



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

DATE: MONDAY, MARCH 27TH, 2022

TIME: 5:00 P.M.

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

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

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

1. CALL TO ORDER (Pledge of Allegiance)

Table with 4 columns: Name, PRESENT, ABSENT, ONLINE. Rows include Chair Jon Wizard, Vice Chair Hans Buder, and several Commissioners.

3. COMMENTS FROM THE PUBLIC

4. PRESENTATION – Andrew Palacios, 5 Years of Service

5. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the Regular Board Meeting held on January 23, 2023.

6. REPORTS OF COMMITTEES

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

Commissioner Ballesteros, Chairperson
Commissioners Gama, Chairperson
Commissioner Wizard, Representative

7. REPORT OF SECRETARY

A. Executive Report

8. NEW BUSINESS

A. Resolution 3083: Approving the Addition of Position – Director of Asset Management

9. INFORMATION

- A. Schedule for PHA Annual Plan FYB July 2023 – Informational Only
- B. Human Resource Report
- C. Finance Report
- D. Property Management Report
- E. Development Report
- F. Housing Programs Report

10. CLOSED SESSION

A. Government Code section 54597 – Personnel Matters

11. COMMISSIONER COMMENTS

12. ADJOURNMENT

 This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA.
 The Board of Commissioners will next meet at the **Regular Board Meeting on April 24, 2023, at 5:00 p.m.**



COMMENTS FROM THE PUBLIC



CERTIFICATE OF SERVICE

AWARDED TO:

Andrew Palacios

For **5** years of loyal service as
an employee of the Housing Authority
of the County of Monterey

Zulieka Boykin

Zulieka Boykin
Executive Director / CEO





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

SUMMARY ACTION MINUTES

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

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

CALL TO ORDER:

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

2. ROLL CALL:

Present:

Chairperson Jon Wizard
 Vice Chair Hans Buder
 Commissioner Kevin Healy
 Commissioner Kathleen Ballesteros
 Commissioner Viviana Gama
 Commissioner Francine Goodwin

Absent:

Also present: Zulieka Boykin, Executive Director; Maria Madera, Housing Programs Director; Jose Acosta, Director of Property Management; Carolina Sahagun-Gomez, Director of Development; James Maynard-Cabrera, Interim Director of Human Resources; Kim Shehorn, Interim Director of Finance. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

John Rose, the Executive Director of MCHI, recognized HACM for their dedication towards resolving the concerns that were discussed during the MCHI January Board Meeting, MOU discussion. During this recognition, Mr. Rose expressed his gratitude towards the entire staff of HACM.

4. PRESENTATION – Monica Perales, 10 Years of Service
 The Board collectively thanked Monica for her services.

5. **CONSENT AGENDA**

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

- A. Resolution 3081: AB 361
- B. Minutes - Approval of Minutes of the Regular Board Meeting held on November 28, 2022
- C. Minutes - Approval of Minutes of the Regular Board Meeting held on December 19, 2022

No request to pull items from the Consent Agenda. Upon motion by Commissioner Ballesteros, seconded by Commissioner Buder, the Board approves items A-C listed in the Consent Agenda.

Motion carried with the following roll call vote:

AYES: Wizard, Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: None

6. **REPORTS OF COMMITTEES**

Personnel Committee: Commissioner Ballesteros reported no meeting.

Finance/Development Committee: Commissioner Gama reported she did not attend the meeting.

Monterey County Housing, Inc & Affordable Acquisitions: Chair Wizard stated that they discussed facilitating the transition of separating HACM and MCHI by creating an MOU that would outline the process.

7. **REPORT OF SECRETARY**

A. Executive Report – Presented by Executive Director, Zulieka Boykin
There have been numerous meetings held with the staff to address the concerns of each department. Additionally, there has been participation in meetings with the Homeless Coalition, the City Permit meeting with Megan Hunter to discuss development opportunities, and Teamsters. Furthermore, the HUD will be conducting monthly HCV department meetings to discuss utilization. There was a potential to utilize 95%. However, it currently ranges from 54% to 67%, indicating that there is ample room for improvement. Tory Gunsolley contract has been extended by an additional 3 months to assist with identifying areas of opportunity.

8. INFORMATION

A. Human Resource Report – Presented by James Maynard-Cabrera, Inter. Dir. of HR
The emphasis for January is on Director-level recruitment, but unfortunately, the candidate considered for the Financial Director role has declined the job offer. The objective is to increase the number of potential candidates by the end of February. Ganz, Ganz, Employnet, Robert Half, PHADA, and NAHRO are among the recruiters being utilized for this effort. Additionally, productivity and training will be improved to enhance the knowledge and skills of employees in their respective job areas.

B. Finance Report – Presented by Kim Shehorn, Interim Director of Finance
After receiving drafts for the HDC 2021 Audit and HACM 2020 Audits, we will have more information on their finalization following our meeting with the auditors. The Tynan audit has already been completed, allowing us to commence the initial stages for next year's audits, with a target completion date set for April. Additionally, the installation of cubicles is nearly finished, marking the close of the project. As for the budgets for HACM and HDC, they are on track to be finished by April, and we are currently focusing on training with BDO and honing our skills on the VMS.

C. Property Management Report – Presented by Jose Acosta, Inter. Dir. of Housing Management.

The rent studies for Chular are finished, but we are awaiting third-party results. We need to conduct a CNA analysis for FLC sites to determine the appropriate course of action for development. Meanwhile, we are currently working on Comcast renewals, and agreement drafts are pending. Our agency has experienced a high turnover rate across the portfolio, largely due to the passing of tenants. Furthermore, we are facing difficulties in housing people due to storms. The flooring vendors are experiencing supply issues, which is causing delays in turning over units. Unfortunately, there was a minor fire in one of the units in Castroville, leading to water damage in both upstairs and downstairs units. As a result, we are accommodating affected residents in a hotel and will be filing an incident report with HDC. Pueblo del Mar has vacancies and referrals are needed to occupy units. Our primary challenge is managing the low volume of referrals, averaging around 10 at a time, which can take up to 30 days to go through the Sun Street intake process. A significant number of individuals who are currently housed at PDM are approaching the end of their 18-month stay and must leave, while others fail to meet the eligibility criteria to stay for the entire duration.

D. Development Report – Presented by Carolina Sahagun-Gomez, Director of Development

The grand opening of One Parkside was a success, leaving a positive impression on the Hudson Housing developer, who showed interest in future partnerships. The HDC server has been officially merged with HACM, resulting in email addresses now reflecting the HACM domain. After receiving approval, the permit for the Parkside entry gates will soon be installed. The team is currently working on resolving outstanding issues and equity pays. Later this month, will be traveling to Greenfield with Ms. Boykin to explore potential development opportunities for HACM owned property and meet with city officials.

E. Housing Programs Report – Presented by Maria Madera, Director of Housing Programs

HACM was notified by HUD of inaccuracies in the family reunification data and is working closely with the finance department to update the records. The waitlist for one-bedroom apartments in Junsay Oak Sr. in Marina is planned to open next month. Efforts to close the pending audit items are progressing well. HACM is also working with Yardi to update resident preferences for better service delivery.

9. **COMMISSIONER COMMENTS**

The commissioners collectively thanked everyone involved in today's meeting.

10. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:47 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros, Chairperson

Finance/Development Committee: Commissioners Gama, Chairperson

Monterey County Housing, Inc. & Affordable Acquisitions: Commissioner Wizard, Representative



Executive Report Presented by Zulieka Boykin

MEMORANDUM

To: Board of Commissioners

From: Zulieka Boykin, Executive Director/President/CEO

Date: March 20, 2023

Re: Resolution 3083: Authorizing Creation of the Director of Asset Management and Compliance Position



In order to better serve the current needs of the Housing Authority, a new position Director of Asset Management and Compliance is being created.

A job description for the newly created Director of Asset Management and Compliance position is attached for review and approval. The Director of Asset Management and Compliance will have the responsibility of planning, organizing, and directing the day-to-day operations of the department. This will include overseeing all real estate activities, residential properties, and housing programs owned or operated by HACM. Additionally, the Director will provide expert advice to the Executive Director on housing program policy issues and ensure the effective implementation of the Authority's housing policies and procedures in both present and future operations.

Overall, the Director of Asset Management and Compliance will play a key role in optimizing the performance of the Authority's housing programs and ensuring their long-term success. This position is distinct from all others as it solely reports to the Executive Director on the programs' effectiveness, efficiency, and success.

Action: Adopt Resolution

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
DIRECTOR OF ASSET MANAGEMENT
AND COMPLIANCE

SALARY RANGE: \$72,828 to \$104,040 /Annually
(FLSA Exempt)

HACM's Asset Management and Compliance Department performs Asset Management for HACM on an agency-wide basis which is the planning, recommending, and reporting to HACM about how HACM can maximize its value by optimizing HACM's use, management and allocation of HACM's real property assets in light of the applicable federal, state and local program requirements and the risks and rewards related thereto. This Department is also responsible for HACM's internal independent and objective compliance, testing, fraud prevention, investigation, remediation, and training to further HACM's mission and programs. The Director of Asset Management and Compliance is the head of this department.

DEFINITION/PURPOSE:

Plan, organize, and direct the daily management of the Asset Management and Compliance department including oversight of all Authority owned or operated real estate activity, residential properties, and housing programs. Advise the Executive Director on housing program policy issues and effectively monitor the implementation of Authority housing policies and procedures as those relate to the Authority's present and future operations. Assist in the coordination and implementation of new housing programs to insure a smooth transition to regular operations.

DISTINGUISHING CHARACTERISTICS:

This single position executive management classification is responsible for the success of the Department and the internal monitoring of the Authority's housing programs. It differs from all other classifications in that it is solely responsible to report to the Executive Director the effectiveness, efficiency and success of these programs.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general administrative direction of the Executive Director with significant independence.

Provides direct supervision and general direction to the Authority's Quality Control Analyst and other staff as assigned.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Manage all services and activities of the Asset Management and Compliance department, including the monitoring and review of a variety of housing assistance programs and processes.

- Supervise the scheduling of monitoring reviews of all Authority housing programs. Review and evaluate monitoring reports against best practices and suggest corrective actions in order to improve outcomes.
- Ensure periodic program review of waiting list process and tenant files for each housing property and program to ensure compliance with tenant income, rent restrictions and other requirements imposed by regulatory agreements and partnership agreements for all programs and properties.
- Plan and review in arrears regular financial and operational reports for each housing program; analyze performance, track issues, occupancy levels, rental rates and other reports against the best practices base line.
- Review in arrears annual operating and capital budgets for each program with the Housing Management Director and the Director of Finance to ensure that all external financial requirements are budgeted.
- Perform quality control selection on files for HCV including specialized voucher programs.
- Perform process analysis on procedures used in HCV department and report areas of concerns.
- Keep abreast of federal, state, and other laws, regulations and directives issued by HUD and other agencies affecting the properties and programs and propose such changes in written agency policy documents.
- Review and revise both program policy and procedures and train staff on all changes. Monitor implementation.
- Analyze effectiveness and efficiency of agency programs and recommend program changes to the Executive Director.
- Train and/or coordinate the training of assigned personnel on basic program components, new programs, changes, and special programs.
- Monitor agency-wide staff activities relating to program administration; prepare periodic reports to HUD, USDA, the State, local governments and other funders and regulators, the board of Commissioners, and the Executive Director.
- Establish working relationships with local real estate and property management associations, community social service agencies and providers, law enforcement officials, and resident groups. Attend and participate in professional group meetings to stay abreast of new trends within the industry. Network with community resources and initiate collaborative efforts that will supplement ongoing affordable housing and preservation and production.
- Responds to general inquiries and complaints from participants, prospective participants and the general public. Attend resident meetings and encourage and promote resident participation in different programs.
- Conduct periodic agency-wide inspections of housing properties to monitor appearance and conditions.
- Serve as the Asset Management division liaison with other departments and outside agencies. Serve as senior staff member for the department on boards and committees.
- Participate in the planning and development of the department budget. Authorize payment of department invoices and authorize expenditures for items up to procurement policy limits
- Carry out special projects as assigned by the Executive Director.
- Supervise the preparation of monthly activities and status reports for the various programs monitored.

- Respond to and resolve issues pertaining to monitored housing programs. Negotiate and resolve sensitive and controversial issues. Advise the Executive Director, in a timely manner, on necessary actions, problems, or requirements.
- Serve as a policy and program advisor to the Executive Director regarding program, property management, maintenance and other operational issues, and other Authority-wide matters.
- Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on any of the housing programs administered by the Authority. Suggest alternative courses of action, as applicable.
- Assist the Executive Director in the development of Authority written policies and procedures implementing Federal, State, and local directives and statutes; and, as applicable, procedures for department activities and programs.
- Coordinate with other Authority departments the transition from construction completion to property management operation for all new properties.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of program work.
- Hold and conduct regular staff meetings.
- Coordinate with the Executive Director's Office the maintenance of a centralized indexed repository for all agency documents including legal documents such as regulatory agreements for the various programs and properties.
- Participate in the selection of department staff. Train, motivate, supervise, and evaluate assigned employees. Recommend employees' salary increases and take disciplinary action as necessary and authorized.
- Make written and verbal reports and presentations to the Board of Commissioners and other bodies, as requested. Maintain regular and consistent attendance.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Property management, landlord/tenant laws, Federal laws governing public housing operation, Housing Choice Voucher program and affordable housing programs. General administrative planning techniques, contracts, agreements, and basic program management concepts. Principles and practices of budget development and administration, and personnel practices, supervision, training and administration. Public housing laws, program and agency rules, regulations, standards and programs, and the local housing market. Methods and techniques of building maintenance and inspection. Occupational safety program rules and regulations. Computer applications in housing.

Ability to – Plan, organize, direct, and coordinate work in a manner conducive to maximum organizational performance. Effectively train, supervise, and evaluate subordinates and agency departments and operations. Maintain confidentiality. Formulate policy and plan and supervise the work of others. Interpret and apply Federal, State, and local policies, laws and regulations. Exercise independent judgment with compassion, good management sense and creativity. Establish and maintain

effective working relationships with all levels of Authority staff, residents, and the public. Prepare clear, concise recommendations and reports. Communicate complex ideas clearly and effectively both verbally and in writing and speak effectively before groups. Prepare and work within established operating budgets. Maintain the mental capacity for making sound decisions and the physical capability to perform assigned duties. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates

- Possess within 24 months of employment: a LIHTC certificate, an Assisted Housing Manager certificate, and a USDA-Rural Development certificate. Complete HUD's REAC training.
- Possess and maintain an applicable California Driver License and a driving record acceptable to the Authority.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit or stand for lengthy periods of time, climb stairs, stoop, bend, and operate keyboard equipment. The majority of work is conducted in a standard indoor environment.

Other

- Provide an annual Statement of Economic Interest.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the
- Be insurable by the Housing Authority's insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Education – A Bachelor's Degree from an accredited college or university with a major in urban studies, social science, public or business administration, or a related field is required.

Experience – Five (5) years of increasingly responsible experience in public housing or property management of assisted housing in an administrative professional and/or technical capacity involving program administration and maintenance program implementation. Two (2) years of supervisory experience.

Board Approved:

RESOLUTION 3083

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY AUTHORIZING CREATION OF THE DIRECTOR OF ASSET MANAGEMENT AND COMPLIANCE POSITION

WHEREAS, the Bylaws of Housing Authority of the County of Monterey grants authority to the Board Commissioners to authorize the creation of or elimination of positions for the Housing Authority of the County of Monterey; and

WHEREAS, the Housing Authority of the County of Monterey requires the Board of Commissioners to approve organizational changes and salary ranges for all positions; and

WHEREAS, the Board of Commissioners further desires to approve the addition of the position of Director of Asset Management and Compliance for the Housing Authority of the County of Monterey at suggested salary range; and

WHEREAS, the Board of Commissioners wishes to designate the Executive Director as the supervisor of the Director of Asset Management and Compliance; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes the addition of the Director of Asset Management and Compliance.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 27th day of March 2023, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:



Housing Authority of the County of Monterey

*PHA Annual Plan-
draft
FY July 2023*

Board of Commissioners:

Jon Wizard-Chair
Hans Buder-Vice Chair
Vacant-Commissioner
Viviana Gama-Commissioner
Francine Goodwin-Commissioner
Kevin Healy-Commissioner
Kathleen Ballesteros-Commissioner

Executive Director/ Chief Executive Officer:

Zulieka Boykin



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

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

Definitions.

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

A.	PHA Information.
A.1	<p> PHA Name: <u>Housing Authority of the County of Monterey</u> PHA Code: <u>CA033</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2023</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>4,793</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. </p> <p> <i>The Annual Plan and supporting documents and the agency Administrative Plan are available for review at Housing Authority of the County of Monterey, 123 Rico St, Salinas, CA 93907 and on the agency website at www.hamonterey.org. The agency has also posted a public notice with information on how to request a copy of the plan by mail or email.</i> </p>

PHA Consortia: (Check box if submitting a joint Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
Lead HA:				

B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements.

a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Informal Review and Hearing Procedures.
- Homeownership Programs.
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- Substantial Deviation.
- Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

B.2 New Activities.

The Housing Authority of the County of Monterey (HACM) continues to expand its use of Project-Based Vouchers (PBV) in supporting the development and expansion of affordable housing throughout Monterey County.

The agency continues to work in partnership with housing developers by providing project-based vouchers. The following projects have completed their requirements or have entered a Housing Assistance Payment (HAP) contract with the agency or are pending PBV requirements; Villa Del Monte, Catalyst A-E and Casanova Plaza Apartments, East Garrison Apartments and Nuevo Amanecer, Salinas Homekey, Greenfield Commons I, Greenfield Commons II, Lightfighter Village, One Parkside Manor and Magnolia Place Senior Apartments.

