



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

DATE: MONDAY, SEPTEMBER 23, 2024

TIME: 5:00 P.M.

QR CODE:



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

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

Meeting ID: 350 189 1938

Passcode: 438419

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

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

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

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

	<u>PRESENT</u>	<u>ABSENT</u>
Chair Hans Buder	_____	_____
Vice Chair Kathleen Ballesteros	_____	_____
Commissioner Kevin Healy	_____	_____
Commissioner Francine Goodwin	_____	_____
Commissioner Maria Orozco	_____	_____
Commissioner Yuri Anderson	_____	_____
Commissioner, Vacant	_____	_____

3. COMMENTS FROM THE PUBLIC

4. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions

for clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the Regular Board Meeting held on August 26, 2024.

5. REPORTS OF COMMITTEES

Board Reports Ad Hoc Committee
Development Ad Hoc Committee
Policy Committee

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

6. REPORT OF SECRETARY

A. Executive Report

7. NEW BUSINESS

- A. Election of Officers
- B. Resolution 3117: Resolution for Approval to Award RFP #HACM-RFP-2024-05 for Exterior Walls Painter Rehabilitation Services.
- C. Resolution 3118: Resolution for Approval to Award RFP #HACM-RFP-2024-06 for Furnace Replacement Services.
- D. Resolution 3119: Resolution for Approval to Award RFP #HACM-RFP-2024-08 for window Replacement Services.

8. INFORMATION

- A. Human Resource Report
- B. Finance Report
- C. Property Management Report
- D. Development Report
- E. Housing Programs Report
- F. Property Spotlight: Salinas Family RAD

9. COMMISSIONER COMMENTS

10. ADJOURNMENT

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

The Board of Commissioners will next meet at the Regular Board Meeting on **October 28, 2024, at 5:00 p.m.**

THE PLEDGE OF ALLEGIANCE

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

And to the Republic for which it stands

One nation, under God

Indivisible with liberty and justice for all



ROLL CALL

Chair Hans Buder

Vice Chair Kathleen Ballesteros

Commissioner Kevin Healy

Commissioner Francine Goodwin

Commissioner Maria Orozco

Commissioner Yuri Anderson



COMMENTS FROM THE PUBLIC



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

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



ACTION
MINUTES OF THE REGULAR BOARD MEETING OF
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD AUGUST 26, 2024

SUMMARY ACTION MINUTES

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

CALL TO ORDER:

Chair Buder called the meeting to order at 5:05 p.m.

2. ROLL CALL:

PRESENT:

Chair Hans Buder

Commissioner Francine Goodwin
Commissioner Yuri Anderson
Commissioner Maria Orozco

ABSENT:

Vice-Chair Kathleen Ballesteros
Commissioner Kevin Healy

Also present: Zulieka Boykin, Executive Director; James Maynard-Cabrera, Director of Human Resources; Jin Lu, Director of Finance; Nora Ruvalcaba, Interim Director of Development; Jonathan Campbell, Director of Housing Programs; Andrew Palacio, Property Manager; Julio Hernandez, Maintenance Supervisor.
Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

A. None

4. CONSENT AGENDA

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

- A. Minutes - Approval of Minutes of the Regular Board Meeting held on May 28, 2024.
- B. Minutes - Approval of Minutes of the Regular Board Meeting held on June 24, 2024

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

AYES: Buder, Goodwin, Orozco, Anderson

NOES: None

ABSENT: Ballesteros, Healy

5. PRESENTATION: HACM FY23 Audit Presentation by Jon Adkins & Rich Larsen, Novogradac.

Rich Larsen presented the FY23 audit report, emphasizing the unmodified opinion on the financial statements of the Housing Authority and its entities. He discussed internal control processes, compliance issues, and findings carried over from prior years. Larsen provided an overview of the financial statements, focusing on key metrics such as the current ratio, liquidity, operating reserves, and operating revenues. The discussion included financial reporting, housing authority operations, the write-off of uncollectible rents, the transition of property management responsibilities, and progress toward achieving superior status in HUD or FHIR CMAP certification.

6. REPORTS OF COMMITTEES

Board Reports Ad Hoc Committee: Commissioners: Buder and Healy

Commissioner Buder reported that no meeting was held this month and noted that he is exploring alternative dates for future meetings.

Development Ad Hoc Committee: Commissioners: Healy & Orozco

Ms. Boykin reported that she met with Commissioner Healy to further discuss the development of the board report matrix. She noted that it is nearing completion and will be ready for presentation to the board soon.

Policy Committee: Commissioners Anderson, Ballesteros, & Goodwin

Commissioner Anderson reported that recommendations were made for six policy revisions, which were reviewed with Human Resources. The focus has been on Human Resources policies, with plans to revise additional policies soon. Meeting again in September.

7. REPORT OF SECRETARY

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

Ms. Boykin provided an update on the Work Street Project (Home Key), originally owned by the City of Salinas, which had its project-based vouchers (PBVs) rescinded on June 26, 2024, due to unresolved issues. A regulatory violation issued in December 2022 has since been nullified, and a clearance letter is now pending. HACM is assisting with the relocation of 51 clients. HACM is also partnering with CCCIL and the City of Salinas to secure vouchers for the displaced clients. Addressed Resolution

3116, which pertains to the agency's Annual SEMAP Certification, noting that the agency maintained STANDARD status and has implemented a corrective action plan. The agency will host a three-day event from September 16-18, 2024, at Sherwood Hall, where 1,000 vouchers will be issued through the Rent Cafe Portal, with approximately 330 applicants scheduled per day. The event aims to increase voucher utilization and prevent fund recapture, with support from landlords and community partners. Commissioner Anderson inquired about AB 653, and it was noted that both NAHRO and HUD oppose the bill due to concerns about doubling workloads, as it would require HCD to duplicate processes already managed by HUD and puts an extra burden on Housing Authorities. HACM is collaborating with the City of Soledad on a foster youth project, with The County of Monterey funding expected by October. The developer has requested a \$16,000 deposit for a purchase agreement, potentially leading to a \$2 million purchase, and the County has agreed to reimburse HACM if the project does not proceed. The RAD write-off resolution for HDC was addressed, revealing past errors where full amounts were not disclosed, and past-due rents were not properly removed from tenant ledgers, resulting in compounded errors over three years. A zero-balance batch was used to clear the accounts by August 2024 after auditors highlighted the issue.

8. NEW BUSINESS

- A. Resolution 3116 – Resolution Approving the HUD-Required SEMAP Certification for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024

Motion to approve Resolution 3116 – Resolution Approving the HUD-Required SEMAP Certification for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024, was made by Commissioner Orozco and seconded by Commissioner Anderson. The motion was carried through a roll call vote.

AYES: Buder, Goodwin, Orozco, Anderson

NOES: None

ABSENT: Ballesteros, Healy

9. INFORMATION

In a departure from traditional board reporting methods, we're adopting a new approach. Going forward, reports won't be verbally presented as before. Instead, they'll be provided as is for commissioners to review. Any questions or comments can be addressed during the meeting. This shift aims to streamline the process and ensure that meeting time is used efficiently.

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

A Headhunter agency was engaged for the vacant Director positions.

- B. Finance Report – Presented by Jin Lu, Director of Finance

- C. Property Management Report – Presented by Zulieka Boykin.
Ms. Boykin discussed revisions to the board report concerning work orders, noting that an extra column had been added, which will be removed in the revised version. Questions about the online waitlist were addressed, confirming that HCV already has its waitlist online, and Property Management will follow, with the goal of having the entire agency's processes available online. Mr. Palacios is covering for the Asset Manager, Mayra Zesati.
- D. Development Report – Presented by Nora Ruvalcaba, Interim Director of Development.
- E. Housing Programs Report – Presented by Jonathan Campbell, Director of Housing Programs
- F. Property Spotlight: Gonzalez Family RAD
- G. Director Spotlight: Nora Ruvalcaba, Interim Director of Development

10. COMMISSIONER COMMENTS

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

11. ADJOURNMENT

With no additional matters to address, the Board concluded the meeting and adjourned it to 6:47 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



REPORTS OF COMMITTEES

Board Report Committee

Commissioners: Anderson, Buder Goodwin and Healy

Development Ad Hoc Committee

Commissioners: Healy & Orozco

Policy Committee

Commissioners: Anderson, Ballesteros, Buder and
Goodwin

MEMORANDUM

TO: Board of Commissioners
FROM: Zulieka Boykin, Executive Director
RE: **Executive Director Report**
DATE: September 20, 2024



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

INFORMATIONAL UPDATE

No Updates.

CHSP – Coalition of Homeless Service Providers

Attended monthly meetings.

San Francisco HUD Field Office

- Working with HUD office to eliminate or reduce potential offset of HCV funding. Many housing authorities are experiencing a funding shortfall for their HCV (Section 8 Program) this year. In order to address these concerns HUD is performing a second wave of offsets and recapturing funds from authorities that are underutilized with high reserves. Our agency has high reserves and as of August 2024 vouchers were underutilized.

City of Salinas - Community Development Department

- Working with the City on several upcoming projects. More information will be forthcoming.

City of Soledad

- Received consent from the City of Soledad to move forward with ownership transfer for Benito FLC and Benito Affordable.

County of Monterey

- Working with the County on possible partnership opportunities.

HACM/HDC

PROPERTY MANAGEMENT

- Working on plans to optimize property performance and cash flow.

FINANCE DEPARTMENT

- Working with department to improve internal controls by utilizing security and permissions in software system.

DEVELOPMENT DEPARTMENT

- Working on several projects and more information will be available at next month's meeting

HCV DEPARTMENT

- The agency held a voucher event from 9/16/2024 through 09/20/2024 to increase utilization and perform community outreach. The event was titled "One of a 1000" and was held at Sherwood Hall in Salinas. Applicants on the waiting list were contacted for on the spot voucher issuance. Voucher issuance normally takes approximately 180 days after being pulled from the waiting list. This event is unprecedented which lead to some media attention. KSBW aired the story on the 16th.

During the three days we issued 762 vouchers and have 154 applicants still pending in the system. This brings our three-day total to 916 vouchers. The entire agency worked together and made this a reality. Additionally, we had landlords, community partners, and the City of Salinas onsite assisting clients.

Sonia De La Rosa, the County Administrator, was onsite assisting with everything from set-up to clients. Kathleen Ballesteros and Yuri Anderson, HACM Commissioners, assisted clients and staff during the event.

HUMAN RESOURCES DEPARTMENT

- No Updates

MCHI/MCHI AA

- No Updates

MISCELLANEOUS

- No Updates



ELECTIONS



FOR THE FUTURE



MEMORANDUM

TO: The Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Delayna Cambunga & Pablo Verdugo, Procurement Managers

RE: **Request for Approval of RFP Awards for
Pueblo del Mar Rehab Project**

DATE: September 20, 2024



The Housing Authority of the County of Monterey (“HACM”) initiated several Requests for Proposals (“RFPs”) in August 2024 for critical rehabilitation projects at the Pueblo del Mar Apartments. The proposals received for these projects have been reviewed, and the following is a summary of the RFPs:

1. Resolution 3117: Resolution for Approval to Award RFP #HACM-RFP-2024-05 for Exterior Walls Painter Rehabilitation Services.

