational Priorities	5	2.00
Aug 09, 2023	Interpersonal Skills: Planning Ahead	13	2.50
<b>Subtotal for Life Skills Education</b>		<b>18</b>	<b>4.50</b>

Totals 84 17.50

### Social Service Coordination

Date	Administration Type	Hours
Aug 04, 2023	Service Coordination Administration	0.75
Aug 09, 2023	Service Coordination Administration	2.00

Date	Administration Type	Hours
Aug 11, 2023	Service Coordination Administration	0.75
Aug 16, 2023	Service Coordination Administration	2.00
Aug 18, 2023	Service Coordination Administration	0.75
Aug 23, 2023	Service Coordination Administration	0.50
Aug 25, 2023	Service Coordination Administration	0.75

**Total** 7.50

**Donations**

Date	Donor	Item Donated	Value
Aug 02, 2023	Food Bank of Monterey	Food Commodities	\$220.00
Aug 16, 2023	Food Bank of Monterey	Food Commodities	\$220.00

**Total** \$ 440.00

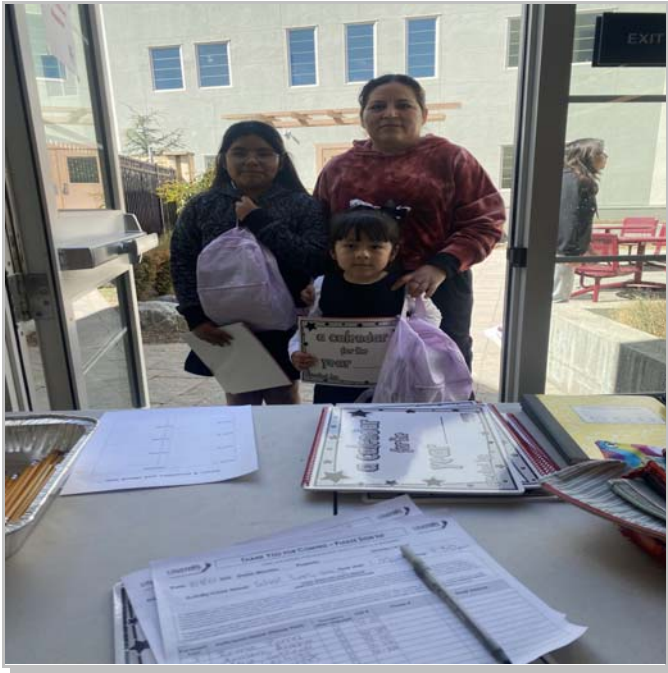
**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 09, 2023	Community Events: School Supplies Giveaway	13	3.50
Aug 23, 2023	Bingo/Loteria: B.I.N.G.O	5	2.00

**Totals** 18 5.50

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

**Resident Services in Action**



**School Supplies Giveaway**

*Aug 09, 2023*



**Food Bank Distribution**

*Aug 16, 2023*



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## Haciendas I and II

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Aug 01, 2023

Period Ending

Aug 31, 2023

### Service Requirements

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

### DSS Site Visits

Aug 04, 2023

Aug 07, 2023

Aug 11, 2023

Aug 15, 2023

Aug 18, 2023

Aug 21, 2023

Aug 25, 2023

Aug 28, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 04, 2023	Parenting: Learning Style Strengths	11	3.25
Aug 11, 2023	JOBS: Remote Work	13	2.50

Totals

24

5.75

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Aug 18, 2023	Budgeting: Creating a household Budget	9	3.50
<b>Subtotal for Financial</b>		<b>9</b>	<b>3.50</b>
<b>Health and Wellness</b>			
Aug 15, 2023	Nutrition: Healthy Lifestyles	11	3.50
Aug 15, 2023	Nutrition: Summer Nutritional Food	11	3.00
Aug 21, 2023	Mental Health: Mental Illness and Seeking Help	11	3.50
Aug 28, 2023	Food Distribution: Food Bank Distribution	24	5.00
<b>Subtotal for Health and Wellness</b>		<b>57</b>	<b>15.00</b>
<b>Life Skills Education</b>			
Aug 18, 2023	Needs Assessment: Need Assessment Surveys	9	2.50
Aug 21, 2023	Needs Assessment: Need Assessment Surveys	10	3.50
Aug 25, 2023	Needs Assessment: Need Assessment Surveys	10	5.00

Date	Topic	Participants	Hours
<b>Subtotal for Life Skills Education</b>		<b>29</b>	<b>11.00</b>

**Totals**    **95**    **29.50**

**Social Service Coordination**

Date	Administration Type	Hours
Aug 04, 2023	Service Coordination Administration	2.75
Aug 07, 2023	Service Coordination Administration	0.50
Aug 15, 2023	Service Coordination Administration	0.50
Aug 25, 2023	Service Coordination Administration	1.00
Aug 28, 2023	Service Coordination Administration	2.50

**Total**    **7.25**

**Donations**

Date	Donor	Item Donated	Value
Aug 28, 2023	Food Bank of Monterey	Food Commodities	\$240.00

**Total**    **\$ 240.00**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 04, 2023	Socials, General: Summer Social and Need Assesments	9	2.50
Aug 07, 2023	Community Events: Educational Priorities	10	3.50
Aug 07, 2023	Community Events: Planning Ahead	10	3.00
Aug 11, 2023	Community Events: School Supplies Giveaway	16	3.50

**Totals**    **45**    **12.50**

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



**Resident Services in Action**



**School Supplies Giveaway**

*Aug 11, 2023*



**Food Distribution**

*Aug 28, 2023*

**MEMORANDUM**

**To:** Board of Commissioners

**From:** Carolina Sahagun-Gomez, Director Housing Development

**Thru:** Zulieka Boykin, Executive Director/President/CEO

**Date:** September 12, 2023

**Re:** **MONTHLY DEVELOPMENT DEPARTMENT REPORT**




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Development department highlights

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- Items requested by Hudson Housing Capital have been submitted to release the second capital contribution in the amount of \$3,089,684 for the One Parkside, LP. Most of these funds will be used to pay down the construction loan as detailed in the LPA and the balance of funds will be utilized to reimburse the agency for construction costs paid by the Development Department during operations/development activity and to pay deferred Developer Fee. Release of these funds is expected by the end of September.
- With the significant increase in property insurance premiums this year, staff is seeking alternative vendors to provide coverage at a lower premium cost. Application packages were submitted in July to the affordable housing insurance risk pool for coverage options and cost estimates to determine the direction in which to proceed to minimize the financial impact to the property's operational budgets.
- Staff is conducting a physical needs assessment/inspection of developments that are coming up on their year 15 end of compliance period. Once assessments are completed, a recommendation will be provided for review to the President/CEO on options for LP exit and rehab/redevelopment strategy.
- Development staff is working with HACM Finance and Property Management Agents to finalize budget submission packages for nineteen properties to assure submission by deadlines of October 1<sup>st</sup> for USDA sites and November 1<sup>st</sup> for all other sites.

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Potential Development Opportunities

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- Division Avenue (Salinas)
  - Pending execution of the Exclusive Negotiating Rights Agreement with the City of Salinas.
  - Meeting scheduled between City of Salinas staff and Development staff on 9/22/2023 to discuss key aspects of the project including funding availability and potential project timeline.
- Parcel B Property (Salinas)
  - Pending City of Salinas request for funding submitted along with Division Avenue.
- APN# 024-261-001 (Greenfield)



- Preliminary market study is in process; revisions to the initial site plan to increase the number of units with density bonus allowed is also being updated.
- 855 E. Laurel Avenue (Salinas)
  - Determination of development opportunity is pending further details from County staff regarding land access and funding opportunities.

