

HOUSING AUTHORITY OF THE COUNTY OF BUTTE (HACB)
Board of Commissioners Meeting
2039 Forest Avenue, Chico, California 95928

MEETING AGENDA

February 20, 2020
2:00 p.m.

The Board of Commissioners welcomes and encourages public participation in the Board meetings. Members of the public may be heard on any items on the Commission's agenda. A person addressing the Commission will be limited to 5 minutes unless the Chairperson grants a longer period of time. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Commission. Members of the public desiring to be heard on matters under jurisdiction of the Commission, but not on the agenda, may address the Commission during agenda item 6.

If you are disabled and need special assistance to participate in this meeting, please contact the Housing Authority office at 895-4474. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.

NEXT RESOLUTION NO. 4764

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of January 16, 2020.
 - 3.2 Checks written for:

3.2.1 Accounts Payable (General) –	\$398,874.80
3.2.2 Accounts Payable (FLH) –	\$2,094.37
3.2.3 Landlords –	\$1,235,067.14
3.2.4 Payroll –	\$176,808.34
 - 3.3 Financial Statements
 - 3.4 Section 8 Housing Choice Voucher Program
 - 3.4.1 SEMAP Scoring Letter 2019
 - 3.4.2 Certificate of Recognition 2020 Housing Choice Voucher Program High Performer
 - 3.5 Property Vacancy Report
 - 3.6 Public Housing
 - 3.6.1 Public Housing Assessment System (PHAS) 2018 Score Report
 - 3.6.2 Public Housing Assessment System (PHAS) Analysis
 - 3.6.3 Certificate of Recognition 2020 Public Housing High Performer

- 3.7 Construction Projects
- 3.8 Capital Fund Improvement Projects
- 3.9 Farm Labor Housing Report
- 3.10 Bond Properties
- 3.11 Other Properties
- 3.12 Family Self Sufficiency
- 3.13 Rental Assistance Programs
- 3.14 Quarterly Investment Report/ Reserve Analysis
- 3.15 HUD Recognition – Certificate of Recognition 2020 Disaster Recovery and Resiliency Award
- 4. CORRESPONDENCE
 - 4.1 New Commissioner Appointment Letter
- 5. REPORTS FROM EXECUTIVE DIRECTOR
 - 5.1 Family Self Sufficiency (FSS) Graduate – Recognition of FSS Graduate Diana Palmer.
Recommendation: Resolution No. 4764
 - 5.2 HUD Programs Household Income Determination – Adopt Passbook Savings Rate.
Recommendation: Motion
 - 5.3 Contract Rates – Adopt billing rates and annual total authorization for contract with Banyard Management for Corporate Services Agreement with HACB.
Recommendation: Motion
 - 5.4 Contract Rates – Contract Rates – Adopt billing rates and annual total authorization for contract with Butte County Affordable Housing Development Corporation (BCAHDC) for Corporate Services Agreement with HACB.
Recommendation: Motion
 - 5.5 Commissioner Expense & Use Policy – Revisions to travel policy.
Recommendation: Resolution No. 4765

- 5.6 FLH Modernization - \$3 Million Grant, Obligation 09-28-2017
Recommendation: Resolution No.4766
- 5.7 FLH Modernization - \$3 Million Grant, Obligation 07-31-2018
Recommendation: Resolution No. 4767
- 5.8 Yolo Housing Authority – Recognition of the Housing Authority of the County of Yolo for Camp Fire Disaster Response.
Recommendation: Resolution No. 4768
- 5.9 Strategic Asset Plan – Asset Repositioning Status Update
Recommendation Information/Discussion
- 5.10 City of Chico Request for Information (RFI) – Response to the City of Chico RFI, *Affordable Housing on City and Other Governmental Property*.
Recommendation Information/Discussion
6. MEETING OPEN FOR PUBLIC DISCUSSION
7. MATTERS CONTINUED FOR DISCUSSION
8. SPECIAL REPORTS
 - 8.1 NorCal/Nevada NAHRO Chapter Conference, Napa CA, January 26-28, 2020 – Report by Executive Director Mayer, Deputy Executive Director Guanzon, Administrative Operations Director Young and Commissioner Jones.
 - 8.2 CAHA, Long Beach, CA February 5-7, 2020 – Report by Executive Director Mayer and Deputy Executive Director Guanzon.
9. REPORTS FROM COMMISSIONERS
10. MATTERS INITIATED BY COMMISSIONERS
11. EXECUTIVE SESSION
12. COMMISSIONERS' CALENDAR
 - **Next Meeting – March 19, 2020**
 - **2020 NAHRO Washington Conference – March 29 -April 1, 2020**
13. ADJOURNMENT

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BOARD OF COMMISSIONERS MEETING**

MEETING MINUTES OF January 16, 2020

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:51 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Anne Jones, Laura Moravec and David Pittman.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Sue Kemp, Finance Director; Marysol Perez, Executive Assistant; Tamra Young, Administrative Operations Director and Jerry Martin, Modernization Coordinator.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Chair Moravec inquired about the high number of voided checks for the month. Finance Director Kemp replied that the anomaly was due to checks being printed with the incorrect date.

Commissioner Hamman moved that the Consent Calendar, be accepted as presented. Commissioner Anderson seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

4.1 “IRS issues standard mileage rates for 2020” – The IRS determined mileage rate decrease from 0.58¢/mile to 0.575¢/mile.

4.2 HUD Releases 2019 Annual Homeless Assessment Report – Key finding: “Homelessness increased in California by 21,306 people, or 16.4 percent, accounting for more than the entire national increase.” California experiences 49% of the nation’s unsheltered homeless.

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5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Accounts Receivable – Finance Director Kemp is recommending that Resolution No. 4092, dated October 17, 2002, be rescinded, in regards to HACB “absorption” of active tenant overpayment amounts under \$5. The Policy, impractical, if not illegal, has not been honored since 2005, and is recommended by staff to be abandoned. Chair Moravec asked if that policy had created more work, to track such accounts, and Finance Director Kemp affirmed that it had created more work for staff.

MOTION

Commissioner Anderson moved to rescind Resolution No. 4092, dated October 17, 2002, by reading of Title only: “AUTHORIZE ABSORPTION AS A MEANS OF HANDLING TENANT CREDIT ACCOUNT BALANCES (UNDER \$5)”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.2 Section 8 Housing Choice Voucher Program (HCV) – In May 2019, with Board approval and in response to the Camp Fire Disaster, HACB staff submitted three (3) Section 8 Housing Choice program Waiver requests to HUD: 1) waiver of Section 8 Management Assessment Program (SEMAP) [24 CFR 985.101(a)] performance criteria for the 2018-19 operating year; 2) a Baseline Calculation Waiver [24 CFR 982.102(d)] maintaining Section 8 appropriations for such time as to allow the HACB to recover its Section 8 program; and 3) a waiver from the requirement to administer Incoming Portable Vouchers [24 CFR 982.355(b)], allowing the HACB to focus solely on community response. During the month of November 2019, HACB received approval of the SEMAP waiver request from the Regional HUD office in San Francisco. This waiver allowed HACB to retain “High Performer” status for the 2018-2019 SEMAP year. The following month, in December 2019, HACB received HUD approval of the requested one-year forbearance from accepting incoming ports to HACB’s jurisdiction. The December notice denied the Baseline Calculation Waiver request, based on statutory language in Congress’s 2019 appropriations bill. Upon review of the denial, staff determined it would not recommend pursuit of appeal of the denial, which would require extensive interaction with Congressional offices and HUD. By the time HACB received the Waiver denial from HUD, staff felt that the HACB had re-constituted the Section 8 program to the extent that such effort was not justified. Administrative Operations Director Young and Finance Director Kemp agreed enough had been done in program recovery to maintain funding ensuring program continuity.

Commissioner Anderson thanked Administrative Operations Director Young for her hard work.

- 5.3 HACB – During the July 18, 2019 Board of Commissioners meeting the Board authorized a change in HACB hours open to the public, in response to the Camp Fire Disaster and agency efforts to re-constitute its Section 8 program. Agency hours of operation open to the public were modified to 32 hours a week: Monday – Thursday, 9:00 a.m. to 4:00 p.m. and Friday 9:00 a.m. to noon. The shortened hours were intended to be temporary, lasting until December 31, 2019. At this time, HACB staff is requesting authorization to continue the shortened hours of operation open to the public due the following: 1) lack of administrative capacity; since the camp fire disaster nearly 50% of HACB staff are either in new positions or are new hires, 2) the Section 8 program is still re-building, requiring continuing extraordinary administrative effort, and 3) walk-in traffic and phone volume has increased significantly post-disaster, making it difficult for clerical staff to fulfill daily duties supporting agency administration.

MOTION

Commissioner Hamman moved to authorize continuation of HACB reduced hours open to the public, wherein the HAACB's hours open to the public shall be from 9:00 a.m. to 4:00 p.m. Monday through Thursday, and from 9:00 a.m. to noon on Friday, each week. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.4 Bond Portfolio – Executive Director Mayer provided a brief status update. The Physical Needs Assessments (PHA's) and Appraisals for the six (6) properties selected for bond re-finance have been completed. It has been determined that there is enough capacity to leverage the properties to take care of the recommended improvements found in the PNA's, and about \$2 million worth of "other" improvements. Bond issuance is anticipated to happen in late February or March, as current rate environment remains low.
- 5.5 Disaster Response – Executive Director Mayer relayed there are numerous affordable housing development initiatives being discussed for the area, presenting a unique opportunity to capitalize on development opportunity. There are numerous for- and non-profit developers currently seeking to develop in the area, bringing invitations for participation by HACB by way of development partnerships.
- 5.6 Strategic Asset Plan – In addition to the Bond Portfolio activity discussed in Item 5.4, Executive Director Mayer provided a brief status update on other strategic

activity. A consultant has been retained and is ready to commence guidance on the 15-year 1200 Park Avenue Apartments partnership restructure. Once addressed, the following piece will be refinance of Chico Commons, Walker Commons and 1200 Park Avenue apartments together. Conceptually, Chico Commons Apartments would be brought into BCAHDC, providing opportunity to dissolve Barnyard Management. Ultimately, all tax-credit partnerships would be umbrellaed under BCAHDC, only, simplifying operations, tax returns, corporate filings, etc. The Cordillera Apartments, the only non-tax-credit regulated property in BCAHDC's portfolio, would be moved to the HACB, where it would be administered as part of HACB's bond-financed portfolio.

- 5.7 City of Chico RFI, Affordable Housing on City Property – HACB has been approached by Affordable Housing Development Corporation, Fresno (AHDC), to partner in response to the City of Chico's RFI seeking development community input as to how City-owned property can be used to advance affordable housing opportunity. AHDC is the developer retained by HACB to build 1200 Park Avenue Apartments, Chico, and with whom the HACB partnered to develop the Harvest Park Apartments, Chico. The HACB has proposed bringing in the North Valley Catholic Social Services (NVCSS) as a partner in response to the RFI, as well. Commissioner Jones asked if any costs were associated with this partnership, by way of RFI response, to which Executive Mayer replied none.