- **RFP Amount:** \$240,000
- **RFP Release Date:** August 1, 2024
- **Solicitation Number:** HACM-RFP-2024-05
- This RFP focused on repainting the exterior walls of the Pueblo del Mar Apartments to ensure the buildings' longevity and protect them from weather damage.

2. Resolution 3118: Resolution for Approval to Award RFP #HACM-RFP-2024-06 for Furnace Replacement Services. (56 Units)

- **RFP Amount:** \$210,000
- **RFP Release Date:** August 5, 2024
- **Solicitation Number:** HACM-RFP-2024-06
- This RFP called for qualified contractors to replace the furnace systems in 56 units at Pueblo del Mar. Espino Construction Inc. was selected as the most competitive bidder, offering quality work at \$209,250.13, which was under the independent cost estimate.

3. Resolution 3119: Resolution for Approval to Award RFP #HACM-RFP-2024-08 for window Replacement Services.

- **RFP Amount:** \$282,000
- **RFP Release Date:** August 5, 2024
- **Solicitation Number:** HACM-RFP-2024-08
- This RFP aimed to replace aging windows to improve energy efficiency and resident comfort at Pueblo del Mar. Proposals were reviewed, and the most qualified contractor has been identified.

ACTION: The Executive Director, Zulieka Boykin, recommends that the Board of Commissioners approve Resolution 3117, Resolution 3118 and Resolution 3119.

RESOLUTION 3117

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY FOR APPROVAL OF AWARDING RFP #HACM-RFP-2024-05 FOR EXTERIOR WALLS PAINTER REHABILITATION SERVICES

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

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

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

WHEREAS, the Exterior Walls Painter Rehabilitation Services RFP was advertised in compliance with the Authority's procurement policy, and proposals were received; and

WHEREAS, HACM assigned an evaluation committee to review and evaluate the submitted proposals based on the criteria outlined in the Request for Proposal documents, and the most qualified proposal was selected;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes and directs the Executive Director, Zulieka Boykin, to enter a contract and any required legal documents with the selected contractor for Exterior Walls Painter Rehabilitation Services in the amount of \$240,000 for the Pueblo del Mar Apartments.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 23rd day of September 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

RESOLUTION 3118

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY FOR APPROVAL OF AWARING RFP #HACM-RFP-2024-06 FOR FURNACE REPLACEMENT SERVICES

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

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

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

WHEREAS, the Exterior Walls Painter Rehabilitation Services RFP was advertised in compliance with the Authority's procurement policy, and proposals were received; and

WHEREAS, HACM assigned an evaluation committee to review and evaluate the submitted proposals based on the criteria outlined in the Request for Proposal documents, and the most qualified proposal was selected;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes and directs the Executive Director, Zulioka Boykin, to enter a contract and any required legal documents with Espino Construction Inc. for Furnace Replacement Services in the amount of \$209,250.13 for the Pueblo del Mar Apartments.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 23rd day of September 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

RESOLUTION 3119

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY FOR APPROVAL OF AWARDING RFP #HACM-RFP-2024-08 FOR WINDOW REPLACEMENT SERVICES

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

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

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

WHEREAS, the Exterior Walls Painter Rehabilitation Services RFP was advertised in compliance with the Authority's procurement policy, and proposals were received; and

WHEREAS, HACM assigned an evaluation committee to review and evaluate the submitted proposals based on the criteria outlined in the Request for Proposal documents, and the most qualified proposal was selected;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes and directs the Executive Director, Zulieka Boykin, to enter a contract and any required legal documents with the selected contractor for Window Replacement Services in the amount of \$282,000 for the Pueblo del Mar Apartments.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 23rd day of September 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Director of Human Resources

RE: Human Resources Report

DATE: September 11, 2024



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

Human Resources Department Goals and Progress Tracking

The HR Department's initiatives support HACM's broader strategic objectives, focusing on leadership acquisition, policy development, employee well-being, and resource management. Below is a summary of our goals and the progress made to date:

Executive Team Hires

- Director Vacancies: We have recently partnered with two reputable executive recruitment firms to assist in filling the Director of Housing Management and Director of Development positions. This strategic partnership aims to expand our reach and increase the applicant pool, ensuring we attract highly qualified candidates to support our continued growth and success.

Employee Relations

- Employee Handbook: The Policy Committee continues its commitment to meet monthly to review and update HACM personnel policies, ensuring that all information remains current and accurate. Although the committee did not convene this month, we are looking forward to our October meeting, where we will focus on specific policies, including the Employee Handbook. The ongoing review process aims to ensure that our personnel policies remain relevant and aligned with the needs of our workforce.
- Workers' Compensation Claims Management: We are continuing to work with the new Vector software offered by our workers comp partners to streamline the management of workers comp claims and get a more comprehensive report detailing the each claim filed.
- Aspire Usage: HR is actively partnering with Department Heads to ensure that Aspire learning courses are aligned with each department's objectives, enabling employees to maximize the platform's usage. Our goal is to continue streamlining the Aspire platform's capabilities, ensuring that each employee receives tailored training that supports their specific role and contributes to their professional growth.

Organizational Culture

- Employee Morale: HR has established an Event Committee to enhance employee morale through engaging team activities held on a monthly basis. The committee has already met and planned several upcoming events aimed at fostering team spirit and collaboration. The goal of this committee is to create a positive and supportive work environment, where employees feel valued and connected. By promoting regular team-building activities and encouraging participation, we aim to boost morale and strengthen our agency's culture of inclusivity, recognition, and well-being."
- Training and Resources: HR has recently developed a comprehensive training calendar for HACM's leadership team, focusing on key areas essential for leadership development and organizational success. This proposed plan is currently under review by HR and the Executive Director to ensure alignment with the agency's overall objectives and mission. We will provide further updates and details at the upcoming Board meeting in October.

Tracking Progress

Goal	Target Date	Status	Details
Hire Director of Finance	12/31/2024	Completed	Jin Lu hired
Hire Director of Property Management	12/31/2024	In Progress	Actively recruiting for this position.
Hire Director of Development	12/31/2024	In Progress	Actively recruiting for this position.
Revise Employee Handbook	12/31/2024	In Progress	Policies are currently being reviewed.
Manage Workers' Compensation Claims	12/31/2024	In Progress	The software platform is currently being reviewed.
Increase Aspire Usage	12/31/2024	In Progress	Partnering with Department Heads to ensure learning courses are aligned correctly with relevant employee courses.
Improve Employee Morale (2024)	12/31/2024	In Progress	Event Committee has been established to help increase morale within the agency.
Provide Training & Resources	12/31/2024	In Progress	Leadership Management training calendar is currently being reviewed.

I. EMPLOYEE SPOTLIGHT:

The Housing Authority of the County of Monterey (HACM) is committed to acknowledging outstanding employees whose contributions exemplify our organization's values and mission. For September 2024, we proudly nominate Diana Gonzalez for the Employee Spotlight, highlighting her pivotal role in advancing HACM's goals.

— NEWSLETTER —

Employee Spotlight

HOUSING AUTHORITY SEPTEMBER, 2024 PROPERTY MANAGEMENT DEPARTMENT

MEET DIANA GONZALEZ

SHE'S BEEN WITH 'HACM' AS A PROPERTY MANAGEMENT SPECIALIST I AND IT'S TIME FOR HER TO TAKE THE SPOTLIGHT



DYNAMIC ACHIEVEMENTS

Diana was selected for the Employee Spotlight due to her quick mastery of the affordable housing industry, strong teamwork, and commitment to excellence. She provides exceptional customer service, embodies the company's values, and takes initiative, such as completing a complex project on her own. Despite challenges, she persistently manages occupancy and maintains professionalism, making her an outstanding employee.

WHAT IS YOUR ROLE AT OUR COMPANY?
Property Management Specialist I

WHAT HAS BEEN YOUR FAVORITE PROJECT SO FAR?
Presenting Rent café to One Parkside residents. Explaining the great benefits of going electronic. I'm hopeful HACM will be 100% electronic very soon! 🍌 NO MORE PAPER CUTS!

WHAT IS ONE FUN FACT ABOUT YOURSELF?
Fall season is my favorite time of the year! Scary movies, Halloween decorations, & football/cheer season in full effect!

WHAT IS YOUR GO-TO MEAL FOR LUNCH?
You can never go wrong with tacos!

II. HACM WORKFORCE METRICS:

- ❖ Total number of employees: **73**
- ❖ New hires: **3**
- ❖ Promotions/Transfers: **1**
- ❖ Terminations: **3**
- ❖ Turnover rate: **23.1%** (*January 2024 – August 2024*)
- ❖ Turnover Goal: Below 10%

III. RECRUITMENT & ONBOARDING:

As we continue our efforts to manage and develop our workforce at HACM, we currently have a total of 73 employees. This period, we welcomed three new hires and are pleased to announce one internal promotion/transfer. We also bid farewell to three employees, reflecting our ongoing adjustments and workforce planning efforts.

Our current turnover rate stands at 23.1% for the period from January 2024 through August 2024. Although this rate is higher than our goal of maintaining a turnover below 10%, we are actively addressing this challenge. As part of our strategy to attract and retain top talent, we have engaged two reputable executive recruiters to assist in filling our critical vacancies, specifically the Director of Housing Management and Director of Development positions.

We remain dedicated to limiting our reliance on temporary staff, consistently maintaining only two temporary positions to ensure workforce stability. We are optimistic that these efforts, along with our ongoing commitment to an engaging and supportive work environment, will help us achieve our turnover goals and strengthen our team for the future.

➤ **Current Vacant Positions/Active Recruitments (4)**

- ❖ Director of Housing Management
- ❖ Director of Development
- ❖ Eligibility Specialist (*Candidate selected*)
- ❖ Property Management Supervisor

➤ **New Employees/Lateral Transfers (4)**

- ❖ Jonathan Stoney, Housing Programs Specialist
- ❖ Dylan Mattimore, Housing Programs Specialist
- ❖ Mayra, Vasquez, Housing Programs Specialist
- ❖ Loreta Lozada, Housing Programs Specialist → Family Self Sufficiency Coordinator

➤ **Temporary Employees (2)**

- ❖ Yvonne Martinez Matias, Office Assistant – Property Management
- ❖ Lidia Escalera, Office Assistant -- Property Management

➤ **Departed Employees (3)**

- ❖ Sandra Rosales, Property Management Supervisor
- ❖ Zague Villarreal, Property Management Specialist
- ❖ Adriana Sosa, Property Management Specialist

IV. TRAINING & DEVELOPMENT:

Annual Leadership Training Calendar (2025)

The development of the 2025 Leadership Training Calendar is underway. This comprehensive program will focus on critical areas such as conflict resolution, performance management, effective communication, and labor relations, particularly within a unionized environment. These sessions, to be conducted monthly or quarterly, are designed to equip HACM's Supervisors, Managers, Directors, and the Executive Leadership team with the necessary skills to drive organizational success. The training will incorporate interactive components like case studies and scenario-based learning to ensure practical application in day-to-day leadership roles.