Project Based Voucher Allocation			
Agency/Property	# of Units	Location	Status *
Salinas Homekey	85	Salinas, CA	Pending
Greenfield Commons I	27	Greenfield, CA	Pending
Greenfield Commons II	27	Greenfield, CA	Pending
VTC-Lightfighter Village	17	Marina, CA	Pending
Magnolia Place Senior Apartments	32	Greenfield, CA	Pending
East Garrison Apartments	15	Marina, CA	Executed AHAP
Nuevo Amanecer	15	Pajaro, CA	HAP
Catalyst A-E	5	Salinas, CA	HAP
Villa del Monte Apartments	62	Seaside, CA	HAP
Casanova Plaza Apartments	17	Monterey, CA	HAP
One Parkside Manor	80	Salinas, CA	HAP

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

HAP: Housing Agreement Payment (Contract)

Housing Agreement Payment (HAP) contracts are in place for Nuevo Amanecer, Catalyst A-E, Villa del Monte Apartments, One Parkside Manor and Casanova Plaza Apartments. The agency continues to work through the contract stages with the remaining pending properties.

The agency is committed to actively promote project-based partnerships with community housing developers to provide affordable housing. Project-Based Vouchers are made available to new housing developments to continue to increase the supply of affordable housing and expansion of housing opportunities to individuals and families living in Monterey County.

B.3 Progress Report.

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

The Housing Authority of the County of Monterey has made the following progress in meeting the goals of the 5-Year plan:

- The agency continues to explore competitive funding opportunities as they become available to increase affordable housing to residents of Monterey County.
- The agency continues its partnership with the Department of Veterans Affairs by working with homeless veterans and their families in Monterey County to sustain permanent housing through the HUD-VASH voucher program.
- The agency continues to work with partnering community organizations that refer qualifying youth to the Foster Youth to Independence (FYI) Initiative Program. The agency continues its commitment to promote supportive services to foster youth who are seeking stable permanent housing in Monterey County.
- The agency continues collaboration with the Coalition of Homeless Services Providers, Continuum of Care (CoC) and community partnering agencies to provide qualifying individuals and families that are homeless or at risk of becoming homeless, opportunities to obtain permanent housing through the Emergency Housing Voucher Program (EHV). Services such as assistance with housing search, application fees and security deposits and utility arrears are in place as supportive measures for qualified participants. The agency increased its landlord incentive program to \$1,500.00 as a measure to secure and encourage landlords in Monterey County to become participants of the EHV program. Additionally, the agency removed the \$3,500.00 cap on service fees for EHV participants, this allows the agency flexibility when determining on a case-by-case basis, how they can financially assist EHV families with service fees.
- The agency has been awarded renewal funding by HUD, the Renewal Funding Inflation Factor (RFIF) for the Housing Authority of the County of Monterey has been determined to be 33.1%. RFIFs are used to adjust the allocation of Housing Choice Voucher (HCV) program renewal funds to PHAs for local changes in rents, utility costs, and tenant incomes. The additional renewal funding will benefit existing Housing Choice Voucher participants and applicants by decreasing rental burden.
- The agency passed new Payment Standards to reflect the current rental market increase in the area. The agency used an exception payment standard waiver at the higher of 120% of Small Area Fair Market Rent or 110 percent of the 50th percentile FMR that was effective September 1, 2022, for current voucher-assisted households with lease anniversaries effective October 1, 2022, as well as other applicable action types including but not limited to: transfers of unit/relocations, new lease-ups for newly admitted households and port-ins. The increase allows participants of the Housing Choice Voucher program opportunities to rent in higher opportunity areas and promotes accessibility to equitable services and resources for families in Monterey County.

- The agency has retained a SEMAP score of 98%, high performer status in the Housing Choice Voucher (HCV) program.
- The agency will be expanding opportunities to participants of the Housing Choice Voucher program by adding an additional Family Self Sufficiency Coordinator. This will allow the agency the ability to increase support for HCV participants desiring to participate in the Family Self Sufficiency Program.
- The agency provides community and program information to participants during briefings, informing them of available opportunities in the HCV program, including agency partnerships that offer supportive services, information on current rental opportunities, supportive services for the disabled, veterans and homeless individuals and families to expand opportunities to all participants of its programs.
- The agency continues to set aside 200 Homeless Set-Aside housing choice vouchers, 114 of which are currently leased. The agency continues to work with local service providers and community agencies to assist homeless families and individuals with affordable housing and supportive services.
- The agency is committed to providing support to Project Homekey in Salinas, California. The project has 85 project-based vouchers in pending status and is currently working with the City of Salinas in a collaborative partnership to finalize the housing assistance payment contract. Project Homekey provides affordable housing to one of the most vulnerable populations of Monterey County.
- The agency was part of a collaborative redevelopment project that provides affordable housing for the elderly. One Parkside Manor, in Salinas, California has recently been completed and has 80 project-based vouchers in place. The project provides affordable housing to the elderly community members of Monterey County.
- The agency is committed to meeting reasonable accommodation requests that provide equal opportunity and access to disabled families or individuals. Agency staff participate in annual Fair Housing Training provided by the Office of Fair Housing and Equal Opportunity.
- The agency is currently working on upgrading its internal software programs to maximize technological support that benefits the agency, participants, and landlords by providing expedited services and improving internal functions.
- The agency is continually working to establish partnerships with community agencies and local city jurisdictions to increase affordable housing opportunities in Monterey County. Additionally, the agency continues its current vital partnerships with community agencies that offer supportive services for homeless individuals and families, seniors, and disabled individuals to continue meeting its goals outlined in its 5-Year PHA Plan and mission statement.

B.4 Capital Improvements.

N/A

B.5 Most Recent Fiscal Year Audit.

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

Y N N/A

(b) If yes, please describe:

Financial Statement findings are as follows:

The Housing Authority had deficiencies with internal financial reporting:

The agency is in the process of assessing and modifying internal controls to avoid issues by implementing accounting checklists on a periodic basis and has increased finance department staff and instituted backup protocols for all processes and roles.

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

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

The Housing Authority did not properly consider regulations related to sealed bids and competitive proposals:

The agency recognized the deficiencies related to procurement and will implement internal control procedures to ensure compliance with its procurement policy and Federal & State procurement regulations.

Federal Award Findings and Questioned Costs are as follows:

Inspection of files revealed unavailable documents at the time of audit examination:

The agency accepts the recommendation to implement a directive that will be issued to staff that ensures that when files are archived, original documents are transferred and maintained in current files.

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

C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p style="padding-left: 40px;">Y N</p> <p style="padding-left: 40px;"><input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p> <p><i>*Pending</i></p>
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D.	Affirmatively Furthering Fair Housing (AFFH).
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D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="padding: 5px;">Fair Housing Goal: Ensuring Fair Housing for all Americans</td> </tr> <tr> <td style="padding: 5px;"><u><i>Describe fair housing strategies and actions to achieve the goal:</i></u></td> </tr> <tr> <td style="padding: 5px;"> <p>HACM has established and ensured equal opportunity in housing for all Americans as a strategic goal. To implement this goal, HACM continues to affirmatively market its housing programs to make them accessible to families with special needs or disabilities. HACM remains strongly committed to meeting reasonable accommodation or modification requests that support and promote affordable housing opportunities to disabled families or individuals.</p> </td> </tr> </table> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="padding: 5px;">Fair Housing Goal: Furthering Fair Housing Opportunities</td> </tr> <tr> <td style="padding: 5px;"><u><i>Describe fair housing strategies and actions to achieve the goal:</i></u></td> </tr> <tr> <td style="padding: 5px;"> <p>HACM works with the entitlement jurisdictions to integrate outreach and fair housing training opportunities into existing plans which are developed by each jurisdiction. HACM participates in community forums and events to market the Housing Choice Voucher Program and to expand further fair housing opportunities for families.</p> </td> </tr> </table>	Fair Housing Goal: Ensuring Fair Housing for all Americans	<u><i>Describe fair housing strategies and actions to achieve the goal:</i></u>	<p>HACM has established and ensured equal opportunity in housing for all Americans as a strategic goal. To implement this goal, HACM continues to affirmatively market its housing programs to make them accessible to families with special needs or disabilities. HACM remains strongly committed to meeting reasonable accommodation or modification requests that support and promote affordable housing opportunities to disabled families or individuals.</p>	Fair Housing Goal: Furthering Fair Housing Opportunities	<u><i>Describe fair housing strategies and actions to achieve the goal:</i></u>	<p>HACM works with the entitlement jurisdictions to integrate outreach and fair housing training opportunities into existing plans which are developed by each jurisdiction. HACM participates in community forums and events to market the Housing Choice Voucher Program and to expand further fair housing opportunities for families.</p>
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Fair Housing Goal: Furthering Fair Housing Opportunities							
<u><i>Describe fair housing strategies and actions to achieve the goal:</i></u>							
<p>HACM works with the entitlement jurisdictions to integrate outreach and fair housing training opportunities into existing plans which are developed by each jurisdiction. HACM participates in community forums and events to market the Housing Choice Voucher Program and to expand further fair housing opportunities for families.</p>							

Fair Housing Goal: Improving Equitable Housing Opportunities for Participants

Describe fair housing strategies and actions to achieve the goal:

Housing Program Specialists work with families to promote portability and relocation to neighborhoods of opportunity. During briefings, applicants are informed of available units and their location, emphasizing communities that are underutilized. This information is given to the voucher holders to allow them to make housing choices that can provide greater social amenities and greater educational and economic opportunities for their families. The housing specialists describe fair housing and discrimination laws and provide information regarding the process of filing complaints.

Fair Housing Goal: Ensuring Access to Safe and Sanitary Affordable Housing

Describe fair housing strategies and actions to achieve the goal:

HACM’s annual and long-range goals will result in greater housing choices for families by allowing families to acquire housing that is of adequate size by reducing overcrowded conditions. All potential rental units must meet Housing Quality Standards and are inspected prior to move-in and are subject to annual inspections to assure these standards are maintained. Participants are assisted in securing housing that meets the needs of their families and are assisted in leasing negotiations with landlords. These factors promote fair housing choices by eliminating blighted properties from federal housing subsidies and improves the wellbeing of the community and its members overall.

Fair Housing Goal: Furthering Opportunities for Participants in Higher Opportunity Areas

Describe fair housing strategies and actions to achieve the goal:

The HACM conducts analysis of local fair market conditions in its jurisdiction to help eliminate barriers for applicants of the Housing Choice Voucher Program. With approval of the success rate payment standard amounts at the 50th percentile, the HACM is able to increase the number of voucher holders who become participants. Additionally, it affords participants opportunities to secure housing in higher opportunity neighborhoods and areas.

Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV-Only PHAs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Other Document and/or Certification Requirements.

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

D. Affirmatively Furthering Fair Housing (AFFH).

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

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

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

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

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

Civil Rights Certification
(Qualified PHAs)

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

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning _____ July 2023 _____ in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

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

Housing Authority of the County of Monterey
PHA Name

CA033
PHA Number/HA Code

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

Name of Executive Director:		Name of Board Chairperson:	
Zulieka Boykin, Executive Director/Chief Executive Officer		Jon Wizard, Board Chair	
Signature	Date	Signature	Date

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

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number. 0

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

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or _X_ Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning July 2023, in connection with the submission of the Plan and implementation thereof:

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

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

Housing Authority of the County of Monterey
PHA Name

CA033
PHA Number/HA Code

Annual PHA Plan for Fiscal Year July 2023

5-Year PHA Plan for Fiscal Years 20 - 20

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

Name of Executive Director:		Name Board Chairman	
Zulieka Boykin, Executive Director/Chief Executive Officer		Jon Wizard, Board Chair	
Signature	Date	Signature	Date

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

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

RESOLUTION #####

**PHA CERTIFICATION OF COMPLIANCE WITH THE
2023 AGENCY ANNUAL PLAN AND RELATED REGULATIONS**

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

WHEREAS the Housing Authority of the County of Monterey certified that it complied with and incorporated all the requirements of the Department of Housing and Urban Development into the Agency Annual Plan FYB July 2023: and

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

Chairman

ATTEST:

Secretary

Date

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

A YES:

NOES:

ABSENT:

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Interim Director of Human Resources

RE: **Human Resources Report**

DATE: March 14, 2023



The mission of the human resources department is to support the goals and challenges of the Housing Authority of the County of Monterey by providing services that promote a work environment that is characterized by fair treatment of employees, open communication, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of the organization.

It is our mission to:

- **Develop** an attitude of teamwork and quality in our day-to-day operations.
- **Create** an atmosphere that fosters challenges, fun, safety and cleanliness.
- **Seize** opportunities that demonstrate excellent execution, a caring attitude and a sense of urgency.
- **Reduce** waste by vigorously pursuing continuous improvement activities.
- **Commit** to doing and to acting openly, equitably and consistently in our pursuit of uncompromising quality.
- **Increase** participation in company and community activities while seeking knowledge, enthusiasm and an improved quality of life for ourselves, our co-workers and the community.
- **Respect** team member values that may be different from our own.
- **Accept** responsibility for promoting ethical and legal conduct in personal and business practices.
- **Communicate** in a candid and fair manner with the diverse workforce from whom our company derives its strength.

Objective: Strengthen recruiting and hiring selection

Actions:

- Identify key attributes of working successfully at HACM
- Integrate HACM branding efforts into recruiting

Performance Measures:

- Quality applicants
- HR/Talent metrics via Paylocity

Status:

- Aggressively monitoring and filtering candidates as they apply
- Partnered up with Monterey County Workforce Development Board to create a specialized recruiting event for current vacancies
- Currently interviewing CFO candidates
- Promoted Jason Sotelo from a MW1 to an MWII
- **CURRENT VACANCIES:** Director of Finance | Director of Human Resources | Housing Program Specialist | (2) Family Sufficiency Coordinator | Maintenance I

Objective: Improve employee satisfaction with HACM as an employer

Actions:

- Develop practices that support an engaging and accountable culture
- Promote and foster HACM as a great place to work
- Identify areas to increase trust and effective working relationships between employees and management

Performance Measures:

- Employee performance Reviews
- Mitigate employee litigations
- HR/Talent metrics

Status:

- Continue to work closely with supervisors and managers on employee relations issues in order to set our employees up for success
- Monthly birthday and briefing meetings for all employees
- Launched company newsletter to strengthen communication across agency

Objective: Reduce risk related to non-compliance with laws, policies, and labor contracts

Actions:

- Update Personnel Policies
- Continue to work with labor union to ensure compliance with the MOU

Performance Measures:

- Employee claims
- OSHA/DFEH findings
- Feedback from labor union

Status:

- Developing HACM employee handbook (Ongoing)
- Established reoccurring monthly meetings with union representatives (Ongoing)
- Meeting with Union on 03/15 to discuss upcoming agency changes
- Partnered up with legal regarding (2) pending employee relation claims; was able to close 1 claim
- COVID-19 State of Emergency ended 02/28. Mask wearing is now OPTIONAL for both clients and employees

Company Newsletter

March Edition *Internal Employee Newsletter, Confidential*



HR News & Updates

Flexible Spending Account (FSA) with

HealthEquity: If you have an account there is a carryover feature that allows you to carryover unused funds to the next plan year. If applicable, these unused carryover dollars will be available 4/1/23. HealthEquity holds the funds through 03/31/23 so any claims you may need to submit for the previous year can be submitted and processed during this time. Any balances will be carried over as of 4/1/23 and available for use. They have increased the amount of carryover to \$570.00.

You can log into the site to see a list of eligible expenses for your FSA. If you've lost your HealthEquity card you can call and request a new one.

Website: <https://www.wageworks.com/> you can register and access your account here. Click on the "Log In/Register" button and select "Employee Registration" to create your account. If you already have an account, you can click on the "LogIn/Register" button and select "Employee LogIn".

Member Services 877-924-3967

Payroll and Timecards

Please be sure your timecards are complete each pay period so your supervisor can review and approve in a timely manner. If you have time off requests for sick or vacation, please be sure to submit them in [Paylocity](#) so they can be approved as well. If you have vacation buybacks, etc. please be sure they are all approved and turned in on **Monday by 10:00am of payroll week** for timely processing. If you have any questions, please feel free to reach out to Jeri Parish in Payroll.

Wishing a Happy Birthday or Belated Birthday to:

- Sandy R. 3/02
- Ricardo Calderon 3/06
- Mary Lou Raya 3/09
- Michelle Verdin 3/10
- Marcus Gill 3/16
- Mihir Patel 3/19
- Giovanna Daigle 3/22
- Adrianna Sosa 3/25
- Nora Ruvacalba 3/26
- Delayna Cambunga 3/27

Positions Available!!!

Applications and job descriptions are available in the HR office or may be requested by emailing recruitment@hamonterey.org. Applications will be accepted no later than 5:00 pm on the date noted.

<u>Title</u>	<u>Application Deadline</u>
FSS Coordinator	3/10/2023
Housing Program Specialist	3/10/2023
Maintenance Worker II	3/10/2023



Happy Anniversary!

**This March, Andrew Palacios is celebrating 5 years with HACM!
Thank you for being a valuable member of our team. Wishing you
the best for continued success!**



*“Every job is a self-portrait of the person who did it. Autograph your work
with **excellence.**”*

-Jessica Guidobono

Employee Assistance Program

HACM employees have free, confidential access to Anthem's Employee Assistance Program (EAP), in case you are feeling overwhelmed or overcome with grief. Services include 24 hour, 7 day a week toll free telephone access to licensed mental health professionals for consultation, information, assistance and resources for a variety of concerns.



To access the EAP, visit <https://www.anthem.com/employer/eap/employee/>, click on the orange "Log In" button and enter "hamonterey" in the Company Name field or call 800-999-7222.

EAP Login: Employee Assistance

<https://www.anthem.com/employer/eap/employee/>

Anthem

Find Care Search Anthem.com

Individual & Family Medicare Medicaid Employers Producers Providers COVID-19 Info

Log In

Where do you have or need coverage?
Select a state for information that's relevant to you.