MOTION

Commissioner Pittman moved to authorize a written response to the City RFI, by means of partnership with AHDC in visioning and proposing use for City-owned land that has to date been held in reserve for expansion of Police Department facilities, but which use has been determined by the City to be no longer needed. Commissioner Besser seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Tenant Commissioner Besser reported an increase of car break-ins and petty theft in her neighborhood (Hazel Street, Chico). The incidents have been reported to the police, and she has encouraged residents to keep a list of their possessions.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **NorCal/Nevada NAHRO Winter Conference, Napa CA – Jan 26-28, 2020.**
- **Next regular meeting – February 20, 2020.**
- **2020 NAHRO Washington Conference – March 29 – April 1, 2020.**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:00 p.m.

Dated: January 16, 2020.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

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Housing Authority of the County of Butte
HACB Operating Account
AP Check Register

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/2/2020	152007	CALIF. WTR. SER. ORO	\$70.00
1/2/2020	152008	CALIFORNIA WATER SERVICE	\$48.00
1/2/2020	152009	P G & E	\$507.00
1/3/2020	1705	Internal Revenue Service	\$19,543.53
1/3/2020	1706	Employment Development Department	\$3,714.29
1/3/2020	1707	Employment Development Department	\$4,817.67
1/3/2020	1708	MassMutual Financial Group	\$2,020.00
1/3/2020	152010	A & K Water Works dba	\$650.00
1/3/2020	152011	A-1 Appliance	\$1,175.43
1/3/2020	152012	Void / Advanced Document	\$0.00
1/3/2020	152013	Armed Guard Private Security, Inc	\$300.00
1/3/2020	152014	Awards Company	\$96.20
1/3/2020	152015	Baker Distributing Company, Inc.	\$235.70
1/3/2020	152016	Benefit Resource, Inc.	\$125.00
1/3/2020	152017	Biggs Municipal Utilities	\$2,622.22
1/3/2020	152018	CALIFORNIA WATER SERVICE	\$447.22
1/3/2020	152019	CIC	\$3,340.30
1/3/2020	152020	Climate & Energy Solutions	\$174.00
1/3/2020	152021	EAGLE SECURITY SYSTEMS	\$30.00
1/3/2020	152022	ENTERPRISE-RECORD	\$573.21
1/3/2020	152023	MAINTENANCE PLUS	\$309.68
1/3/2020	152024	Marysol Perez	\$22.00
1/3/2020	152025	Neal Road Recycling & Waste	\$54.00
1/3/2020	152026	OFFICE DEPOT INC	\$798.08
1/3/2020	152027	P G & E	\$4,568.11
1/3/2020	152028	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$4,024.68
1/3/2020	152029	Verizon Wireless	\$1,105.13
1/10/2020	1709	CalPERS	\$3,320.54
1/10/2020	1710	CalPERS	\$10,384.82
1/10/2020	1711	Internal Revenue Service	\$89.39
1/10/2020	1712	Employment Development Department	\$10.80
1/10/2020	1713	Employment Development Department	\$66.98
1/10/2020	152031	A-1 Appliance	\$1,630.17
1/10/2020	152032	Access Information Holdings, LLC.	\$63.11
1/10/2020	152033	Asbestos Science Technology	\$1,853.54
1/10/2020	152034	Awards Company	\$186.43
1/10/2020	152035	Baker Distributing Company, Inc.	\$6.65
1/10/2020	152036	CALIF. WTR. SER. ORO	\$282.88
1/10/2020	152037	CALIFORNIA WATER SERVICE	\$5,139.42
1/10/2020	152038	COMCAST CABLE	\$323.76
1/10/2020	152039	Cashier	\$90.00
1/10/2020	152040	ChaseWest Ventures, Inc.	\$1,150.00

1/10/2020	152041	Clean Master	\$1,713.00
1/10/2020	152042	Douglas Hallihan De Soto	\$444.29
1/10/2020	152043	EAGLE SECURITY SYSTEMS	\$137.76
1/10/2020	152044	GreatAmerica Financial Services	\$155.52
1/10/2020	152045	Illustratus	\$341.52
1/10/2020	152046	InterWest Insurance Services, LLC	\$600.00
1/10/2020	152047	JACKSONS GLASS CO, INC.	\$251.92
1/10/2020	152048	MAINTENANCE PLUS	\$210.00
1/10/2020	152049	Mendes Supply Company (dba)	\$243.15
1/10/2020	152050	Nan McKay & Associates, Inc.	\$839.00
1/10/2020	152051	Neal Road Recycling & Waste	\$34.00
1/10/2020	152052	P G & E	\$313.15
1/10/2020	152053	Plan B Professional Answering Services	\$115.50
1/10/2020	152054	RR Donnelley Company	\$439.79
1/10/2020	152055	Riebes Auto Parts	\$5.19
1/10/2020	152056	Roy V. Peters	\$906.14
1/10/2020	152057	S.E.C. 5 Private Security dba	\$3,239.50
1/10/2020	152058	SPRINT	\$66.81
1/10/2020	152059	Scrubbs, Inc.	\$23.95
1/10/2020	152060	Sherwin-Williams Company	\$1,012.98
1/10/2020	152061	Staples Business Credit	\$1,082.87
1/10/2020	152062	US Bank	\$261.44
1/10/2020	152063	Valero Marketing & Supply	\$671.56
1/10/2020	152064	WASTE MANAGEMENT	\$1,329.08
1/15/2020	1714	Internal Revenue Service	\$20,407.60
1/15/2020	1715	Employment Development Department	\$3,977.64
1/15/2020	1716	Employment Development Department	\$4,252.51
1/15/2020	1717	MassMutual Financial Group	\$2,020.00
1/17/2020	1718	CalPERS	\$3,136.27
1/17/2020	1719	CalPERS	\$10,701.39
1/17/2020	152070	Adecco Employment Services	\$3,773.49
1/17/2020	152071	Anne B. Jones	\$50.00
1/17/2020	152072	CALIF. WTR. SER. ORO	\$829.14
1/17/2020	152073	COMCAST CABLE	\$154.69
1/17/2020	152074	David Pittman	\$50.00
1/17/2020	152075	E Center	\$167.10
1/17/2020	152076	ENTERPRISE-RECORD	\$105.00
1/17/2020	152077	Franchise Tax Board	\$295.49
1/17/2020	152078	Golden State Risk Management Authority	\$26,247.00
1/17/2020	152079	Gregory P. Einhorn	\$60.00
1/17/2020	152080	HD Supply Facilities Maintenance, Ltd.	\$3,225.80
1/17/2020	152081	Hignell, Inc. dba Experts in Your Home	\$32,643.00
1/17/2020	152082	Housing Tools	\$6,435.00
1/17/2020	152083	Larry Hamman	\$50.00
1/17/2020	152084	Larry Hamman	\$34.50
1/17/2020	152085	Laura Moravec	\$50.00
1/17/2020	152086	MES VISION	\$517.36
1/17/2020	152087	MRI Software LLC	\$1,521.45
1/17/2020	152088	Marysol Perez	\$18.96

1/17/2020	152089	NOR CAL LANDSCAPE MAINTENANCE	\$11,106.00
1/17/2020	152090	Nacho's Electric (dba)	\$1,188.23
1/17/2020	152091	OFFICE DEPOT INC	\$276.57
1/17/2020	152092	P G & E	\$1,189.69
1/17/2020	152093	Patricia Besser	\$50.00
1/17/2020	152094	SAVE MART SUPERMARKET	\$319.36
1/17/2020	152095	TIAA COMMERCIAL FINANCE, INC	\$143.72
1/17/2020	152096	Void / The Home Depot Credit Services	\$0.00
1/17/2020	152097	The Home Depot Credit Services	\$3,913.87
1/17/2020	152098	Thermalito Irrigation	\$306.30
1/17/2020	152099	Umpqua Bank	\$9,159.87
1/17/2020	152100	Unum Life Insurance Company	\$503.58
1/17/2020	152101	Unum Life Insurance Company	\$395.02
1/17/2020	152102	Vehicle Registration Collection	\$186.00
1/17/2020	152103	Robyn Ostrander	\$236.81
1/24/2020	1720	Internal Revenue Service	\$102.32
1/24/2020	1721	Employment Development Department	\$11.70
1/24/2020	1722	Employment Development Department	\$72.53
1/24/2020	152105	AT&T	\$190.99
1/24/2020	152106	Adecco Employment Services	\$2,470.76
1/24/2020	152107	Angela Little	\$115.00
1/24/2020	152108	Better Deal Exchange	\$18.39
1/24/2020	152109	Bidwell H2O	\$2,993.25
1/24/2020	152110	Bow Lee	\$115.00
1/24/2020	152111	Chico Economy Towing	\$215.00
1/24/2020	152112	Claudio Romo	\$115.00
1/24/2020	152113	Cypress Dental Administrators	\$3,981.03
1/24/2020	152114	E & A Hauling and Landscaping dba	\$1,146.65
1/24/2020	152115	Gridley Municipal Utilities	\$1,035.96
1/24/2020	152116	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$794.09
1/24/2020	152117	JOE YOUNG	\$115.00
1/24/2020	152118	Jason Butterfield	\$115.00
1/24/2020	152119	Larry Guanzon	\$115.00
1/24/2020	152120	Neal Road Recycling & Waste	\$56.00
1/24/2020	152121	NorthStar	\$4,428.10
1/24/2020	152122	OFFICE DEPOT INC	\$153.48
1/24/2020	152123	OPER. ENG. LOCAL #3	\$784.00
1/24/2020	152124	P G & E	\$129.57
1/24/2020	152125	R&D Mfg. & Machine Co. dba	\$354.22
1/24/2020	152126	TAMRA C. YOUNG	\$115.00
1/24/2020	152127	TPx Communications	\$764.76
1/24/2020	152128	United States Postal Service (CMRS-FP)	\$2,500.00
1/24/2020	152129	WCP Solutions	\$438.93
1/31/2020	1723	Internal Revenue Service	\$20,134.18
1/31/2020	1724	Employment Development Department	\$3,812.81
1/31/2020	1725	Employment Development Department	\$3,273.98
1/31/2020	1726	MassMutual Financial Group	\$2,020.00
1/31/2020	1727	CalPERS	\$3,136.27
1/31/2020	1728	CalPERS	\$10,701.39

1/31/2020	152144	A & K Water Works dba	\$1,059.00
1/31/2020	152145	A-1 Appliance	\$2,362.07
1/31/2020	152146	American Bankers Ins. Co. of FL	\$70,562.00
1/31/2020	152147	CALIFORNIA WATER SERVICE	\$5,486.04
1/31/2020	152148	COMCAST CABLE	\$235.59
1/31/2020	152149	David Carrillo	\$36.28
1/31/2020	152150	ED MAYER	\$60.00
1/31/2020	152151	Franchise Tax Board	\$278.17
1/31/2020	152152	JACKSONS GLASS CO, INC.	\$289.43
1/31/2020	152153	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$683.95
1/31/2020	152154	Kristin Frazier-Turner*S8PB	\$13.00
1/31/2020	152155	Larry Guanzon	\$224.46
1/31/2020	152156	Lori Echols	\$335.50
1/31/2020	152157	NorthStar	\$1,492.50
1/31/2020	152158	ROTO-ROOTER OROVILLE	\$397.50
1/31/2020	152159	S.E.C. 5 Private Security dba	\$3,290.00
1/31/2020	152160	Slakey Brothers, Inc.	\$28.66
1/31/2020	152161	TAMRA C. YOUNG	\$164.46
1/31/2020	152162	TINA ROSE	\$335.50
1/31/2020	152163	Towne Carpet dba	\$1,225.09
1/31/2020	152164	Verizon Wireless	\$1,042.39
1/31/2020	152165	WASTE MANAGEMENT	\$2,641.38
		Total	\$398,874.80