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Marketing

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- 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.

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One Parkside, LP

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- With the completion of the second capital contribution, Development staff has begun working on collecting and submitting the due diligence items for the third capital contribution for the One Parkside, LP, which would release \$13,182,651. These funds would be utilized to pay amounts set forth in the LPA and Development budget.
- An initial meeting with JPMorgan Chase took place on 8/31/2023 to discuss the timeline and start of providing due diligence items for permanent loan conversion. The target date of conversion is yet to be determined, but we expect that to occur by end of October, in preparation for the next milestone which is Placed-In-Service, which is due to CTCAC by mid-November 2023, followed by the request for issuance of 8609's.
- Final cost certification in process with auditor.
- City of Salinas HOME/PLHA close out retention release of funds in the amount of \$94,801.30 is pending City of Salinas approval. Development staff has provided all the requested documentation for consideration. Anticipate payment being released by end of September.
- Development and Property Management staff are working closely together to identify any remaining warranty items as we are nearing the end of the one-year General Contractor warranty period, to submit for repair or replacement.

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123 Rico CLEEN loan

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

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Audits

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- Weekly meetings with the Finance Director and Auditor to streamline processes are ongoing.
- Weekly meetings with third party audit team to review outstanding items for the LP audits and tax returns.
- HDC 2022 in final review.

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Capital Improvements

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- The development team is working with our property management teams to ensure needed capital improvement requests throughout the portfolio are completed in a timely manner. Details can be found in the property management section of the report for those items currently underway and in the property management reports.

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Tynan Modernization job close-out

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- Building C - additional water intrusion work. Vendor is pending permits being issued from the City of Salinas to begin remediation and repairs.

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Tynan commercial space

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- Deli/restaurant operations are running well.
- Approximately 2,500sf commercial space available.
- Received inquiry from a potentially interested agency about potential office space. A site-walk of the available space was conducted by potential tenant and preliminary discussions of feasibility underway.

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Haciendas 1&2 metals job

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- 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.

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Project Based Section 8

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

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

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- Please see attached property management reports.

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Resident Services

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- Please see attached resident services highlights.

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Staffing

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- One temporary staff member has been assigned to the Development Department to assist with administrative tasks and special projects.



## JSCo Monthly Management Report

### **BENITO AFFORDABLE/FLC**

1. Vacancy:
  - a) Benito Affordable has 1 vacant unit, keys turned in 8/25/23 processing 2 applicants with another 10 interest letters that went out on 9/3/2023.
  - b) Benito FLC has 2 vacancies, 1 move scheduled for 9/5/23. 4 applicants in process for 2<sup>nd</sup> vacant and processing others for back up.
2. Audits Pending:
  - a. HOME Audit has been completed/all findings have been resolved.
  - b. CTCAC schedule for May 25, 2023/had one finding and it's been corrected and submitted back to CTCAC. Waiting for the closed-out letter from CTCAC.
3. Resident Services:
  - a. LifeSteps is at the site 2 times a month, total 16 hrs. a month. Has a good turnout for the food distribution that Monterey County Food Bank provides to the sites. LifeSteps is struggling to get services that will bring in residents to participate.
  - b. Community rooms are open to the public subject to COVID safety protocols.
4. Capital Improvement/ maintenance.
  - a) Received updated proposal for the extra cameras for both sites.
  - b) Waiting on the window replacement approved work to be done for Benito FLC
  - c) Waiting on approval for the repair work on upstairs walkway for BEA/BEF
  - d) Waiting on bark quote to be approved for Benito Affordable

### **MONTEREY AFFORDABLE**

1. Vacancy:
  - a. Monterey Street has 2 vacant units-Unit 245 moved out 7/5/23 applicant scheduled move in date was 9/1/2023, Unit 1321 moved out 7/5/23, applicant scheduled to move in 9/7/23.
2. Reporting & Audits: CTCAC Audit 6/13/23, corrections pending
3. Resident Services:
  - a. Life Steps is active:
    - i. After school Program Coordinator, Severo Gasca, Mon- Fri
    - ii. Director of Social Services, Sheila Morales, / Mondays or Tuesday
4. Community rooms are open to the public.



5. Capital Improvement/ maintenance.
  - a. King City Glass on-site windows replacements: Pending HA Approval
  - b. Security Cameras Pending Updated Quotes: Core surveillance, Sentry, Central coast satellite.
  - c. IT/ Internet Upgrade: Core surveillance-Project complete as of 9/1/2023
  - d. Mulch, wood chips quotes submitted: Mission Lawn, Tree Brothers, Smith, and Enright

### **RIPPLING RIVER**

1. Vacancy:
  - a. 2 vacant units, 412 approved pending inspection, Unit 528 needs major floor repairs -Awaiting Geo report Currently offline, unit is uninhabitable.
2. Reporting & Audits Pending
  - a. Reporting & Audits Pending: Berkadia Mortgage Inspection 3/6/23 -3 findings
    - i. Add French drain behind building 3- Awaiting HA approval on proposal.
    - ii. The elevator continues to make loud screeching noises.- Awaiting proposal from vendor to repair.
    - iii. Repair loading zone area- several broken pavement areas (pending bids)
3. Resident Services:
  - a. Lifesteps onsite provides case management and social services. Appointments are set and always full.
  - b. Community rooms are open to the public.
  - c. Resident Association holds monthly meetings and special events, Bingo, Movie Matinees.
  - d. Food Bank on 1<sup>st</sup> & 3<sup>rd</sup> of each month managed by Residents.
4. Capital Improvement/ maintenance.
  - a. The generator transfer switch arrived to vendor, and the vendor will schedule installation date.
  - b. Haro and Kasunich Engineers, Chris George, lead Geo Technical Engineer is waiting for the final geologist's report.
  - c. Termites found in community room -IPM treated termite damage.
  - d. We are currently repainting outside furniture, giving them new life, and color.
  - e. 4 Laundry rooms will be painted.



### **FANOE VISTA APARTMENT**

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

### **TYNAN VILLAGE APARTMENTS**

1. Vacancy:
  - a. 3 vacant units, 5 applicants pending, 3 unit turns pending.
2. Reporting & Audits Pending
  - a. Alliant-pending close-out letter from 1/12/23 audit.
  - b. City of Salinas 2020 audit in progress.
  - c. HCD audit 8/23/23-pending final report.
3. Resident Services
  - a. Afterschool Program scheduled daily from 3-5 PM.
  - b. 3 Interns assisting Resident Service Coordinator with program.
4. Capital Improvements/Maintenance
  - a. Irrigation System Repairs complete. Additional work proposals pending.
  - b. Red Posts-Repaired, locked, and painted by BuildX
  - c. Building C stairwell in process of repairs. No movement on project until further notice.
  - d. Callbox installation is scheduled for 8/28/23 and 8/29/2023.
  - e. Paint for all hallways and stairways approved and on-hold until further notice.
  - f. Speed bumps-Installed.
  - g. Proposals obtained for parking restriping pending HDC approval.
  - h. Rodent issue-Pest control installed new rodent devices.
5. Staffing Update:

1 open maintenance position-pending RM interview scheduled 8/25/23.  
Occupancy Specialist hired.