Select a State

Welcome to EAP

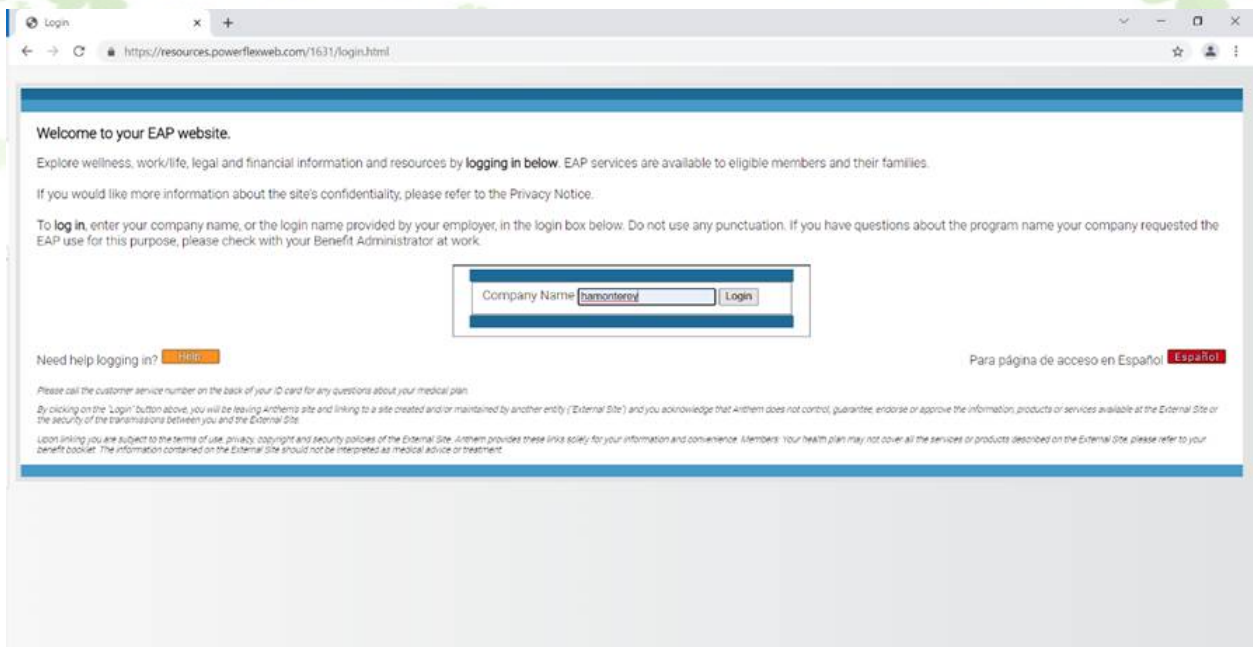
If you're a member looking for access to employee assistance resources, please log in.

Log In

If you're a provider, [learn more about EAP.](#)

If you're an employer, broker or producer, visit [your EAP page.](#)

Feedback



What is the Anthem Employee Assistance Program (EAP)?

EAP provides you and eligible family members with a no-cost, confidential and user-friendly resource for life management concerns such as:

- Emotional and mental health well-being
- Maintaining a healthy lifestyle
- Critical Event Support
- Addiction and Recovery
- Relationship issues
- Domestic Violence
- Legal concerns
- Financial concerns
- Dependent adult care
- Childcare needs
- Everyday concerns and resources



In addition to counseling services, the EAP site contains a Coronavirus/vaccination Resources page

https://www.advantageengagement.com/p_content_detail.php?id_division=d25&id_module=m9130&id_cr=578055



Confidentiality

Your EAP is a professional and confidential service. All contact with EAP is confidential in keeping with federal and state laws and professional guidelines.



SAFETY COMMITTEE

NEEDED!



HACM is looking for members for our Safety Committee and our Event Committee. Both committees will meet on a monthly basis. We will be putting up a sign up sheet in the HR department (*Outside James' office*). If interested please feel free to add your name!

CAUTION!

CAUTION!

CAUTION!

CAUTION!

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Kim Shehorn
Interim Director of Finance

RE: Status Report: Finance Report

DATE: March 14, 2023

**Highlights:**

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

Finance Operational Update

Finance is still working with Brian Alten at BDO to train staff to streamline the VMS process. For the March VMS Reporting, we will be performing all functions independently with BDO providing only minimal supervision. All training on VMS will be completed by April 2023.

The accounting staff has attended a training webinar on Accounts Payable Skills and Strategies. The response to the training was positive and staff stated they found it helpful in resolving issues they are facing in their positions.

We continue to work with Procurement to eliminate outstanding items. This will help the agency regain our credit standing and prepare the department to transition to Pay Scan through Yardi. This option will offer invoice uploads and ACH payments to minimize errors and ensure monies are received in a timely manner. The vendor letter requesting outstanding invoices was mailed on March 9, 2023, and we have already received many email confirmations.

Tax returns for the Limited Partnerships have been approved and finalized. Initial audit items for all calendar year audits have been completed.

Initial audit items for the HACM 2020-21 audit have been completed. We are now in the process of preparing and sending open items as they are received.

Budget preparation is underway for all properties with FY 6/30 including HACM, HDC, Pueblo Del Mar, Farm Labor Community Properties and Portola Vista. We expect to have drafts by April 1, 2023.

The King City Migrant Budget under review with Housing and Community Development Office of Migrant Services (OMS). We expect the 2-year contract resolution to be included in the next board packet.

HACM increased costs during the month of January 2023 are due to the following items:

- Increased HCV mailings for the Emergency Choice Voucher Program
- Garage door replacement at Pueblo Del Mar
- Purchase of drain machine and drain snakes for maintenance use to eliminate the excess plumbing costs at the properties
- Office flooring replacement
- Parcel B Fencing
- Annual HVAC Interest payment
- Increased maintenance costs at La Posada and Montecito Watson.

HDC increased income is due to the Haciendas 1 and 2 Settlement in the amount of \$175,000 per property, and increased costs due to additional maintenance expenses on Casanova and Single Family Home properties.

Board Action: Information only.

Voucher Funding and HCV Payments

	22-Nov	22-Dec	23-Jan	Total
HUD Grant - HAP Payments	\$ 3,041,277	\$ 3,976,648	\$ 3,938,642	\$ 10,956,567
Total Housing Assistance Payments	\$ 4,069,899	\$ 4,150,094	\$ 4,176,774	\$ 12,396,767

Finance Transactional Statistics - January 2023	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	34	8,016	2078	1,438,184	2112	1,446,200
Charges	0	-	2458	1,377,764	2458	1,377,764
Journal Entries	20	4,872,464	171	15,828,189	191	20,700,654
Payables	62	74,251	989	1,258,942	1051	1,333,192
Checks	1017	4,285,421	183	1,392,274	1200	5,677,695
Transaction Amts Processed*	1133	\$ 9,240,152	5879	\$ 21,295,353	7012	\$ 30,535,505

REVENUE SOURCES BY PROPERTY

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	6,348.75	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ 6,348.75	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	6,909.00	0.00	45,165.00	Grant Income
		\$ 6,909.00	\$ -	\$ 45,165.00	
204	Oak Grove	4,790.00	0.00	1,285.00	HCV
552	Single Family Homes	5,863.00	0.00	9,896.00	HCV
555	Casanova	39,746.00	0.00	91,119.00	HCV
934	Jardines	6,831.00	0.00	8,198.00	HCV
935	Leo Meyer (King City Elders)	18,566.00	0.00	10,886.00	HCV
942	Parkside	12,621.00	0.00	33,524.00	HCV
960	Rippling River	28,699.00	0.00	84,730.00	HCV
965	Tynan Affordable	185,343.00	12,887.92	115,591.00	HCV
973	Monterey Affordable	58,274.00	0.00	16,871.00	HCV
974	Benito Affordable	73,743.00	750.00	38,755.00	HCV
980	Fanoe Vista	0.00	0.00	0.00	HCV
985	Haciendas 1	45,168.00	0.00	49,968.00	HCV
986	Haciendas 2	48,281.00	0.00	24,099.00	HCV
988	Haciendas Senior	13,899.00	0.00	44,665.00	HCV
989	Haciendas 3	41,363.00	0.00	45,000.00	HCV
990	Oak Park 1	54,968.00	0.00	60,596.00	HCV
991	Oak Park 2	53,304.00	1,400.00	40,097.00	HCV / USDA
		\$ 691,459.00	\$ 15,037.92	\$ 675,280.00	
212	Portola Vista	19,804.00	0.00	89,940.00	PBRA
214	Montecito Watson	5,892.00	0.00	4,277.00	PBRA
801	South County RAD	25,042.00	0.00	20,646.00	PBRA
802	Salinas Family RAD	116,355.00	0.00	48,348.00	PBRA
803	East Salinas Family RAD	154,552.00	0.00	45,824.00	PBRA
804	Gonzales Family RAD	28,792.00	0.00	5,775.00	PBRA
		\$ 350,437.00	\$ -	\$ 214,810.00	
992	One Parkside	40,708.00	0.00	70,423.00	PBV
		\$ 40,708.00	\$ -	\$ 70,423.00	
904	Chualar FLC	17,373.00	0.00	367.00	USDA
906	Salinas FLC	34,796.00	0.00	2,529.00	USDA
972	Benito FLC	56,747.00	0.00	42,679.00	USDA
984	Castroville FLC	54,724.00	0.00	47,097.00	USDA
		\$ 163,640.00	\$ -	\$ 92,672.00	
TOTAL \$		1,259,501.75	\$ 20,222.43	\$ 1,098,350.00	

Housing Authority of the County of Monterey Balance Sheet

Period = Jan 2023

Book = Accrual ; Tree = hacm_bs_sum

DRAFT

Current Balance

ASSETS

CURRENT ASSETS

Cash:

Cash - Unrestricted	4,942,198.63
Cash - Restricted	9,028,493.03
Total Cash	13,970,691.66

Accounts Receivable:

Accounts Receivable - Tenants	902,144.14
Accounts Receivable - Agency	930,861.60
Accounts Receivable - Other	2,184,915.02
Accrued Interest Receivable	13,447,763.19
Less: Allowance for Doubtful Accounts	-851,962.72
Total Receivables, Net of Allowance	16,613,721.23

Current Investments:

Investments - Unrestricted	1,012,702.87
Total Current Investments	1,012,702.87

Prepaid Expenses	442,582.68
Inventories, Net of Obsolete Inventories	416,698.39
Interprogram - Due From	-105,227.00
TOTAL CURRENT ASSETS	32,351,169.83

NONCURRENT ASSETS

Capital Assets:

Land	3,569,623.47
Buildings & Improvements	19,193,968.67
Site Improvements	30,369.00
Furniture & Equipment	2,046,027.66
Less: Depreciation	-14,984,586.11
Total Capital Assets, Net of Depreciation	9,855,402.69

Construction In Progress	2,163,300.89
Notes Receivable	71,713,789.14
Other Noncurrent Assets	10,453,481.94
Less: Accumulated Amortization	-533,592.40
TOTAL NONCURRENT ASSETS	93,652,382.26

TOTAL ASSETS	126,003,552.09
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Housing Authority of the County of Monterey Balance Sheet

Period = Jan 2023

Book = Accrual ; Tree = hacm_bs_sum

DRAFT

Current Balance

LIABILITIES & EQUITY

LIABILITIES

CURRENT LIABILITIES

Accounts Payable:

Accounts Payable - Vendors	91,895.13
Accounts Payable - Other	1,124,469.93
Accrued Wages/Taxes/Benefits Payable	835,827.75
Accrued Interest Payable	656,067.29
Accounts Payable - Agency	2,375.92
Tenant Security Deposits	92,441.78
Total Accounts Payable	2,803,077.80

Deferred Revenues	827,840.39
Developer Fees Payable	30,000.00
FSS Escrows	492,168.91
Other Current Liabilities	263,077.20
TOTAL CURRENT LIABILITIES	4,416,164.30

NONCURRENT LIABILITIES

Long-Term Hard Debt	7,798,224.00
Long-Term Subordinate Debt	-1,097,290.55
TOTAL NONCURRENT LIABILITIES	6,700,933.45

TOTAL LIABILITIES	11,117,097.75
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EQUITY/NET ASSETS:

Equity/Net Assets at Prior Year-end	105,489,951.39
Current Year Retained Earnings	10,098,717.39

TOTAL LIABILITIES AND EQUITY	126,705,766.53
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MONTEREY COUNTY HOUSING DEVELOPMENT CORP.**Balance Sheet**

Period = Jan 2023

Book = Accrual ; Tree = hacm_bs_sum

DRAFT**Current Balance****ASSETS**

CURRENT ASSETS

Cash:

Cash - Unrestricted	2,353,547.59
Cash - Restricted	190,913.95
JPMC - Construction Disb Acct	-2,068,330.26
JPMC - Sub-Loan Proceeds Reserve Account	-1,873,198.48
JPMC - LIHTC Equity Account	35.91
JPMC - Liquidity Reserve Acct	2,373.62
Total Cash	<u>-1,394,657.67</u>

Accounts Receivable:

Accounts Receivable - Tenants	46,293.85
Accounts Receivable - Agency	123,291.00
Accounts Receivable - Developer Fees	5,411,660.22
Accounts Receivable - Other	2,036,041.10
Accrued Interest Receivable	2,754,016.00
Less: Allowance for Doubtful Accounts	<u>-7,406.00</u>
Total Receivables, Net of Allowance	10,363,896.17

Prepaid Expenses	1,704,463.03
Interprogram - Due From	<u>-3,209,995.78</u>
TOTAL CURRENT ASSETS	7,463,705.75

NONCURRENT ASSETS

Capital Assets:

Land	-3,195,174.00
Buildings & Improvements	1,454,855.80
Furniture & Equipment	19,947.46
Less: Depreciation	<u>-359,232.92</u>
Total Capital Assets, Net of Depreciation	-2,079,603.66

Construction In Progress	26,462,197.35
Notes Receivable	21,106,288.12
Other Noncurrent Assets	<u>828,819.00</u>
TOTAL NONCURRENT ASSETS	46,317,700.81

TOTAL ASSETS	<u><u>53,781,406.56</u></u>
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LIABILITIES & EQUITY

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Balance Sheet

Period = Jan 2023

Book = Accrual ; Tree = hacm_bs_sum

DRAFT**Current Balance**

LIABILITIES

CURRENT LIABILITIES

Accounts Payable:

Accounts Payable - Vendors	-24,506.28
Accounts Payable - Other	877,030.00
Accrued Wages/Taxes/Benefits Payable	124,876.35
Accrued Interest Payable	236,893.71
Tenant Security Deposits	98,649.00
Total Accounts Payable	<u>1,312,942.78</u>

Deferred Revenues	322,320.50
Developer Fees Payable	885,442.00
Other Current Liabilities	-24,568.14
TOTAL CURRENT LIABILITIES	<u>2,496,137.14</u>

NONCURRENT LIABILITIES

Long-Term Hard Debt	-540,566.12
LTD - City - PHLA	0.50
Construction Loan - JP Morgan Chase	6,953,736.16
Long-Term Subordinate Debt	1,000,000.00
TOTAL NONCURRENT LIABILITIES	<u>7,413,170.54</u>

TOTAL LIABILITIES	<u>9,909,307.68</u>
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EQUITY/NET ASSETS:

Equity/Net Assets at Prior Year-end	35,188,846.64
Current Year Retained Earnings	8,701,677.83

TOTAL LIABILITIES AND EQUITY	<u><u>53,799,832.15</u></u>
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**Housing Authority of the County of Monterey
Statement (12 months)**

Period = Jul 2022-Jan 2023

Book = Accrual ; Tree = haccm_lis

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Total
REVENUE:								
Tenant Rents	101,005.75	101,920.75	103,068.75	103,648.75	98,079.75	98,746.75	95,912.75	702,383.25
Tenant Subsidies	103,510.00	102,576.00	102,490.00	104,090.00	100,776.00	99,431.00	98,398.00	711,271.00
Other Tenant Income	7,644.67	2,699.00	1,182.83	535.00	10,962.50	9,241.00	0.00	32,265.00
Total Tenant Revenue	212,160.42	207,195.75	206,741.58	208,273.75	209,818.25	207,418.75	194,310.75	1,445,919.25
HUD Operating Grants	45,382.00	40,584.00	34,902.00	44,341.00	49,050.00	-54,093.00	45,165.00	205,331.00
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,962,770.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	26,834,122.00
Section 8 Administrative Fees	333,622.00	333,622.00	441,204.00	350,122.00	343,381.97	420,708.00	342,682.00	2,565,341.97
Operating Grants (Non-HUD)	45,638.87	40,737.60	37,922.01	29,217.44	26,723.83	23,977.56	0.00	204,217.31
Other Income	179,784.35	254,581.72	183,415.69	212,607.69	190,388.89	176,743.91	213,677.19	1,411,199.44
Interest Income	176,060.70	175,292.10	172,202.18	175,318.15	170,806.14	175,311.30	175,262.42	1,220,252.99
Total Revenue	5,082,763.34	4,979,078.17	5,039,157.46	4,986,437.03	3,996,970.08	4,892,238.52	4,909,739.36	33,886,383.96
EXPENSES:								
Administrative	592,874.39	512,591.78	550,271.37	508,716.42	512,030.06	801,372.61	527,456.82	4,005,313.45
Administrative Fees	16,645.09	16,513.09	16,513.09	16,579.09	16,579.09	16,513.09	16,513.09	115,855.63
Tenant Services	24,283.40	17,177.78	54,504.88	18,195.14	42,211.24	37,206.63	25,665.22	219,244.29
Utilities	46,443.57	43,114.55	42,123.01	39,815.75	30,936.32	43,335.53	38,040.62	283,809.35
Maintenance	169,580.92	97,216.71	134,465.34	176,957.72	165,923.65	144,711.72	170,401.00	1,059,257.06
Protective Services	2,497.50	436.00	0.00	1,847.58	0.00	565.86	3,853.85	9,200.79
Insurance	29,095.02	23,175.09	24,958.28	26,618.90	27,620.12	35,046.85	25,921.52	192,435.78
Other General Expenses	40,893.19	46,241.01	38,917.67	39,091.67	146,564.90	30,924.66	30,578.68	373,211.78
Payments in Lieu of Taxes	0.00	81,734.95	0.00	1,628.77	0.00	19,600.00	0.00	102,963.72
Housing Assistance Payments	3,884,437.58	3,865,905.82	3,870,328.27	3,962,817.63	3,878,076.55	4,016,210.75	4,158,619.67	27,636,396.27
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	125,893.00
Total Operating Expenses	4,823,801.66	4,720,171.78	4,748,602.91	4,811,055.67	4,839,039.33	5,165,704.70	5,015,204.47	34,123,581.12
Interest Expense	14,273.47	56,605.37	14,099.69	14,209.06	14,056.60	29,185.20	54,472.94	196,902.33
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	496.84	3,477.88
NET INCOME	244,191.37	201,804.18	275,958.02	160,675.46	-856,623.29	-303,148.22	-160,434.89	-437,577.37