Housing Authority of the County of Butte
 FLH Operating Account
 AP Check Register

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/3/2020	1739	CIC	\$103.25
1/3/2020	1740	FedEx	\$19.54
1/3/2020	1741	Messenger Publishing Group	\$125.00
1/3/2020	1742	P G & E	\$605.19
1/10/2020	1743	Juan Meza	\$51.21
1/10/2020	1744	Misael Punzo	\$135.38
1/17/2020	1745	P G & E	\$98.56
1/24/2020	1746	EAGLE SECURITY SYSTEMS	\$152.54
1/24/2020	1747	HARSHBARGER ACE HARDWARE	\$5.56
1/24/2020	1748	P G & E	\$98.56
1/31/2020	1749	P G & E	\$602.08
1/31/2020	1750	ROTO-ROOTER OROVILLE	\$97.50
		Total	\$2,094.37

HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT
October 1, 2019 to December 30, 2019

	Month to Date			Year to Date			25.0%
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
REVENUE							
NET DWELLING RENT	272,683	270,021	-2,662	819,021	3,240,254	2,421,233	25.3%
TENANT CHARGES	10,612	7,088	-3,524	30,255	85,060	54,805	35.6%
LAUNDRY REVENUE	3,078	2,612	-466	7,333	31,344	24,011	23.4%
HUD GRANT REVENUE	1,459,331	1,552,637	93,306	4,425,990	18,631,648	14,205,658	23.8%
OTHER GRANT REVENUE	39,981	30,000	-9,981	106,267	360,000	253,733	29.5%
MORTGAGE INTEREST INCOME	6,062	6,111	48	18,187	73,330	55,143	24.8%
FRAUD RECOVERY	5,124	2,833	-2,291	10,531	34,000	23,469	31.0%
OTHER INCOME	37,914	39,198	1,283	105,817	470,372	364,555	22.5%
INVESTMENT INCOME-unrestricted	4,479	3,984	-495	12,979	47,812	34,833	27.1%
INVESTMENT INCOME-restricted	147	1,304	1,157	1,123	15,650	14,527	7.2%
TOTAL REVENUE	1,839,412	1,915,789	76,377	5,537,502	22,989,470	17,451,967	24.1%
EXPENSES							
ADMIN. EMPLOYEE SALARIES	147,790	158,721	10,931	438,920	1,904,650	1,465,730	23.0%
AUDIT FEE	0	2,609	2,609	0	31,310	31,310	0.0%
ADVERTISING & MARKETING	1,057	941	-116	2,065	11,286	9,221	18.3%
PR TAXES & BENEFITS-ADMIN	69,081	82,461	13,380	207,378	989,526	782,148	21.0%
OFFICE EXPENSES	20,999	24,078	3,079	56,301	288,936	232,635	19.5%
LEGAL EXPENSES	799	2,067	1,268	3,128	24,800	21,672	12.6%
TRAVEL	1,411	2,975	1,564	4,649	35,700	31,051	13.0%
ALLOCATED OVERHEAD	0	0	0	0	0	0	0.0%
OTHER ADMIN. EXPENSE	46,395	31,083	-15,312	95,571	372,999	277,428	25.6%
TOTAL ADMIN. COSTS	287,531	304,934	17,403	808,012	3,659,207	2,851,195	22.1%
TENANT SERVICES-SALARIES	6,361	3,777	-2,584	14,755	45,320	30,565	32.6%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	1,014	1,612	598	2,791	19,343	16,552	14.4%
TENANT SERVICES-MISC.	1,362	2,930	1,569	9,633	35,165	25,532	27.4%
TOTAL TENANT SERVICES	8,736	8,319	-417	27,179	99,828	72,649	27.2%
WATER	20,045	14,257	-5,789	53,891	171,081	117,190	31.5%
ELECTRICITY	8,323	9,029	706	21,649	108,345	86,695	20.0%
GAS	1,543	1,665	122	3,258	19,981	16,723	16.3%
SEWER	15,520	15,567	47	45,069	186,807	141,738	24.1%
TOTAL UTILITIES-PROJECT	45,432	40,518	-4,914	123,868	486,213	362,346	25.5%
MAINT. SALARIES	27,802	29,142	1,340	82,128	349,700	267,572	23.5%
MAINTENANCE MATERIAL	12,377	13,429	1,052	35,576	161,150	125,574	22.1%
MAINT. CONTRACT COSTS	70,155	78,863	8,708	191,202	946,358	755,156	20.2%
PR TAXES & BENEFITS-MAINT	16,349	16,686	337	47,965	200,234	152,269	24.0%
TOTAL MAINTENANCE	126,683	138,120	11,437	356,871	1,657,442	1,300,571	21.5%
PROTECTIVE SERVICES	3,767	4,478	711	11,295	53,740	42,445	21.0%
INSURANCE-ALL	22,556	23,155	599	67,667	277,854	210,187	24.4%
OTHER GENERAL EXP	7,508	9,167	1,659	34,271	110,000	75,729	31.2%
P.I.L.O.T.	9,526	10,258	732	32,351	123,100	90,749	26.3%
BAD DEBTS - TENANTS	0	4,817	4,817	0	57,800	57,800	0.0%
INTEREST EXPENSE	3,192	11,378	8,187	4,282	136,541	132,259	3.1%
TOTAL OTHER OPERATING EXP.	46,549	63,253	16,704	149,866	759,035	609,169	19.7%
EXTRAORDINARY MAINT.	0	0	0	0	0	0	0.0%
CASUALTY LOSSES	0	0	0	-14,320	0	14,320	0.0%
HOUSING ASSIST PAYMENTS	1,197,327	1,261,798	64,471	3,452,875	15,141,578	11,688,703	22.8%
HAP - PORTS IN	0	0	0	0	0	0	0.0%
FRAUD LOSSES	0	833	833	0	10,000	10,000	0.0%
TOTAL OTHER COSTS	1,197,327	1,262,632	65,305	3,438,555	15,151,578	11,713,023	22.7%
TOTAL EXPENSES	1,712,258	1,817,775	105,518	4,904,351	21,813,303	16,908,952	22.5%
RETAINED EARNINGS (- Deprec.) 1	127,154	98,014	-29,141	633,151	1,176,166	543,015	53.8%
+ PRINCIPAL/REPL. RESERVE 2	0	8,942	8,942	3,300	107,300	104,000	3.1%
+ USDA GRANT FUNDS	0	500,000	500,000	0	6,000,000	6,000,000	0.0%
- DEBT SERVICE PMTS (BONDS&USDA) 3	-17,111	-21,278	-4,167	-1,386,333	-255,332	1,131,001	543.0%
+/- GAIN/LOSS on PARS TRUST ACCT	36,134	0	0	95,393	0	-95,393	0.0%
- CAPITALIZED ASSETS	-39,215	-580,771	-541,556	-322,361	-6,969,254	-6,646,893	4.6%
+/- RESERVES DEPOSITS/ACCR. INTEREST	-9,135	-12,026	-2,891	-24,685	-144,309	-119,624	17.1%
NET CASH FLOW	97,827	-7,119	-68,813	-1,001,535	-85,428	916,106	1172.4%

1 + PARS trust interest - Depreciation = Balance Sheet \$298,452

2 Replacement Reserve receipts 14

3 Includes \$1,335,000 Bond pay-off & USDA debt payments

Date: 2/12/2020
Time: 5:15:05 PM

Housing Authority of the County of Butte
BALANCE SHEET
December, 2019

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	2,484,207.71
Cash - Other Restricted	820,484.51
Cash - Tenant Security Deposits	292,456.27
Accounts Receivable - HUD	59,728.28
Accounts Receivable - Other Gov	43,936.78
Accounts Receivable - Misc	149,931.07
Accounts Receivable - Tenants	40,520.94
Accounts Receivable - Fraud	0.00
Note Receivable - Current Portion	13,794.00
Accrued Interest Receivable	48,211.21
Investments - Unrestricted	2,389,270.67
Investments - Restricted	2,194,407.03
Inventories	19,679.15
Prepaid Expenses	257,106.87
Inter-program Due From	76,277.91
Total Current Assets	8,890,012.40
Fixed Assets	
Fixed Assets & Accumulated Depreciation	21,070,909.11
Total Fixed Assets	21,070,909.11
Other Non-Current	
Notes Loans & Mortgages Receivable	1,903,770.58
Deferred Outflows - GASB 68 & 75	812,224.39
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,381,373.55
Total Other Non-Current	6,097,378.52
TOTAL ASSETS	36,058,300.03
LIABILITIES	
Current Liabilities	
Accounts payable	104,051.47
Accrued Payroll Liabilities	155,571.34
Accrued Interest Payable	146,839.79
Tenant Security Deposits	288,080.68
Deferred Revenue	236,308.60
Payable to HUD	0.00
Long Term Debt - Current Portion	521,120.40
Accrued Liabilities - Other	89,450.31
Inter-program Due To General Fund	76,277.91
Total Current Liabilities	1,617,700.50
Long-Term Liabilities	
Deferred Outflows - GASB 68 & 75	376,091.99
Other Post Retirement Ben-Net GASB 75	187,528.00
Unfunded Pension Liability - GASB 68	3,240,458.00
Long-Term Debt	3,574,848.48
Non-Current Liability- Other (FSS)	89,725.68
Total Long-Term Liabilities	7,468,652.15
TOTAL LIABILITIES	9,086,352.65
NET POSITION	
Beginning Net Position	26,673,495.34
Retained Earnings	298,452.04
TOTAL NET POSITION	26,971,947.38
TOTAL LIABILITIES AND NET POSITION	36,058,300.03

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

HOUSING CHOICE VOUCHER (SECTION 8)

UTILIZATION SUMMARY REPORT

ROLLING 12 MONTH ANALYSIS

UNITS LEASED SUMMARY	FEB'20	JAN'20	DEC'19	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1748	1752	1739	1734	1726	1718	1720	1712	1689	1657	1647	1648
VOUCHER UTILIZATION %	89.41%	89.62%	88.95%	88.70%	88.29%	87.88%	87.98%	87.57%	86.39%	84.76%	84.25%	84.30%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	60	59	59	60	60	61	62	62	60	57	54	53
VOUCHER UTILIZATION %	68.97%	67.82%	67.82%	68.97%	68.97%	70.11%	71.26%	71.26%	68.97%	65.52%	62.07%	60.92%
VASH												
ACC UNIT MONTHS	164	164	164	164	164	164	164	164	164	164	164	164
CURRENT LEASED	102	105	109	111	109	110	109	109	108	107	110	112
VOUCHER UTILIZATION %	62.20%	64.02%	66.46%	67.68%	66.46%	67.07%	66.46%	66.46%	65.85%	65.24%	67.07%	68.29%
TOTAL												
ACC UNIT MONTHS	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206
CURRENT LEASED	1910	1916	1907	1905	1895	1889	1891	1883	1857	1821	1811	1813
VOUCHER UTILIZATION %	86.58%	86.85%	86.45%	86.36%	85.90%	85.63%	85.72%	85.36%	84.18%	82.55%	82.09%	82.18%

HAP SUMMARY*	FEB'20	JAN'20	DEC'19	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19
ACC BUDGET	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,208,943	\$ 1,208,943
ACTUAL HAP	\$ 1,153,347	\$ 1,171,282	\$ 1,160,725	\$ 1,147,430	\$ 1,133,279	\$ 1,120,070	\$ 1,105,359	\$ 1,077,250	\$ 1,044,243	\$ 1,016,871	\$ 987,419	\$ 970,956
PER UNIT COST	\$ 604	\$ 611	\$ 609	\$ 602	\$ 598	\$ 593	\$ 585	\$ 572	\$ 562	\$ 558	\$ 545	\$ 536
BUDGET UTILIZATION %	96.55%	98.05%	97.17%	96.06%	94.87%	93.77%	92.54%	90.18%	87.42%	85.13%	81.68%	80.31%

ACTIVITY SUMMARY	FEB'20	JAN'20	DEC'19	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	145	148	136	125	122	118	115	111	105	86	74	53
ZERO HAP	15	19	19	16	13	15	18	14	13	12	14	15
UTILITY ASSISTANCE PAYMENTS	67	68	72	73	71	70	75	45	44	52	46	49
NEW ADMISSIONS	**	18	18	18	23	24	24	27	45	36	10	11
INITIAL VOUCHERS SEARCHING	176	159	174	224	174	185	183	158	118	118	116	93
ACTUAL/ESTIMATED EOP	19	20	17	19	16	27	18	22	22	25	12	25
REMAIN ON WAITING LIST	3696	4032	4099	4172	4195	4399	733	1403	875	875	1066	1156

*HAP Summary is a "snapshot" as of the 1st of the month, which does not include prior month adjustments per VMS.