Team-Building Exercises

Team-building exercises are currently being developed and will be launched in October for the Property Management, Development, Housing Choice Voucher, Maintenance, and Finance teams. These exercises will be tailored to meet the specific needs of each department, with a focus on enhancing communication, collaboration, and problem-solving skills. The objectives for each department are as follows:

Property Management: The goal is to improve coordination among team members, particularly in managing tenant relations and addressing property issues. Objectives include fostering a more collaborative approach to managing properties, reducing response times, and increasing overall tenant satisfaction.

Development: The focus will be on enhancing cross-functional communication and collaboration between teams involved in various phases of development projects. Objectives include creating clearer communication channels between project teams, enhancing coordination during the planning and execution stages, and reducing delays caused by miscommunication or resource bottlenecks.

Housing Choice Voucher (HCV): The goal for the HCV team is to strengthen collaboration and improve workflow efficiency in managing the voucher program. Objectives include improving coordination during the intake and approval processes, enhancing teamwork to better serve clients, and developing strategies for handling high workloads during busy periods.

Maintenance: The objective is to improve teamwork and communication, particularly in how they coordinate with other departments. Objectives include fostering a stronger team dynamic, reducing delays in addressing maintenance issues, and improving collaboration with Property Management to ensure tenant satisfaction.

Finance: For the Finance team, the goal is to enhance financial transparency and teamwork across financial planning and budget management processes. Objectives include improving interdepartmental communication regarding budget allocations, enhancing understanding of financial constraints and opportunities among non-finance staff, and fostering a culture of financial accountability and collaborative planning.

Each team-building exercise is designed to help department heads, and their teams work more cohesively, improve problem-solving skills, and align their efforts with HACM's overall mission of providing efficient and effective housing services. These exercises will also help identify areas for process improvement and foster a culture of open communication and teamwork across departments.

V. EMPLOYEE WELLNESS



Relay for Life Event

HR is excited to announce a new partnership with the Salinas Valley Relay for Life, further supporting our commitment to employee wellness and community engagement. HACM will be participating in the Relay for Life Walk on Saturday, September 21, 2024, starting at the Salinas City Center. This event aligns with our focus on promoting physical activity and fostering a healthy, supportive work environment.

The Relay for Life is not only a powerful movement to raise awareness and funds for cancer research, but it also allows our team to come together in support of a cause that touches many lives. This initiative reflects our dedication to employee wellness and our broader mission to contribute positively to our community.

For those interested in participating or donating, we have created a personalized page where you can find more information and show your support. Visit us at www.main.acsevents.org/goto/HACM1 to join us in making a difference.

VI. EMPLOYEE SAFETY

Worker's Compensation Report

As of September, no claims have been reported; however, it's imperative to emphasize that HR is actively monitoring all active claims. Our primary focus remains ensuring that employees receive the requisite support and resources essential for their recovery process, while also diligently working to mitigate any potential risks to the organization.



Finance Report will be provided upon completion



MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin Executive Director

FROM: Mayra Zesati Asset Manager

RE: **Property Management Report**

DATE: August 10, 2024

HACM Strategic Goals

<ul style="list-style-type: none">○ Utilize Yardi to digitize key elements of HACM operations. 100% utilization of the following systems by year end:<ul style="list-style-type: none">○ Complete the transition to electronic payment for tenants as the default.○ Move the voucher waitlist and site-based waiting lists to Yardi with auto-generated notification emails.○ Move annual income certification online.	<p>On-Going: Online payments, optional currently.</p> <p>Next waitlist opening will be fully online</p> <p>Paperless annual recertifications will be required to maximize utilization, reduce operations costs and remain in compliance with monitoring agency requirements.</p>	<p>On Track /</p>	<p>Properties are 100% live with online features for: online payments, work order submission and certifications.</p> <p>Rippling River Rent Café set up in complete. PM inserting rent and voucher posting updates from prior months.</p>
<p>Create a plan to ensure that all properties are financially self-sustaining and</p>	<p>12/31/2024</p>	<p>39% Achieved</p>	<p>Preliminary outline in process, will submit for review on 9/24 to allow for feedback and</p>

maintained to a high level of quality by 12/31/2024.			revision.
Transition away from warehouse model.		15% Achieved	Preliminary draft in progress
Reduce workers' comp claims. Safety.		15% Achieved	Preliminary draft in progress
Build the capacity of the PM by training staff from professional agencies and senior staff members.	Ongoing	In Progress: Property Managers & Maintenance	August: open dialogue about performances, Customer Service, and HAP receiving in Yardi.

Objective's	Target Date	Status	Detail
OCAF Submission	June 1, 2024	Approved: Gonzales Fam. RAD & South County RAD. Revised worksheet sent for East Salinas Fam RAD HUD processing: Salinas Fam RAD & Montecito Watson	OCAF's updated in Yardi for properties approved
CAHI Transition	September 1, 2024	Three properties will convert; Montecito/ Watson submitted. Working on remaining 2	Notice received 8/12/24 to convert from HUD PBCA to CAHI; Montecito/Watson, Salinas Fam. RAD & South. Co RAD
Tax Credit File Scan Project	December 31, 2024	In progress	Managers are working independently to complete this project.
Spectrum Reporting			
Rippling River transaction Yardi Implementation	June 30, 2024	In Progress, target competition 9/30/2024	PM entering backlog and Rent Café live, will need to coordinate registration assistance.
Housing Counseling Application	September 30, 2024	Pending HUD Review	Pending response from HUD reviewer.
HOTMA Discretionary Implementation Items	November 30, 2024		Next steps; execute TSP in-house or via third party by 11/30/2024

Tenant Evictions	
Open during the Month	YTD
5	16

Monitoring Compliance Audits			
Agency	Scheduled Date	Status	Findings
Tax Credit Allocation Committee – Castroville	Physical Audit/Inspection completed, June 4, 2024	Submission of corrections sent July 31, 2024.	Pending response/ close out letter
Tax Credit Allocation Committee – Dia-Ichi Village	Physical Audit/ Inspection completed, June 6, 2024	Submission of corrections sent July 31, 2024.	Pending response/ close out letter
NSPIRE	Physical Inspection completed June 17, 2024.	Closed- Action plan for upcoming 12 months in progress	Response via email; 99% score on inspection
HUD Compliance Review	July 10-12, 2024	Sent requested documentation July 16, 2024	No further actions
City of Salinas Audit	2021, 2022 & 2023	Processing documents for submission of 4 properties	N/A
NEF -RADs	July 12, 2024	Submitted July 11, 2024	Pending review & response
HCD - PDM	July 18, 2024	Inspection Completed	HCD to schedule second visit once units 98% occupied. Pending future inspection date.
CREA – Haciendas 3	September 3, 2024	Completed on 9/3/24	Closed out on 9/8/24, no deficiencies.
Tax Credit – One Parkside	September 12, 2024	On notice	N/A
Hudson Audit – One Parkside	September 16, 2024	On notice for electronic submission	N/A

BY THE NUMBERS

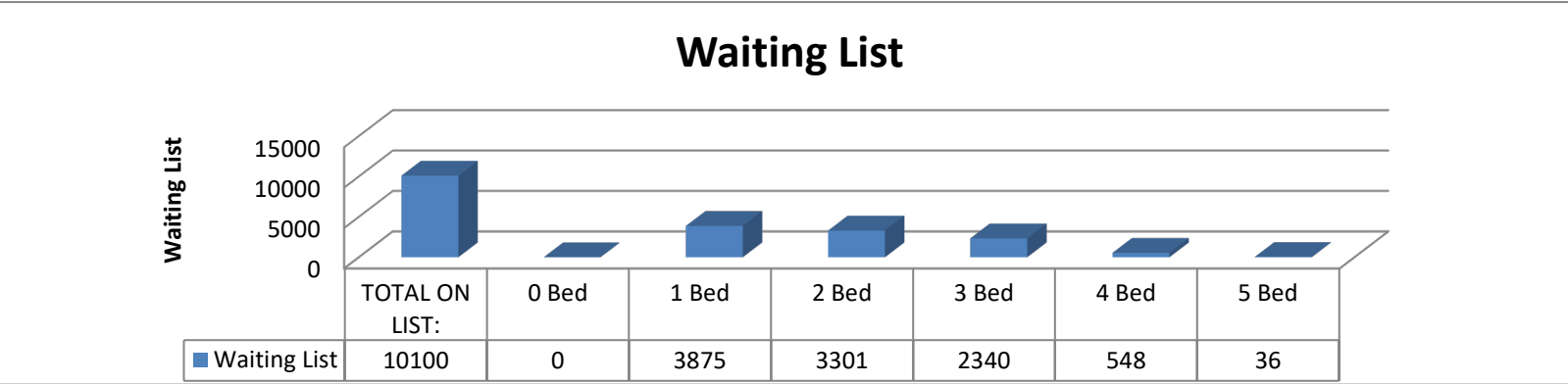
WAITING LIST

Public Housing Applicants:

TOTAL ON LIST:	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
10100	0	3875	3301	2340	548	36

Transfers - Public Housing

TOTAL on Transfer List:	48
<i>Administrative: Over/Under Housed, Reasonable Accommodations, VAWA etc.</i>	



CURRENT VACANCIES

Development	Total Units	Out of Occupancy	Vacancies	Total Occupied	Occupancy Rate
Rippling River	77	1	2	75	97%
Castroville FLC LP	54	0	2	52	96%
One Parkside	80	0	4	76	95%
One Haciendas	53	0	0	53	100%
Haciendas 2 LP	46	0	1	45	98%
Dai-Ichi Village	41	0	0	41	100%
Haciendas 3 LP	50	0	5	45	90%
TOTAL:	401	1	14	387	97%
<i>PBV Vacancies</i>			8		

CURRENT VACANCIE. PBV Units in Green -HACM

Development	Total Units	Out of Occupancy	Vacancies	Total Occupied	Occupancy Rate
Oak Grove	5	0	0	5	100%
Portola Vista Monterey	64	0	4	60	94%
Montecito/ Watson	13	0	0	13	100%
Pueblo Del Mar	55	55	0	0	0%
Casanova Plaza	86	0	1	85	99%
Single Family Homes	9	0	1	8	89%
Chualar FLC	29	0	3	26	90%
Salinas FLC	57	1	3	53	93%
South County RAD	70	0	5	65	93%
Salinas Family RAD	170	0	0	170	100%
East Salinas Family RAD	202	0	7	195	97%
Gonzales Family RAD	30	0	0	30	100%
King City Migrant Center	81	0	1	80	99%
TOTAL:	871	56	25	790	91%

Note:

Reducing the vacancy count is a focal point until we reach 98% occupancy. Waitlists are being purged; applicants are being called in for intakes.