VOUCHER PROGRAM ONLY
Statement (12 months)

Period = Jul 2022-Jan 2023
 Book = Accrual ; Tree = haccm_lis

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	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Total
REVENUE:								
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,962,770.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	26,834,122.00
Section 8 Administrative Fees	333,622.00	333,622.00	441,204.00	350,122.00	343,381.97	420,708.00	342,682.00	2,565,341.97
Other Income	50.00	469.01	9,560.30	40,126.22	8,032.36	567.10	9,658.33	68,463.32
Interest Income	43.49	49.49	45.00	46.50	45.00	45.00	48.01	322.49
Total Revenue	4,423,830.49	4,261,205.50	4,413,579.30	4,356,851.72	3,358,260.33	4,363,492.10	4,291,030.34	29,468,249.78
EXPENSES:								
Administrative	234,518.96	211,690.95	212,772.55	201,620.42	236,005.25	256,559.20	241,569.19	1,594,736.52
Tenant Services	24,283.40	17,177.78	18,224.89	18,195.14	18,024.58	25,113.30	13,571.89	134,590.98
Maintenance	611.23	628.74	634.19	802.85	783.41	725.01	626.62	4,812.05
Insurance	10,109.89	8,744.36	8,959.71	9,035.05	10,439.12	11,842.55	10,063.65	69,194.33
Other General Expenses	945.00	0.00	0.00	0.00	0.00	0.00	0.00	945.00
Housing Assistance Payments	3,941,915.58	3,940,492.82	3,941,672.27	4,036,605.63	3,961,289.55	4,102,520.75	4,248,990.67	28,173,487.27
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	125,893.00
Total Operating Expenses	4,229,435.06	4,194,799.65	4,198,784.61	4,285,046.09	4,245,639.91	4,416,977.81	4,532,976.02	30,103,659.15
NET INCOME	194,395.43	66,405.85	214,794.69	71,805.63	-887,379.58	-53,485.71	-241,945.68	-635,409.37

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**MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Statement (12 months)**

Period = Jul 2022-Jan 2023

Book = Accrual ; Tree = haccm_list

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Total
REVENUE:								
Tenant Rents	48,504.00	47,270.00	47,732.00	46,810.00	44,951.00	45,917.00	45,609.00	326,793.00
Tenant Subsidies	96,742.00	104,369.00	103,536.00	101,047.00	108,084.00	102,526.00	101,015.00	717,319.00
Other Tenant Income	943.96	1,292.00	1,363.00	1,052.00	6,214.00	9,013.50	622.00	20,500.46
Total Tenant Revenue	146,189.96	152,931.00	152,631.00	148,909.00	159,249.00	157,456.50	147,246.00	1,064,612.46
Other Income	20,517.18	20,559.84	19,757.58	20,247.20	20,174.95	35,168.09	354,849.47	491,274.31
Interest Income	50,932.45	50,260.20	49,328.62	50,364.03	49,453.07	50,108.48	51,301.58	351,748.43
Total Revenue	217,639.59	223,751.04	221,717.20	219,520.23	228,877.02	242,733.07	553,397.05	1,907,635.20
EXPENSES:								
Administrative	159,545.05	101,965.75	115,978.97	125,087.89	96,183.44	136,745.71	104,237.22	839,744.03
Administrative Fees	17,578.08	18,177.02	18,017.87	17,744.93	18,258.32	18,713.62	17,588.58	126,078.42
Tenant Services	0.00	0.00	0.00	0.00	82.22	0.00	0.00	82.22
Utilities	16,124.39	23,509.48	15,685.98	28,406.05	15,786.92	19,769.76	18,155.76	137,438.34
Maintenance	29,974.14	23,656.30	18,509.55	34,511.84	38,334.08	35,122.88	42,408.17	222,516.96
Protective Services	487.50	62.66	0.00	0.00	0.00	0.00	847.50	1,397.66
Insurance	10,271.42	9,426.16	9,220.39	-12,079.01	6,679.15	31,667.23	11,738.72	66,924.06
Other General Expenses	5.00	0.00	2,050,000.00	0.00	0.00	25.00	15.94	2,050,045.94
Payments in Lieu of Taxes	0.00	0.00	0.00	95,415.65	0.00	-84,660.00	0.00	10,755.65
Total Operating Expenses	233,985.58	176,797.37	2,227,412.76	289,087.35	175,324.13	157,384.20	194,991.89	3,454,983.28
Interest Expense	27,066.68	27,873.44	27,781.74	26,935.27	27,690.10	26,846.35	27,645.18	191,838.76
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	1,330.06	1,330.06
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	63,073.08
NET INCOME	-52,423.11	10,069.79	-2,042,487.74	-105,512.83	16,852.35	49,492.08	320,419.48	-1,803,589.98

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3/14/2023 6:00 PM

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2022-Jan 2023
Book = Accrual ; Tree = haacm_is

	YTD Actual	YTD Budget	Variance
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REVENUE:

Tenant Rents	702,383.25	813,088.50	-110,705.25
Tenant Subsidies	711,271.00	710,899.00	372.00
Other Tenant Income	32,265.00	5,422.69	26,842.31
Total Tenant Revenue	1,445,919.25	1,529,410.19	-83,490.94
HUD Operating Grants	205,331.00	219,310.00	-13,979.00
Section 8 HAP Subsidies	26,834,122.00	38,325,835.31	-11,491,713.31
Section 8 Administrative Fees	2,565,341.97	2,680,215.37	-114,873.40
Operating Grants (Non-HUD)	204,217.31	509,915.96	-305,698.65
Other Income	1,411,199.44	1,396,629.43	14,570.01
Interest Income	1,220,252.99	1,275,188.81	-54,935.82

Total Revenue	33,886,383.96	45,936,505.07	-12,050,121.11
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EXPENSES:

Administrative	4,005,313.45	4,167,419.62	162,106.17
Administrative Fees	115,855.63	119,824.25	3,968.62
Tenant Services	219,244.29	164,021.06	-55,223.23
Utilities	283,809.35	248,039.75	-35,769.60
Maintenance	1,059,257.06	871,538.29	-187,718.77
Protective Services	9,200.79	16,185.12	6,984.33
Insurance	192,435.78	129,991.75	-62,444.03
Other General Expenses	373,211.78	331,351.37	-41,860.41
Payments in Lieu of Taxes	102,963.72	48,122.69	-54,841.03
Bad Debts	0.00	901.25	901.25
Housing Assistance Payments	27,636,396.27	38,180,002.00	10,543,605.73
FSS Escrows	125,893.00	145,833.31	19,940.31

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3/14/2023 6:00 PM

**Housing Authority of the County of Monterey
Budget Comparison**

Period = Jul 2022-Jan 2023

Book = Accrual ; Tree = haacm_is

	YTD Actual	YTD Budget	Variance
Total Operating Expenses	34,123,581.12	44,423,230.46	10,299,649.34
Interest Expense	196,902.33	218,545.88	21,643.55
Extraordinary Maintenance	0.00	17,600.87	17,600.87
Amortization Exp	3,477.88	0.00	-3,477.88
NET INCOME	-437,577.37	1,277,127.86	-1,714,705.23

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2022-Jan 2023
 Book = Accrual ; Tree = haem_is

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3/14/2023 6:00 PM

	YTD Actual	YTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	26,834,122.00	38,325,835.31	-11,491,713.31
Section 8 Administrative Fees	2,565,341.97	2,680,215.37	-114,873.40
Other Income	68,463.32	0.00	68,463.32
Interest Income	322.49	0.00	322.49
Total Revenue	29,468,249.78	41,006,050.68	-11,537,800.90
EXPENSES:			
Administrative	1,594,736.52	1,521,544.57	-73,191.95
Tenant Services	134,590.98	79,370.06	-55,220.92
Maintenance	4,812.05	5,113.50	301.45
Insurance	69,194.33	42,721.00	-26,473.33
Other General Expenses	945.00	1,990.31	1,045.31
Housing Assistance Payments	28,173,487.27	38,180,002.00	10,006,514.73
FSS Escrows	125,893.00	145,833.31	19,940.31
Total Operating Expenses	30,103,659.15	39,976,574.75	9,872,915.60
NET INCOME	-635,409.37	1,029,475.93	-1,664,885.30

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.

Budget Comparison

Period = Jul 2022-Jan 2023
Book = Accrual ; Tree = hacm_is

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3/14/2023 6:00 PM

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	326,793.00	1,033,753.00	-706,960.00
Tenant Subsidies	717,319.00	92,085.00	625,234.00
Other Tenant Income	20,500.46	3,774.19	16,726.27
Total Tenant Revenue	1,064,612.46	1,129,612.19	-64,999.73
Other Income	491,274.31	1,201,539.50	-710,265.19
Interest Income	351,748.43	306,268.69	45,479.74
Total Revenue	1,907,635.20	2,637,420.38	-729,785.18
EXPENSES:			
Administrative	839,744.03	961,149.00	121,404.97
Administrative Fees	126,078.42	117,999.00	-8,079.42
Tenant Services	82.22	29,169.00	29,086.78
Utilities	137,438.34	211,470.00	74,031.66
Maintenance	222,516.96	226,853.00	4,346.04
Protective Services	1,397.66	1,834.00	436.34
Insurance	66,924.06	76,650.00	9,725.94
Other General Expenses	2,050,045.94	532.00	-2,049,513.94
Payments in Lieu of Taxes	10,755.65	11,263.00	507.35
Total Operating Expenses	3,454,983.28	1,636,929.00	-1,818,054.28
Interest Expense	191,838.76	196,166.81	4,328.05
Extraordinary Maintenance	1,330.06	0.00	-1,330.06
Depreciation Expense	63,073.08	76,778.94	13,705.86
NET INCOME	-1,803,589.98	727,545.63	-2,531,135.61



MEMORANDUM

TO: Board of Commissioners

THRU: Zuliaka Boykin
Executive Director

FROM: Jose Acosta
Director of Housing Management

RE: **Property Management Report**

DATE: March 13, 2023

Goals:

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

- Received approval in the amount of \$103,699 for the COVID-19 Supplemental Payment Requests (CSP) for the RAD sites. Pending approval of an additional \$116,242 for the Portola Vista request.
- Submitted OCAF rent adjustments for RAD properties.
- Completed Annual Owner Certifications (AOCs) and Project Ownership Profiles (POP) for all tax credit sites, only pending notarized signature to submit to TCAC.
- Welfare tax exemption were completed and submitted to the County for all sites.
- Completed the submission for COVID-19 Supplemental Payment Requests for all RAD sites and Portola Vista.

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

- Complete Demographic reporting for all Tax Credit sites
- Complete City of Salinas data reports for Haciendas I, II, III, Sr.
- Complete SRI reporting for Pueblo del Mar and Farm Labor Properties
- Complete Sage reporting for Pueblo del Mar
- Review and submit section 8/PBV rent increases.
- Process eligibility for Office of Migrant Services (OMS) returning residents, center schedule to open in May 2023.

Vouchers:

Vouchers for all the sites are up to date. Voucher submission training is now complete, PM staff has been trained on voucher submission.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	3/1/2023	\$ 89,114.00
214	Montecito Watson	3/1/2023	\$ 4,277.00
801	South County RAD	3/1/2023	\$ 24,020.00
802	Salinas Family RAD	3/1/2023	\$ 48,508.00
803	East Salinas Family RAD	3/1/2023	\$ 48,067.00
804	Gonzales Family RAD	3/1/2023	\$ 5,669.00
Total Monthly Subsidy			\$ 219,655.00

Rent Collection:

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

HACM Rent Collection as of 1/31/2023		
Property Code	Property Name	Rent Percent Collected
204	Oak Grove	100%
212	Portola Vista	93%
214	Montecito Watson	100%
904	Vista Del Valle	100%
906	Tesoros Del Campo	96%
Total monthly rent collected		\$ 176,751.00

HDC sites rent collection report as of 1/31/2023		
Property Code	Property Name	Rent Percent Collected
555	Casanova Plaza	96%
801	South County RAD	100%
802	Salinas Family RAD	100%
803	East Salinas Family RAD	96%
804	Gonzales Family RAD	100%
984	Castroville	100%
985	Haciendas I	100%
986	Haciendas II	96%
988	Haciendas Sr	100%
989	Haciendas III	98%
Total monthly rent collected		\$ 840,351.00

Occupancy:

PM currently has a total of 20 vacancies excluding the King City migrant center (which is currently closed due to the off season), Pueblo del Mar and One Parkside. PM anticipates housing 10 units in the next 7 days as some of the files are only pending minor documents to finalize the approval of those files for move-in.

As stated in last month’s report, property management’s goal is to have all vacancies housed in the next 30 to 45 days, the department understands the need to house these vacancies and the team has made it a priority to get this completed.

Property Code	Property name	Total units	Occupancy rate	Vacant Units	Out of Occupancy
801	South County RAD	70	100%	1	
802	Salinas Family RAD	170	99%	1	
803	East Salinas Family RAD	202	98%	3	
804	Gonzales Family RAD	30	100%	0	
984	Castroville	54	100%	1	Caretaker
985	Haciendas I	53	100%	0	
986	Haciendas II	46	98%	1	
989	Haciendas III	50	100%	1	
988	Haciendas Sr.	41	98%	0	
992	One Parkside	80	78%	9	
204	Oak Grove	5	100%	0	
205	Pueblo Del Mar	55	24%	41	
212	Portola Vista	64	95%	2	
214	Montecito Watson	13	85%	2	
552	Single Family Homes	9	90%	1	
555	Casanova Plaza	86	93%	4	
904	Vista Del Valle	29	100%	1	2
906	Tesoros del Campo	57	100%	0	5
903	King City Migrant Center	82	Closed	79	

RAD Sites (Formerly Public Housing):

- 801 South County Rad:
 - Annual recertifications for this property are in process.
 - Sites have been registered for organic waste collection services. Tri-Cities Disposal & Recycling is scheduled a meeting with residents for training on March 14-15
 - Food bank has resumed delivery for Los Ositos.
 - Preventative maintenance team started completing exterior repairs at this site.
 - Adjacent empty log has been scheduled for semiannual mowing, but was rescheduled to weather conditions.
 - Security Cameras installed at the community room.
 - PM is inspecting property for necessary concrete repairs and tripping hazards.

- Bids for the replacement of 200 linear feet of fence at Casa de Oro have been received and turned over to HDC for review and approval.
- 802 Salinas Family RAD:
 - Key boxes have been installed and keys moved from the main office to the off sites.
 - 96 linear feet of Shared fence has been replaced.
 - An additional 70 linear feet of fence need to be replaced as a result of a fallen tree, during the last storm. The neighboring property will share the cost with HACM to replace the fence.
 - Completed underground storm lift station line: installed a bypass clean out inside the holding tank for future maintenance; pending is a new circuit board to complete automated reaction to the switch pumps and floats.
 - Estimates for replacing retaining wall at El Gin Village are being requested.
 - Annual recertifications for this property are in process.
- 803 East Salinas Family RAD:
 - Mass annual recertification have been approved by HUD. Staff is currently processing all annual recertification for 2023, all recerts must be effective by 6/1/23.
 - Installation of a permanent sump pump at 737 Mae Ave is being scheduled at this location.
 - PM is in the process of replacing 300 linear feet of fence at 1113 D St, which was damaged due to high wind.
- 804 Gonzales Family RAD:
 - Annual recertifications for this property are in process.
 - PM received bids for the fence replacement and all documents submitted to HDC for approval.
 - PM is currently requesting estimates for installation of irrigation throughout the site.

KCMC:

Management is completing the interview packets for the coming season and sending them to returning residents. The rehabilitation project for this site is actively taking place, the contractor is currently working on the cabinet replacement. Progress will be updated monthly on the items listed below:

- Roof repairs and gutter repairs
- Siding replacement – **This repair was started but was placed on hold due to the weather.**
- Modify selected units to be ADA compliant – **Will be completed when new cabinetry is installed.**
- Interior flooring repairs – **Will be completed after the cabinetry and all other interior repairs are completed.**
- Replacement of cabinets and counter tops and hardware –**Demolition completed. Cabinets have been delivered and installation is in process.**
- Replacement of furniture
- Replacement of water heaters
- Repairs of parking lot and resurfacing of the black top
- Replacement of heater and thermostats
- HVAC pad mounts replacement
- Electrical upgrades – **To be completed during the cabinet installation.**
- Repair decks and landings

- Replacement of windows – **Was placed on hold due to the weather.**
- Carbon monoxide detector replacement - **To be completed during the cabinet installation.**
- Bathroom vanity replacement
- Playground replacement
- Property Sign replacement
- Access card reader upgrade
- Repair and replacement of fencing
- Siding repairs – **Repairs started this week.**

The deadline to complete this rehab project is June 2023. We will continue to keep the board updated on the progress.

Portola Vista:

The Portola Vista Occupancy Review (MOR) was cancelled by HUD and will be rescheduled later in the year.

PM is exploring the installation of a back up generator for this site. During the recent storm the power was off for almost 3 days leaving residents in upper floors unable to leave the complex as they are not able to use the stairs. Management had to place the most vulnerable residents in a hotel. A back up generator will allow the elevator to function if the power goes down the at this site.

Another reason for the need of a back up generator is the elevator shaft. An underground stream runs right beneath the elevator shaft and during the rain water sips into the shaft, PM installed a sump pump to drain the water, but when the power is lost, the pump does not work. Management installed a small generator to power the pump during the last storm, but we need a long-term solution.

PM has identified railing posts at this property that need to be repaired and replaced. PM is currently gathering estimates for this repair.

Haciendas I:

Railings throughout this site are currently being repaired and replaced. Management is working with the vendor to get this work completed and maintenance Supervisor is checking the progress together with HDC staff to ensure work is being completed timely and correctly.

City of Salinas data reports are being completed for this property.