JSCO Monthly Occupancy Summary for HACM Properties  
Inspection and Audit Record

JSCO Monthly Occupancy Summary for HACM Properties													8/31/2023
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	Comments
Benito Affordable	70	69	97%	1	24	24	0	0	2	26	2	408	417-(3BR)-Unit became on 8-25-2023 and there are 2 applicants in process, will be sent out another 10 notices to have as backup for this unit.
Benito FLC	73	71	97%	2	0	0	0	1	4	0	0	74	972058 Applicant was approved for M/I on 9-1-2023, household is schedule to M/I on 9-5-2023. Unit 972042- running 2 applicants, and will be scheduling 2 more applicants to have on hold for this unit.
Fanoe Vista	44	43	98%	1	43	43	1	0	3	43	0	NA	Unit 3- Processing 3 applicants & Requesting new list
Monterey Street	52	50	96%	2	13	12	1	0	5	9	3	82	245 - Applicant approved by compliance & HA Inspection scheduld 8/29/23 to schedule move in. 1321- processing 3 applicants1 approved Move in scheduled 9/1/23
Rippling River	79	77	97%	0	77	77	2	0	2	79	0	15	528- Needs major repairs, awaiting Geo report unhabitable unit. Applicant in process 412- Approved Scheduled move in date 8/1/23
Tynan Village	171	168	97%	3	42	41	1	2	5	41	31	836	1 (3BR TC) file in compliance pending approval. 1 (4BR MR) Transfer-file in compliance pending approval. 3 (2 BR PBV) applicants scheduled for eligibility.
<b>Totals</b>	<b>489</b>	<b>478</b>	<b>97%</b>	<b>9</b>	<b>199</b>	<b>192</b>	<b>9</b>	<b>4</b>	<b>30</b>	<b>190</b>	<b>36</b>	<b>1490</b>	





## **REPORT TO HDC REGULAR BOARD MEETING, September 2023**

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

1. Vacancy:
  - a. 0 vacancies
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. 0 vacancies
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.





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## Haciendas I and II

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Aug 01, 2023

Period Ending

Aug 31, 2023

### Service Requirements

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

### DSS Site Visits

Aug 04, 2023

Aug 07, 2023

Aug 11, 2023

Aug 15, 2023

Aug 18, 2023

Aug 21, 2023

Aug 25, 2023

Aug 28, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 04, 2023	Parenting: Learning Style Strengths	11	3.25
Aug 11, 2023	JOBS: Remote Work	13	2.50

Totals

24

5.75

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Aug 18, 2023	Budgeting: Creating a household Budget	9	3.50
<b>Subtotal for Financial</b>		<b>9</b>	<b>3.50</b>
<b>Health and Wellness</b>			
Aug 15, 2023	Nutrition: Healthy Lifestyles	11	3.50
Aug 15, 2023	Nutrition: Summer Nutritional Food	11	3.00
Aug 21, 2023	Mental Health: Mental Illness and Seeking Help	11	3.50
Aug 28, 2023	Food Distribution: Food Bank Distribution	24	5.00
<b>Subtotal for Health and Wellness</b>		<b>57</b>	<b>15.00</b>
<b>Life Skills Education</b>			
Aug 18, 2023	Needs Assessment: Need Assessment Surveys	9	2.50
Aug 21, 2023	Needs Assessment: Need Assessment Surveys	10	3.50
Aug 25, 2023	Needs Assessment: Need Assessment Surveys	10	5.00

Date	Topic	Participants	Hours
<b>Subtotal for Life Skills Education</b>		<b>29</b>	<b>11.00</b>

**Totals**    **95**    **29.50**

**Social Service Coordination**

Date	Administration Type	Hours
Aug 04, 2023	Service Coordination Administration	2.75
Aug 07, 2023	Service Coordination Administration	0.50
Aug 15, 2023	Service Coordination Administration	0.50
Aug 25, 2023	Service Coordination Administration	1.00
Aug 28, 2023	Service Coordination Administration	2.50

**Total**    **7.25**

**Donations**

Date	Donor	Item Donated	Value
Aug 28, 2023	Food Bank of Monterey	Food Commodities	\$240.00

**Total**    **\$ 240.00**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 04, 2023	Socials, General: Summer Social and Need Assesments	9	2.50
Aug 07, 2023	Community Events: Educational Priorities	10	3.50
Aug 07, 2023	Community Events: Planning Ahead	10	3.00
Aug 11, 2023	Community Events: School Supplies Giveaway	16	3.50

**Totals**    **45**    **12.50**

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

**Resident Services in Action**



**School Supplies Giveaway**

*Aug 11, 2023*



**Food Distribution**

*Aug 28, 2023*

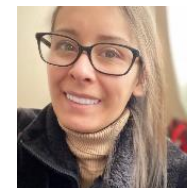
Meetings and Classes will be held in the community room.

Sheila Morales  
 Director of Social Services  
 831-204-2172

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

# September

## Haciendas 1 & 2



Monday, September 4	Friday, September 8	Tuesday, September 12	Friday, September 15
<p>*LifeSTEPS is            CLOSED</p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:00 am – 3:30 pm</b></p> <p><b><u>Healthy Exercise</u></b>            Let's Learn about exercising to stay healthy.  <b>10:00 am – 12:00 pm</b></p> <p><b><u>Case Management</u></b>            Come to the office for any help/question  <b>1:00 pm – 3:30 pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:00 am – 4:30 pm</b></p> <p><b><u>Class: JOBS Workers with Disabilities</u></b>  <b>10:00 am - 12:30 pm</b></p> <p><b><u>Healthy Snack Goodie Bags</u></b>            Come and get your free goodie bag.  <b>1:30 pm – 4:30 pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:00 am – 3:30 pm</b></p> <p><b><u>Diabetes and Heart Disease</u></b>            Come in and learn about the leading illnesses in adults.  <b>10:00 am – 12:00 pm</b></p> <p><b><u>Cancer Awareness</u></b>            Let's learn how to understand, detect, and cope with cancer.  <b>1:00 pm – 3:30 pm</b></p>
Monday, September 18	Friday, September 22	Monday, September 25	Friday, September 29

**Social Services:** DSS, will be available by phone or email between  
**9:00 am – 4:30 pm**

**HEAP Workshop**

Learn about saving money on utility bill.

**10:00 am – 12:00 pm**

**Health Quiz!**

Come in, take a health quiz, and see how healthy you are!

**1:00 pm – 4:00 pm**

**Social Services:** DSS, will be available by phone or email between  
**9:00 am – 3:30 pm**

**Class: JOBS Teamwork to Win**

**10:00 am - 12:00 pm**

**Case Management**

Come to the office for any help/question

**1:00 pm – 3:30 pm**

**Social Services:** DSS, will be available by phone or email between  
**9:00 am – 4:30 pm**

**Case Management**

Come to the office for any questions

**10:00 am-12:00 pm**

**Food Distribution**

Come get free groceries.