COLLECTIONS -HDC

Development	Rent Billed	Subsidy Billed	Total Billed	Rent Collected	Subsidy Collected	Total Collected	Vacancy Loss	Current Arrears
Rippling River	\$ 33,039.00	\$ 116,529.00	\$ 149,568.00	\$ 29,421.85	\$ 112,268.00	\$ 141,689.85	\$ (2,703.00)	\$ 21,167.50
Castroville FLC LP	\$ 50,135.00	\$ 44,490.00	\$ 94,625.00	\$ 74,061.53	\$ 45,580.00	\$ 119,641.53	\$ (3,820.00)	\$ (5,923.46)
One Parkside	\$ 28,304.00	\$ 121,996.00	\$ 150,300.00	\$ 27,585.60	\$ 125,051.00	\$ 152,636.60	\$ (2,914.91)	\$ (9,261.45)
One Haciendas	\$ 55,312.00	\$ 44,516.00	\$ 99,828.00	\$ 47,230.76	\$ 60,607.00	\$ 107,837.76	\$ -	\$ 8,735.12
Haciendas 2 LP	\$ 41,593.00	\$ 35,792.00	\$ 77,385.00	\$ 42,133.00	\$ 43,286.00	\$ 85,419.00	\$ (1,490.00)	\$ (1,518.35)
Dai-Ichi Village FKA Ha. Snr.	\$ 12,103.00	\$ 49,637.00	\$ 61,740.00	\$ 14,008.00	\$ 52,279.00	\$ 66,287.00	\$ -	\$ 961.05
Haciendas 3 LP	\$ 39,071.00	\$ 51,726.00	\$ 90,797.00	\$ 41,676.00	\$ 53,736.00	\$ 95,412.00	\$ 6,068.48	\$ 11,735.54
TOTALS:	\$ 259,557.00	\$ 464,686.00	\$ 724,243.00	\$ 276,116.74	\$ 492,807.00	\$ 768,923.74	\$ (4,859.43)	\$ 25,895.95
PORTFOLIO PERFORMANCE								
Total Collection Against Arrears:		\$743,028						
Average Vacancy:		\$ (694)						
Average Collection:		\$ 109,846						

COLLECTIONS -HACM								
Development	Rent Billed	Subsidy Billed	Total Billed	Rent Collected	Subsidy Collected	Total Collected	Vacancy Loss	Current Arrears
Oak Grove	\$ 5,470.00	\$ 4,786.00	\$ 10,256.00	\$ 5,394.00	\$ 4,792.00	\$ 10,186.00	\$ -	\$ (14.05)
Portola Vista Monterey	\$ 23,489.00	\$ 99,031.00	\$ 122,520.00	\$ 23,916.00	\$ 93,507.00	\$ 117,423.00	\$ (6,916.45)	\$ 649.00
Montecito/Watson	\$ 9,251.00	\$ 4,045.00	\$ 13,296.00	\$ 9,630.00	\$ 4,511.00	\$ 14,141.00	\$ -	\$ (7,668.56)
Pueblo Del Mar	\$ -		\$ -	\$ -	\$ -	\$ -		
Single Family Homes	\$ 11,972.00	\$ 20,828.00	\$ 32,800.00	\$ 9,530.00	\$ 16,351.00	\$ 25,881.00	\$ 2,283.87	\$ (2,648.50)
Casanova Plaza	\$ 47,989.00	\$ 135,118.00	\$ 183,107.00	\$ 47,007.31	\$ 119,698.00	\$ 166,705.31	\$ (1,987.00)	\$ 24,674.28
Chualar FLC	\$ 25,930.00	\$ 4,031.00	\$ 29,961.00	\$ 25,767.88	\$ -	\$ 25,767.88	\$ (3,465.00)	\$ 5,933.14
Salinas FLC	\$ 52,028.00	\$ 11,472.00	\$ 63,500.00	\$ 54,379.65	\$ -	\$ 54,379.65	\$ (3,795.00)	\$ 1,435.48
South County RAD	\$ 22,926.00	\$ 21,405.00	\$ 44,331.00	\$ 23,160.85	\$ 19,483.00	\$ 42,643.85	\$ (2,991.87)	\$ 1,268.00
Salinas Family RAD	\$ 116,581.00	\$ 51,061.00	\$ 167,642.00	\$ 113,565.11	\$ 51,873.00	\$ 165,438.11	\$ -	\$ 28,911.02
East Salinas Family RAD	\$ 171,654.00	\$ 47,077.00	\$ 218,731.00	\$ 165,798.74	\$ 47,515.00	\$ 213,313.74	\$ (6,619.13)	\$ 8,859.00
Gonzales Family RAD	\$ 28,679.00	\$ 7,742.00	\$ 36,421.00	\$ 13,841.00	\$ 25,387.00	\$ 39,228.00	\$ -	\$ 9,097.46
King City Migrant Center	\$ 25,977.00	\$ -	\$ 25,977.00	\$ 30,977.08	\$ -	\$ 30,977.08	\$ (126.50)	\$ 9,502.50
TOTAL:	\$ 541,946.00	\$ 406,596.00	\$ 948,542.00	\$ 522,967.62	\$ 383,117.00	\$ 906,084.62	\$ (23,617.08)	\$ 79,998.77
PORTAFOLIO PERFORMANCE								
Average Total Collection Against Arrears		\$ 826,085.85						
Average Vacancy		\$ (1,968.09)						
Average Collection		\$ 69,698.82						

ROUTINE WORK ORDERS -HDC

Development	Open W/O Fwd. Prior Mon.	Routine W/O Received	Routine W/O Completed	Total Days to Complete	Average Days to Complete	YTD
Rippling River	0	36	36	22	11	22
Castroville FLC LP	0	18	18	15	6	126
One Parkside	0	6	6	1	1	93
One Haciendas	0	2	2	22	11	79
Haciendas 2 LP	0	11	11	7	2	80
Dai-Ichi Village FKA Ha. Snr.	0	7	7	14	7	52
Haciendas 3 LP	0	3	3	7	2	52
TOTAL:	0	83	83	88	6	504

EMERGENCY WORK ORDERS -HDC

Development	Emergency W/O Complete	Total Days to Complete	Average Days to Complete	YTD Emergency W/O
Rippling River	3	5	3	21
Castroville FLC LP	4	8	1	58
One Parkside	7	7	3	38
One Haciendas	2	1	1	9
Haciendas 2 LP	7	2	1	13
Dai-Ichi Village FKA Ha. Snr.	6	3	3	35
Haciendas 3 LP	6	4	2	33
TOTAL:	35	30	1	207

ROUTINE WORK ORDERS -HACM

Development	Routine Open W/O Fwd	Routine W/O Received	Routine W/O Complete	Total Days to Complete	Average Days to Complete	YTD Routine W/O
Oak Grove	0	1	1	1	1	15
Portola Vista Monterey	0	12	12	5	1	164
Montecito/Watson	0	4	4	1	1	29
Pueblo Del Mar	0	43	43	20	7	39
Casanova Plaza	0	20	20	10	1	167
Single Family Homes	0	4	4	6	2	18
Chualar FLC	0	2	2	20	10	21
Salinas FLC	0	15	15	14	2	122
South County RAD	0	4	4	8	4	16
Salinas Family RAD	0	35	35	14	4	340
East Salinas Family RAD	0	54	54	16	3	239
Gonzales Family RAD	0	1	1	22	22	5
Total:	0	195	195	137	58	1175

EMERGENCY WORK ORDERS - HACM

Development	Emergency W/O Received	Emergency W/O Complete	Total Days to Complete	Average Days to Complete	YTD Emergency W/O
Oak Grove	3	1	1	1	6
Portola Vista Monterey	4	1	1	1	46
Montecito/Watson	0	0	0	0	9
Pueblo Del Mar	0	0	0	0	46
Casanova Plaza	15	1	1	1	68
Single Family Homes	1	1	1	1	16
Chualar FLC	2	8	8	8	23
Salinas FLC	3	8	8	6	49
South County RAD	1	2	2	2	28
Salinas Family RAD	10	1	1	1	82
East Salinas Family RAD	9	4	4	1	109
Gonzales Family RAD	2	2	2	1	10
TOTAL:	50	29	29	1	492

Note:

Work orders will be monitored to closed; accordingly, 24 hr.
emergency & 72 hr. routine



ANNUAL RECERTIFICATIONS HDC & HACM

Development	Total Units	Late	Due in 30 Days	No Required Annual Recertification
Oak Grove	5	0	0	X
Portola Vista Monterey	64	0	0	
Montecito/Watson	13	0	0	
Pueblo Del Mar	55	0	0	X
Casanova Plaza	86	0	0	X
SingleFamily Homes	9	0	0	X
Chualar FLC	29	0	3	
Salinas FLC	57	0	2	
King City Migrant Center	81	0	0	X
South County RAD	70	0	0	
Salinas Family RAD	170	1	0	
East Salinas Family RAD	202	0	0	
Gonzales Family RAD	30	1	4	
Rippling River	77	0	0	
Castroville FLC LP	54	0	2	
One Parkside	80	0	0	
One Haciendas	53	0	0	
Haciendas 2 LP	46	0	0	
Dai-Ichi Village FKA Ha. Snr.	41	1	0	
Haciendas 3 LP	50	0	9	
Total:	1272	3	20	

Note:

100% of the past due annual recertifications for 803 are completed.

Continued monitoring throughout the year for all sites.



RENT CAFÉ

Rent Café Utilization			
Property	% Registered	Num. Regd.	Total Units
Haciendas 1	96%	51	53
Haciendas 2	96%	44	46
Dai-Ichi Village	88%	36	41
Haciendas 3	90%	45	50
Casanova Plaza	73%	63	86
Castroville FLC	100%	54	54
Chualar FLC	90%	26	29
Salinas FLC	102%	58	57
East Salinas Fam. RAD	100%	202	202
Gonzales Fam. RAD	97%	29	30
Salinas Fam. RAD	100%	170	170
South County Fam. RAD	100%	70	70
Montecito/Watson	62%	8	13
Oak Grove	100%	5	5
One Parkside	39%	31	80
Portola Vista	91%	58	64
Single Family Homes	89%	8	9
Rippling River	0%	0	79
Total Registered:	84%	958	1138
Paying Online:	14%		158

Note:



- Individual sign-up assistance has been concluded; Managers, Life Steps & other community agencies will continue to assist with registrations.
- Rippling River came online in late August.
- Not anticipated to use Rent Café: PDM managed by Sun Street Centers & KCMC transitions though many families based on seasonal housing.