Haciendas II:

Property management has started the process for the annual recertifications for this site, which need to be effective April 1st, 2023.

City of Salinas data reports are being completed for this property.

Security Cameras at this site are being checked and replaced. The installation of the replacement cameras will be completed by a vendor.

PM has cleared two offices at this site to accommodate FSS staff that will be moving to this site in the next 30 days.

Haciendas III:

Lifesteps continues to provide resident services for this property.

City of Salinas data reports are being completed for this property.

Haciendas IV:

City of Salinas data reports are being completed for this property.

Food bank deliveries for this site have continued as scheduled.

Castroville:

The two units that were affected by the fire are now back on line. Residents have moved back into their units.

Lifesteps has informed PM that their services have currently been paused due to staffing shortages. Services are expected to resume in the next two weeks.

PM will be reviewing applications for the caretaker position for this property and will be conducting interviews in the next two weeks.

Property management has started the annual recertification process for this site.

Casanova Plaza:

Management has been notified that all necessary parts for the replacement of the door system have been received and the installation is being scheduled, but due to the weather it has been delayed.

Management is working on the opening of the waiting list for this property.

One Parkside:

Property management continues to work with the Housing Programs department to lease up the remaining units at this site. We currently have housed 71 units and have 9 units that need to be housed.

Management is conducting orientations to expedite the evaluation of applicants. Housing programs staff has been invited to the orientations in order for the applicants to receive the interview packets

and list of documents they need to provide to complete their eligibility interview. PM and Housing Programs need to work together to lease this property before the end of March.

Farm Labor (Salinas, Chualar):

The rent study for these sites has now been completed and PM is pending the report from the vendor. PM has contacted the vendor to get the finalized report since PM staff was notified the report would be received by the end of February, but vendor has still not provided the finalized report.

The CNA for these sites was completed 3/10/23, the representative stated they will be providing the report to HACM in the next 30 days.

These sites currently have 7 units out of occupancy; maintenance is currently working on the rehabilitation of these units, and we are using these units as swing space to be able to continue the rehabilitation of other units.

PDM:

Property management is having a very difficult time finding qualified referrals for this site. Most of the referrals we are receiving do not meet the eligibility criteria. We also receive referrals at a very slow rate. We have many residents that are failing to comply with the programs requirements, and this results in terminations or evictions, which affect our occupancy rates for this site.

Property management continues to work with Sun Street and CoC to find options for this property.

Currently PM has 5 files ready, and these applicants will be housed in the next 7 days. PM is working with the executive director to find options for this property. The deed, regulatory agreements and other documents are being reviewed to find an alternative and more sustainable funding solution for this property.

New Hires:

Jason Sotelo Maintenance Worker II

Wait Lists:

Closed

Evictions:

Property Management currently has 2 pending evictions.

Waitlist information by site as of 2/13/2023

Property Code	Property Name	Number of Applicants
204	Oak Gove	306
212	Portola Vista	14
214	Montecito Watson	52
555	Casanova Plaza	70
801	South County RAD	511
802	Salinas Family RAD	662
803	East Salinas Family RAD	541
804	Gonzales Family RAD	1281
904	Chualar FLC	168
906	Salinas FLC	180
984	Castroville	215
985	Haciendas I	1581
986	Haciendas II	1654
989	Haciendas III	496
	Total applicants	7731

Monthly Development Board Report

Presented to:

Zulieka Boykin, Executive Director & President/CEO

Presented by:

Carolina Sahagun-Gomez, Director Housing Development

March 27, 2023

Monthly Goal

Submission of CREA final equity installment due diligence items in the amount of \$2.4M. Portion of funds will be used to pay down portion of deferred developer fee.

Development Department Highlights

Future Development Planning

- Greenfield property – pending tour with Zulieka and discuss potential plans for the site.
 - Parcel B property in Salinas – updated quotes for Phase 2 reports.
 - Pacific Meadows in Carmel.
 - City of Salinas - Division Avenue; staff reviewing the draft Exclusive Negotiating Rights Agreement and receipt of quotes for site prep estimate.
 - Re-syndication of two properties that are out of tax credit compliance and have had the limited partners exit the LP – will review with consultant scheduled to meet with us in next few months.
 - Rehabilitation of other half of RAD portfolio that was deferred at time of conversion (approximately 250 units) – have begun meetings with property management staff to start addressing and planning for items as detailed in the 20-year schedule from CNA from RAD closing.
 - Participated in H.O.M.E. collaborative steering committee meeting regarding multi-pronged approaches to developing affordable housing.
-

Marketing

- Ongoing quarterly meetings with marketing firm to review potential marketing events and/or media opportunities.
-

One Parkside, LP

- Twice a week meeting with PM/Housing Programs/Development on lease-up activities.
- Hudson Housing second capital contribution in the amount of \$3.08M.
- 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.
- One Parkside – final retention billing is with bank pending funding approval.
- Dirt pile has been removed (see image below)



BEFORE



AFTER



123 Rico CLEEN Loan

- Received concurrence from IBank on staff's proposed use of funds.
- Plan is to create additional energy efficient office space in warehouse area.
- Remaining funds available \$366,758.02.

Audits

- HDC 2021 has been completed. HDC 2022 underway.
- Weekly meetings with audit team on for ongoing progress sending requested documentation to keep all Limited Partnership audits moving forward.
- Draft tax returns to LP's.

Capital Improvements

- Majority of capital improvements underway are as a result of heavy rains, we have several sites with fences that fell down. Insurance claims have been submitted and quotes/work are in process for repair.
- Development team working with our property management team to ensure needed capital improvement requests throughout the portfolio are completed timely. Detail can be found in property management section of report for those items currently underway and in HACM's property management report.

Tynan Modernization Job Close-Out

- With recent rains, additional areas of water intrusion have been discovered. Staff is coordinating with Axis, GC that performed work.
- Tynan modernization job – pending handrails extra work on building A and additional waterproofing at building entrance.
- Additional water intrusion being investigated at another location in Bldg. C.

Tynan Commercial Space

- Commercial space tenant- barber shop is pending receipt of tenant improvement estimates.
- Deli/restaurant operations running well.

Haciendas 1&2 Metals Job

- Development staff working on next phase of metals repair in conjunction with Architect and HACM maintenance supervisor. Scope of work will be split between onsite maintenance staff and outside contractor.

Project Based Section 8

- Staff completed HUD web based instructional system for environmental review (WISER) training and others nearing completion in accordance with HUD MOU.
- AHAP nearing completion for a developer under closing construction timeline.
- Development staff reviewing other PBV submissions that are at different stages of AHAP/HAP execution.
- Development team staff assisting housing programs department.

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

- Please see attached reports.

Resident Services

- Please see attached resident services highlights.



JSCo Monthly Management Report

Monday, March 2023

5:00 PM

BENITO AFFORDABLE/FLC

1. Vacancy:
 - a. Benito Affordable has 2 vacant units. Move in scheduled 3/3/23 and pending new waitlist for 5 bd.
 - b. Benito FLC 100% Occupancy
2. Audits / Budgets
 - a. RBC Audit scheduled for 1-27-2023. Pending results.
 - b. HOME Audit scheduled for March 8, 2023.
 - a. Benito Affordable will have a CTCAC audit in 2023. Date TBD.
3. Resident Services: Benito FLC/Affordable has no After School Program on site.
 - a. Resident Services provided by Life Steps scheduled: Tuesdays 9:00 – 12:00 pm. Shared with Monterey St Affordable
Community rooms are open to the public subject to COVID safety protocols.
4. Capital Improvement/ maintenance
 - a. Upper deck work on building #22 has been completed by Triano Construction.
5. Staff;
 - a. Lead Maintenance position open.

MONTEREY AFFORDABLE

1. Vacancy:
 - a. No Vacancies currently – Marcela Santos in Litigation, requested new waitlist.
2. Reporting & Audits: None Pending
 - a. Will have a CTCAC audit in 2023. Date TBD.
3. Resident Services:
 - a. Severo Gasca, Program Coordinator, Mon- Fri, 3 pm- 6pm
 - b. DSS Sheila Morales, Mon / Tues
 - c. Community rooms open to the public.
4. Capital Improvement/ maintenance
 - a. Trial window replacement completed 11-18-2022 by King City Glass.
 - b. Bid/ Proposal: submitted 12/20.22. Only good for 60 days. This work is not approved by HDC yet.
 - c. Researching security cameras on site.

RIPPLING RIVER

1. Vacancy:
 - a. 1 vacant apartment. Approved scheduled move date 2/27/23
2. Reporting & Audits Pending
 - a. Reporting & Audits Pending: None.
3. Resident Services:
 - a. Life steps-on site, date changed for Thursdays starting January 2023
 - b. RA and Management are working with Loaves and Fishes to upgrade resident computers in Common Area and provided iPad to those that qualify.
 - c. Community rooms are open to public. Resident Association holds monthly meetings and special events, Bingo, Movie Matinees.
4. Capital Improvement/ maintenance.
 - a. Generator switch continues to be on back order- Expected 2/2023
 - b. Haro and Kasunich Engineers, Chris George, lead Geo Technical Engineer is waiting for final geologist's report
 - c. Looking at Bids for Tree trimming and maintenance around the property.

FANOE VISTA APARTMENT

1. Vacancy:
 - a. One vacant unit, 1 family approved -Move in scheduled 03/10/23
2. Reporting & Audits Pending
 - a. Will have a CTCAC audit in 2023. Date TBD.
3. Resident Services: Services : Life Steps:
 - a. After School program scheduled for 3:30 pm to 6:00 pm
 - b. Monday service coordinator 11:00 AM to 5:30 PM
 - c. Community rooms are open.
4. Capital Improvements/ maintenance: Seeking approval for security cameras on site.

TYNAN VILLAGE APARTMENTS

1. Vacancy:
 - a. 4 vacant units: 5 applicants in process, 1 pending JSCO Corrections; currently being interviewed by HACM, 1 pending verifications with JSCO and currently being worked up by HACM. 3 applicants pending verifications
2. Reporting & Audits Pending
 - a. Files for Desk Audit sent to Alliant on 01/12/2023
 - b. Waiting on Close out letter from TCAC
3. Resident Services
 - a. After School Program on hold.
4. Capital Improvements/Maintenance
 - a. Bioswales repairs currently being conducted.
 - b. Obtaining proposals for interior hallway and stair way painting
 - c. Obtaining proposals for exterior lighting on Alisal Street.
5. Staffing Update:
 - a. Currently hiring for Resident Services Coordinator



PASO ROBLES
HOUSING AUTHORITY

Est. 1942

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

REPORT TO HDC REGULAR BOARD MEETING, March 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. After School Homework support, 2 hours a day, Mon- Thurs
 - c. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. Annual Unit Inspections are scheduled for this month.
 - b. 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. After School Homework support, 2 hours a day, Mon- Thurs
 - c. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.



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

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

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

Feb 01, 2023

Period Ending

Feb 28, 2023

Administrative Comments

During this period, LifeSTEPS observed the President's Day holiday. Due to the holiday(s), Service hours were reduced.

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

Feb 03, 2023

Feb 06, 2023

Feb 10, 2023

Feb 14, 2023

Feb 17, 2023

Feb 24, 2023

Feb 27, 2023

Educational Classes

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

Date	Class Title	Participants	Hours
Feb 03, 2023	Healthy Lifestyles 2023: Healthy Body: Exercise Your Way	12	1.00
Feb 10, 2023	Healthy Lifestyles 2023: Healthy Body: The Easy Way to Get Five (5) a Day	10	1.00
Feb 24, 2023	Stretch Your Dollar: With Tax Prep	18	1.00

Totals

40

3.00

Additional Services and Education

Date	Topic	Participants	Hours
Financial			
Feb 03, 2023	Financial Literacy	7	1.50
Feb 10, 2023	Budgeting: Save Here, Save There	6	0.75
Subtotal for Financial		13	2.25
Health and Wellness			
Feb 06, 2023	Nutrition: Healthy Nutrition	7	3.50
Feb 17, 2023	Health Fair: Stay Sick Free	9	3.00
Feb 27, 2023	Food Distribution: Food Bank Distribution	14	4.00
Subtotal for Health and Wellness		30	10.50
Life Skills Education			

Date	Topic	Participants	Hours
Life Skills Education			
Feb 14, 2023	Interpersonal Skills: Methods of Staying Organized	9	3.00
Subtotal for Life Skills Education		9	3.00

Totals **52** **15.75**

Individualized Case Management Services

Date	Topic	Residents	Hours
Feb 03, 2023	Healthy Lifestyles	12	3.00
Feb 10, 2023	Healthy Lifestyles	10	2.50
Feb 17, 2023	Rental	1	1.00
Feb 24, 2023	Healthy Lifestyles	18	4.50

Totals **41** **11.00**

Social Service Coordination

Date	Administration Type	Hours
Feb 06, 2023	Recording Needs Assessment Surveys	0.75
Feb 06, 2023	Property Management Relations	0.25
Feb 10, 2023	Recording Needs Assessment Surveys	1.75
Feb 14, 2023	Service Coordination Administration	1.25
Feb 14, 2023	Property Management Relations	0.25
Feb 17, 2023	Service Coordination Administration	2.00
Feb 27, 2023	Recording Needs Assessment Surveys	2.50

Total **8.75**

Donations

Date	Donor	Item Donated	Value
Feb 27, 2023	Food Bank of Monterey	Food Commodities	\$140.00

Total **\$ 140.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Feb 06, 2023	Socials, General: Keeping up with Technology	9	2.50
Feb 14, 2023	Socials, General: Be Mine Social	13	2.50
Feb 24, 2023	Socials, General: Hot Chocolate Social	19	2.50

Totals **41** **7.50**

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

Resident Services in Action



Hot Chocolate Social

Feb 24, 2023



Hot Chocolate Social

Feb 24, 2023



Tynan Village

A P A R T M E N T S

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



MARCH 2023



NOTES & NEWS

Bioswales Project

As some of you might have seen, we are in the process of reconstructing our bioswales around the property. A lot of additional plants and rocks have been added and we need to ensure that it remains as is. Please make sure to communicate to your household the importance of not tampering with these plants and rocks.

Proyecto de Bioswales

Como algunos de ustedes habrán visto, estamos en el proceso de reconstruir nuestros bioswales alrededor de la propiedad. Se han agregado muchas plantas y rocas adicionales y debemos asegurarnos de que permanezca como está. Asegúrese de comunicar a su hogar la importancia de no alterar estas plantas y rocas.

Go, Fight, Win!

Give a shout for your favorite team—and the squad that supports them—during National Cheerleading Week, the first week of March.

HIGHLIGHTS

Food Bank

Management has received various concerns regarding the amount of food that is given out during Food Bank. Please understand that we place a limit on the amount of food that is given out in order to be able to provide for all who attend. After food bank hours, if there is left over food, it is left outside as a “first come, first serve basis.” At this time, if you would like additional items, you may do so.

Banco De Comida- La gerencia ha recibido varias preocupaciones con respecto a la cantidad de alimentos que se entregan durante el Banco de Alimentos. Por favor, comprenda que ponemos un límite en la cantidad de alimentos que se entregan para poder proporcionar a todos los que asisten. Después del horario del banco de alimentos, si sobra comida, se deja afuera como “por orden de llegada”. En este momento, si desea artículos adicionales, puede hacerlo.



BULLETIN BOARD

Tynan Staff Members

Property Manager
Gaby Narez
Assistant Property Manager
Vanessa Almeyda
Occupancy Specialist
Jennifer Al-Sindi
Lead Maintenance
Jose Astorga

Important Numbers

After-Hours Emergency
831.755.5711
Security
831.769.1779
Nonemergency Dispatch
831.758.7321


Accommodation Animals

As a reminder, all accommodation animals need to be supervised and all droppings must be picked up and not left on property grounds. Lease violations will be issued to households who fail to comply.

Animales de Alojamiento- Como recordatorio, todos los animales de alojamiento deben ser supervisados y todos los excrementos deben recogerse y no dejarse en los terrenos de la propiedad. Las infracciones de arrendamiento se emitirán a los hogares que no cumplan.



March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>March</i>			1 Rent Due	2	3	4
			5 Don't Miss It! Last Day to Pay Rent Before Late Fees Begin!	6	7	8 International Women's Day
12 Daylight Saving- Don't Forget to Spring Forward Your Clock.	13	14	15	16	17 	18
19	20 First Day of Spring	21	22	23 Food Bank @ Tynan Village From 1pm-3pm	24	25
26	27	28	29	30	31	

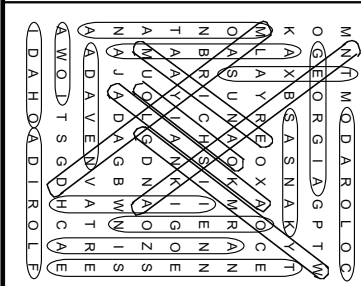
Word Search

Category: U.S. States

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 - Oregon
 - Tennessee
 - Texas
 - Wyoming



DSS, Jocelyn Arteaga will be available via phone, email and texts.

Fanoe Vista

jarteaga@lifestepsusa.org

408-401-9364

Resident Message Line:
855-395-4463



Monday, March 6	Tuesday, March 14	Wednesday, March 29	
<p>Social Services: DSS, will be available to meet with you between 10:00am-5:30pm</p> <p>Class: Budgeting at Your Fingertips 11:00 am</p> <p>Food Distribution 1:30pm</p> <p>St. Patrick's Day Arts and Crafts Come learn more information! 3:00 pm</p>	<p>Social Services: DSS, will be available to meet with you between 10:00am-5:30pm</p> <p>Stretch Your Dollar with Organizing Pantry and Meal Prep at Home 11:00 am</p> <p>HEAP Workshop Any questions on how to save on utilities 1:00 pm</p> <p>Saint Patrick's Day Social Description 3:00pm</p>	<p>Social Services: DSS, will be available to meet with you between 9:00am-5:30pm</p> <p>Class: Financial Priorities 10:00am</p> <p>Indeed/Resume Workshop Come get some help with creating a resume or applying for jobs! 12:00 pm</p> <p>Ice Cream Social 4:00 pm</p>	<p>After School Program Monday to Friday 3:30pm-6:00pm</p> <p>FREE to all Kids onsite Ages 5-18!</p>





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
Amy Cota, Program Coordinator
831-290-3040

Monday to Friday

3:30 pm – 6:00 pm

Teen Club

For Ages 13-18 living in this building.