**2:00 pm - 4:30 pm**



**Social Services:** DSS, will be available by phone or email between  
**9:00 am – 3:30 pm**

**Case Management**

Come to the office for any help/question

**10:00 am – 12:00 pm**

**Healthy Movie Day!**

Let's watch a movie and get informed about healthy food

**1:00 pm – 3:00 pm**



Life Skills Training & Educational Programs

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**Reminders:**

**LifeSTEPS will be closed  
Monday, September 4<sup>th</sup>.**





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## Haciendas 3 and Haciendas Senior

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Aug 01, 2023

Period Ending

Aug 31, 2023

### Service Requirements

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

### DSS Site Visits

Aug 02, 2023

Aug 09, 2023

Aug 16, 2023

Aug 23, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 02, 2023	Parenting: Learning Style Strengths	11	2.00
Aug 16, 2023	JOBS: Remote Work	11	2.50

Totals **22** **4.50**

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Aug 02, 2023	Food Distribution: Food Bank Distribution	22	4.00
Aug 16, 2023	Food Distribution: Food Bank Distribution	22	3.50
Aug 23, 2023	Safety: Cleaning and Organizing Tips	11	3.00
Aug 23, 2023	Nutrition: Healthy Lifestyle	11	2.50
<b>Subtotal for Health and Wellness</b>		<b>66</b>	<b>13.00</b>
<b>Life Skills Education</b>			
Aug 02, 2023	Education Workshop: Educational Priorities	5	2.00
Aug 09, 2023	Interpersonal Skills: Planning Ahead	13	2.50
<b>Subtotal for Life Skills Education</b>		<b>18</b>	<b>4.50</b>

Totals **84** **17.50**

### Social Service Coordination

Date	Administration Type	Hours
Aug 04, 2023	Service Coordination Administration	0.75
Aug 09, 2023	Service Coordination Administration	2.00

Date	Administration Type	Hours
Aug 11, 2023	Service Coordination Administration	0.75
Aug 16, 2023	Service Coordination Administration	2.00
Aug 18, 2023	Service Coordination Administration	0.75
Aug 23, 2023	Service Coordination Administration	0.50
Aug 25, 2023	Service Coordination Administration	0.75

**Total** 7.50

**Donations**

Date	Donor	Item Donated	Value
Aug 02, 2023	Food Bank of Monterey	Food Commodities	\$220.00
Aug 16, 2023	Food Bank of Monterey	Food Commodities	\$220.00

**Total** \$ 440.00

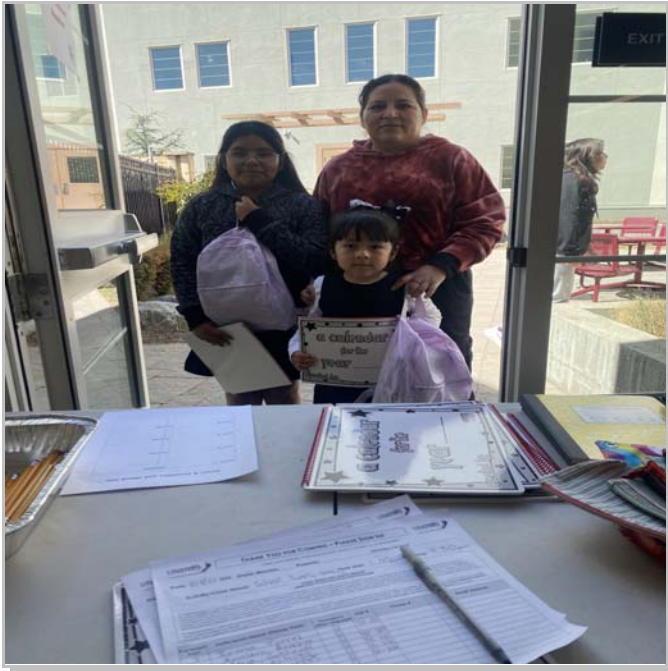
**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 09, 2023	Community Events: School Supplies Giveaway	13	3.50
Aug 23, 2023	Bingo/Loteria: B.I.N.G.O	5	2.00

**Totals** 18 5.50

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

**Resident Services in Action**



**School Supplies Giveaway**

*Aug 09, 2023*



**Food Bank Distribution**

*Aug 16, 2023*



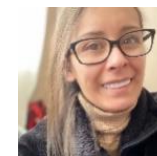
Meetings and Classes will be held in the community room.  
**Shela Morales**  
 Director of Social Services  
 831-204-2172



Resident Message Line:  
 855-395-4463

Drop by or call for appointment

# Haciendas 3 & Senior

## September



Wednesday, September 6	Wednesday, September 13	Wednesday, September 20	Wednesday, September 27
<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:00 am -5:30 pm</b>  <b>(Senior)</b></p> <p><b><u>Class: Heart to Hearts</u></b>  <b>10:00 am – 12:00 pm</b></p> <p><b><u>Healthy Exercise</u></b>            Let's Learn about exercising to stay healthy.  <b>1:00 pm – 2:00 pm</b></p> <p><b><u>Food Distribution</u></b>            Come get free groceries.  <b>2:00 pm - 5:30 pm</b></p> 	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:00 am -5:30 pm</b></p> <p><b><u>Class: JOBS Teamwork to Win</u></b>  <b>10:00 am - 12:00 pm</b></p> <p><b><u>Healthy Snack Goodie Bags</u></b>            Come and get your free goodie bag.  <b>1:00 pm – 3:00 pm</b></p> <p><b><u>Health Quiz!</u></b>            Come in, take a health quiz, and see how healthy you are!  <b>3:00 pm – 5:30 pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:00 am -5:30 pm</b></p> <p><b><u>Class: JOBS Workers with Disabilities</u></b>  <b>10:00 am – 12:00 pm</b></p> <p><b><u>Cancer Awareness</u></b>            Let's learn how to understand, detect, and cope with cancer.  <b>1:00 pm – 2:00 pm</b></p> <p><b><u>Food Distribution</u></b>            Come get free groceries.  <b>2:00 pm - 5:30 pm</b></p> 	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:00 am -5:30 pm</b>  <b>(Senior)</b></p> <p><b><u>Diabetes and Heart Disease</u></b>            Come in and learn about the leading illnesses in adults.  <b>10:00 am – 12:00 pm</b></p> <p><b><u>Aging &amp; Cancer Awareness</u></b>            Let's learn how to understand, detect, and cope with cancer at an older age.  <b>1:00 pm – 3:00 pm</b></p> <p><b><u>B.I.N.G.O</u></b>            Join us for fun and prizes.  <b>3:00 pm – 5:30 pm</b></p>



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### Reminders:

**LifeSTEPS will be closed  
 Monday, September 4<sup>th</sup>.**





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## One Parkside

Property Owner: Housing Authority County of Monterey

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Martha Rodriguez

Period Beginning

Aug 01, 2023

Period Ending

Aug 31, 2023

### Administrative Comments

Service make-up hours were applied during this period.