MEMORANDUM

To: Board of Commissioners
From: Nora Ruvalcaba, Interim Director of Development
Thru: Zulieka Boykin, Executive Director/President/CEO
Date: September 11, 2024
Re: MONTHLY DEVELOPMENT DEPARTMENT REPORT



Development Department Highlights

- **Development Partner RFP:**

The recommendation of the selected lowest most responsive bidder has been forwarded to the Executive Director and is pending formal award.

- **City of Salinas CHDO Application:**

Staff are collaborating with an attorney to establish the W.I.S.H Monterey County non-profit to be utilized for the proposed CHDO Application to the City of Salinas.

- **Loan Extensions (Benito FLC):**

Staff attending the City of Soledad City Council meeting on September 4, 2024, at which the resolution was passed to approve the loan extension consent.

Upon receipt of the executed consent form, Citibank will be able to move forward with the finalization of the extension.

- **Limited Partnership Interest – 15-year buyouts (Benito FLC, LP and Benito Street Affordable Housing, LP):**

Staff attended the City of Soledad City Council meeting on September 4, 2024, at which the resolution was passed to approve the consent form to move forward with the Limited Partnership interest buyout.

Upon receipt of the executed consent form, staff will submit a formal buyout offer to the Limited Partner, RBC.

- **One Parkside, LP:**

The Regulatory Agreement has been self-recorded and submitted to the California Tax Credit Allocation Committee.

The submission packet is in phase three of the PIS process and upon completion and approval will move to the final phase of issuance of the 8609 documents.

Once 8609s are issued we will submit a request for final Capital Contribution from the Investor for \$205,979.00.

- **Las Viviendas:**

Staff submitted a grant application to the Coalition of Homeless Services Providers (CHSP) for funding availability from the Youth Homelessness Demonstration Program (YHDP) to include funding sources

from the Youth Rapid Rehousing (RRH) and Youth Supportive Services (SSO) funds. The amount the staff applied for was \$2,119,000.

On August 28, 2024, the CHSP Leadership Council approved our proposal for the YHDP funding for the full amount requested.

▪ **City of Salinas Parcel:**

The City staff reached out to further discussions on a potential property available for redevelopment.

The Community Development Department wishes to partner with HACM to submit its 2024 LHTF application to HCD and has issued a conditional commitment letter for funds and a potential parcel.

▪ **2025 Operational Budgets for Limited Partnerships (Nineteen Sites):**

The development staff is working on budget preparations for the various developments. Submission deadlines to Investors and Compliance agencies are set for September 30th for the three FLC sites and October 31st for the sixteen non-FLC sites.

Potential Development Opportunities – Pending Initial Feasibility Determination:

- Potential family site in Salinas.
- Potential Senior site in Greenfield.
- One potential family site in Soledad.
- One potential site in Carmel Valley.
- One potential site in King City.

One Parkside, LP -



One Parkside, LP is a new construction. infill multifamily housing development. for seniors aged sixty-two and over. The eighty-one- and two-bedroom units replaced the forty dilapidated 1970s-era units that were on the site.

Project Description:

Address: 1108, 1110, 1112 Parkside St.
Salinas, Ca. 93906

Project Type: Acquisition/New Construction

Number of Units: 80

PBVs: 79

Target Population: Low-Income Seniors

Affordability Targeting: 30-60% of AMI

Architect: Paul Davis Group

General Contractor: Palisade Builders

Property Management: HACM

Total Development Cost: \$48,715,862

Permanent Funding Sources:

Tax Exempt Perm Loan	\$13,269,000
Seller Carryback Loan	\$4,055,000
Accrued/Deferred Interest	\$747,459
HDC Sponsor Loan	\$6,984,956
HDC Sponsor Loan (second)	\$500,000
MCHI Loan	\$4,100,000

City of Salinas Fee Deferral	\$394,943
HOME	\$957,540
PHLA	\$756,505
Deferred Developer Fee	\$1,020,900
Tax Credit Equity	\$20,597,892

Approved Equity Disbursements to Date:

DDF in the amount of \$1,959,883.00

Pending on Equity Disbursements:

DDF in the amount of \$240,117.00

Current Project Status: NOC issued 10-27-2022 and converted to Permanent Financing 11-30-2023

Construction Progress:

Completion Percentage:	100%
Occupancy Percentage:	100%
Rent Collection Percentage:	100%

New Hires:

Number of New Hires:	01
Number of Section 3 Hires:	0

Construction Contract Status:

Original Contract Amount	\$25,150,331.00
Approved Change Orders	\$1,276,477.00
Final Contract Amount	\$26,426,808.00

Milestones:

- The CTCAC Regulatory Agreement was recorded on 9/5/2024 and submitted to CTCAC for review and processing.
- The PIS package is now in step three of the PIS review. Once this phase is completed the package will move to the final phase of IRS Tax Forms(s) 8609's being issued.

Pueblo Del Mar – HOPE Housing Modernization



Pueblo Del Mar – Hope Housing is a collaborative effort between the Housing Authority of the County of Monterey and Monterey County Behavioral Health provides an affordable short-and-mid-term residential bridge housing community that combines housing services and behavioral health services. Each participant will collaborate with a care team to reach health and housing goals.

Project Description:

Project Address:	3026-3044 Kwajalein Ct and 3048-3100 Regiment Ct., Marina.	Affordability Targeting:	30-60
Project Type:	Rehabilitation	Other Uses:	Transitional Housing
Number of Units:	55 units/110 Beds	General Contractor:	MCHADC
PBVs:	0	Property Manager:	Sun Street
Target Population:	Homelessness who have been diagnosed with mental illness and/or substance use disorders.	Service Provider:	Sun Street and Interim Inc.
		Total Project Cost:	\$2,825,492.00

Permanent Funding Sources:

- Behavioral Health Bridge Housing Funds (“BHBH”)

Approved Affiliate Funding:
BHBH Grant: \$2,825,492.00

Disbursements to Date:
None – Expected Receipt 7/31/2024

Current Project Status:

- PDM-Hope Housing Modernization Work began on 6/27/2024.
- Phase one of the modernization work included the interior work of the Nancy Dodd Community Center (flooring, painting, and kitchen upgrades) and the abatement of the landscaping of the exterior of the center and residential units. **This work is now complete.**
- Following the work in the Nancy Dodd Community Center, we proceeded with the replacement of tubs and enclosures in nine residential units. The demolishing of restrooms was completed and the work to install the tubs and renovate those restrooms has begun. **This work is now complete.**
- In addition, there has been scope of work added to the project plan to include upgrades to the interior of the residential units. **This work is 90% complete and projected to be finished no later than 9/20/2024.**
- Service Providers continue to lease units in their possession with qualified participants.
- The remainder of the residential units are projected to be transferred to the possession of the Service Providers by 9/23/2024.
- Once all the units are in the possession of the Monterey County Behavior Health staff, HACM will be receiving the amounts agreed upon for rent and security deposits as outlined in the executed MOU to cover the duration of the Hope Housing four-year program. The projected amount to be received is \$3,037,313.
- The next phase of work will include modernization work that requires RFPs to be issued. The RFPs were published and the due date for submissions was 9/3/24. The RFP review committee has reviewed the responses and is working through the selection process and recommendation of the lowest most responsive bidders for the various trades to include roof/gutter replacements, stairwell repairs, exterior paint, furnace replacements, patio/deck repairs, and window replacements.

Milestones Completed Past Month:

<ul style="list-style-type: none"> • HACM received the modernization funds of \$2,825,492.00 on 7/16/24 from the Monterey County Behavioral Health Department as agreed upon in the executed MOU. • Modernization work in the Nancy Dodd Community Center was completed to allow for Monterey County Behavioral Health Department and Sun Street Centers staff to move into the Nancy Dodd Community Center. • Twenty-one units were made ready, and keys were given to the Service Providers on 7/18/2024 to allow them to begin moving in families. 	
Modernization Progress: Completion Percentage: 30 % Occupancy Percentage: 5% Rent Collection Percentage: 0%	

Pueblo Del Mar – Nancy Dodd Community Center Modernization –

Exterior of Community Center (weed abatement)

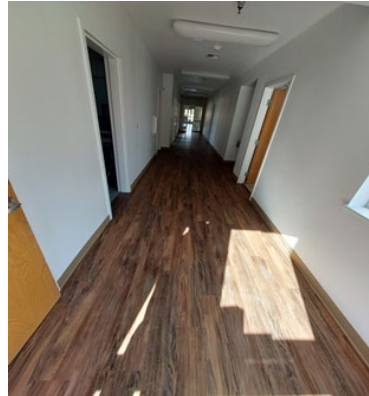
Before



After



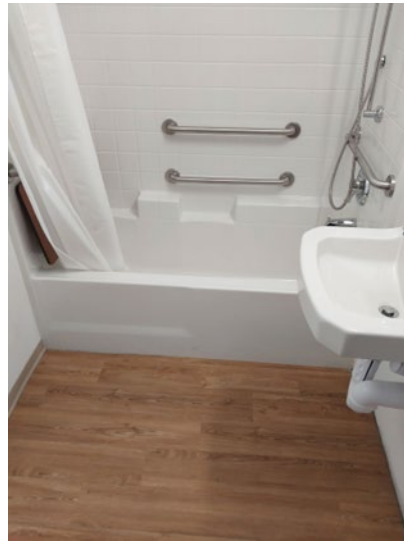
Interior of Community Center (flooring and paint)



Interior of Residential Units (Tub replacements and restroom upgrades)



&



Non-ADA Compliant

ADA Compliant

Nancy Dodd Community Center (Commercial Kitchen Upgrades)



New Appliances/Floors/Paint/Kitchen/Sink/Counters

Capital Improvement Projects (CIP)

Capital Needs Assessments are conducted by on-site staff as part of the ongoing daily operations and the Development Department team conducts monthly site visits to identify any items needing to be addressed.

The Project Manager is in the process of collaborating with on-site teams to solicit bids for as-needed services for various developments and to create a scope for projects to be included in the 2025 proposed Operational budgets.

- **CIP/Modernization Projects in progress:**
Approved CIP projects:

- Monterey Street FLC LP:
 1. Roof moss removal and clean gutters
- Haciendas 1 LP and Haciendas 2 LP:
 1. Metals project: Maintenance staff performing repairs on rusted railings and fascia.