Please register in the community room with
Amy Cota, Program Coordinator.

Thursday, March 16, 2023

3:30 pm – 6:00 pm



Empowerment. Impact. Community.

Reminders:

**ASP is open to all kids onsite
ages 5-18 years!**

If you need assistance, contact Lynette Tia at 408-753-5403, or visit her in the community room during any posted date.

You may also call our

Resident Message Line

855-395-4463.



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

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

Feb 01, 2023

Period Ending

Feb 28, 2023

Administrative Comments

During this period, LifeSTEPS observed the President's Day holiday. Due to the holiday(s), After School Program hours were reduced. Due to staff scheduling, Service hours were reduced. Service shortages will be made up. After School Program make-up hours were applied during this period.

DSS Site Visits

Feb 07, 2023

Feb 13, 2023

Feb 21, 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
Feb 07, 2023	Healthy Lifestyles 2023: Healthy Body: Exercise Your Way	10	1.50
Feb 21, 2023	Healthy Lifestyles 2023: Healthy Body: The Easy Way to Get Five (5) a Day	12	1.50

Totals 22 3.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
Feb 13, 2023	Food Distribution: Food Bank Distribution	18	3.50
Feb 21, 2023	Food Distribution	4	2.00
Subtotal for Health and Wellness		22	5.50

Totals 22 5.50

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
Feb 03, 2023	Art Activities Holiday Activities	8	6.00
Feb 10, 2023	Art Activities Holiday Activities	17	12.00
Feb 17, 2023	Art Activities Holiday Activities	20	15.00

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
Feb 24, 2023	Art Activities Holiday Activities	Physical Activities Homework	17	12.00
Feb 28, 2023	Art Activities Physical Activities	Homework	7	6.00

Totals **69** **51.00**

Individualized Case Management Services

Date	Topic	Residents	Hours
Feb 07, 2023	Healthy Lifestyles	11	2.75
Feb 21, 2023	Utilities	2	1.50
Feb 21, 2023	Healthy Lifestyles	14	3.50

Totals **27** **7.75**

Social Service Coordination

Date	Administration Type	Hours
Feb 07, 2023	Service Coordination Administration	1.00
Feb 21, 2023	Property Management Relations	1.00

Total **2.00**

Donations

Date	Donor	Item Donated	Value
Feb 13, 2023	Food Bank of Monterey	Food Commodities	\$180.00
Feb 21, 2023	Food Bank of Monterey	Food Commodities	\$40.00

Total **\$ 220.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Feb 07, 2023	Socials, General: Valentine's Day Social	6	1.00
Feb 07, 2023	Socials, General: Valentines Day Activities	6	1.00
Feb 13, 2023	Socials, General: Be Mine Social	18	3.50

Totals **30** **5.50**

Percent of units served during the past 12 months: 85.6%

Resident Services in Action



Be Mine Social

Feb 13, 2023

DSS, Sheila Morales will be available via phone, email, and texts.

Monterey & Benito


Smorales@lifestepsusa.org

(831) 297-

Resident Message Line:

(831) 204-2172



Tuesday, March 7	Monday, March 13	Tuesday, March 21	Tuesday, March 28
<p>Social Services: Sheila, will be available to meet with you between 9:00 am -4:30 pm Benito</p> <p>Class: Budgeting at Your Fingertips 10:00 am</p> <p>St. Patrick Social Come celebrate St. Patrick's day! 12:00pm Monterey</p> <p>Health and Wellness/Case Management Linkage and referrals to community resources. 3:00pm</p>	<p>Social Services: Sheila, will be available to meet with you between 9:00 am -4:30 pm Monterey</p> <p>Stretch Your Dollar with Organizing Pantry and Meal Prep at Home 10:00 am Benito</p> <p>Food Bank Come get FREE groceries in front of the mailboxes! 2:00 pm</p> 	<p>Social Services: Sheila, will be available to meet with you between 9:00 am -4:30 pm Benito</p> <p>Class: Financial Priorities 10:00 am</p> <p>Health and Wellness/Case Management: Health at Home Finding the Right Support Linkage and referrals to community resources. 12:00 pm Monterey</p> <p>St Patrick's Day Arts and Crafts 2:30pm</p>	<p>Social Services: Sheila, will be available to meet with you between 9:00 am -4:30 pm Monterey</p> <p>Class: Thriving on a Fixed Income 10:00am Benito</p> <p>Nutrition Social 12:30 pm</p> <p>Client Assistance/Case Management Linkage and referrals to community resources. 2:00 pm</p>

After School Program

Monday to Friday

3:30pm-6:00pm



Life Skills Training & Educational Programs

Empowerment. Impact.

Community.

One STEP at a time.



Benito Affordable / FLC



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

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

Sylvia Sides, Property Manager
Maria Morales, Asst. Property Manager
Jorge Amezcua, Maintenance Technician

MARCH | MARZO 2023

425 Benito Street, Soledad, CA 93960
PH: 831.678.8852 FX: 831.678.1702
benitoflc@jso.net



ANNUAL RECERTIFICATION FOR BENITO FLC WILL BEGIN IN APRIL!



The following documents will be required for all adult household members :

- Paystubs for the last 3 months
- Unemployment Award, Social Security or Disability Benefits Letter(s)
- Education Scholarship Award Letters for current full-time students
- Bank Statements for every account (ex: checking, savings, etc) for last 6 months
- Retirement, Stock, 401K, Money Market or IRA accounts for last 6 months
- Insurance Policies with cash/surrender value
- Other documents as requested by management

ALL ADULTS AND MINORS (WHO WILL TURN 18 THIS YEAR) MUST BE PRESENT!

¡LA RECERTIFICACIÓN ANUAL PARA BENITO FLC COMENZARÁ EN ABRIL!

Se requerirán los siguientes documentos para todos los miembros adultos del hogar:

- Recibos de pago de los últimos 3 meses
- Carta(s) de concesión de desempleo, seguro social o beneficios por discapacidad
- Cartas de concesión de becas educativas para estudiantes actuales de tiempo completo
- Estados de cuenta bancarios de cada cuenta (p. ej., cheques, ahorros, etc.) de los últimos 6 meses
- Cuentas de jubilación, acciones, 401K, Money Market o IRA durante los últimos 6 meses
- Pólizas de seguro con valor en efectivo/rescate
- Otros documentos solicitados por la gerencia

¡TODOS LOS ADULTOS Y MENORES QUE CUMPLIRÁN 18 AÑOS ESTE AÑO DEBEN ESTAR PRESENTES!



MAINTENANCE AFTER-HOURS EMERGENCIES CALL 678-8852
 MANTENIMIENTO FUERA DEL HORARIO DE
 EMERGENCIAS 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
 831-755-4661
 Adult Protective Services
 1-800-510-2020

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.

¿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.

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



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



(831) 223-5178



(831) 422-0602



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



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Empowerment. Impact. Community.
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: Alvaro Alvarez Mendoza

Period Beginning

Feb 01, 2023

Period Ending

Feb 28, 2023

Administrative Comments

Service make-up hours were applied during this period.

DSS Site Visits

Feb 02, 2023

Feb 09, 2023

Feb 16, 2023

Feb 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
Feb 02, 2023	Healthy Lifestyles 2023: Healthy Body: Exercise Your Way	10	1.00
Feb 16, 2023	Healthy Lifestyles 2023: Healthy Body: The Easy Way to Get Five (5) a Day	11	0.50

Totals

21

1.50

Additional Services and Education

Date	Topic	Participants	Hours
Computer Literacy			
Feb 23, 2023	Computer Basics: Computer Q&A	10	2.00
Subtotal for Computer Literacy		10	2.00
Financial			
Feb 09, 2023	Utilities: HEAP Workshop	10	2.00
Subtotal for Financial		10	2.00

Totals

20

4.00

Individualized Case Management Services

Date	Topic	Residents	Hours
Feb 02, 2023	Coping Skills/Emotional Support	1	1.00
Feb 02, 2023	Counseling/Mental Health	1	1.00
Feb 02, 2023	Computer/Technology	1	1.00
Feb 02, 2023	Healthy Lifestyles	10	2.50
Feb 09, 2023	Coping Skills/Emotional Support	3	2.25
Feb 09, 2023	Counseling/Mental Health	2	2.00
Feb 16, 2023	Coping Skills/Emotional Support	1	1.00

Date	Topic	Residents	Hours
Feb 16, 2023	Legal	1	1.00
Feb 16, 2023	Counseling/Mental Health	2	1.25
Feb 16, 2023	Healthy Lifestyles	10	2.50
Feb 23, 2023	Coping Skills/Emotional Support	1	1.50
Feb 23, 2023	Legal	1	1.25

Totals **34** **18.25**

Social Service Coordination

Date	Administration Type	Hours
Feb 02, 2023	Service Coordination Administration	1.50
Feb 09, 2023	Service Coordination Administration	1.00
Feb 16, 2023	Service Coordination Administration	0.50
Feb 23, 2023	Service Coordination Administration	3.25

Total **6.25**

Community Building Enrichment Activities

Date	Event	Participants	Hours
Feb 09, 2023	Socials, General: Birthday Social	10	1.75
Feb 16, 2023	Socials, General: Valentine's Day Social	10	1.75

Totals **20** **3.50**

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

Tenant Services – February 2023

Community Services Provided:

- Managed free fruit/vegetables/commodities distribution for Oak Park families from Food Bank
- Provided YouthWorks job skills program for teens
- Provided homework support for elementary school students
- Provided weekly study hall for teens
- Provided mentoring by phone for YW graduates
- Continued distribution of canned goods from the local Latter Day Saints church to families
- Wrote 2 letters of reference for college scholarship request
- Put on Valentine’s Craft Day
- Hosted Mobile Mexican Consulate & 22 agency partners

<u>Participation</u>	<u>Total</u>
Youth Activities	35
Oak Park 1	63
Oak Park 2	51

Oak Park March 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring	4:30 Study Hall			
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farm	4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring	4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring	4:30 Study Hall	1:30 Food Distribution	1:00 Open House	
6	7	8	9	10	11	12
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farm	4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring	4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring	4:30 Study Hall 4:30 Co Oral Health Survey			
13	14	15	16	17	18	19
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farm	4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring	4:00 YW Farm 4:30 YouthWorks 5:00 Undocu Focus Gp	4:30 Study Hall			
20	21	22	23	24	25	26
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farm	4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring	4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring 5:00 Undocu Focus Gp	4:30 Study Hall	1:30 Food Distribution		
27	28	29	30	31		
3:30 YouthWorks 3:30 Tutoring 4:00 YW Farm	4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring	4:00 YW Farm 4:30 YouthWorks 4:30 Tutoring	4:30 Study Hall			

JSCO Monthly Occupancy Summary for HACM Properties

2/28/2023

Property Name	Total Units	Total Units Occupied	Percent Occupied	Total Units Vacant	Security Deposits Received	Apps. in Process	PBS8 Vouchers Residents	HC Vouchers Residents	Apps. on Wait List	Comments
Benito Affordable	70	68	97%	2	2	3	25	0	414	405 (3bd PBV) Move in scheduled 3-3-23 465 (5 bd PBV) applicant denied by HA due to income, pending new waitlist
Benito FLC	73	73	100%	0	0	0	0	0	117	Running 2 applicants for Farm Labor for future vacancies.
Fanoe Vista	44	43	98%	1	0	0	43	0	NA	Unit 4- 2bd Ivan Casillas approved ready to move in
Monterey Street	52	52	100%	0	0	0	9	3	202	Marcela Santos Currently in Litigation. Pending New W/L from Housing.
Rippling River	79	78	99%	1	0	2	78	0	30	912 Occupant approved by JSCO, pending approval from HA
Tynan Village	171	167	98%	4	0	5	40	31	1,435	(2) 3 BD PBV- Processing 2 applicants: 1 file reviewed by JSCO currently working on corrections; file in process with HACM.(1) 1bd TC- Processing 2 applicants (1) 1 BD MR-processing 2 applicants
Totals	489	481	99%	8	2	10	195	34	2198	

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

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

Property	Inspection	Date	Findings Y/N	Comments or corrections	Property	Inspection	Date	Findings Y/N	Comments or Corrections
Benito Affordable	RBC PBV CTCAC	1/27/2023	no findings		Monterey Street	CTCAC HDC Union Bank PBV			
Benito FLC	HOME RBC HACM USDA CTCAC	2/16/2023	pending		Rippling River	Berkedia HOME Housing Authority CTCAC Alliant			
Fanoe Vista	Alliant PBV CTCAC Housing Authority	11/14/2022	N/A		Tynan	CTCAC City of Salinas HACM Alliant HCD	12/19/2022 2/14/2023 1/12/2023	Pending	Corrections done, pending close out letter Uploading 2019 data to CDS Desk audit files sent 1/12/23

2/28/2023		Days Vacant		Benito FLC		Benito Affordable		Fanoe Vista		Monterey St		Rippling River		Tynan Village	
unit.#	Days Vacant	unit.#	Days Vacant	unit.#	Days Vacant	unit.#	Days Vacant	unit.#	Days Vacant	unit.#	Days Vacant	unit.#	Days Vacant	unit.#	Days Vacant
		465	142	4	7		912	30	404A TC	237					
		405	104						201B PBV	43					
									302B PBV	92					
									308A	15					

VACANT UNITS AS OF 03.01.2023

100% Occupied/No Vacancies as of 3/1/2023

Bldg #	Address	Unit #	Bdrm Size	ACCES SIBLE	ADAP TABLE	LHTC	PBV	HOME	Previous Name	MOVE OUT DATE OR VACANT SINCE	New Tenant	Move in Date /expected move in date



Housing Programs Board Report

Presented by Maria Madera

MEMORANDUM

TO: Board of Commissioners

**THRU: Zulieka Boykin
Executive Director**

**FROM: Maria Madera
Director of Housing Programs**

RE: Housing Programs Report

DATE: March 13, 2023



Project-Based Voucher Program

- ❖ Total Waiting List of all PBVs **7,138 applications** (Salinas, South County, Peninsula)
- ❖ HACM continues accepting applications for all 4, and 5 bedrooms in South County and 4 and 5 bedrooms in Salinas for the Project -Based Voucher Program. For one- and two-bedrooms units the waiting list for One Parkside is open until further notice.
- ❖ Eligibility staff continues to update the project-based waiting list for all bedroom units.
- ❖ One bedroom fully occupied at One Parkside. Staff is working with the Property Managers to fill the 2-bedroom units. Staff currently working on perspective applicants to fill the remaining units.

Housing Choice Voucher Program

- ❖ Total Waiting List for HCV – **2,661 applications**
- ❖ Staff has scheduled 230 applicants for the Housing Choice Voucher Program.

Remaining Scheduled	81
Rescheduled	42
Pending Paperwork	55
Lost Preferences	17
No Show	35

Issued/Leased Vouchers

2023	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Issued	54	34	1									
Leased	29	13	7									

- ❖ Staff is currently working on 101 referrals for the Emergency Housing Voucher (EHV). including 25 referrals to serve San Benito County. Families have been scheduled to come in the following two weeks. Total number of families searching is the following:
 - Total Briefed: **69**
- ❖ Two-Year Tool Chart (Attached)
 - The Two-Year Tool is used to analyze our PHA’s utilization. This tool helps PHA’s make better informed decisions regarding leasing and spending by analyzing the different scenarios. For example, payment standard changes on both program cost and participant rent burden.

HOUSING CHOICE VOUCHER PROGRAM

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

HCV Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded ACC	4,793	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917
Total units Leased	3,316	3,336										
Unit Utilization	69%	67%										
Success Rate	11%	6%										

VASH Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	324	324	324	324	324	324	324	324	324	324	324	324
Total units leased	225	228										
Unit Utilization	69%	70%										
Success Rate	8%	0%										

Mainstream Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	59	59	59	59	59	59	59	59	59	59	59	59
Total units Leased	21	20										
Unit Utilization	35%	33%										
Success Rate	0%	0%										

Family Unification	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	42	42	42	42	42	42	42	42	42	42	42	42
Total units Leased	35	34										
Unit Utilization	83%	80%										
Success Rate	0%	0%										

Emergency Housing Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	269	269	269	269	269	269	269	269	269	269	269	269
Total units Leased	88	96										
Unit Utilization	32%	35%										
Success Rate	0%	0%										

Total Vouchers awarded including Mainstream is: **4,917**.

Total Special Program awarded is **425** is the following:

- **VASH-324**
- **Family Unification-42**
- **Mainstream-59**

Total Foster Youth to Independence awarded is: **65**

The budget utilization is the total program cost and divide monthly equals the percentage of the budget authority.