### DSS Site Visits

Aug 04, 2023

Aug 11, 2023

Aug 18, 2023

Aug 25, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 04, 2023	Thriving In Place (Senior): Five (5) Powerful Ways to Age with Purpose and Passion	12	0.25
Aug 11, 2023	Stand-Alone Classes (Senior): CDC Flu Shot Education	12	0.25
Aug 18, 2023	Thriving In Place (Senior): Take a Deep Breath	12	0.25
Aug 25, 2023	Stretch Your Dollar (Senior): with App rewards	12	0.25

Totals

48

1.00

### Individualized Case Management Services

Date	Topic	Residents	Hours
Aug 04, 2023	Groceries	1	0.50
Aug 04, 2023	Medical	2	1.00
Aug 04, 2023	Health Care	12	3.00
Aug 11, 2023	Utilities	1	0.25
Aug 11, 2023	Health Care	14	3.50
Aug 11, 2023	Translation	1	0.50
Aug 18, 2023	Translation	1	0.25
Aug 18, 2023	Healthy Lifestyles	13	3.50
Aug 25, 2023	Rental	3	1.50
Aug 25, 2023	Utilities	1	0.50
Aug 25, 2023	Financial Budgeting	12	3.00
Aug 25, 2023	Computer/Technology	1	0.25

Totals

62

17.75

**Social Service Coordination**

Date	Administration Type	Hours
Aug 04, 2023	Service Coordination Administration	1.25
Aug 11, 2023	Service Coordination Administration	1.50
Aug 18, 2023	Service Coordination Administration	2.00
Aug 25, 2023	Service Coordination Administration	0.50

**Total** 5.25

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 04, 2023	Bingo/Loteria: Bingo	6	2.00
Aug 11, 2023	Socials, Coffee: Coffee Social	7	2.00
Aug 18, 2023	Socials, General: Lunch Social	12	2.00
Aug 25, 2023	Socials, General: Banana Split Day Social	14	2.00

**Totals** 39 8.00

**Percent of units served during the past 12 months: 93.8%**

**Resident Services in Action**



**Lunch Social**  
*Aug 18, 2023*



**Banana Split Day**  
*Aug 25, 2023*



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## Castroville Farm Labor Center

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

Period Beginning  
Aug 01, 2023

Period Ending  
Aug 31, 2023

### Administrative Comments

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

### Service Requirements

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

### DSS Site Visits

Aug 01, 2023   Aug 08, 2023   Aug 09, 2023   Aug 15, 2023   Aug 16, 2023   Aug 22, 2023  
Aug 23, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 01, 2023	Parenting: Learning Style Strengths	12	0.25
Aug 08, 2023	Stretch Your Dollar: with School Supplies	12	0.25
Aug 15, 2023	Parenting: Six (6) Homework Strategies to Decrease Conflict	11	0.25
Aug 22, 2023	JOBS: Remote Work	12	0.25

Totals   47   1.00

### Individualized Case Management Services

Date	Topic	Residents	Hours
Aug 01, 2023	Education K-12	12	3.00
Aug 08, 2023	Financial Budgeting	12	3.00
Aug 08, 2023	Computer/Technology	1	0.50
Aug 15, 2023	Education K-12	11	2.75
Aug 22, 2023	Employment Counseling	12	3.00

Totals   48   12.25

### Social Service Coordination

Date	Administration Type	Hours
Aug 01, 2023	Service Coordination Administration	0.75
Aug 08, 2023	Service Coordination Administration	0.25

Date	Administration Type	Hours
Aug 09, 2023	Service Coordination Administration	2.00
Aug 15, 2023	Service Coordination Administration	1.00
Aug 16, 2023	Service Coordination Administration	1.50
Aug 22, 2023	Service Coordination Administration	0.75
Aug 23, 2023	Recording Needs Assessment Surveys	2.00

**Total** 8.25

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 09, 2023	Socials, General: Back to School Social	18	2.00
Aug 16, 2023	Socials, General: Ice Cream Social and Needs Assessments	13	2.50
Aug 23, 2023	Socials, General: Arts and Crafts Social	8	2.00

**Totals** 39 6.50

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

**Resident Services in Action**



**Back to School Social**

*Aug 09, 2023*



**Arts and Crafts**

*Aug 23, 2023*





# Tynan Village

## A P A R T M E N T S

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

### SEPTEMBER 2023



### HIGHLIGHTS

#### National Night Out

Congratulations to Olivia Bautista, who won a new laptop for participating in the Xfinity raffle. We would like to thank everyone who joined us in this year's National Night Out.

#### Noche Nacional

Felicitaciones a Olivia Bautista, ganó una nueva laptop por participar en la rifa de Xfinity. Nos gustaría agradecer a todos los que se unieron a nosotros en la Noche Nacional de este año.

#### Annual Inspections

We would like to thank you for working with us throughout the process of inspections. It is very much appreciated.

#### Inspecciones Anuales

Gustaría darle gracias por trabajar con nosotros durante todo el proceso de inspecciones. Es muy apreciado.

#### Raffle

If you pay your September rent on time, and your account is in good standing, you will be entered to win a new laptop provided by Xfinity. Drawing held on September 8th.

#### Sorteo

Si paga su renta de septiembre a tiempo y su cuenta está al día, participará para ganar una nueva computadora portátil proporcionada por Xfinity. Sorteo realizado el 8 de Septiembre.

### BULLETIN BOARD

#### Tynan Staff Members

Property Manager

Michelle Verdin

Assistant Property

Manager

Vanesa Almeyda

Occupancy

Specialist

Analise Martinez

Resident Coordinator

Danielle Collazo

Lead Maintenance

Jose Astorga

#### Important Numbers

After-Hours

Emergency

831.755.5711

Security

831.769.1779

Onsite Security

831.783.7388

Nonemergency

Dispatch

831.758.7321



K1497MH

### NOTES & NEWS

#### Parking

As a reminder there is no visitor parking. Visitors are not to park anywhere on the property. Also, please ensure you are parking in your assigned parking space.

#### Aparcamiento

Como recordatorio no hay estacionamiento para visitantes. Los visitantes no deben estacionar en ningún lugar de la propiedad. Además, asegúrese de estacionar en su espacio de estacionamiento asignado.

#### Property Cleanliness

Let's continue to work together to clean the property by dumping trash into the dumpsters.

#### Limpieza De La Propiedad

Sigamos trabajando juntos para limpiar la propiedad tirando basura en los contenedores de basura.



#### After School Program

The After School Program is now open! Applications are available in the office, Monday through Friday from 9:00am-5:00pm.

#### Programa Despues De Clases

¡El programa después de clases ya está abierto! Las solicitudes están disponibles en la oficina, de Lunes a Viernes de 9:00am a 5:00pm.





# September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<h1>September</h1>					1 	2 Farmers' Market Oldtown 9:00am-2:00pm Every Saturday	
3	<b>Labor Day</b> Office Closed!	4	5 Avoid <b>LATE FEES PAY RENT NOW!</b>	6	7 	8 <b>Raffle</b> Winner Will Be Selected!	9
10 Happy Grandparents Day!	11  <b>PATRIOT DAY</b>	12	13	14 <b>Food Bank</b> 1:30-3:00	15 <b>Night Market</b> Salinas Sports Complex Every Friday 4:00pm-10:00pm	16	
17	18 National Cheeseburger Day!	19 	20 <b>Central Coast</b> Central Coast College In Front of Bakery 1:30-2:00	21	22	23 <b>26th Annual Relay for Life</b> Downtown Salinas 4:00pm-9:00pm	
24 International Daughters Day!	25 National Family Day	26 <b>Pancake Day!</b> Salinas Soccer Complex Cleanup Soccer Fields 4:30-6:00	27	28 <b>Food Bank</b> 1:30-3:00	29	30	

## "This Month In History"

### SEPTEMBER

**1916:** The British Army uses the offensive tank in battle for the first time amidst World War I. Ushering in a new era of mechanical warfare, the tanks were unrefined and unreliable during their first battles.

**1931:** The weekly broadcast "15 Minutes With Bing Crosby" debuts, launching the iconic career of the multimedia superstar.

**1947:** The U.S. Air Force becomes an official branch of the Armed Forces. The Air Force is the second-youngest branch, just ahead of the Space Force, which was established in 2019.