CIP Projects pending approvals:

- Tynan Village Affordable Housing LP:
 1. Asphalt Resealing and Striping. Pending bids.
 2. Irrigation Zone valves. Pending bids.
 3. Retaining wall repair.
- Fano Vista LP:
 1. Installation of four cameras near building 17. Pending bids.
 2. Pressure washing of all buildings. Pending bids.
 3. Tree trimming of 37 trees.
- Benito FLC LP:
 1. Addition of exterior lighting. Pending review of bids.
- Salinas Family RAD LP:
 1. Natividad – Installation of 350ft retaining wall. Pending bids.
 2. Natividad – Exterior pressure wash and paint. Pending bids
 3. 350 Casentini – Installation of retaining wall. Pending bids.
 4. 350 Casentini – Exterior pressure wash.
- One Parkside LP:
 1. Installation of Privacy Fence. Pending review of bids and Investor approval.
 2. Installation of exterior cameras. Pending bids.
 3. Installation of Monumental sign. Pending review of bids and Investor approval.

Development Department Goals and Progress Tracking

The Development Department has outlined several strategic goals for 2024-2025, focusing on key areas such as executive team hires, employee relations, and organizational culture. Below is a summary of our goals and the progress made to date:

HACM Strategic Goals

- **Activity Goals**
 - Third-Party Developer Deal: In process. Put together a third-party developer deal to a municipality for review by 12/31/2024.
 - Affordable Housing Need Assessment: In process. Create top-down data on affordable housing needs by type (senior, family, supportive), unit size, geographic location by 12/31/2024.
 - In-House Development Deal: Pending. Initiate HACM's first post-merger in-house HDC development deal by 12/31/2025 (development concept approved by the Board).
 - Development Projects: In process. RFP for Parcel B implementation, Greenfield Elm Street Project and Rippling River Project.
- **Re-build HACM's in-house development capacity**
 - Reorganization: In Progress. Reorganize the staffing of the Housing Development Corporation.
 - Pueblo Del Mar: In Progress. Finalize the redevelopment plan for PDM and initiate redevelopment work at the site by the end of 2024.
 - Rippling River: In Progress. Create a plan for rehabilitation or new construction at Rippling River by 12/31/2024.
 - Staff Training: Enroll staff in development-based training through NeighborWorks.
 - Director of Development: Hire high caliber, long-term Director by 3/31/2025.
 - CHDO: Establish W.I.S.H. Monterey County Entity and set-up as agency CHDO with the City of Salinas.

Tracking Progress

Goal	Target Date	Status	Details
Third-Party Developer Deal	12/31/2024	In process	RFP Issued for 3 rd Party Joint Developer.
Affordable Housing Need Assessment	12/31/2024	In process	Research and data collection in process.
In-House Development Deal	12/31/2025	Pending	
Development Projects	12/31/2024	In process	Initial proformas and renderings in draft form.
Department Reorganization	12/31/2024	In progress	Office Assistant added to department personnel compliment.
Pueblo Del Mar Modernization	12/31/2024	In process	Plan finalized and redevelopment work initiated 6/27/2024.
Rippling River Project	12/31/2024	In progress	Initial proforma and rendering in draft form.
Staff Training	12/31/2024	In progress	On-going for all staff.
Hire Director of Development	03/31/2025	Pending	Actions planned based on 2024 results
CHDO	10/01/2024	In process	Entity name established, formation documents in process with Attorney.



JSCo Monthly Management Report

Monday, August 2024

BENITO AFFORDABLE/FARM LABOR

1. Vacancy:

- a.) Benito Affordable- (1) vacant unit. Unit 444B – 2 applicants in process. Compliance reviewed file, requesting additional, awaiting additional documents from applicant. The file was approved by JSCo compliance on 9-3-2024 pending move in date from applicant.
- b.) Benito FLC – (2) vacant units. 216 Gab Dr -2BR unit will transfer to this unit. Resident will transfer into 544B due to occupancy standard for the 3BR unit.

2. Audits Pending:

- a.) HOME Audit was scheduled for March 8, 2024, for Benito FLC. Corrections were submitted. Pending close-out letter from HOME.
- b.) Benito Affordable has an HCD audit done on July 23, 2024. Currently working on findings.

3. Resident Services:

- a.) LifeSteps visits the property twice a month, a total of 16 hrs. a month. Food distribution provided by Monterey County Food Bank has a good outcome. LifeSteps continues to struggle to get services that will bring residents to participate in the classes they offer. Shelia Morales resident services reported to Benito staff her last day at Benito's sites and are awaiting on a new resident services personnel to begin.
- b.) Community rooms are open to the public subject to COVID safety protocols. The community room is being reserved by residents at least once a month.

BENITO AFFORDABLE/FARM LABOR

4. Capital Improvement/ maintenance.

- a) Received updated proposal for the extra cameras for both sites. Waiting on the window replacement approval work to be done for Benito FLC from HDC. Will start will doing individual unit window replacement and working with King City Glass on this.
- a) Working on getting quotes for 2025 budget.



MONTEREY STREET AFFORDABLE

1. Vacancy: (1) vacant- 1353 vacant, waitlist has been requested from HACM.
2. Reporting & Audits: None
3. Resident Services: Life Steps is active:
 - a. After school Program Coordinator, Severo Gasca, Mon- Friday 4:15-7 pm
 - b. Director of Social Services, Sheila Morales, / Every other Tuesday (Twice Monthly) 9:00 am-5:00pm
 - c. Community rooms open to for resident events.
4. Capital Improvement/ maintenance:
 - a. King City Glass on-site windows replacements: Pending HA Approval
 - b. Camera bids: Currently obtaining updated proposals from Core.
 - c. Tree Trimming Proposals-Pending HA approval.
5. Staffing:
 - a. Full staff

FANOE VISTA APARTMENTS

1. Vacancy:
 - a. 1 vacancy, Unit 9, pending approved applicants to process from HA, waitlist has been requested from HA.
2. Reporting & Audits Pending
 - a. None
3. Resident Services: Services: Life Steps: On site Mondays 10-5:00pm -Edith Rodriguez for Social Services support
 - a. After School program in session Monday- Friday 3pm-5:00pm
 - b. Food bank distribution is scheduled for the first Monday of each month.
 - c. Community rooms are open for resident events/rentals.
4. Capital Improvements/ maintenance:
 - a.) Property signage order in process, pending replacement.
 - b.) Tree Trimming services needed; proposals submitted for approval
 - c.) Seeking Proposals for rubber chips for play structure
 - d.) Solar panel & Gutter cleaning needed, proposals submitted for approval

TYNAN VILLAGE APARTMENTS

1. Vacancy: 2 vacancies
 - a. 122 A-Move-out: 5/16/2024. Unit ready for move-in. Pending waitlist from HACM
 - b. 302 B-Move out: 5/31/2024. Unit ready for move-in. Received waitlist on 8/20/2024.

2. Reporting & Audits Pending
 - a. None
3. Resident Services:
 - a. Afterschool Program scheduled daily from 2-5 PM for the summer.
 - b. National Night Out was a success. We had participation from several vendors, local emergency response personnel, a DJ, dance contests, paint & sip, games, free back-to-school haircuts, and more. Large raffles included a laptop donated by Comcast and a 4 pack of Monterey County Fair Tickets

TYNAN VILLAGE APARTMENTS

4. Capital Improvements/Maintenance:
 - a. Irrigation-Pending revision of proposals.
 - b. Piping near bakery needs to be redone. 3 proposals pending approval.
 - c. Paint for all hallways and stairways approved. Paint rendering complete. site staff will be painting the interior hallways beginning September 2024.
 - d. Proposals for fencing along property line pending.
 - e. Axis working on issues caused during modernization project, 2 units have containment.
 - f. Proposals for RA's pending HDC approval (3 units)
 - g. Concrete wall unstable. 1 proposal for wall repairs, pending 2 additional because of pricing. Pending HDC contact an architect for a second opinion.
 - h. Concrete near building A has been approved by HDC. Vendor agreement approved. Pending vendor scheduling.
 - i. Awning on building A has been installed.
 - j. Camera proposal obtained. Pending 2 additional because of pricing.
 - k. Playground proposal pending approval.
5. Staffing Update:
 - a. 1 Occupancy specialist position open

MEMORANDUM

TO: Board of Commissioners
FROM: Jonathan Campbell, Housing Programs Director
THRU: Zulieka Boykin, Executive Director/CEO
SUBJECT: Housing Programs Report – August 2024
DATE: September 12, 2024



Executive Summary

HUD Happenings

- Notice PIH 2024-29 (August 9, 2024) – Second Offset Based on HAP Reserves
 - 2024 Appropriations changed calculation for Set-Aside Funds
 - Congress required HUD to aggressively offset unused HAP reserves
 - Typically, Set-Aside Funds are part of annual appropriation
 - HACM avoided first round of offsets
- HUD notified HACM it would offset ~\$14M in HAP Reserves
 - 2023 HUD increased HACM Funding ~\$18M
 - HACM filed appeal prior to HUD deadline
 - HACM appeal based on issuing 1,300 vouchers over the course of the remainder of CY2024 (Includes Voucher Issuance Event) w/ 73% success rate (30 days – 59%; 60 days – 23%; 90 days - 10%; 120 days – 4%; 150+ days – 4%)
 - If successful HACM will be in shortfall by end CY2024 ~\$750,000
 - HUD requires PHAs to project a shortfall by end of CY2024 to even review appeal
- HACM submitted SEMAP Certification prior to HUD deadline

Housing Programs Updates/Concerns

- New Hire Training in YARDI Aspire Updated
- Preparations for Mass Voucher Issuance Event
 - 1st 500 HCV Main Waiting List Families selected
 - 103 vouchers issued out of 147 eligible families
 - Staff learns Rent Café processes
 - Identify Rent Café Issues
 - Incomplete families last chance, 1 of 1,000 event
 - 1,000 Additional families selected from HCV Main Waiting List for event