**No data.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2019

HCV FSS GRANT (old)	133,352	FY 2020 ADMIN FEES	-27,282
PHA HELD HAP-current	47,004	POST-2003 ADMIN FEES	965,392
HUD HELD HAP@12/31/18	949,254	INV. IN CAP ASSETS	151,119

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	964,805	981,964	1,028,966	1,013,874	1,037,706	1,027,369	1,035,407	1,033,172	987,648	908,310	924,271	933,007	964,805
BEG. INVESTED IN CAPITAL ASSETS	188,422	186,726	185,031	176,552	173,726	170,900	168,075	165,249	162,423	159,597	156,771	153,945	188,422
HUD ADMIN FEE REVENUE	125,676	153,661	125,562	125,562	125,562	126,035	130,642	126,036	32,849	126,036	113,933	113,933	1,425,487
FRAUD RECOVERY	2,913	2,295	2,186	1,386	1,818	1,757	1,540	1,945	2,033	1,291	1,413	2,562	23,138
INTEREST INCOME	1,663	7,352	8,751	16,432	-21,890	39,330	6,824	-2,785	11,333	13,438	18,718	19,474	118,640
DEPRECIATION (reduces Capital Assets)	-1,695	-1,695	-8,479	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	-37,303
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	20	0	0	0	0	15	0	0	0	35
ADMINISTRATIVE EXPENDITURES	-113,093	-116,306	-151,591	-119,568	-115,826	-159,084	-141,242	-170,719	-125,567	-124,804	-125,329	-130,865	-1,593,994
ENDING ADMIN RESERVE BALANCE	1,168,690	1,213,997	1,190,427	1,211,432	1,198,270	1,203,482	1,198,420	1,150,070	1,067,907	1,081,042	1,086,952	1,089,230	1,089,230
YTD Change in Admin.	15,463	60,771	37,200	58,205	45,043	50,255	45,193	-3,156	-85,320	-72,185	-66,275	-63,997	-63,997
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	223,263	360,161	464,093	542,354	578,858	476,827	181,833	11,739	139,477	0	22,667	47,462	223,263
HUD HAP REVENUE	1,022,981	1,022,981	1,035,938	1,035,938	913,629	724,123	947,370	1,212,670	1,045,170	1,114,004	1,148,360	1,178,797	12,401,961
FRAUD RECOVERY	2,913	2,295	2,186	1,386	1,818	1,757	1,540	1,945	2,033	1,291	1,413	2,562	23,138
FSS FORFEITURES	36	1,507	0	0	0	0	2,284	5,014	0	5,607	1,779	0	16,227
BAD DEBT-HAP	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING ASSISTANCE PAYMENTS	-889,032	-922,851	-959,863	-1,000,820	-1,017,477	-1,020,874	-1,121,289	-1,091,891	-1,186,679	-1,098,236	-1,126,757	-1,181,817	-12,617,584
ENDING HAP RESERVE BALANCE	360,161	464,093	542,354	578,858	476,827	181,833	11,739	139,477	0	22,667	47,462	47,004	47,004
YTD Change in HAP	136,898	240,831	319,091	355,595	253,564	-41,429	-211,524	-83,786	-223,263	-200,596	-175,801	-176,259	-176,259
HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)													
HAP - Accrual Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HAP BUDGET (Funding + Reserves)	1,217,012	1,217,012	1,217,012	1,217,012	1,217,012	1,217,012	1,217,012	1,217,012	1,217,012	1,217,012	1,217,012	1,217,012	14,604,145
HAP EXPENDITURES (Current Month)	921,258	951,415	977,053	991,145	1,020,232	1,047,148	1,081,020	1,105,053	1,116,452	1,150,783	1,151,731	1,160,535	12,673,825
CY 2019 HAP BUDGET UTILIZATION	76%	78%	80%	81%	84%	86%	89%	91%	92%	95%	95%	95%	87%
BUDGET AVAILABLE (YTD)	1,217,012	2,434,024	3,651,036	4,868,048	6,085,060	7,302,073	8,519,085	9,736,097	10,953,109	12,170,121	13,387,133	14,604,145	29,208,290
TOTAL HAP EXPENDITURES (YTD)	921,258	1,872,673	2,849,726	3,840,871	4,861,103	5,908,251	6,989,271	8,094,324	9,210,776	10,361,559	11,513,290	12,673,825	25,347,650
BUDGET REMAINING (YTD)	295,754	561,351	801,310	1,027,177	1,223,957	1,393,822	1,529,814	1,641,773	1,742,333	1,808,562	1,873,843	1,930,320	3,860,640
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,772	1,791	1,818	1,815	1,824	1,859	1,884	1,893	1,891	1,897	1,907	1,911	22,262
UNIT MONTH'S AVAILABLE	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206	26,472
OVER or (UNDER) LEASED	-434	-415	-388	-391	-382	-347	-322	-313	-315	-309	-299	-295	-4,210
CY 2019 VOUCHER UTILIZATION	80%	81%	82%	82%	83%	84%	85%	86%	86%	86%	86%	87%	84%
CY 2018 VOUCHER UTILIZATION	93%	94%	93%	93%	92%	92%	92%	92%	92%	93%	93%	80%	92%
CY 2019 AVERAGE HAP	520	531	537	546	559	563	574	584	590	607	604	607	569
CY 2018 AVERAGE HAP	485	482	484	484	485	482	482	482	485	496	497	507	488

Notes: Post-2003 Admin Fees include 2011 HAP Set-Aside of \$290,786

CY 2019 HAP Budget = \$14,604,145: \$13,161,762 Renewal + \$1,172,503 Carryover + \$57,684 VASH increment + \$212,196 Port Set-Aside

Revised Admin due to GASB 68 adjustments in FY 2018 audit



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
1 Sansome Street
San Francisco, California 94104-4448
www.hud.gov
espanol.hud.gov

JAN 15 2020

Mr. Edward S. Mayer
Executive Director
County of Butte Housing Authority
2039 Forest Avenue, Suite 10
Chico, CA 95928-7620

Dear Mr. Mayer:

This letter provides the scoring information for the **County of Butte Housing Authority's** Section 8 Management Assessment Program (SEMAP) for fiscal year ending **September 30, 2019**. SEMAP enables HUD to better manage the Housing Choice Voucher (HCV) program by identifying PHA capabilities and deficiencies related the administration of the HCV program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **County of Butte Housing Authority's** final score for fiscal year ending **September 30, 2019**, is **100%**. The Housing Authority's overall designation is **High**. The following are the scores for each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a)	15
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507	20
Indicator	3	Determination of Adjusted Income (24 CFR Part 5, Subpart F and 24 CFR 982.516)	20
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator	6	HQS Enforcement (24 CFR 982.404)	10
Indicator	7	Expanding Housing Opportunities (24 CFR 982.54(d)(5), 982.301(a) 982.301(b)(4), 982.301(b)(12))	5
Indicator	8	Payment Standards (24 CFR 982.503)	5
Indicator	9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator	10	Correct Tenant Rent Calculations (24 CFR 982 Subpart K	5
Indicator	11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator	12	Annual HQS Inspections (24 CFR 982.405(a))	10
Indicator	13	Lease-up	20
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	N/A
Indicator	15	Deconcentration Bonus	N/A

Thank you for your cooperation with the SEMAP process. Should you have any questions concerning your scores or required corrective actions, you may contact Andrew Q. Nguyen, Portfolio Management Specialist, at (415) 489-6443.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gerard R. Windt', with a long horizontal stroke extending to the right.

Gerard R. Windt
Director
Office of Public Housing



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Certificate of Recognition

2020 Housing Choice Voucher Program High Performer

This certificate is awarded to:

**Housing Authority of
the County of Butte**

Presented by

A blue ink signature of Gerard R. Windt is written over a horizontal line. The signature is stylized, starting with a large loop and ending with a long, sweeping horizontal stroke.

Gerard R. Windt, Director

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
VACANCY REPORT AS OF THE 1ST OF THE MONTH
2020**

HOUSING AUTHORITY OWNED PROPERTIES												
	Gridley FLH		Open Market Units			Bond Properties						
Location	FLH	Demo	Locust	Gridley Springs II	Other	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	7	10	24	3	30	27	12	18	40	127	%
Feb-20	19**	0	0	0	0	2	1	12***	0	0	3	97.6%
Jan-20	18**	0	0	0	0	3	2	12***	1	0	6	95.3%
Dec-19	17**	0	0	0	0	0	2	12***	1	0	3	97.6%
Nov-19	16**	0	0	0	0	1	0	12***	0	1	2	98.4%
Oct-19	15**	0	0	0	0	1	0	12***	0	0	1	99.2%
Sep-19	13**	0	0	0	0	2	0	12***	0	0	2	98.4%
Aug-19	12**	0	0	0	0	1	0	12***	0	0	1	99.2%
Jul-19	12**	0	1	0	0	0	0	12***	0	0	0	100.0%
Jun-19	14**	0	0	0	0	1	0	12***	0	0	1	99.2%
May-19	13**	0	0	0	0	0	0	12***	0	2	2	98.4%
Apr-19	13**	0	0	0	0	0	0	12***	0	0	0	100.0%
Mar-19	17**	0	0	0	0	0	0	12***	0	1	1	99.2%

* Unit count adjusted by units offline - (6) uninhabitable and (9) less units due to rehab reconfiguration.