**1956:** Play-Doh is marketed and sold as a child's toy for the first time! Originally, it was used to remove soot marks from wallpaper.

**1960:** The first televised debate between two presidential candidates occurs, with John F. Kennedy and Richard Nixon discussing domestic concerns.

**1979:** ESPN airs their first broadcast, "SportsCenter." The sports news show remains the network's flagship program, with segments playing multiple times a day.

**1986:** The House of Representatives votes "aye" on the rose resolution. By the end of the year, President Ronald Reagan would declare the rose the national flower of America.

**2020:** Norman Lear is the oldest person to ever win an Emmy. First setting the record in 2019, the TV writer and producer surpassed himself the next year, when he won an Emmy for outstanding variety special at age 98.



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One STEP at a time.

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916-965-0110, Fax: 916-965-0102  
www.LifeSTEPSusa.org

## Fanoe Vista

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Martha Rodriguez

Period Beginning

Aug 01, 2023

Period Ending

Aug 31, 2023

### Administrative Comments

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

### Service Requirements

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

### DSS Site Visits

Aug 07, 2023

Aug 14, 2023

Aug 21, 2023

Aug 28, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 07, 2023	Stretch Your Dollar: with School Supplies	12	0.25
Aug 14, 2023	Parenting: Learning Style Strengths	12	0.25
Aug 21, 2023	Parenting: Six (6) Homework Strategies to Decrease Conflict	12	0.25
Aug 28, 2023	JOBS: Remote Work	12	0.25

Totals 48 1.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Aug 07, 2023	Food Distribution: Food Bank Distribution	21	2.00
<b>Subtotal for Health and Wellness</b>		<b>21</b>	<b>2.00</b>

Totals 21 2.00

### After School Program

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

Program Coordinator(s): Severo Gasca Pantoja

Week Ending Date	Activities from LifeSTEPS Curriculum	Participants for Week	Class Hours for Week
Aug 05, 2023	Art Activities Holiday Activities	6	4.00



Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
Aug 12, 2023	Art Activities Math Puzzles/Activities	Science Puzzles/Activities Teambuilding Activities	7	4.00
Aug 19, 2023	Art Activities Physical Activities	Teambuilding Activities Homework	3	2.00
Aug 26, 2023	Art Activities	Homework	6	4.00
Aug 31, 2023	Art Activities Physical Activities	Homework	9	6.00

**Totals**    31    20.00

**Individualized Case Management Services**

Date	Topic	Residents	Hours
Aug 07, 2023	Utilities	1	0.50
Aug 07, 2023	Financial Budgeting	12	3.00
Aug 14, 2023	Rental	1	0.50
Aug 14, 2023	Education K-12	12	3.00
Aug 14, 2023	Health Care	1	0.50
Aug 14, 2023	Translation	1	0.25
Aug 21, 2023	Utilities	1	0.50
Aug 21, 2023	Education K-12	12	3.00
Aug 28, 2023	Employment Counseling	12	3.00
Aug 28, 2023	Computer/Technology	2	1.00

**Totals**    55    15.25

**Social Service Coordination**

Date	Administration Type	Hours
Aug 07, 2023	Service Coordination Administration	1.25
Aug 14, 2023	Service Coordination Administration	0.50
Aug 21, 2023	Service Coordination Administration	1.25
Aug 28, 2023	Service Coordination Administration	0.75

**Total**    3.75

**Donations**

Date	Donor	Item Donated	Value
Aug 07, 2023	Food Bank of Monterey	Food Commodities	\$210.00

**Total**    \$ 210.00

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 14, 2023	Socials, General: Back to School Social	8	2.00

Date	Event	Participants	Hours
Aug 21, 2023	Socials, General: Donut Social	7	2.00
Aug 28, 2023	Socials, General: Summer Social	14	2.00

**Totals**    29    6.00

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

**Resident Services in Action**



**Donut Social**  
*Aug 21, 2023*



**Summer Social**  
*Aug 28, 2023*

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

# September

# Fanoe Vista

Drop by or call for appointment

Monday, September 4	Monday, September 11	Monday, September 18	Monday, September 25
<p><b>LifeSTEPSOffice is Closed</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between <b>9:30am-5:00pm</b></p> <p><b><u>Class: JOBS Teamwork to Win</u></b> 11:00am</p> <p><b><u>Food Distribution</u></b> 1:00pm</p>  <p><b><u>Case Management</u></b> Stop by with any questions! <b>3:00pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between <b>9:30am-5:00pm</b></p> <p><b><u>Class: JOBS Workers with Disabilities</u></b> 11:00am</p> <p><b><u>Case Management</u></b> Stop by with any questions! 1:00pm</p>  <p><b><u>Pizza Social</u></b> Stop by for some pizza! <b>3:00pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between <b>9:30am-5:00pm</b></p> <p><b><u>Case Management</u></b> Stop by with any questions! 11:00am</p> <p><b><u>Class: Heart to Hearts</u></b> 1:00pm</p>  <p><b><u>September Birthday Social</u></b> Stop by for some treats! <b>3:00pm</b></p>

Reminders:





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

**After School Program  
Mondays, Tuesdays & Thursdays**

**LifeSTEPS will be  
closed  
Monday, September  
4<sup>th</sup>.**

# September 2023

## Fanoe Vista

Join us for Homework Support, Arts and Crafts, Fun, Educational Activities, Organized Play, and Much More!

# After School Club

For Ages 5-18 living in this building.

Please register in the community room with Severo Gasca, Program Coordinator



**Monday, Tuesday & Thursday**

**2:00 pm - 4:00 pm**

# Teen Club



For Ages 13-18 living in this building.

Please register in the community room with Severo Gasca, Program Coordinator.

**Monday, September 11, 2023**

**2:00 pm - 4:00 pm**



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

### Reminder:

LifeSTEPS will be closed  
Monday, September 4<sup>th</sup>.

If you need assistance, contact Edith Rodriguez at, or visit her in the community room during any posted date. You may also call our Resident Message Line 855-395-4463.



# Benito Affordable/FLC



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



HORARIO:  
lunes - viernes  
8:30 AM a 4:30 PM



**INTERIOR AND EXTERIOR INSPECTIONS BEGIN SEPTEMBER 5, STARTING WITH BUILDINGS 1 & 2. REMINDER NOTICES WILL BE DELIVERED IN ADVANCE.**

**INSPECCIONES INTERIORES Y EXTERIORES COMIENZAN EL 5 DE SEPTIEMBRE, COMENZANDO CON LOS EDIFICIOS 1 Y 2. LOS AVISOS RECORDATORIOS SE ENTREGARÁN ANTES PARA QUE ESTEN LISTOS.**



**ALL VEHICLES MUST BE OPERABLE WITH CURRENT REGISTRATION AND TAGS AS WELL AS PROOF OF VALID CAR INSURANCE. THIS IS THE CASE EVEN IF THE VEHICLE IS PARKED IN YOUR ASSIGNED PARKING!**



**TODOS LOS VEHÍCULOS DEBEN ESTAR OPERABLES CON MATRÍCULA Y ETIQUETAS ACTUALIZADAS, ASÍ COMO PRUEBA DE SEGURO DE COCHE VÁLIDO. ¡ESTE ES EL CASO AUNQUE ESTÉ ESTACIONADO EN SU ESTACIONAMIENTO ASIGNADO!**

**LIFESTEPS PRESENTS**

# FOOD Distribution!

**2:30pm**  
Quantities are limited\*

**Where? Donde?**  
In the Activity Room!  
En el cuarto de actividades!

**425 BENITO ST.**  
**SOLEDAD, 93960**

**When? Cuando?**  
August 14  
September 11  
October 9  
November 13  
December 11

## Community-Wide Garage Sale!

September 16 and 17

Register online by **September 10** to get a pin on our map and a free sign.