Staff Training

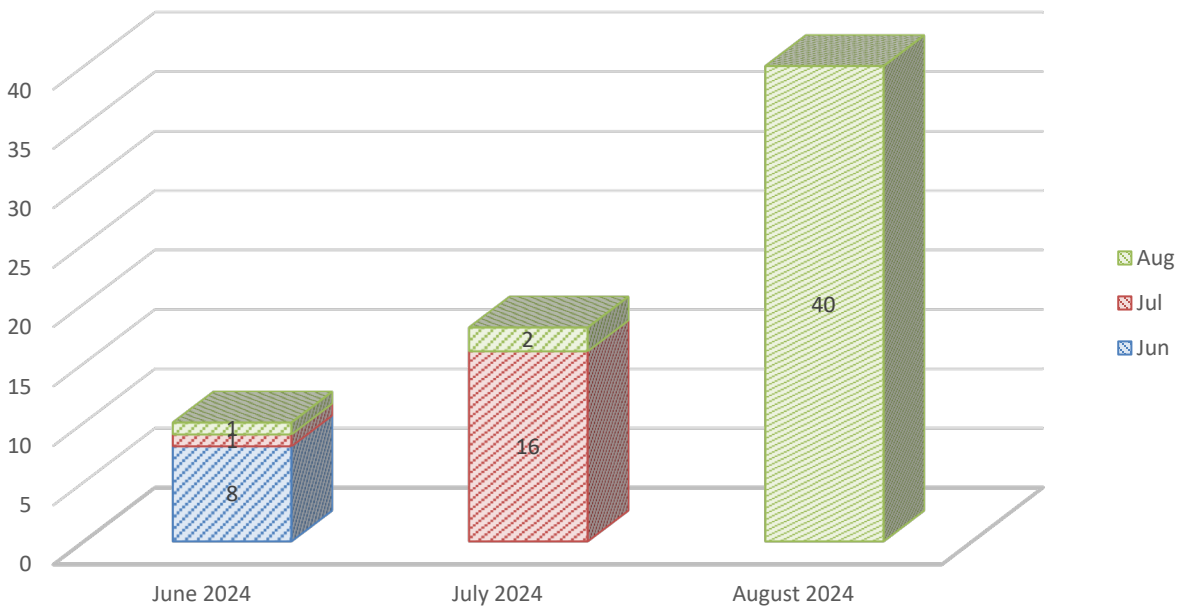
- HP Leadership – FSS Training

Housing Authority of the County of Monterey HCV Report August 2024												
HCV Annual Budget Authority	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly HUD HAP Disbursements	\$5,274,480	\$7,304,480	\$6,050,967	\$6,050,967	\$7,440,024	\$6,397,453	\$9,904,253	\$7,277,901				
Monthly HAP Payments	\$5,969,083	\$6,182,022	\$6,380,375	\$6,584,082	\$6,634,623	\$6,690,714	\$6,762,747	\$6,841,395				
YTD HAP Expenditure	\$5,969,083	\$12,151,105	\$18,531,480	\$25,115,562	\$31,750,185	\$38,440,899	\$45,203,646	\$52,045,041				
Monthly HAP Difference	-\$694,603	\$1,122,458	-\$329,408	-\$533,115	\$805,401	-\$293,261	\$3,141,506	\$436,506				
Initial 2024 Budget Authority Funding	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085				
Voucher Utilization (Includes Mainstream and EHV)												
Voucher Allocation	5117	5117	5117	5117	5117	5117	5117	5117				
Vouchers Leased-Up	3903	3954	3983	4017	4026	4045	4061	4063				
Per Unit Cost	\$1,529	\$1,563	\$1,602	\$1,639	\$1,648	\$1,654	\$1,665	\$1,684				
Eligibility												
Vouchers Issued	86	55	43	93	47	9	17	40				
Annual Reexaminations												
Completed	396	299	295	268	264	219	268	265				
Late Reexaminations	2%	1%	3%	0%	1%	1%	0%	0%				
Watchlist Programs (Utilization Under 90%)												
PBV	N/A	N/A	N/A	N/A	88%	88%	88%	91%				
FYI	11%	11%	11%	11%	15%	17%	17%	22%				
Family Self-Sufficiency Program												
Total Participating Families	103	117	111	126	130	133	133	136				
Monthly Escrow Accrued	29	30	33	40	39	47	47	51				
Escrow Balance	\$17,739	\$15,491	\$19,015	\$22,472	\$21,440	\$23,594	\$24,892	\$27,082				
Reasonable Accommodation												
Reasonable Accommodation Requests	26	21	20	7	21	16	15	29				
Requests Approved	24	18	20	4	20	15	14	26				
Requests Denied	2	3	0	3	1	1	1	3				

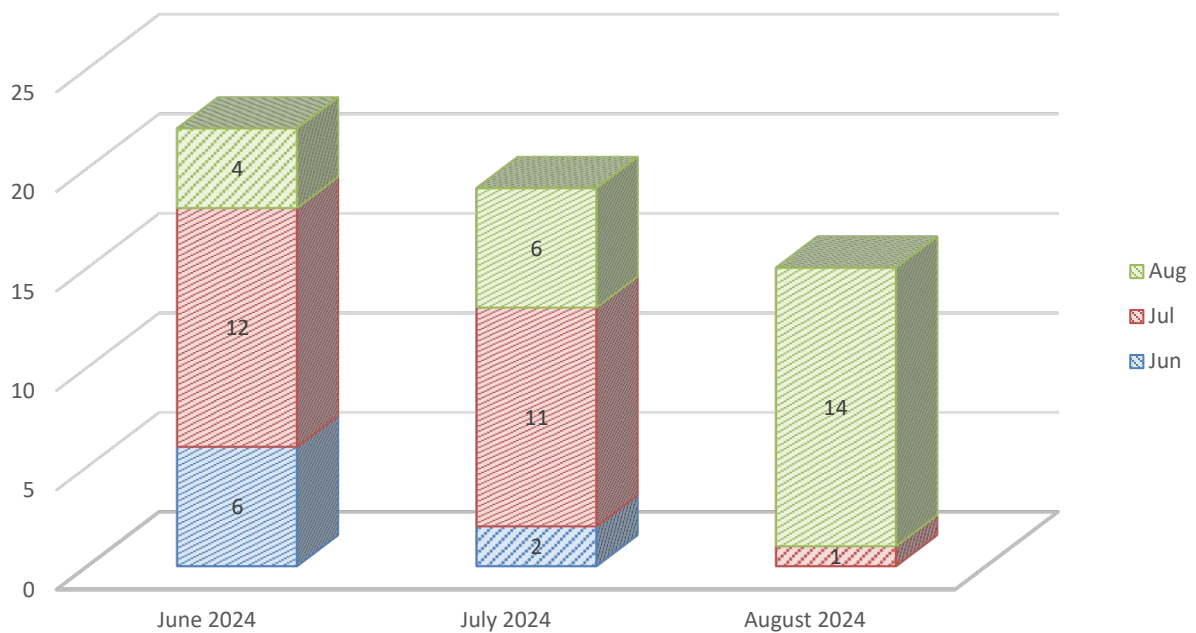
SEMAP Report August 2024

SEMAP Indicator	Possible Points	Maximum Score	FY2024 Score	Q1 FY2024 Score	Score Notes
1. Selection from the Waiting List (QC)	0 or 15	15	15	N/A	
2. Reasonable Rent (QC)	0, 15 or 20	20	20	N/A	
3. Determination of Adjusted Income (QC)	0, 15 or 20	20	20	N/A	
4. Utility Allowance Schedule (QC)	0 or 5	5	5	N/A	
5. HQS Quality Control Inspections (QC)	0 or 5	5	5	N/A	
6. HQS Enforcement (QC)	0 or 10	10	10	N/A	
7. Expanding Housing Opportunities (QC)	0 or 5	5	5	N/A	
8. Payment Standards (QC)	0 or 5	5	5	N/A	
9. Annual Reexaminations (PIC)	0, 5 or 10	10	10	N/A	
10. Correct Tenant Rent Calculations (PIC)	0 or 5	5	5	N/A	
11. Pre-Contract HQS Inspections (PIC)	0 or 5	5	5	N/A	
12. Annual HQS Inspections (PIC)	0, 5 or 10	10	0	N/A	
13. Lease-up (VMS)	0, 15 or 20	20	0	N/A	
14. Family Self-Sufficiency (PIC)	0, 3, 5, 8 or 10	10	10	N/A	
15. Bonus Indicator - Deconcentration (QC)	0 or 5	N/A	N/A	N/A	
	Total	145	115	N/A	
		Percentage	79%	N/A	