Calendar	HACM Monthly HAP Dollars Spent	HUD Monthly Disbursement Amount		Utilization %
January 2022	\$4,184,552	\$4,249,603	0.9846924	98.469245
February 2022	\$4,542,972	\$4,278,857	1.0617256	106.17256
March 2022				
April 2022				
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				

FAMILY SELF-SUFFICIENCY PROGRAM

Month of February 2023

Number of Mandatory FSS Slots	0
Number of Current FSS slots	200
Number of Current Participating Households	69
Number of Client Currently with Escrow Account	69
Number of Client that Completed Program Successfully	380
Number of Clients in Home Ownership Program	3

- ❖ Number of Clients graduating the program 1
- ❖ Amount of escrow
Graduates:
 - FSS Participant #1: **\$34,915.17**
- ❖ Non-grads/Recaptures
 - FSS Participant #1: **\$4,248.53**
 - FSS Participant #2: **\$5,674.60**
- ❖ Total Amount of Escrow **\$24,992.04**

CURRENT FSS PARTICIPANT FINAL GOAL PROGRESS REPORT:

Working on GED	1
Preparing for Home Ownership	6
Actively searching for employment	18
Attending Community College	6
Attending 4- Year University	1

Attending Vocational Training	8
Self-employed	3
Repair Credit	20

FSS MEETINGS

- ❖ February 2, 2023: CISNE
- ❖ February 7, 2023: HCV Meeting
- ❖ February 7, 2023: MCWDB Regional Plan Mods Stakeholder and Information Session
- ❖ February 7, 2023: MCWDB Local Plan Mods Stakeholder and Information Session
- ❖ February 14, 2023: FSS HUD Orientation
- ❖ February 15, 2023: CASP
- ❖ February 15, 2023: FSS with ED
- ❖ February 21, 2023: HCV Dept. Meeting
- ❖ February 21, 2023: FSS HUD Orientation
- ❖ February 22, 2023: FSS with ED
- ❖ February 24, 2023: WIOA
- ❖ February 28, 2023: HCV Dept. Meeting

HCV Leasing and Spending Projection

PHA Name		County of Monterey Hsg Auth		PHA Number	CA033	Utilization Report:		UtilizationReport (4)		Print	TYT Guide	TYT Videos
Save		Access Additional Tools		Disclaimer		End of Year Results		Leasing and Spending Outcomes: Current and Following Year Projections				
ACC/Funding Information												
ACC	Current Year (2022)	Year 2 (2023)	Year 3 (2024)	Funding Proration/Offset Levels		Program Projection Variables		Leasing and Spending Outcomes: Current and Following Year Projections		2022	2023	
Beginning ACC Vouchers	4,771	4,918	4,918	HAP	Success Rate	88%	Non-PBV Annual Turnover Rate	6.8%	UML % of ACC (UMA)	66.7%	69.7%	
Funding Components	Current Year (2022)	Year 2 (2023)	Year 3 (2024)	Year 2 (2023) % Excess Reserves Offset	Year 3 (2024) % Excess Reserves Offset	Time from Issuance to HAP Effective Date (Current: 1.74 months)	2023 Estimated Inflation Factor	PIC EOP % as of 10/31/2022 (196 EOPs): 5.88%	HAP Exp as % of All Funds	88.3%	89.4%	
Initial BA Funding (net offset)	\$50,330,238	\$61,306,048	\$60,612,525	Year 2 (2023) % Excess Reserves Offset	Year 3 (2024) % Excess Reserves Offset	% leased in 30 days	33.5%		HAP Exp as % of Eligibility only	90.8%	98.4%	
Offset of HAP Reserves	\$0	\$0	\$0	Year 1 (2022)	Year 2 (2023)	% leased in 60 to 90 days			End of Year Results			
Set Aside Funding	\$0			89.0%	80.0%	% leased in 90 to 120 days	13%	5%	Projected 12/31 Total HAP Reserves	\$6,174,009	\$7,177,810	
New ACC Units Funding	\$781,250	\$310,280	\$0	Administrative Fees		% leased in 120 to 150 days	4%		HAP Reserves as % of ABA (Start: 2.9%)	12.1%	11.6%	
Total ABA Funding Provided	\$51,111,488	\$61,616,327	\$60,612,525						"Excess" Reserves Subject To Offset	\$0	\$356,774	
PHA Income	\$0	\$0		HUD-Held Reconciliation - 12/31/2021 Cash Sufficiency Check					End of Year 3 Results (2024)			
Total Cash-Supported Prior Year-End Reserves	\$1,494,574	\$6,174,009	\$7,177,810	HUD-established CYE HHR	\$1,494,832	HUD-established CYE HHR						
Total Funding				HUD-Estimated Restricted Net Position	(\$258)	PHA-Held Cash 12/31/2021 (VMS)			Admin Fees Earned (PY: \$3,743,535)	\$4,040,939	\$3,855,388	
Total Funding Available	\$52,606,062	\$67,790,336	\$67,790,336	HUD-Reconciled	\$1,494,574	HUD-Reconciled (Cash Capped)			Expense	\$2,579,985	\$2,543,940	
				Lower of H17/17 (May Override)	\$1,494,574	Lower of H17/17 (May Override)			Expense %	63.8%	66.0%	
				HUD-Reconciled RNP v PHA-Reported RNP		HUD v. PHA difference: (\$1,330,596.00) or -2.6% of Eligibility		CA033 has a cost per UML of \$65.56 compared to its Earnings/UML & Size peer group of \$80.15 (a difference of -22.3%) and its state peer group (of all PHAs in the state) of \$88.55 (a difference of -35.1%).		Based on the most recent official (end of fiscal year) UNP, CA033 has a projected 2022 Calendar Year-End (CYE) UNP of \$4,729,204 (or 117% of CY 2022 Earned Admin Fees) and a 2023 CYE UNP of \$6,190,158 (or 160.6% of CY 2023 Earned Admin Fees).		

HCV Leasing and Spending Projection

2022	UMAs	Actual UMILs	Actual HAP	Vouchers Issued/Projected to be Issued	Non-PBV Additions/Reductions	New Leasing from Issued Vouchers	Non-PBV Estimated Attrition	UMILs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Year-to-Date UMIL %	Year-to-Date ABA Expended %	Monthly UMIL %	Monthly ABA Expended %
Jan-22	4,771	3,294	\$3,824,343	34				3,294	\$3,824,343	\$1,161		69.0%	89.8%	69.0%	89.8%
Feb-22	4,771	3,277	\$4,014,118	32				3,277	\$4,014,118	\$1,225		66.9%	92.0%	68.7%	94.2%
Mar-22	4,771	3,264	\$3,832,637	42				3,264	\$3,832,637	\$1,174		66.3%	91.3%	68.4%	90.0%
Apr-22	4,771	3,204	\$3,853,624	27				3,204	\$3,853,624	\$1,203		66.3%	91.1%	67.2%	90.5%
May-22	4,771	3,224	\$3,823,344	64				3,224	\$3,823,344	\$1,186		66.2%	90.9%	67.6%	89.8%
Jun-22	4,771	3,215	\$3,817,160	32				3,215	\$3,817,160	\$1,187		66.0%	90.6%	67.4%	89.6%
Jul-22	4,896	3,200	\$3,794,286	20				3,200	\$3,794,286	\$1,186		67.7%	90.4%	65.4%	89.1%
Aug-22	4,896	3,192	\$3,833,266	54				3,192	\$3,833,266	\$1,201		67.3%	90.4%	65.2%	90.0%
Sep-22	4,896	3,192	\$3,838,130	46				3,192	\$3,838,130	\$1,202		67.1%	90.3%	65.2%	90.1%
Oct-22	4,918	3,215	\$3,919,700	23				3,215	\$3,919,700	\$1,219		66.9%	90.5%	65.4%	92.0%
Nov-22	4,918	3,215	\$3,914,013	22				3,215	\$3,914,013	\$1,217		66.8%	90.6%	65.4%	91.9%
Dec-22	4,918	3,213	\$3,967,432	31				3,213	\$3,967,432	\$1,235		66.7%	90.8%	65.3%	93.1%
Total	58,068	38,705	\$46,432,053	427	0	0	0.0	38,705	\$46,432,053	\$1,200		66.7%	90.8%	65.3%	93.1%
2023															
Jan-23	4,918	3,243	\$4,165,580	52				3,235	\$4,165,335	\$1,291		65.8%	81.5%	65.8%	81.5%
Feb-23	4,918	3,253	\$4,199,499	33				3,230	\$4,275,114	\$1,314		65.7%	82.4%	65.7%	83.3%
Mar-23	4,918			50		31	-14.6	3,246	\$4,390,160	\$1,353		65.8%	83.4%	66.0%	85.5%
Apr-23	4,918			150		40	-14.7	3,271	\$4,521,370	\$1,382		66.0%	84.6%	66.5%	88.1%
May-23	4,918			50		95	-14.8	3,351	\$4,735,616	\$1,413		66.4%	86.1%	68.1%	92.2%
Jun-23	4,918			50		58	-15.3	3,394	\$4,904,326	\$1,445		66.9%	87.7%	69.0%	95.5%
Jul-23	4,918			150		55	-15.5	3,434	\$5,073,871	\$1,478		67.3%	89.3%	69.8%	98.8%
Aug-23	4,918			50		102	-15.8	3,520	\$5,322,271	\$1,512		67.8%	91.1%	71.6%	103.7%
Sep-23	4,918			50		62	-16.2	3,566	\$5,517,590	\$1,547		68.3%	92.9%	72.5%	107.5%
Oct-23	4,918			50		55	-16.5	3,605	\$5,708,399	\$1,583		68.8%	94.7%	73.3%	111.2%
Nov-23	4,918			50		48	-16.7	3,637	\$5,894,044	\$1,621		69.3%	96.5%	73.9%	114.8%
Dec-23	4,918			50		48	-16.9	3,667	\$6,084,431	\$1,659		69.7%	98.4%	74.6%	118.5%
Total	59,016	6,496	\$83,365,079	785	0	595	-186.5	41,156	\$60,612,625	\$1,473		69.7%	98.4%	74.6%	118.5%

SPVs: Additional SPV leasing should focus on the 96 unleased VASH vouchers and the 42 unleased FUP vouchers. FINANCIAL - Beginning Year: Cash & Investments (VMS) of \$5,317,973 compares to RNP (VMS) of \$1,330,338. Current: VMS Cash & Investments of \$5,931,487 compares to VMS RNP plus UNP of \$2,805,254. PBVs: Currently, the PHA reports 599 leased PBVs, for a leased PBV rate of 100%. Additional leasing should focus on the 0 unleased PBVs, for which the PHA is making vacancy payments on 0. Finally, the PHA reports 0 PBVs under AHAP. Most importantly, the Two-Year Tool is not a problem to be solved, but a reality to be experienced.

[Graphs](#)

[Comments \(Hover for VMS\)](#)



CLOSED SESSION

The Board of Commissioners will meet in Closed Session for the following purposes and reasons:

- A. Government Code Section 54597: Personnel Matters



COMMISSIONER COMMENTS

&

ADJOURNMENT



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

DATE: **MONDAY, MARCH 27TH, 2023**

TIME: **6:00 P.M.** (Or immediately following the HACM Regular Board Meeting)

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

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

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

1. CALL TO ORDER

2. ROLL CALL

	<u>PRESENT</u>	<u>ABSENT</u>	<u>ONLINE</u>
Chair Kevin Healy	_____	_____	_____
Vice Chair Francine Goodwin	_____	_____	_____
Director Kathleen Ballesteros	_____	_____	_____
Director Hans Buder	_____	_____	_____
Director Viviana Gama	_____	_____	_____
Director Jon Wizard	_____	_____	_____
VACANT, Director	_____	_____	_____

3. COMMENTS FROM THE PUBLIC

4. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

- A. Minutes - Approval of Minutes of the HDC Board Meeting held on February 27, 2023.

5. **NEW BUSINESS**

A. MDC-225 – Resolution to Approve Proposal from Knight Development

6. **INFORMATION**

A. Property Management Report

B. Development Report

7. **CLOSED SESSION**

A. Government Code Section 54956.9(d)(2): Litigation

8. **DIRECTOR COMMENTS**

9. **ADJOURNMENT**

This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA.
The Board of Directors will next meet at the **Regular Board Meeting on April 24, 2023, at 6:00 p.m.**



COMMENTS FROM THE PUBLIC





ACTION
 MINUTES OF THE REGULAR BOARD MEETING OF
 THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
 HELD FEBRUARY 27, 2023

SUMMARY ACTION MINUTES

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

1. CALL TO ORDER:

Chair Healy called the meeting to order at 6:07 p.m.

2. ROLL CALL:

Present:

Chair Kevin Healy
 Vice Chair Francine Goodwin
 Director Kathleen Ballesteros
 Director Hans Buder
 Director Viviana Gama

VACANT, Director

Absent:

Director Jon Wizard

Also present: Zulieka Boykin, Executive Director; Maria Madera, Housing Programs Director; Jose Acosta, Director of Property Management; Carolina Sahagun-Gomez, Director of Development; James Maynard-Cabrera, Interim Director of Human Resources; Kim Shehorn, Interim Director of Finance. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None.

4. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

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

No request to pull items from the Consent Agenda. Upon motion by Director Buder, seconded by Director Ballesteros, the Board of Directors moved to approve items listed in the Consent Agenda.

Motion carried with the following roll call vote:

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

5. NEW BUSINESS

- A. Resolution – MDC-224 – Resolution Authorizing the Use of Digital Signatures

Upon motion by Director Buder, seconded by Director Ballesteros, the Board of Directors moved to approve Resolution MDC-224 – Resolution Authorizing the Use of Digital Signatures

Motion carried with the following roll call vote:

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

6. INFORMATION

- A. Property Management Report – Presented by Jose Acosta, Inter. Dir. of Housing Management.

No additional items to report from the HACM meeting.

- B. Development Report – Presented by Carolina Sahagun-Gomez, Director of Development

No additional items to report from the HACM meeting.

7. CLOSED SESSION

The Board entered into closed session at 6:12 pm for the following purpose:

- A. Government Code Section 54956.9(d)(2): Litigation

- B. Government Code Section 54956.9(d)(2): Litigation

The Board came out of closed session and reconvened to regular session at 6:39 pm.

Action item: The Board has directed Ms. Boykin to take on matters discussed during the session by coordinating with outside counsel, reviewing legal documents, and keeping the board informed on the progress of the litigation. Ms. Boykin is expected to provide an update to the board and periodic updates thereafter until the case is resolved.

8. COMMISSIONER COMMENTS

The commissioners collectively thanked everyone again involved in today's meeting.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date

MEMORANDUM

TO: Board of Directors

FROM: Zulieka Boykin, Executive Director/President/CEO

DATE: March 27, 2023

RE: MDC-225 – Resolution to Approve Proposal from Knight Development



The Monterey County Housing Development Corporation (“HDC”) is the development department for The Housing Authority of the County of Monterey (“HACM”) and has recently been absorbed back into the agency. This process has created a learning curve for the Housing Authority and HDC. To expedite the transition completion, assess the department, assess the developments, provide the needed training, and prepare the agency for future developments; I have contacted Knight Development.

Knight Development is a development company that offers services such as; capacity assessment, proposal evaluation, project planning, cost and feasibility analysis, and financial modeling. They have worked on development projects throughout the United States and are professionals in tax credit syndication, asset management, property management, development and construction. The team is comprised of professionals that have held previous HUD and various Public Housing Authority positions.

Knight Development has presented an Affordable Housing Consultant Agreement that will begin April 01, 2023, if approved, and end on March 31, 2024. As indicated in the proposal, Knight Development will review projects, limited partnership agreements, waterfalls, management, establish and implement administrative and financial controls, provide training, and perform a plethora of other tasks to benefit the agency. An on-site visit is included for reviewing the sites and meeting with staff. The proposal is attached for your review. The total cost of the proposal will not exceed \$100,500 dollars during the 12-month period.

I am recommending that the Board of Directors of the Monterey County Housing Development Corporation approve the proposal submitted by Knight Development by resolution.

Action: Adopt Resolution

AFFORDABLE HOUSING CONSULTANT AGREEMENT

This Affordable Housing Consultant Agreement (this "Agreement") is made as of the ____ day of _____ 2023, by and between Housing Authority of the County of Monterey (the "Housing Authority") and BGC Advantage, L.L.C., a Louisiana Limited Liability Housing Authority, d/b/a Knight Development (the "Consultant").

RECITALS:

WHEREAS, the Housing Authority owns property located in the jurisdiction of the County of Monterey, State of California (the "sites") on which it intends to assess certain affordable housing Performance Measures.

WHEREAS, the Housing Authority plans to review performance of affordable housing units, consisting of four (4) projects as more fully described on the attached Exhibit A hereto (the "Projects"), using a variety of funding sources and financial arrangements including but not limited to the U.S. Department of Housing and Urban Development ("HUD") Multi-Family program, Section 8 Project-Based Rental Assistance Program, USDA Rural Development, Low Income Tax Credit, Market Rate, or other Multi-Family housing mixed finance methods will be reviewed.

WHEREAS, in order to examine the projects performances, the Housing Authority intends to review physical aspects, financial documents, legal requirements, and management goals.

WHEREAS, the Housing Authority has determined it to be in the Housing Authority's best interest to secure the Consultant as a private Consultant Partner to provide additional planning, development and consulting services with respect to (i) offer technical expertise and general recommendations to inform the Housing Authority in their efforts to determine the feasibility and the structuring of the projects; (ii) monitor, oversee, and submit the required items to meet federal, state, local and any other required conditions.

WHEREAS, the Housing Authority desires to contract with the Consultant to handle in consultation with the Housing Authority (i) all facets of the development and financing of the projects for review.

WHEREAS, the Housing Authority and the Consultant envision this Agreement to serve as the sole agreement for the review of the four (4) projects ("Project Agreement") to be negotiated for discrete stages of the development contemplated herein.

WHEREAS, the Housing Authority desires to appoint the Consultant to provide certain services for the Housing Authority with respect to overseeing the scope of work contemplated hereunder until all development assessment work is completed.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows.

1. DEFINITIONS. Capitalized terms used herein and not otherwise defined shall have the meanings set forth in the "Recitals" section of this Agreement or are defined below:

Act: The United States Housing Act of 1937 (42 U.S.C. § 1437, *et seq.*), as amended from time to time, any

successor legislation, and all implementing regulations issued thereunder or in furtherance thereof.

Consultant Costs: Costs, including upfront costs, retainer costs, travel up to two (2) individuals, use of Owner Insite for documents, monthly meetings, final assessments and project reports from April 2023 to June 30, 2023, unlimited calls, technical assistance between April 2023 to June 30, 2023 plus technical calls with project lead for an additional six (6) months, this additional time ends on March 31, 2024.

Financial Costs: Tidwell and Associates fees include review financials, analysis, and projections, monthly update calls for the four (4) projects. This cost shall be the amount of \$26,500.00 which shall be paid at time of invoice received. The hourly rate per Tidwell shall be \$195/hour for Nathan's rate and \$395/hour for Justin's rate. Otherwise, the blended rate is \$275/hour.

Consultant Fee: The fee to be paid (including deferred, if any, and non-deferred amounts) to the Consultant, as set forth in Section 7.