The garage sale will be followed up by the free city-wide clean up by Tri-Cities Disposal & Recycling on September 23rd

For more information contact [jvalenzuela@cityofsoledad.com](mailto:jvalenzuela@cityofsoledad.com)

## ¡Venta de Garaje Comunitaria!

16 y 17 de septiembre

Regístrese en línea antes del 10 de septiembre para obtener un pin en nuestro mapa y una cartel gratis.

La venta de garaje será seguida por la limpieza gratuita en toda la ciudad por parte de Tri-Cities Disposal & Recycling el 23 de septiembre.

Para más información contacte [jvalenzuela@cityofsoledad.com](mailto:jvalenzuela@cityofsoledad.com)





**MAINTENANCE AFTER-HOURS EMERGENCIES  
CALL 678-8852**



**EMERGENCIAS DE MANTENIMIENTO FUERA DEL HORARIO  
LLAME AL 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. PRESS 1 FOR ENGLISH, 2 FOR SPANISH, THEN PRESS 3 FOR SOLEDAD PD**



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

**Child Abuse Prevention Center  
831-755-4661**

**Adult Protective Services  
1-800-510-2020**

**Soledad PD Victim Assistance Advocate  
Elizabeth Aguilar 831-223-5126**

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



**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.

**Contact Sheila Morales  
Director of Social Services  
(831) 204-2172  
Smorales@lifeSTEPSusa.org**

**¿QUÉ ES LifeSTEPS?** LifeSTEPS sirve a familias que viven en comunidades de viviendas asequibles a través de servicios sociales y programas educativos. LifeSTEPS es una organización privada sin fines de lucro que desarrolla e implementa servicios sociales y programas educativos efectivos.



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



**(831) 223-5178**



**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.**



**(831) 755-4448**



**City of Soledad  
(831) 223.5178**



**1-866-901-3212**

Meetings and Classes will be held in the community room.

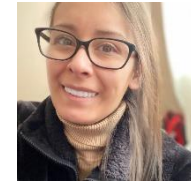
**Sheila Morales**  
**Director of Social Services**  
 831-204- 2172


**Resident Message Line:**  
**855-395-4463**



Drop by or call for appointment

# Monterey & Bentito

# September



Tuesday, September 5	Monday, September 11	Tuesday, September 19	Tuesday, September 26
<p><b>Social Services:</b> DSS, will be available by phone or email between  <b>9:00 am -4:30 pm</b></p> <p>(Monterey)</p> <p><b>Class: Heart to Hearts</b>  <b>10:00 am - 12:00 pm</b></p> <p><b>Healthy Exercise</b>                      Let's Learn about exercising to stay healthy.  <b>1:00 pm – 3:00 pm</b></p> <p><b>Healthy Snack Goodie Bags</b> De Come and get your free goodie bag.  <b>3:00 pm – 4:30 pm</b></p>	<p><b>Social Services:</b> DSS, will be available by phone or email between  <b>9:00 am -4:30 pm</b> (Benito)</p> <p><b>Class: JOBS Teamwork to Win</b>  <b>10:00 am - 12:00pm</b></p> <p><b>Diabetes and Heart Disease</b>                      Come in and learn about the leading illnesses in adults.  <b>1:00 pm – 2:00 pm</b></p> <p><b>Food Distribution</b>                      Come get free groceries!  <b>2:00 pm – 4:30 pm</b></p> 	<p><b>Social Services:</b> DSS, will be available by phone or email between  <b>9:00 am -4:30 pm</b> (Monterey)</p> <p><b>Class: JOBS Workers with Disabilities</b>  <b>10:00 am – 12:00pm</b></p> <p><b>Cancer Awareness</b>                      Let's learn how to understand, detect and cope with cancer.  <b>1:00 pm – 3:00 pm</b></p> <p><b>Health Quiz!</b>                      Come in, take a health quiz and see how healthy you are!  <b>3:00 pm – 4:30 pm</b></p>	<p><b>Social Services:</b> DSS, will be available by phone or email between  <b>9:00 am -4:30 pm</b> (Benito)</p> <p><b>Healthy Exercise</b>                      Let's Learn about exercising to stay healthy.  <b>10:00 am – 12:00 pm</b></p> <p><b>Health Quiz!</b>                      Come in, take a health quiz and see how healthy you are!  <b>1:00 pm – 3:00 pm</b></p> <p><b>Healthy Snack Goodie Bags</b>                      Come and Get your free goodie bags!  <b>3:00 pm - 4:30 pm</b></p>

 <p>Empowerment. Impact.                  Community.                  One STEP at a time.</p>	<p><b>After School Program</b>  <b>Monday- Friday</b></p>	<p><b>Reminders:</b>                  LifeSTEPS will be closed                  Monday, September 4<sup>th</sup>.</p>	
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3247 Ramos Circle Sacramento, CA 95827  
916-965-0110, Fax: 916-965-0102  
www.LifeSTEPSusa.org

## Monterey Street & Benito Street

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

Aug 01, 2023

Period Ending

Aug 31, 2023

### Administrative Comments

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

### DSS Site Visits

Aug 01, 2023

Aug 08, 2023

Aug 14, 2023

Aug 22, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 08, 2023	Parenting: Learning Style Strengths	10	2.50
Aug 14, 2023	JOBS: Remote Work	10	2.00

Totals 20 4.50

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Aug 01, 2023	Budgeting: Planning Ahead	10	2.50
Aug 14, 2023	Budgeting: Creating a Household Budget	6	0.75
<b>Subtotal for Financial</b>		<b>16</b>	<b>3.25</b>
<b>Health and Wellness</b>			
Aug 14, 2023	Food Distribution: Food Bank Distribution	15	4.25
Aug 22, 2023	Nutrition: Summer Nutritional Food	9	2.50
Aug 22, 2023	Exercise: Healthy Lifestyles	9	1.75
<b>Subtotal for Health and Wellness</b>		<b>33</b>	<b>8.50</b>
<b>Life Skills Education</b>			
Aug 08, 2023	Education Workshop: Educational Priorities	10	3.50
<b>Subtotal for Life Skills Education</b>		<b>10</b>	<b>3.50</b>

Totals 59 15.25

**After School Program**

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

Program Coordinator(s): Severo Gasca Pantoja

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
Aug 05, 2023	Art Activities Holiday Activities Physical Activities	Teambuilding Activities Summer Reading	17	10.75
Aug 12, 2023	Art Activities Holiday Activities Language Arts Puzzles/Activities Math Puzzles/Activities	Physical Activities Teambuilding Activities Summer Reading	22	13.75
Aug 19, 2023	Art Activities Leadership Development Math Puzzles/Activities	Physical Activities Homework	19	11.50
Aug 26, 2023	Art Activities Physical Activities	Homework	24	15.75
Aug 31, 2023	Art Activities Holiday Activities Physical Activities	Teambuilding Activities Homework	26	12.25

**Totals**    108    64.00

**Individualized Case Management Services**

Date	Topic	Residents	Hours
Aug 22, 2023	Rental	3	2.75

**Totals**    3    2.75

**Social Service Coordination**

Date	Administration Type	Hours
Aug 01, 2023	Service Coordination Administration	2.50

**Total**    2.50

**Donations**

Date	Donor	Item Donated	Value
Aug 14, 2023	Food Bank of Monterey	Food Commodities	\$150.00

**Total**    \$ 150.00

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 01, 2023	Socials, General: Summer Social and Need Assessments	10	2.00
Aug 08, 2023	Socials, General: School Supplies Giveaway	16	2.50

**Totals**    26    4.50

**Percent of units served during the past 12 months: 84.6%**

Resident Services in Action



**School Supplies Giveaway**

*Aug 08, 2023*



**School Supplies Giveaway**

*Aug 08, 2023*



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One STEP at a time.