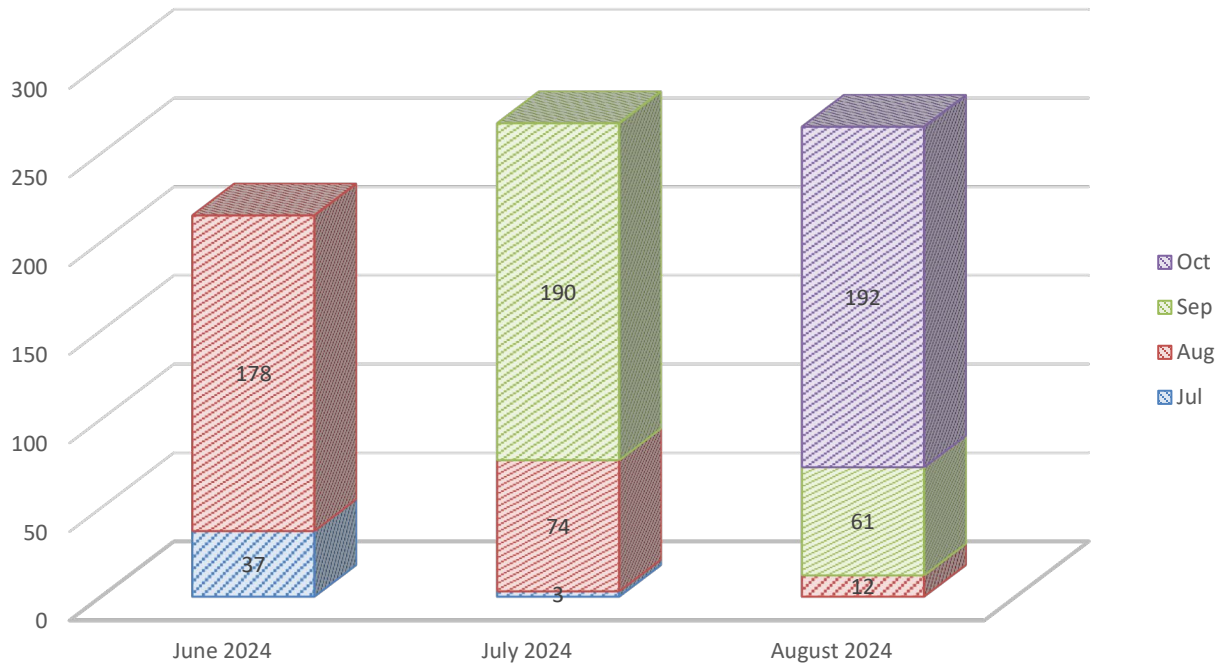
VOUCHERS ISSUED



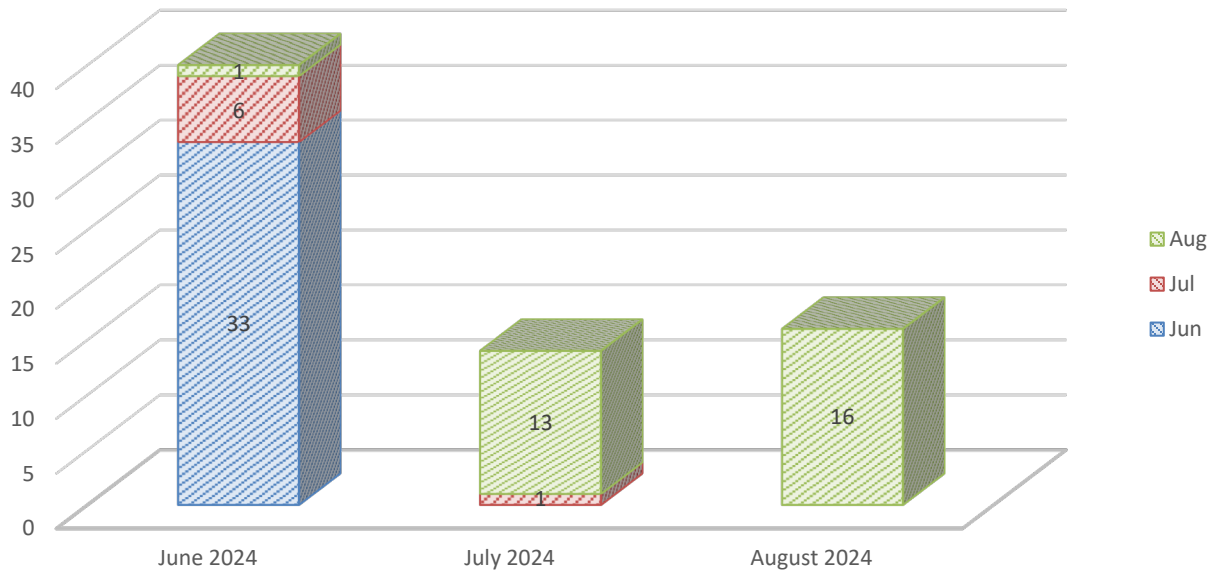
NEW ADMISSIONS



ANNUAL REEXAMINATIONS



HQS INSPECTIONS



Strategic Goals			
Goal	Target Date	Status	Details
Implement industry best practices to enhance operational efficiency			
Implement Landlord Portal on Rent Café	12/31/2024	Completed	•All Landlord have received registration codes to sign up for the Landlord Portal
			•HCV Staff has encouraged all existing and new landlords on creating their portal
Establish the voucher waitlist and PBV waiting lists to Rent Café incorporating auto-generated notification emails	12/31/2024	Completed	•Launched new HCV waiting list online, receiving more than 5,000 applications
Begin Online Annual Reexaminations through Rent Café	12/31/2024	Completed	•Participants with December annuals have been sent registration codes to complete annual online
		Completed	•Train HCV Department on the online workflows
Complete the transition to remote/virtual voucher briefings	12/31/2024	In Progress	•Conducted nationwide survey of PHAs that are performing remote briefings
			•Reviewed NanMcKay's briefing video
			•Currently researching AI technologies and its implications on briefings
	8/12/2024	Completed	•Test AI Driven Briefing Video
9/16/2024	In Progress	• Complete Briefing Video in Preparation for Voucher 1000 event	
Go live on Rent Café RFTA Tracking Portal	12/31/2024	In Progress	•Gone live with all other HCV-related Rent Café modules (required prerequisite per Rent Café's Technical Account Manager)
	9/5/2024	Completed	•Trained with Rent Café's Technical Account Manager
Transition the HAP contract procedure into an online process	12/31/2024	In Progress	•Gone live with all other HCV-related Rent Café modules (required prerequisite per Rent Café's Technical Account Manager)
		Next Step	•Train with Rent Café's Technical Account Manager

Set up autogenerated emails through Yardi to correspond with participants and landlords	12/31/2024	In Progress	•Gone live with all other HCV-related Rent Café modules (required prerequisite per Rent Café's Technical Account Manager)
		Next Step	•Establish a transitional period between HCV staff and participants/landlords
Transition to direct deposit/electronic payments	12/31/2024	In Progress	•Landlord were first notified of the change in April 2024 during the Landlord Symposium
			•As of April 2024, all new landlords have enrolled for direct deposit
			•Landlords who are currently receiving physical checks were sent the required forms by mail during the last two check runs
		Next Step	•Establish a deadline for the implementation of direct deposit
Executive Director Goals			
Goal	Target Date	Status	Details
HOTMA			
Implementation of HOTMA and Housing Information Portal (HIP) HUD’s replacement for IMS/PIC	12/31/2024	In Progress	•Placed on hold until further notice
		Next Step	•Continue PIC clean up efforts to ensure smooth transition once HIP becomes live
•Administrative Policy Revision	12/31/2024	In Progress	•Conducted National Survey of High Performing PHAs
		Next Step	
Voucher Utilization			
Increase total leased up vouchers by 15% from 3,875 to 4,456 (4,063)	8/1/2024	Completed	•Launched new HCV waiting list online, receiving more than 5,000 applications.
	9/6/2024	Completed	•Held our first briefings for ~150 families and continued to work on the intake certification for the remaining 350 families
	9/18/2024	Next Step	•HCV Department is determining eligibility for the next 1000 applicants selected off the waiting list in preparation for our Voucher Issuance Event
• Increase foster youth voucher utilization to 50% from 7 to 32 (14)	12/31/2024	In Progress	•On May 2024, JC presented to service providers through the Youth Systems Meeting on FYI Process

			<ul style="list-style-type: none"> •Met with Service Providers to obtain their information to submit referrals through Rent Café
	10/31/2024	Next Step	<ul style="list-style-type: none"> •Sign up providers through Rent Café so they can start submitting referrals
SEMAP			
Increase rating on Indicator 8: Payment Standards	8/29/2024	Completed	<ul style="list-style-type: none"> •Effective January 1, 2024, Payment Standards have been updated
Increase rating on Indicator 14: FSS	8/29/2024	Completed	<ul style="list-style-type: none"> •As of July 2024, FSS Participation was greater than 80% of the mandatory slots (138%) and more than 30% of participating families are escrowing (35%)
Increase rating on Indicator 12: Inspections	8/31/2024	Completed	<ul style="list-style-type: none"> •PIC cleanup was conducted to remove any participants who were not part of the program but were showing up on the report
	9/30/2024	In Progress	<ul style="list-style-type: none"> •HCV was tasked with inspecting units whose biannual inspection is due September to December 2024. Project took place September 3-10, 2024
	10/31/2024	In Progress	<ul style="list-style-type: none"> •HCV Staff continued to work through the backlog in inspections
	12/31/2024	Next Step	<ul style="list-style-type: none"> •Develop procedures to ensure timeliness with Annual Inspection (outsourcing inspections)
Increase rating on Indicator 13: Lease Ups	7/12/2024	Completed	<ul style="list-style-type: none"> •Launched new HCV waiting list online, receiving more than 5,000 applications
	9/18/2024	Next Step	<ul style="list-style-type: none"> • Host "Voucher 1000" Event to voucher and brief more than 1000 families and increase our lease up rating
	12/31/2024	Next Step	<ul style="list-style-type: none"> •Increase the number of vouchers searching and house at least 1000 families by end of CY 2024

Family RAD



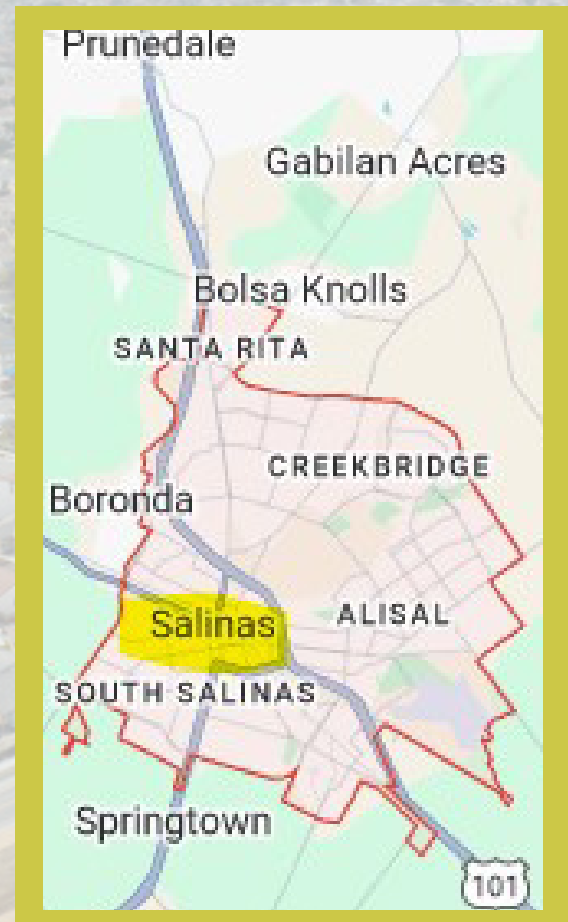
Property Overview:

East Salinas Family RAD, formerly a scattered portfolio, was converted from Public Housing to Affordable Housing through the Rental Assistance Demonstration (RAD) program in 2016. Located in Salinas, California, this multifamily housing project serves households of all ages across a total of 20 addresses and 124 units.

The property is managed by a dedicated team of two property managers, two maintenance technicians, and five resident caretakers. Rents for this property are subsidized by HUD under a Housing Assistance Payment (HAP) contract.

Locations:

- 1011 E. Laurel St., Salinas, CA 93906
- 1025 N. Sanborn Rd., Salinas, CA 93905
- 1039 N. Sanborn Rd., Salinas, CA 93905
- 1058 N. Sanborn Rd., Salinas, CA 93905
- 1062 N. Sanborn Rd., Salinas, CA 93905
- 1012 N. Sanborn Rd., Salinas, CA 93905
 - 1113 D St., Salinas, CA 93906
- 1253 Del Monte Ave., Salinas, CA 93905
- 1259 Del Monte Ave., Salinas, CA 93905
- 1415 Del Monte Ave., Salinas, CA 93905
 - 1030 Rider Ave., Salinas, CA 93905
 - 1029 Rider Ave., Salinas, CA 93905
- 780 Elkington Ave., Salinas, CA 93905
- 775 Elkington Ave., Salinas, CA 93905
- 737-747 Mae Ave., Salinas, CA 93905
- 1111-1112 Alamo Way, Salinas, CA 93905
 - 312 Williams Rd., Salinas, CA 93905
 - 540 Williams Rd., Salinas, CA 93905
 - 24 N. Wood St., Salinas, CA 93905
- 1253 Del Monte Ave., Salinas, CA 93905



Eligibility and Funding:

To qualify for residency, households must not exceed 50% of the Area Median Income (AMI) and must have acceptable credit and criminal backgrounds. The property is supported by a combination of funding sources, including the California Tax Credit Allocation Committee (CTCAC) and Project-Based Rental Assistance (PBRA) vouchers. Families participating in the PBRA program for 12 months are eligible to request a Mobility Choice Voucher, which can offer more housing flexibility.



Financial Snapshot (YTD as of 8/31/2024):

- Net Collection: \$1,372,192.39
- Profit/Loss: (\$23.55) Loss

Loan Details:

- Loan Holder: California Community Reinvestment Corporation (CCRC)
 - Annual Payment: \$276,457.20
 - Maturity Date: 10/01/2036
 - Loan Balance: \$4,449,068.04



COMMISSIONER COMMENTS

&

ADJOURNMENT



NO SEPTEMBER MEETING

HDC & Tynan Village Elections on 10/28/2024