2. APPOINTMENT. The Housing Authority hereby appoints the Consultant to render services to the Housing Authority and for the Project and confirms and ratifies the appointment of the Consultant with respect to services previously rendered to the Housing Authority to date, in supervising and overseeing the assessment of a Project and performance of other services as herein contemplated. The Consultant shall undertake all the activities herein as an independent consultant on behalf of the Housing Authority.

3. COOPERATION. The Housing Authority and the Consultant agree to cooperate with one another in good faith to successfully complete a Project and all activities contemplated by this Agreement.

4. HOUSING AUTHORITY OBLIGATIONS. The Consultant shall have the authority and the obligation as necessary or appropriate (in the reasonable judgment of the Consultant) to perform all of the Services described within this Agreement.

In accordance with this agreement herein, applicable, the Housing Authority shall reimburse Consultant (or the Housing Authority shall make payment on the Consultant's behalf) for Consultant Costs per Project, incurred monthly prior to the 15th of the month as submitted by the Consultant.

5. DEVELOPMENT PROJECT REVIEW SERVICES.

A. The Consultant shall make recommendations for the developments and multiple aspects of the Projects, including the ownership and development entities, shall perform the services and carry out the responsibilities with respect to any of the four (4) Projects as are set forth herein, and shall perform such additional duties and responsibilities as are reasonably within the general scope of such services and responsibilities and are designated from time to time by (1) the Housing Authority or (2) the Consultant, with the approval of the Housing Authority.

B. The Consultant's services shall be performed in the name of and on behalf of the Housing Authority, or as appropriate, the Consultant's own name as the Housing Authority's Consultant partner, and shall consist of the duties set forth in the following subparagraphs of this Paragraph 5(B) and as provided elsewhere in this Agreement; provided, however, that if the performance of any duty of the Consultant set forth in this Agreement is beyond the reasonable control of the Consultant, the Consultant shall be obligated to promptly notify the Housing Authority that the performance of such duty is beyond its reasonable control. The Consultant has performed or shall perform the following:

(1) With the assistance of the Housing Authority, review the projects Limited Partnership Agreement, audit, year to date financial, original projections, cash flow, and community needs.

(2) Negotiate and cause to be executed in the name and on behalf of the Housing Authority or terms, changes needed to any waterfall, management, first right of refusal, and address issues that need to be addressed

(3) Establish and implement appropriate administrative and financial controls for asset management as appropriate for the Projects, including but not limited to, the items listed below:

(i) coordination with the management companies,

(ii) review and use of replacements reserves

(iii) review management contracts

(iv) participation in calls and the rendering of such advice and assistance as will aid in developing economical, efficient, and desirable design and construction procedures

(v) review and provide population characteristics to demonstrate need and preferences for project

(vi) Evaluation of income and expenses

(vii) Evaluation of Housing Authority staff and development capacity

(4) Obtain access to utility allowance and property utility expenses, the use of utility savings and projects utilities.

(5) Perform and administer any and all other services and responsibilities of the Consultant which are set forth in any other provisions of this Agreement or which are reasonably requested by the Housing Authority to be performed and are within the general scope of the services described herein;

(6) The Consultant shall assist the Housing Authority with communicating with and cooperating with federal, state and local governmental officials and other interested organizations (including any resident groups), and shall attend meetings regarding a Project with the same, as and to the extent necessary to effectively carry out the Project;

C. The Consultant schedule for services is outlined below:

1. Months one (1) through three (3) (April 1, 2023 through June 30, 2023) shall be the contract execution (cost included in the initial \$50,000.00 set up fee)

- a. Set up Owner Insite for document exchange;
 - b. Review financial data and project performance;
 - c. Interview Housing Authority Development staff;
 - d. Hold monthly calls for updates;
 - e. Assess the asset management activities of the Housing Authority;
 - f. Receive and review property Development reports.
2. Months four (4) through five (5) (July 1, 2023 through August 31, 2023)
- a. Onsite visit;
 - b. Onsite property management interviews;
 - c. Staff interviews;
 - d. Provided Housing Authority with community data.
3. Month six (6) (September 1, 2023 through October 31, 2023)
- a. Final Draft Report;
 - b. Final Assessment Report;
 - c. Finance Report;

4. Months seven (7) through twelve (12) (October 1, 2023 through March 31, 2024) follow up with any questions or issues, the fee associated with this service will be \$2,500.00 per month for unlimited calls and technical assistance.

6. HOUSING AUTHORITY DUTIES AND RESPONSIBILITIES.

A. In General. The Housing Authority shall be responsible for the roles and responsibilities described in this Article 6 in connection with a Project.

B. Information. The Housing Authority shall expeditiously provide all information necessary for the orderly progress of a Project, including but not limited to provision of current, accurate budgets, and such other information or documents as shall be necessary for financings, including any applications therefor, or the satisfaction of regulatory, lender or investor requirements. In addition, the Housing Authority shall coordinate closely with the Consultant regarding any communications with HUD and will forward to the Consultant all received information necessary for the project. The Consultant shall assist the Housing Authority with communicating with and cooperating with federal, state and local governmental officials and other

interested organizations (including any resident groups), and shall attend meetings regarding the Projects as to the extent necessary to effectively carry out the Project;

C. Execution of Documents. Whenever the Housing Authority is required under this Agreement or by statute or regulation to take actions or execute documents in order to proceed with a Project, the Housing Authority will promptly respond in a timely manner.

D. Consultant Support. The Housing Authority shall provide, to the extent appropriate, assistance requested by the Consultant in obtaining licenses, approvals, clearances, or other cooperation from local, State, and federal governmental agencies and entities.

E. Review and Approval. The Housing Authority shall promptly review any matter or document relating to a Project submitted to it by the Consultant for the Housing Authority's approval and shall promptly advise the Consultant of its approval or of why approval is being withheld.

7. COMPENSATION; CONSULTANT FEE AND SCHEDULE OF SERVICES. In consideration for the services provided pursuant to this Agreement, the Housing Authority shall pay the Consultant in the manner and at the rates set forth in Exhibit B hereto.

8. TERM. This Agreement shall be effective on the date hereof and shall initially be for a term of six (6) months with additional support time of six (6) months. At the end of the initial term, the Housing Authority has the option to renew this Agreement upon discussion with Consultant as to the new terms and conditions that will be set forth in the new Agreement.

9. TERMINATION FOR CAUSE. The Housing Authority and the Consultant shall each have the right to terminate this Agreement for cause. As used herein, cause to terminate this Agreement shall be defined as a material breach of any of the terms or conditions set forth in this Agreement that is not cured to the reasonable satisfaction of the other party(s) within ninety (90) days of written notice of such material breach, provided that if such breach cannot be cured within ninety (90) days and the breaching party shall have diligently embarked upon a cure during that period, then the cure period shall be extended for another forty-five (45) days. In the event one party determines that another party is in material breach, the non-breaching party shall give written notice to the other party of the material breach, specifying the nature of the material breach of the terms and conditions of this Agreement. The notice shall state that the party in material breach will be given the right to cure the material breach within the time period set forth in this Section 9. If the party in material breach fails to cure the material breach to the reasonable satisfaction of the other party prior to the termination date stated in said notice, then the non-breaching party may terminate the Agreement.

10. EFFECT OF TERMINATION. Upon the termination of this Agreement, except for payment of amounts owed to Consultant and as otherwise specifically provided herein, the obligations of the Housing Authority and the Consultant under this Agreement shall cease and be of no effect; provided, however, if this Agreement shall be terminated in part, this Agreement shall cease only with respect to that portion of the Agreement so terminated. After payment in full of amounts owed to the Consultant hereunder, the Housing Authority shall have the immediate right to Consultant's complete file in connection with any Project involving the Housing Authority including, but not limited to, any and all documents, plans, reports, studies, license and other work product produced or obtained by the Consultant in connection with a Project affected by the termination, and the Consultant shall cooperate in full in promptly turning over to the Housing Authority all such Project materials.

12. NON-DISCRIMINATION IN EMPLOYMENT. In connection with this Agreement, the Consultant shall not itself discriminate against any employee or applicant for employment because of race, color, creed, age, or national origin. As applicable, the Consultant shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor Regulations (41 CFR, Chapter 60).

14. RECORDKEEPING, AUDIT AND REPORTING REQUIREMENTS.

a. Recordkeeping; Access. The Consultant's books and records pertaining to its performance under this Agreement shall be kept in accordance with generally accepted accounting principles and as required by any federal or state regulations and shall be retained for at least three years after the Housing Authority or Owner Entity, as applicable, makes final payment to the Consultant under this Agreement and all other pending matters are closed. The Consultant agrees to grant a right of access to the Housing Authority, HUD, any agency providing funds to the Housing Authority, the Comptroller General of the United States, and any of their authorized representatives, with respect to any books, documents, papers, or other records pertinent to this Agreement in order to make audits, examinations, excerpts, and transcripts.

b. Audit. The Housing Authority Project, Owner Entities, HUD, any agency providing funds to the Housing Authority, the Comptroller General of the United States, or any of their duly authorized representatives, shall have the right to perform any audit of the Consultant's finances and records related to a Project and the performance of its duties hereunder, including without limitation, the financial arrangement with anyone the Consultant may delegate to discharge any part of its obligations under this Agreement.

c. Contractors. The Consultant agrees to ensure that the recordkeeping, access, audit and reporting requirements set forth in this Section 21 are included in any general contract that receives funds derived from the Housing Authority in connection with a Project.

15. APPLICABLE LAW; VENUE. This Agreement shall be deemed fully executed and performed in the State of Louisiana and shall be governed, enforced, and construed in accordance with the laws of the State of Louisiana. Any action, in regard to, or in connection with this agreement or arising out of its terms and conditions, shall be brought in, and adjudged or determined in the Third Judicial District Court for Lincoln Parish, Louisiana. The Parties irrevocably consent to the jurisdiction of the Third Judicial District Court for Lincoln Parish, Louisiana, and irrevocably waive any defense of an inconvenient forum to the maintenance of any such action or proceeding. The Parties further agree that service of process as provided by the statutes and rules of procedure of Louisiana for nonresident persons or foreign corporations deemed to be doing business in Louisiana shall be sufficient. CONSULTANT AND HOUSING AUTHORITY HEREBY WAIVE THEIR RESPECTIVE RIGHTS TO A TRIAL BY JURY IN ANY LEGAL ACTION...

16. BINDING AGREEMENT. This Agreement shall be binding on the parties hereto, and their heirs, executors, personal representatives, successors, and assigns.

17. HEADINGS. All section headings in this Agreement are for convenience of reference only and are not intended to qualify the meaning of any section.

18. TERMINOLOGY. All personal pronouns used in this Agreement, whether used in the masculine, feminine or neuter gender, shall include all other genders, the singular shall include the plural,

and vice versa as the context may require.

19. RELIANCE. No person other than the parties to this Agreement may directly or indirectly rely on or enforce the provisions of this Agreement, whether as a third-party beneficiary or otherwise.

20. HOUSING AUTHORITY. The parties executing this Agreement certify that they have the requisite authority to sign this Agreement and bind the appropriate entities.

21. CONFLICT OF INTEREST.

a. The parties acknowledge and agree that this Agreement does not violate the conflict of interest provisions set forth in 24 CFR Part 85 or the ACC, and the parties hereto agree to comply with such provisions.

b. The Housing Authority acknowledges that by executing this Agreement the Consultant has made no exclusive obligation to the Housing Authority. The Consultant reserves the right to enter into similar agreements with other public housing authorities and to engage generally in development activities in the affordable housing industry, and no such activities shall give rise to a breach of this Agreement or cause a conflict of interest with the Consultant's obligations hereunder.

22. SELECTION OF PROFESSIONALS, CONTRACTORS, AND CONSULTANTS. The parties to this Agreement acknowledge that 24 CFR Part 85, which applies to the Housing Authority, does not apply to the Consultant or the Owner Entity. However, considering the Housing Authority's investment in the Projects, all procurement transactions carried out by the Consultant shall be conducted in a manner to provide, to the extent practical, open and free competition, and the Consultant shall consult with the Housing Authority regarding vendor selection. In no event shall the Consultant contract with any party which has been debarred or suspended by HUD under 24 CFR Part 24.

23. INSURANCE. The Consultant shall (at its own expense) maintain and keep in full force and effect during the term of this Agreement such insurance as is commercially reasonable for the performance of its duties hereunder.

24. MISCELLANEOUS.

a. Notices.

i. All notices, requests, demands, approvals, or other formal communications given hereunder or in connection with this Agreement shall be in writing and shall be deemed given when actually received or three (3) days after being sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the Consultant:	BGC Advantage, L.L.C. d/b/a Knight Development Attn: Holly Knight 1910 Farmerville Highway Ruston, LA 71270 Telephone: 318-224-2997 Holly Knight, CEO Knight Development
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If to the Housing Authority: Housing Authority of the County of Monterey
123 Roco Street,
Salinas, CA 939007
Telephone: (831) 775-5000
Zulieka Boykin, Executive Director

- b. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed original, but all of which, together, shall constitute one instrument.
- c. Severability. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable such portion shall be deemed severed from this Agreement and the remaining parts shall continue in full force as though such invalid or unenforceable provision had not been part of this Agreement.
- d. Parties Bound. No officer, director, shareholder, member, employee, agent, or other person authorized to act for and on behalf of either party shall be personally liable for any obligation, express or implied, hereunder.
- e. Waivers. The failure of either party to insist in any one or more cases upon the strict performance of any of the other party's obligations under this Agreement or to exercise any right or remedy herein contained shall not be construed as a waiver or a relinquishment for the future of such obligation, right or remedy.
- f. Successors. The terms, covenants, agreements, provisions, and conditions contained herein shall bind and inure to the benefit of the parties hereto, their successors and assigns.
- g. Total Agreement. This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representation, or agreements, either verbal or written between the parties.

25. INDEMNIFICATION.

A. The Consultant shall indemnify and hold harmless the Housing Authority, its officers and employees from and against damages, liabilities, losses, costs, and expenses, but only to the extent caused by the negligent acts, errors or omissions of the Consultant, or of those for whom the Consultant is legally liable, which arise out of the Consultant's performance of its professional services under this agreement.

B. The Housing Authority shall indemnify and hold harmless the Consultant, its officers and employees from and against damages, liabilities, losses, costs, and expenses, but only to the extent caused by the negligent acts, errors or omissions of the Housing Authority, or of those for whom the Housing Authority is legally liable, which arise out of the Housing Authority's negligent acts.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first written above.

Housing Authority of County of Monterey

By: Zulieka Boykin, Executive Director

BGC Advantage, L.L.C. d/b/a Knight Development
a Louisiana Limited Liability

By: Holly Knight, Managing Member and CEO

EXHIBIT A

**PROFILE OF UNITS
ON DEVELOPMENT FOR ASSESSMENT**

Please List all four projects above on the provided lines.

EXHIBIT B

Type of Fee	Date of service	Fee due upon	Amount of Fee
Consultant Set up Fee	April 1, 2023 - September 30, 2023	Due upon Signing of Agreement	\$50,000.00
Consultant Fees	September 30, 2023	Due upon delivery of Reports	\$25,000.00
Tidwell Fees	April 1, 2023 – September 30, 2023	Due upon invoice received	\$26,500.00
TOTAL			\$100,500.00

The above outlines fees will cover the services rendered from April 1, 2023 through September 30, 2023.

The fees for Months seven (7) through twelve (12) (October 1, 2023 through March 31, 2024) for any follow up with any questions or issues, the fee associated with this service will be \$2,500.00 per month for unlimited calls and technical assistance.

The Tidwell breakdown of the above fees are: The hourly rate per Tidwell shall be \$195/hour for Nathan's rate and \$395/hour for Justin's rate. Otherwise, the blended rate is \$275/hour.

RESOLUTION NO. MDC 225

A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE MONTEREY COUNTY HOUSING DEVELOPMENT CORPORATION APPROVING PROPOSAL SUBMITTED BY KNIGHT DEVELOPMENT

WHEREAS, the Bylaws of the Monterey County Housing Development Corporation (“HDC”) were revised October 22, 2012, to authorize the Board Directors to authorize all contracts for One Hundred Thousand Dollars (\$100,000) or more by resolution; and

WHEREAS, HDC may authorize any officer of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation;

WHEREAS, HDC desires to authorize, Chief Executive Officer, Zulieka Boykin, to enter into the proposal agreement with Knight Development not to exceed One hundred five hundred thousand dollars for a term beginning April 01, 2023, thru March 31, 2024;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Monterey County Housing Development Corporation hereby authorizes and directs the Chief Executive Officer, Zulieka Boykin to execute the proposed agreement with Knight Development Corporation.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 27th day of March 2023, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:



MEMORANDUM

TO: Board of Commissioners

THRU: Zuliaka Boykin
Executive Director

FROM: Jose Acosta
Director of Housing Management

RE: **Property Management Report**

DATE: March 13, 2023

Goals:

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

- Received approval in the amount of \$103,699 for the COVID-19 Supplemental Payment Requests (CSP) for the RAD sites. Pending approval of an additional \$116,242 for the Portola Vista request.
- Submitted OCAF rent adjustments for RAD properties.
- Completed Annual Owner Certifications (AOCs) and Project Ownership Profiles (POP) for all tax credit sites, only pending notarized signature to submit to TCAC.
- Welfare tax exemption were completed and submitted to the County for all sites.
- Completed the submission for COVID-19 Supplemental Payment Requests for all RAD sites and Portola Vista.

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

- Complete Demographic reporting for all Tax Credit sites
- Complete City of Salinas data reports for Haciendas I, II, III, Sr.
- Complete SRI reporting for Pueblo del Mar and Farm Labor Properties
- Complete Sage reporting for Pueblo del Mar
- Review and submit section 8/PBV rent increases.
- Process eligibility for Office of Migrant Services (OMS) returning residents, center schedule to open in May 2023.

Vouchers:

Vouchers for all the sites are up to date. Voucher submission training is now complete, PM staff has been trained on voucher submission.

Monthly Development Board Report

Presented to:

Zulieka Boykin, Executive Director & President/CEO

Presented by:

Carolina Sahagun-Gomez, Director Housing Development

March 27, 2023



CLOSED SESSION

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

- A. Government Code Section 54956.9(d)(2): Litigation



DIRECTOR COMMENTS

&

ADJOURNMENT