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

## Rippling River

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

Aug 01, 2023

Period Ending

Aug 31, 2023

### Administrative Comments

Service make-up hours were applied during this period.

### DSS Site Visits

Aug 03, 2023

Aug 10, 2023

Aug 17, 2023

Aug 24, 2023

### Educational Classes

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

Date	Class Title	Participants	Hours
Aug 03, 2023	Thriving In Place (Senior): Five (5) Powerful Ways to Age with Purpose and Passion	11	2.00
Aug 10, 2023	Stand-Alone Classes: CDC Flu Shot Education	10	2.00
Aug 17, 2023	Thriving In Place (Senior): Take a Deep Breathe	10	2.00

Totals

31

6.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Aug 10, 2023	Nutrition: Healthy Lifestyles	4	2.00
Aug 24, 2023	Safety: Cleaning Tips	11	2.00
<b>Subtotal for Health and Wellness</b>		<b>15</b>	<b>4.00</b>
<b>Life Skills Education</b>			
Aug 03, 2023	Community Resources: Attaining Your SSA Letter	11	3.00
<b>Subtotal for Life Skills Education</b>		<b>11</b>	<b>3.00</b>

Totals

26

7.00

### Individualized Case Management Services

Date	Topic	Residents	Hours
Aug 03, 2023	Computer/Technology	1	1.00
Aug 03, 2023	Translation	1	0.50
Aug 10, 2023	Utilities	1	1.00
Aug 10, 2023	Translation	2	0.75
Aug 17, 2023	Rental	1	1.00

Date	Topic	Residents	Hours
Aug 24, 2023	Coping Skills/Emotional Support	1	1.00
<b>Totals</b>		<b>7</b>	<b>5.25</b>

**Social Service Coordination**

Date	Administration Type	Hours
Aug 03, 2023	Service Coordination Administration	0.50
Aug 10, 2023	Service Coordination Administration	1.25
Aug 17, 2023	Service Coordination Administration	0.50
Aug 24, 2023	Service Coordination Administration	1.00
<b>Total</b>		<b>3.25</b>

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Aug 17, 2023	Socials, General: August Birthday Social	10	3.50
Aug 24, 2023	Crafts: Arts and Crafts	5	3.00
<b>Totals</b>		<b>15</b>	<b>6.50</b>

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

**Resident Services in Action**



**August Birthday Celebration**

*Aug 17, 2023*



**Arts & Crafts**

*Aug 24, 2023*

Meetings and Classes will be held in the community room.

**Sheila Morales**  
**Director of Social Services**  
 831-204-2172

**Resident Message Line:**  
**855-395-4463**

Drop by or call for appointment

# Rippling River

# September



Thursday, September 7	Thursday, September 14	Thursday, September 21	Thursday, September 28
<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:30 am – 5:00 pm</b></p> <p><b><u>Class: Older Adult Disaster Preparedness</u></b>  <b>10:00 am-12:00 pm</b></p> <p><b><u>Healthy Exercise</u></b>            Let's learn about exercising to stay healthy.  <b>1:00 pm – 3:00pm</b></p> <p><b><u>Case Management</u></b>            Come in and book an Appointment with your DSS.  <b>3:00 pm- 5:00pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:30 am – 5:00 pm</b></p> <p><b><u>Cancer Awareness</u></b>            Let's learn how to understand, detect, and cope with cancer.  <b>10:00 am-12:00 pm</b></p> <p><b><u>Diabetes and Heart Disease</u></b>            Come in and learn about the leading illnesses in adults.  <b>1:00 pm- 3:00pm</b></p> <p><b><u>Case Management</u></b>            Come in and book an Appointment with your DSS.  <b>3:00 pm – 5:00pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:30 am – 5:00 pm</b></p> <p><b><u>Class: Stay Safe: Assess Your Own Fall Risk</u></b>  <b>10:00 am – 12:00pm</b></p> <p><b><u>Arts and Crafts</u></b>            Join us in the Arts and crafts room!  <b>1:00 pm – 3:00pm</b></p> <p><b><u>Case Management</u></b>            Come in and book an Appointment with your DSS.  <b>3:00 pm – 5:00pm</b></p>	<p><b><u>Social Services:</u></b> DSS, will be available by phone or email between  <b>9:30 am – 5:00 pm</b></p> <p><b><u>Healthy Eating Awareness Movie!</u></b>            Come &amp; watch a movie that will steer you to eat healthier!  <b>10:00 am – 12:00pm</b></p> <p><b><u>September Birthday Celebration.</u></b>            Join us to celebrate!  <b>1:00 pm – 3:00pm</b></p> <p><b><u>Case Management</u></b>            Come in and book an Appointment with your DSS.  <b>3:00 pm – 5:00pm</b></p>



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

**Reminders:**  
**LifeSTEPS will be closed Monday, September 4<sup>th</sup>.**





## Tenant Services – August 2023

### Community Services Provided:

- Managed free fruit/vegetables/commodities distribution for Oak Park families from Food Bank
- Continued distribution of canned goods from the local Latter Day Saints church to families
- Provided YouthWorks job skills program for teens
- Provided mentoring by phone for YW graduates
- Provided on-campus mentoring for high school students through volunteer
- Provided elementary school robotics program with mentorship from YW graduate
- Hosted Boys & Girls Club teen program once a week
- Hosted United Way on Saturdays enrolling field workers in state grant program
- Distributed produce grown on YW farm by the teens – 683 lbs
- Provided swimming lessons at the Paso Robles Municipal Pool
- Hosted Monday Club children's book give-away
- Connected students with Paso Robles Youth Arts Center for free classes
- Provided back to school clothes shopping with ReMax' Up with Kids & gift cards from donors
- Organized community yard sale for Oak Park families

<u>Participation</u>	<u>Total</u>
Youth Activities	61
Oak Park 1	65
Oak Park 2	98



# Oak Park September 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 4:30 Youth Group	2 9:00 United Way enrollment for fieldworkers	3 2:00 tenant event
4 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	5 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	6 4:30 YouthWorks 4:30 Tutoring	7 4:30 YouthWorks 4:30 YW Farming	8 1:30 Food Distrib 4:30 Youth Group	9	10
11 3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	12 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	13 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	14 4:30 YouthWorks 4:30 YW Farming	15	16	17
18 3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	19 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	20 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	21 4:30 YouthWorks 4:30 YW Farming	22 1:30 Food Distrib 4:30 Youth Group	23 9:00 United Way enrollment for fieldworkers	24
25 3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	26 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	27 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	28 4:30 YouthWorks 4:30 YW Farming	29	30 9:00 United Way enrollment for fieldworkers	





**COMMISSIONER COMMENTS**

**&**

**ADJOURNMENT**