** Vacancy rate does not include units offline for construction; (14) units.

*** Full vacancy; (12) units, due to Camp Fire loss.

HUD LOW-INCOME PUBLIC HOUSING									
Location	Gridley	Biggs	Chico	Oroville	Chico	Oroville	Oroville	Total	Occupancy
Project #	43-1, 4	43-2	43-3	43-10	43-13	43-14	43-15		
# of Units	50	20	100	60	45	20	50	345	%
Feb-20	0	2	2	1	1	1	1	8	97.7%
Jan-20	0	3	2	1	0	2	0	8	97.7%
Dec-19	0	2	2	0	0	2	1	7	98.0%
Nov-19	0	2	2	1	0	1	2	8	97.7%
Oct-19	1	3	2	1	3	0	3	13	96.2%
Sep-19	1	1	2	0	3	1	0	8	97.7%
Aug-19	1	1	2	1	3	1	0	9	97.4%
Jul-19	0	0	0	0	2	1	1	4	98.8%
Jun-19	0	0	2	0	2	0	1	5	98.6%
May-19	0	1	1	0	3	0	1	6	98.3%
Apr-19	0	1	4	1	3	0	0	9	97.4%
Mar-19	1	1	2	1	2	0	0	7	98.0%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Feb-20	3
Jan-20	3
Dec-19	3
Nov-19	3
Oct-19	3
Sep-19	2
Aug-19	2
Jul-19	3
May-19	3
Apr-19	3
Mar-19	2

BCAHDC					
Location	Cordillera	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	20	107	32	90	56
Feb-20	1	1	0	2	0
Jan-20	0	0	0	0	0
Dec-19	0	0	2	1	0
Nov-19	1	1	1	3	0
Oct-19	1	1	1	1	0
Sep-19	0	1	1	0	0
Aug-19	0	2	1	1	1
Jul-19	0	2	1	1	0
May-19	0	1	0	1	0
Apr-19	0	1	0	0	0
Mar-19	0	1	1	0	0

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	1/19 Transfer list	3+	283	8+	194	8+
2	229	7+			141	6+
3	59	3+	42	3+	40	4+
4	20	5+			16	3+
5					3	5+

* Chico 1-bedroom waiting list closed 06-15-09

**Only 1 5-bedroom unit. Est wait would be based on when the family plans to move out

Waiting List: Number of ADA Requested Units

Bedroom Size	Chico	# PH	Oroville	# PH	Gridley/Biggs	# PH
1	0	3	25		12	2
2	1	7			2	
3	1	2	2	6	0	
4	0	4+			0	
5					0	



U.S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 01/14/2020

PHA Code:	CA043
PHA Name:	COUNTY OF BUTTE HSG AUTH
Fiscal Year End:	09/30/2018

PHAS Indicators	Original Score	Adjustment	Net Score	Maximum Score
Physical	34	0	34	40
Financial	25	0	25	25
Management	21	1	22	25
Capital Fund	10	0	10	10
Late Penalty Points	-	0	0	
PHAS Adjustment	-	0	0	
PHAS Total Score	90	1	91	100
Designation Status:			High Performer	

Published 12/04/2019

Initial published 12/04/2019

Financial Score Details	Score	Maximum Score
Submission Type: Unaudited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.0	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	99.71	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

Public Housing Assessment System (PHAS) Scoring Analysis

PHAS Indicators	Fiscal Year							
	FYE 2018	FYE 2017	FYE 2016	FYE 2015	FYE 2014	FYE 2013	FYE 2012	FYE 2011
Physical	34	34	34	36	36	36	32	32
Financial	25	25	25	25	25	25	25	25
Management	22	23	25	25	21	25	25	25
Capital Fund	10	10	10	10	10	10	10	10
Late Penalty Points	0	0	0	0	0	0	0	0
PHAS Adjustment	0	0	0	0	0	0	0	0
PHAS Total Score	91	92	94	96	92	96	92	92

Only two (2) of the four (4) indicators reflect variance in HACB performance; Physical, and Management. The Physical indicator shows both +/- variance, though slight net upward over time. The Management indicator varies over time, but does not reflect any identifiable trends.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Certificate of Recognition

2020 Public Housing Program High Performer

This certificate is awarded to:

**County of Butte
Housing Authority**

Presented by

A blue ink signature of Gerard R. Windt is written over a horizontal line. The signature is stylized, starting with a large loop and ending with a long, sweeping horizontal stroke.

Gerard R. Windt, Director

MEMO

Date: February 14, 2020

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

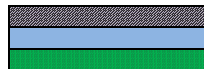
Subject: Status of HACB Construction Projects

As of February 14, 2020, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; four (4) units have been completed during the 2019/2020 fiscal year to date; 105 of 232 Public Housing units have been completed overall.
- Public Housing – All Sites. Five-year Environmental Review, A project has organized to perform required environmental review of improvement and maintenance projects planned for the next five-year period for all Public Housing sites. Project underway.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding planned for winter of 2019-2020.
- Public Housing- All Site. Refrigerator Replacement. A project has been organized to replace Refrigerators that have reached the end of their useful life. Project Bidding Underway
- Public Housing – Projects 43-10, 43-13, 43-14, and 43-15 – A Project has been organized to perform needed parking lot and driveway roadway resurfacing, site maintenance and ADA path of travel improvements. Project construction complete with closeout activities underway.
- Public Housing – Sewer Lateral Investigations, Projects 43-1A, 43-1B, 43-04, 43-2A & 2B – Investigate and prioritize the repair and replacement of deteriorating sewer line laterals serving the Gridley and Biggs concrete block units. Project construction site work is 90% complete with emergency sewer line repairs scheduled for the month of March.
- Walker Commons – Architectural design for project siding, PTAC unit, window, and path of travel replacements are currently in planning for Strategic Asset Plan work.
- Farm Labor Housing – Combined Phase II & III Rehab. Architectural project design updates are complete. Butte County permit applications have been approved. Project construction bidding is underway February-Early April with expected Board of Commissioners review and approval during the April meeting.

12 Month HACB Project Schedule - February 14, 2020

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
		FLH													
1		Phase (II & III) Combined Unit Rehab - Re-design	\$199,637.00												
1		Phase (II & III) Combined Unit Rehab - Bidding and CM	\$60,100.00												
1		Phase (II & III) Combined Unit Rehab - Construction	\$5,886,694.00												
1		Well 1,2,3 TCP Water Contaminate Corrective Action Plan Rev 2	\$26,030.00												
3		Admin Building- Gutters, Downspout, Paint	\$35,000.00												
1		FLH - Tree Maintenance	\$75,000.00												
1		Demo Units - Siding & Paint	\$128,000.00												
		Public Housing													
2		Energy Performance - Electrical	\$254,380.00												
2		Appliance Replacements (Refrigerators)	\$128,105.11												
3		ADA Units upgrade (43-10)	\$213,000.00												
1		Sewer Lateral Replacement 43-1A,1B, 04, 03	\$86,000.00												
1		Sewer Lateral Investigation and Replacement 43-01A,1B, 4, 2A, 2B	\$188,668.00												
2		Roadway Resurfacing, ADA POT, Site Improvements	\$300,061.83												
1		ACM Tile Abatement	\$58,484.00												
1		115 Nelson Ave. Security and Site Improvements	\$28,161.08												
1		20 Natoma Court - Fire Damage Rehabilitation	\$34,500.38												
4		Oro Dam Wall	\$250,000.00												
3		PH Capital Fund Energy Audit	\$13,000.00												
3		PH Capital Fund Environmental Review	\$75,052.20												
		Chico Commons													
1		Gutters and Downspout Replacement	\$36,177.00												
1		Exterior Building Paint	\$176,418.00												
2		HVAC Replacements	\$300,000.00												
3		Cabinets, Interior Work	\$200,000.00												
		Walker Commons													
2		Architecture: Window, HVAC, Siding Repl.	\$35,000.00												
3		Siding Repl/ Gutter and Downspout Repl/ Window Upgrade	\$225,000.00												
3		HVAC	\$89,000.00												
3		ADA Path of Travel	\$95,000.00												
		DAC's Reports													
1		Update ALL reports in ALL projects	\$1,200.00												
		Evanswood HOA													
		Alamont	Pending Bond Issuance												
		Evanswood Apts	Pending Bond Issuance												
		Lincoln Apts.	Pending Bond Issuance												
		Park Place Apts.	Pending Bond Issuance												
		Cordillera Apts.	Pending Bond Issuance												
		Locust Apts.	Pending Bond Issuance												
		Kathy Court Apts.													
		2039 Forest Avenue													
1		Public Housing Patio Security Fencing	\$18,750.00												
Total next 12 months			\$9,216,418.60												



Design/Bid Phase
Construction Phase
Completed

501-17	
Obligation Start:	8/16/2017
Obligation End:	8/15/2019
Disbursement End:	8/15/2021
501-18	
Obligation Start:	5/29/2018
Obligation End:	5/28/2020
Disbursement End:	5/28/2022
501-19	
Obligation Start:	4/16/2019
Obligation End:	4/15/2021
Disbursement End:	4/15/2023

MEMO

Date: February 14, 2020

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

Capital Fund 501-17, Funding Amount \$557,643

This Capital Fund is 100% obligated, and 100% expended. The year-long administrative process to close out this fund has been initiated. Projects completed:

- **ACM Tile Replacement** – All concrete-block units, ongoing - twenty-two (22) units complete.
- **ADA Site Accessibility Work** – Hammon Park (43-15), Oroville. Project is complete.
- **Sewer Service Line Replacements** – Chico CMU units (43-03), Project is complete.
- **Tree Maintenance** – Countywide, Pruning and Selected Removals. Project is complete.

Capital Fund 501-18, Funding Amount \$817,783

This Capital Fund is 80% obligated and 60% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Five-year Environmental Review** – All Public Housing Units, perform required CFR 24 Part 58 Environmental Review of improvement and maintenance projects planned for the next five-year period, contract awarded with project underway.
- **Bathroom Tub/Shower Remodel** – Select concrete block units, (10 units est.) – ongoing
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Sewer Service Line Investigation and Replacements** – Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B), Project construction is approximately 90% complete with emergency sewer line repairs scheduled for the month March.
- **HVAC Replacements** – 43-03, Replace three (3) gas/electric package HVAC units. Project is complete.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, refrigerator replacement project bidding underway.
- **Resurfacing of Roadways** – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), Project construction is complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming and miscellaneous improvements addressed in DAC report, ongoing.

Capital Fund 501-19, Funding Amount \$808,426

This Capital Fund is 10% obligated and 0% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Five-year Environmental Review** – All Public Housing Units, perform required CFR 24 Part 58 Environmental Review of improvement and maintenance projects planned for the next five-year period, contract awarded with project scheduling underway.
- **Bathroom Tub/Shower Remodel** – Select concrete block units – ongoing
- **Kitchen Remodel** – All units, ongoing.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **HVAC Replacements** – Replace failing gas/electric package HVAC units, ongoing
- **Sewer Service Line Replacements** – Chico, Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B, 03), in planning.
- **Landscape Upgrades** – Landscape replacement, Shelton Oaks 43-13, in planning.
- **Landscape Upgrades** – Second phase of landscape replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Site Security, Accessibility, and Landscape Upgrades** - 115 Nelson Avenue: community room, maintenance shop, parking lot and site landscape, in planning.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 02-14-2020

Capital Funds 501-17, 501-18 and 501-19

			501-17 (Revision #1, 10-30-2018)				501-18 (Revision #1, 10-30-2018)				501-19				Totals		
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																
	Total Non-CGP Funds																
1	100	Reserved Budget					9,226	0							0	0	0
2	1406	Operations (20%)	20,000	0			27,875	27,875			28,811				56,686	0	56,686
3	1408	Management Improvements					2,000	2,000			2,000				4,000	0	4,000
4	1410	Administration (10%)	55,764	55,764	55,764	55,764	80,855	81,778	81,778	76,879.62	80,842		80,842		218,384	132,644	85,740
5	1480	Audit	2,000	2,000			2,000	2,000			2,000				6,000	0	6,000
7	1480	Fees and Costs	35,818	35,818	22,261.95	22,261.95	55,120	55,120	100,949	15,833.27	75,120				166,058	38,095	127,963
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment															
17	1480	Relocation Costs	444,061	464,061	479,617	479,617	637,207	645,510	471,370	397,211.31	616,153				1,725,724	876,828	848,896
16	1492	Move to Work Demonstration					3,500	3,500			3,500				7,000	0	7,000
18	1501	Moving To Work Demonstration													0	0	0
19	1503	Collator Exp/Debt Srvc													0	0	0
20	1504	RAD-CFP													0	0	0
21	9000	RAD Investment Activity													0	0	0
22	9001	Debt Reserves													0	0	0
23	9002	Bond Debt Obligation													0	0	0
24	9900	Post Audit Adjustment													0	0	0
			557,643	557,643	557,643.00	557,643.00	817,783	817,783	654,097.15	489,924.20	808,426	0	80,842	0	2,183,852	1,047,567	1,136,285
			100%				100%				80%				60%		
											10%				0%		

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 Audit	1480 Fees and Cost	1480 General Capital Activity	1480 Relocation Costs	Totals	"UC" Under Contract
Acct Code	Cash Available as of 02-14-2020	-	56,686	4,000	85,740	6,000	127,963	848,896	7,000	1,136,285	
	501-17, 501-18 and 501-19 Funding										
100	Reserved Budget	-								-	
1406	Operations		56,686							56,686	
1408	Management Improvements			4,000						4,000	
1411	Audit Cost Cap Fund					6,000				6,000	
1410	Administration				85,740					85,740	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						52,911			52,911	
1430	Fees and Costs: CAP Fund Environmental Review ECORP						75,052			75,052	UC
1450	Tree Maintenance- Amp Wide							-		-	Complete
1450	Sewer Lateral Investigation 43-01A,01B, 04							35,416		35,416	UC
1450	Sewer Lateral Investigation 43-02A, 02B							14,989		14,989	UC
1450	Parking and Driveway Asphalt and Concrete Site Imp							39,015.82		39,016	UC
1460	Dwelling Structures									-	
1465	Dwelling Equipment - 43-03 HVAC Repl							-		-	Complete
1470	Non-Dwelling Structures									-	
1475	Non-Dwelling Equipment									-	
1485	Demolition									-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment							759,475		759,475	
1495	Relocation Costs								7,000	7,000	
1502	Contingency									-	
										1,136,285	Total

MEMO

Date: February 14, 2020

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director
Ed Mayer, Executive Director
Juan Meza, Property Manager

Subject: Farm Labor Housing, Gridley – status report

As of February 1, 2020, the total number of occupied units on the property is (78), of which *one (1) is a FEMA evacuee*. Sixteen (16) units are offline because they fall in Phases II and III of the rehab effort, eight (8) units are deemed uninhabitable, and seventeen (19) units are available for occupancy. We had (1) move-in last month and anticipate moving in another (1-2) applicants before the end of this month. There are currently five (5) applicants on our waiting list. There are no intent to vacate notices or unlawful detainers at this time. Our goal and number one priority continue to be renting out all habitable units on the property.

On-site security is reporting no significant problems on the property at this time. Maintenance staff and the Resident Manager continue to work on vacancy make-readies.

We're in the process of requesting quotes from local vendors to provide landscaping service at the property. We anticipate having a full-time landscaping crew by the month of March. We will also be requesting bids in the upcoming weeks to do extensive tree work for all top-heavy trees to ensure the safety of our residents.

We are working with P G & E to see if we can complete grant-based electrical upgrades to the common areas, administration building and the MI CASA space; these upgrades include exterior lighting, interior lighting, water heaters and HVAC systems that serve the common areas. The work will need to be put out to bid, paid for upfront, then FLH will be reimbursed once all work is completed.

Monthly food distribution was held this month on February 11, 2020 from 5-8 pm in the Community Room. Promotores staff is still hosting an Adult Group every Tuesday from 12:00 pm to 1:30 pm. Katy Azevedo with the Butte County Library is onsite every Tuesday from 10:30-12 pm offering all residents computer time and instruction, information regarding citizenship, and offering information and support. A prevention advocate for Catalyst has expressed interest in hosting an event on site to inform residents of their services and to offer help to victims of domestic violence.

Mi C.A.S.A.'s Spring Session of classes is underway and staff is reporting 40-50 students are attending on a daily basis. Mi C.A.S.A. students submitted a total of (14) entries for NAHRO's poster contest "What Home Means to Me" of which (3) posters, one for each grade level, were taken to the NAHRO conference in Napa and (1) of those posters was chosen to move on to the Regional NAHRO competition. Housing Authority staff rewarded all of the Mi C.A.S.A. students who participated with a certificate of appreciation and a gift card on February 13, 2019.

During a recent meeting between Housing Authority staff, Butte County Environmental Health (BCEH), and the State Water Board, it was agreed that the primary well would be tested monthly for 1,2,3-TCP, for a year. Over the past year of testing, no test result showed the presence of 1,2,3-TCP, with the exception of one (1) test, in which instance the presence of 1,2,3-TCP did not exceed the State's contamination threshold. The next year's series of testing for this well is scheduled to start February 21, 2020. As we seek resolution to this matter we will continue to provide residents with bottled water service, paid through a State grant. The next year's iteration to the Action Plan to mitigate the 1,2,3 TCP has been accepted by both BCEH and the State Water Board.

Rehab phases II & III are out to bid, having just cleared permitting review by the County. Phases II and III includes nineteen (19) buildings, in which thirty-eight (38) units are scheduled to be converted to thirty-one (31) units. Bidding is scheduled for March 2020, with a construction start scheduled for the 2nd or 3rd quarter of 2020, weather permitting.

The levee taking transaction is now at Title, having secured approval documents from both USDA-RD and State HCD. Proceeds, in the amount of \$66,450, will be directed toward the property's rehab efforts.

MEMO

Date: February 14, 2020

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – Bond Portfolio (Series 2000A Bonds)

- Alamont Apartments, Chico (30 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Kathy Court Apartments, Paradise (12 units, family)
- Evanswood Estates, Oroville (27 units, family)
- Park Place Apartments, Oroville (40 units, senior)

For Alamont, Lincoln, Kathy Court, Evanswood and Park Place Apartments, please also see monthly reports provided by the property manager, RSC Associates Inc., following this memo.

Alamont Apartments, Chico – As of February 1st there are two (2) vacant units. The property continues to perform consistent with budget.

Evanswood Apartments, Oroville – This property currently has one (1) vacancy. The complex continues to perform per budget. The units need repair and upgrade to its exterior envelope and to ensure there is no water intrusion. The exterior building work will most likely occur when the property is repositioned thru our asset management work.

Kathy Court Apartments, Paradise – Kathy Court, burnt to the ground in the Disaster, has been cleared and retains its 12-unit septic system. A claim against PG&E for the difference between insurance proceeds and the estimated cost of replacement is pending. The property is secured by means of a “placeholder” property management agreement with RSC Associates.

Lincoln Apartments, Chico – Lincoln Apartments has zero (0) vacancy as of the 1st of February. Capital improvement work continues to be considered, including upgrade of the 2nd level walkway assembly, including surfacing, soffit ting, railings, and stairways. Exterior painting will follow the walkway improvements, and parking lot repair is planned for this year. The walkway work will most likely occur when the property is repositioned thru our asset management work.

Park Place Apartments, Oroville – The property continues to have zero (0) vacancy.

Of note, the 2000A Bond Series debt has been fully redeemed – there is currently no debt being serviced by these properties. Investment-grade physical needs assessments (PNA's) and appraisals have been completed for these properties, in anticipation of their re-finance under a public bond issuance. Two other properties have been added for inclusion in this re-finance effort: the Locust Street Apartments, Chico, and Cordillera Apartments, Chico (currently owned by HACB's instrumentality, BCAHDC).

February 10, 2020

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue, Suite 10
Chico, CA 95928

RE: 2000-A REVENUE BOND PROPERTIES

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended on January 31, 2020, for the five properties under the 2000-A Revenue Bond, consisting of Alamont Apartments, Evanswood Estates, Kathy Court Apartments, Lincoln Apartments, and Park Place Apartments.

1. Alamont Apartments
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement.
 - c. 2019/2020 Performance Review.
 - d. Capital Improvement Summary.
2. Evanswood Estates
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement.
 - c. 2019/2020 Performance Review.
 - d. Capital Improvement Summary.
3. Kathy Court Apartments
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement.
 - c. 2019/2020 Performance Review.
 - d. Capital Improvement Summary.

4. Lincoln Apartments

- a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
- b. 12 Month Income Statement.
- c. 2019/2020 Performance Review.
- d. Capital Improvement Summary.

5. Park Place Apartments

- a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
- b. 12 Month Income Statement.
- c. 2019/2020 Performance Review.
- d. Capital Improvement Summary.

ALAMONT APARTMENTS

Alamont Apartments ended the month of January with two vacancies and two new move-ins.

Total rental income for the month of January was \$22,175.18 which was \$1,984.82 less than was budgeted due to vacancy loss and pre-paid rents. Service income for the month came to \$101.83 and was lower than budget by \$287.17 due to no laundry income reported for the month of January. This brought the total income to \$22,277.01, which was less than budget by \$2,271.99 due to the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses totaled \$61.75 which was under budget by \$171.25 due to no advertising and lower expenditure on forms and office supplies as well as no activities costs and referral fees. Total administrative expenses came to \$2,657.16 which met budget. Total utility expenses were \$2,023.83, lower than budget by \$407.17. The apartment turnover expenses totaled \$15,220.68, which was higher than budget by \$14,770.68. These turnover expenses were accrued due to turnover units requiring full paint and large amounts of maintenance to make them rent ready. Maintenance expenses for the month were \$4,125.69 which was higher than budget by \$1,121.69 due to unbudgeted HVAC maintenance costs, higher on-site staff cleaning, and higher than budgeted labor costs. The net operating income came to a negative \$1,812.10, less than what was budgeted by \$17,595.10. Capital improvements for the month of January came to \$1,500.00 for an HVAC unit replacement, which was lower than budget by \$650.00.

After the total financial expenses of \$7,385.00, the net project cash flow came to negative \$10,697.10, which was \$16,993.10 less than the budget for the reasons mentioned above. As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$89,570.01. This total consisted of \$3,000.00 in the general checking account, \$4,974.12 in the general savings account, \$81,545.89 in the financial reserve account, and \$50.00 in the petty cash account.

EVANSWOOD ESTATES

Evanswood Estates ended the month of January with one vacant unit and one approved applicant for this unit.

Total rental income for the month came to \$26,665.00 which was lower than budget by \$180.00. This variance was due to vacancy loss and unpaid rents. The service income for the month was \$382.47, lower than budget by \$182.53. This is due to no cleaning and repairs fees collected for the month. This brought the total income to \$27,047.47, which was \$362.53 lower than budgeted for the reasons previously mentioned.

Moving on to the monthly expenses, the renting expenses totaled \$76.45, under budget by \$86.55 due to lower costs for forms and office supplies. Total administrative expenses were \$6,997.21, which was \$281.21 higher than what was budgeted due to higher resident manager expenses. The total utility expenses for the month came to \$1,385.96, which was lower than budget by \$11,792.04 due to no sewer expenses. Apartment turnover expenses for January came to \$14,298.78 which was higher than budget by \$8,973.78. Total maintenance expenses were \$3,825.05, over budget by \$2,000.05. This brought the net operating income to \$464.02, which was \$2,873.02 higher than the budget due to the reasons described above.

Capital improvements for January came to \$5,040.40. This was due to an HVAC replacement. The total financial expenses for the month came in at \$10,947.00 which brought the net project cash flow to a negative figure of \$15,523.38, which was \$644.38 under what was budgeted.

As you review the Cash Balance Summary on the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$100,858.82 with \$3,000.00 in the general checking, \$15,814.88 in the general savings, and \$82,043.94 in the replacement reserve account.

KATHY COURT APARTMENTS

Kathy Court Apartments ended the month of January with no available units due to the Camp Fire.

There was no rental income for January due to the Camp Fire. There were no renting expenses. The total administrative expenses came to \$370.00, which was the management fee and asset management fee. There were no utility expenses, or apartment turnover expenses. There were no maintenance expenses for the month of January. The total operating expenses came to \$370.00. The net operating income was a negative \$370.00. There were no capital improvements. The net project cash flow came to a negative \$370.00.

As you can see on the Cash Flow statement, the property ended the month with total cash on hand of \$21,361.95.

LINCOLN APARTMENTS

Lincoln Apartments ended the month of January with no vacant units as there were no new move ins or move outs.

The total rental income for the month of January came to \$11,625.00 and was higher than budget by \$395.00, due to a recapture of vacancy loss. Service income totaled \$282.94 which met budget. This brought the total income to \$11,907.94, higher than what was budgeted by \$391.94 for the reasons previously mentioned.

Moving on to the January monthly expenses, the renting expenses came to \$38.40, lower than budget by \$56.60 due to lower office supply expenses. Total administrative expenses were \$1,359.89 and higher than budget for the month by \$86.89 due to higher resident manager expenses and management fees. Utility expenses totaled \$3,030.46, which was more than what was budgeted by \$1,582.46 due to the sewer fees being paid twice. Apartment turnover expenses for the month came to \$794.50 for apartment cleaning and repair labor costs. The total maintenance expenses were \$1,906.34, which was over budget by \$333.34, due to higher repair materials and labor costs. This brought the net operating income to \$4,778.35 which was less than what was budgeted by \$1,533.65 due to the reasons previously mentioned.

There were no capital improvement costs for the month of January. After the total financial expenses of \$1,692.00, the net project cash flow came to \$3,086.35, higher than what was budgeted by \$605.35 for the reasons described above.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$67,700.04. This consisted of \$3,000.00 in the general checking account, \$47,657.04 in the general savings, \$16,943.00 in the financial reserve account, and \$100.00 in the petty cash account.

PARK PLACE APARTMENTS

Park Place Apartments ended the month of January with no vacancies, as there were no move ins or move outs.

Total rental income for the month of January was \$24,565.00 which was higher than budget by \$835.00, due to more prepaid rents being collected. Service income for the month totaled \$233.49, which met budget. This brought the total income to \$24,798.49, which was higher than budget by \$842.49 for the reasons described above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$148.15 which was \$176.85 lower than the budget due to no resident activity costs or referral fees. Total administrative expenses were \$2,363.62, which was over budget by \$202.62 due higher management fees and resident manager expenses. Utility expenses totaled \$999.09, which was \$17,860.91 lower than budget due to lower water costs and no annual sewer costs. There were no turnover costs for the month of January. Maintenance expenses totaled \$2,374.75, lower than budget by \$1,678.25, due to lower labor and material costs and no gutter services costs. This brought the net operating income to \$18,643.88, better than budget by \$20,355.88 for the reasons previously mentioned.

The capital improvements costs for the month of January came to \$1,830.52, higher than budget by \$1,195.52. These costs were from the replacement of a range and refrigerator.

After the total financial expenses of \$9,688.00, the net project cash flow came to 7,125.36, better than budget by \$19,160.36, for the reasons previously mentioned.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$121,794.41. This consisted of \$3,000.00 in the general checking account, \$33,937.41 in the general savings account, \$84,757.00 in the financial reserve account and \$100.00 in the petty cash account.

Please give me a call if you have any questions regarding any of your properties. We will keep you apprised of any needs or concerns regarding each of the properties.

Sincerely yours,

RSC ASSOCIATES, INC.



Richard Gillaspie
Property Manager

RG:ph
Enclosures

ALAMONT APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

Performance Review 2019 - 20

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	19,094	18,781	20,358	19,663	19,667	20,674	20,112	20,031	20,112	20,304	18,897	20,922	238,614
TOTAL INCOME 2016/17	20,554	19,496	20,063	20,103	19,755	19,712	19,831	20,550	19,790	21,389	20,733	21,892	243,868
TOTAL INCOME 2017/18	21,116	20,232	21,376	22,180	21,356	21,815	20,840	21,521	20,783	25,254	21,031	26,876	264,379
TOTAL INCOME 2018/19	22,324	23,966	24,865	22,689	23,755	23,318	22,432	22,893	24,972	20,904	23,201	23,410	278,730
TOTAL INCOME 2019/20	22,677	23,429	23,720	22,277									92,103
VARIANCE	353	-537	-1,145	-412									-1,742

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	0	0	0	-295	-245	-6	0	-308	-383	-745	-786	308	-2,459
2016/17 VACANCY LOSS	-1,009	-59	-143	-715	-715	-715	-715	-1,276	0	0	-623	-900	-6,870
2017/18 VACANCY LOSS	-900	-1,650	-692	0	-362	-630	0	0	0	0	-600	-510	-5,343
2018/19 VACANCY LOSS	0	0	-75	0	0	0	1	-453	-853	-534	-1,515	-1,336	-4,765
2019/20 VACANCY LOSS	-843	-840	-3,192	-1,333									-6,208
VARIANCE	-843	-840	-3,117	-1,333									-6,133

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	0	0	0	-6	25	18	38	17	18	-387	-10	-106	-393
2016/17 UNPAID RENTS	372	-701	-523	90	0	0	0	-82	-188	520	-5	5	-512
2017/18 UNPAID RENTS	0	0	0	-105	-388	435	-880	-905	-890	2,970	-1,330	2,258	1,165
2018/19 UNPAID RENTS	-763	651	161	20	10	49	-1,331	-397	1,567	-1,117	553	792	196
2019/20 UNPAID RENTS	-901	-561	120	0									-1,342
VARIANCE	-138	-1,212	-40	-20									-1,411

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	7,727	5,984	6,690	6,298	7,919	7,167	7,624	6,575	11,218	14,315	11,245	7,644	100,405
2016/17 TOTAL OPER EXP	8,496	11,058	11,877	6,413	6,078	9,088	6,795	8,681	5,630	7,085	5,697	9,850	96,747
2017/18 TOTAL OPER EXP	6,106	5,187	9,864	6,020	7,929	9,337	6,550	5,796	6,207	8,438	7,682	8,730	87,846
2018/19 TOTAL OPER EXP	7,667	4,586	6,898	7,084	6,495	9,216	7,876	9,609	8,883	9,986	9,400	12,778	100,478
2019/20 TOTAL OPER EXP	12,655	7,721	10,633	24,089									55,097
VARIANCE	4,988	3,135	3,735	17,005									28,863

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	11,367	12,797	13,668	13,365	11,748	13,508	12,488	13,456	8,894	5,989	7,652	13,277	138,209
2016/17 TOTAL NOI	12,058	8,438	8,186	13,690	13,677	10,624	13,036	11,869	14,160	14,304	15,036	12,043	147,121
2017/18 TOTAL NOI	15,009	15,045	11,512	16,160	13,427	12,477	14,290	15,725	14,576	16,816	13,349	18,145	176,533
2018/19 TOTAL NOI	14,657	19,380	17,967	15,605	17,260	14,102	14,557	13,284	16,089	10,918	13,801	10,632	178,252
2019/20 TOTAL NOI	10,022	15,708	13,087	-1,812									37,005
VARIANCE	-4,635	-3,672	-4,880	-17,418									-30,604

EVANSWOOD ESTATES
2019 - 2020 PERFORMANCE REVIEW

Ev08-09pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/2016	24785	22727	24227	24736	24603	24193	23688	23949	24683	22273	25678	24151	289695
TOTAL INCOME 2016/2017	24015	25556	22288	22612	24826	25791	25401	24471	22296	28305	26950	27243	299754
TOTAL INCOME 2017/2018	22505	26517	25247	25129	28868	24735	27062	25902	25823	25872	26340	26061	310062
TOTAL INCOME 2019/2019	26346	23751	29950	26505	26326	26333	26637	27013	26970	27477	27784	28165	323257
TOTAL INCOME 2018/2020	28019	26745	24076	27047									105888
VARIANCE	1674	2994	-5874	543									-663
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/2016 VACANCY LOSS	-300	0	0	0	-767	-573	0	0	-1015	-2102	-1117	-906	-6780
2016/2017 VACANCY LOSS	-1050	-2120	-2986	-1883	-832	183	0	-925	-1043	139	0	16	-10501
2017/2018 VACANCY LOSS	-1106	-1073	-1394	0	0	0	0	0	-271	0	-470	0	-4314
2018/2019 VACANCY LOSS	0	0	-406	0	0	0	0	0	-663	0	0	-187	-1257
2019/2020 VACANCY LOSS	0	-1300	-3491	-1357									-6148
VARIANCE	0	-1300	-3085	-1357									-5742
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/2016 UNPAID RENTS	0	-1000	-150	508	409	-100	-440	-904	283	-201	-462	604	-1453
2016/2017 UNPAID RENTS	-14	1235	0	-1082	423	-170	-4	101	-2136	2285	547	-658	527
2017/2018 UNPAID RENTS	-2154	2050	0	-153	89	-1100	1100	0	0	0	0	-378	-546
2018/2019 UNPAID RENTS	25	-3357	2195	1500	0	-1	1	-93	-101	-101	49	158	275
2019/2020 UNPAID RENTS	-144	-13	-546	-265									-968
VARIANCE	-169	3344	-2740	-1765									-1330
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER. EXP.	13529	7885	7892	8769	9140	23910	11093	8440	7089	10075	13493	18394	139709
2016/17 TOTAL OPER. EXP.	13821	9431	9079	12822	15960	18874	8695	8807	7492	14743	9537	9188	138449
2017/18 TOTAL OPER. EXP.	8518	8435	12995	34778	9702	7854	9656	8487	9275	9478	10419	8561	138157
2018/19 TOTAL OPER. EXP.	23913	9190	18864	9513	8508	11091	9837	7165	9203	12520	8017	11098	138917
2019/20 TOTAL OPER. EXP.	21236	10291	10327	26583									68437
VARIANCE	-2676	1101	-8537	17071									6958
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/2016 TOTAL NOI	11256	14843	16335	15967	15463	283	12595	15508	17594	12198	12185	5757	149985
2016/2017 TOTAL NOI	10194	16124	13210	9790	8866	6917	16706	15663	14804	13562	17413	18056	161305
2017/2018 TOTAL NOI	13987	18082	12252	-9649	19166	16881	17406	17415	16549	16395	15921	17501	171905
2018/2019 TOTAL NOI	2433	14561	11086	16992	17818	15242	16801	19848	17767	14958	19768	17067	184340
2019/2020 TOTAL NOI	6783	16454	13749	464									37450
VARIANCE	4350	1893	2663	-16528									-7621

LINCOLN APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

LNA07-08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	10837	10462	8970	9553	10644	10104	10559	10374	10953	10092	10765	10529	123,843
TOTAL INCOME 2016/17	10302	11082	10773	11146	11141	11847	10578	11156	11174	11378	11420	11179	133,177
TOTAL INCOME 2017/18	10423	11837	11327	11169	10653	11027	12506	11296	10638	12351	11862	10876	135,967
TOTAL INCOME 2018/19	12798	10026	12618	11543	11664	12250	11212	11950	12116	11490	12445	12026	142,137
TOTAL INCOME 2019/20	12781	12076	11392	11908									48,157
VARIANCE	-16	2050	-1225	365									1,173
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	-258	-575	-595	-1217	-867	-192	0	-360	-1231	-635	-191	-679	-6,799
2016/17 VACANCY LOSS	-700	-169	-510	0	0	43	0	0	0	0	0	-567	-1,904
2017/18 VACANCY LOSS	-645	-250	0	-405	-645	-122	8	-550	-750	0	0	75	-3,284
2018/19 VACANCY LOSS	-575	0	-950	0	750	0	0	0	0	0	0	0	-775
2019/20 VACANCY LOSS	0	0	-625	108									-517
VARIANCE	575	0	325	108									1,008
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	-475	-437	-475	-247	-889	593	0	-11	500	0	-21	21	-1,442
2016/17 UNPAID RENTS	0	-5	5	0	0	0	0	0	0	0	0	0	0
2017/18 UNPAID RENTS	-400	375	0	36	-155	-453	-532	-100	100	100	90	-755	-1,694
2018/19 UNPAID RENTS	480	-1000	930	-425	-1103	101	-679	131	220	-430	595	-30	-1,210
2019/20 UNPAID RENTS	540	-160	-412	-518									-550
VARIANCE	60	840	-1342	-93									-535
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER. EXP.	8125	6141	7193	7575	5193	8897	8761	5351	8204	6854	3664	4856	80,815
2016/17 TOTAL OPER. EXP.	5915	5497	5065	4829	4795	3994	4206	3846	3140	4493	4089	6684	56,552
2017/18 TOTAL OPER. EXP.	11576	8838	6363	4723	7257	3792	3742	4423	5217	7734	6941	3620	74,225
2018/19 TOTAL OPER. EXP.	7866	7526	6294	5598	4312	4721	4897	3485	2514	4268	3286	4298	59,064
2019/20 TOTAL OPER. EXP.	3776	3954	5080	7130									19,939
VARIANCE	-4090	-3572	-1214	1531									-7,345
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	2712	4321	1777	1979	5451	1206	1798	5023	2750	3238	7101	5673	43,029
2016/17 TOTAL NOI	4387	5586	5707	6318	6346	7853	6372	7310	8034	6885	7332	4495	76,624
2017/18 TOTAL NOI	-1153	2999	4965	6446	3396	7235	8764	6873	5422	4617	4922	7260	61,746
2018/19 TOTAL NOI	4932	2500	6324	5944	7352	7529	6315	8465	9602	7222	9160	7728	83,073
2019/20 TOTAL NOI	9006	8121	6313	4778									28,218
VARIANCE	4074	5622	-11	-1166									8,518

PARK PLACE APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	*****	*****	*****	20,544	23,038	21,677	21,020	22,621	22,271	21,238	22,432	20,618	195,459
TOTAL INCOME 2016/17	23,921	20,291	21,859	22,018	21,458	23,651	22,828	21,592	22,789	22,619	23,066	23,176	269,268
TOTAL INCOME 2017/18	23,042	23,159	23,269	22,999	21,955	23,234	22,807	22,349	22,435	23,485	24,434	22,630	275,796
TOTAL INCOME 2018/19	24,470	21,326	24,689	21,843	22,452	23,104	22,731	20,688	24,307	23,862	24,434	23,702	277,609
TOTAL INCOME 2019/20	23,212	23,493	23,334	24,798									94,838
VARIANCE	-1,258	2,167	-1,355	2,955									2,510

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	*****	*****	*****	-575	-875	-249	0	0	-616	-1,093	0	0	-3,408
2016/17 VACANCY LOSS	76	-520	-961	0	0	0	0	-1,305	-563	0	86	-106	-3,293
2017/18 VACANCY LOSS	140	0	0	0	-581	0	-527	-585	-585	-125	-94	359	-1,998
2018/19 VACANCY LOSS	0	0	-206	0	-608	0	-981	-2,179	-5	-54	0	0	-4,033
2019/20 VACANCY LOSS	0	-288	0	0									-288
VARIANCE	0	-288	206	0									-82

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	*****	*****	*****	-1,013	116	479	-956	-768	449	1,358	-147	-531	-1,012
2016/17 UNPAID RENTS	416	-423	-323	-423	-473	492	364	-216	-130	-861	77	157	-1,343
2017/18 UNPAID RENTS	-188	-130	-140	-134	-140	239	-189	-194	-179	-127	165	34	-982
2018/19 UNPAID RENTS	169	234	26	-209	199	-721	-133	136	547	175	-82	-268	73
2019/20 UNPAID RENTS	-293	-860	-230	-529									-1,912
VARIANCE	-462	-1,094	-256	-320									-2,132

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	*****	*****	*****	3,245	10,075	8,771	6,127	7,110	9,934	10,250	7,232	7,759	70,504
2016/17 TOTAL OPER EXP	5,101	8,153	6,927	4,963	4,965	21,212	7,021	4,877	10,850	9,359	5,400	7,969	96,797
2017/18 TOTAL OPER EXP	8,271	5,281	5,674	24,723	6,670	5,230	6,863	6,936	5,510	8,447	7,194	5,975	96,775
2018/19 TOTAL OPER EXP	27,386	7,112	11,551	7,134	8,000	10,012	6,636	11,067	6,164	8,729	7,694	8,703	120,188
2019/20 TOTAL OPER EXP	25,329	6,007	7,763	6,155									45,253
VARIANCE	-2,057	-1,106	-3,788	-979									-7,929

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	*****	*****	*****	17,299	12,963	12,906	14,894	15,511	12,336	10,988	15,200	12,858	124,955
2016/17 TOTAL NOI	18,819	12,138	14,932	17,055	16,493	2,439	15,807	16,715	11,938	13,260	17,667	15,207	172,472
2017/18 TOTAL NOI	14,771	17,878	17,595	-1,724	15,285	18,004	15,945	15,413	16,924	15,037	17,240	16,654	179,021
2018/19 TOTAL NOI	-2,916	14,214	13,138	14,709	14,452	13,092	16,096	9,621	18,143	15,133	16,740	14,999	157,421
2019/20 TOTAL NOI	-2,117	17,487	15,571	18,644									49,585
VARIANCE	799	3,272	2,433	3,935		43							10,439

MEMO

Date: February 14, 2020

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – “Other Properties”

- Locust Apartments, Chico (10 units, family)
- #29 Evanswood Estates, Oroville (1 unit, family)
- Gridley Springs II, Gridley (24 units, family)
- 2131 Fogg Ave, (1 single family house) Demo

For Locust Apartments and #29 Evanswood Estates, please find the monthly reports provided by the property manager, RSC Associates Inc., following this memo. Please also find Sackett Corporation’s financials for Gridley Springs II.

Locust Apartments, Chico (12 units, Family, Owner: HACB, PM: RSC Assoc.) The property has zero (0) vacancy. Please find the RSC monthly owners report.

#29 Evanswood Estates, Oroville (1-unit, Family, Owner: HACB, PM: RSC Assoc.) This unit continues to be occupied.

Gridley Springs II, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has zero (0) vacancies. HACB is pleased with Sackett Corporation’s performance to date. The property’s budget was approved by State HCD. Please find the Sackett Corporation’s Owner’s report following. The property may be subject to a restructuring, as Dawson Holdings, BCAHDC partner in GS I, has approached the HACB to consider re-unification of both GS I and II under single ownership.

2131 Fogg Ave, Oroville – (1-unit, Family, Owner: HACB, PM: HACB) This single family “Demo” house is occupied. Roof leaks have appeared with the onset of the rains, signaling the end of the useful life of the roofing. Bid proposals for repair/replacement were solicited but we did not get adequate response from area roofers, we will attempt again in the Spring/Summer, using temporary remedies in the meantime.

February 6, 2020

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue, Suite 10
Chico, CA 95928

RE: 1519 LOCUST STREET APARTMENTS

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended January 31, 2020. This statement is accompanied by the following financial statements for the 1519 Locust Street Apartments.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement.
3. 2019/2020 Performance Review.
4. Capital Improvement Summary.

1519 Locust Street Apartments ended the month of January with 1 vacant unit, Unit #6, with an approved applicant.

The total rental income for the month of January came to \$4,887.73 which was lower than the budgeted figure by \$1,943.27. This variance was due to vacancy loss, unpaid rents, and the use of prepaid rents. There was a Lease take over in which the previous tenants only paid a portion of the rent due and the incoming tenant paid the balance after the accounting date. This should reflect on the February financial statement. Service income totaled \$1,328.10 which was over the budget by \$1,226.10 due to collection of late charges, cleaning fees, application fees, and a prepayment of rent in the amount of \$839.00. This brought the January total income to \$6,215.83 which was \$717.17 lower than budgeted for the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses came to \$24.25 which met budget.

Mr. Ed Mayer, Executive Director
Chico, California

February 6, 2020
Page 2

Total administrative expenses were \$547.10 which was lower than budget by \$118.90 due lower management fees for the month of January. Utility expenses for the month came to \$508.03, which was \$328.97 lower than budgeted due to lower overall utility costs.

There were no apartment turnover expenses for the month of January. Total maintenance expenses for the month came to \$1,172.56 which was \$551.44 under budget due to no roof or HVAC costs. After the monthly insurance cost of \$75.00, the total operating expenses came to \$2,326.94 which was \$1,016.06 lower than the budgeted figure for the reasons described above. There were no capital improvement costs for the month. This brought the net project cash flow to \$3,888.89, which was better than what was budgeted by \$1,298.89.

As you review the Cash Balance Summary on the Cash Flow, you will see that the property ended the month with total cash on hand of \$48,051.05. Of that amount, \$3,000.00 is in the general checking account with \$41,394.05 in the general savings and \$3,657.00 in the financial reserve account.

Please give me a call if you have any questions regarding the 1519 Locust Street Apartments.

Sincerely yours,

1519 LOCUST STREET APARTMENTS



Richard Gillaspie
Property Manager

RG:ph
Enclosures

1519 LOCUST STREET APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2016/17	6,708	6,552	6,060	6,007	6,085	6,166	6,468	6,166	6,169	6,183	6,182	6,230	74,976
TOTAL INCOME 2017/18	6,139	6,177	6,145	6,069	6,161	5,936	6,206	6,650	6,294	6,267	6,293	5,888	74,226
TOTAL INCOME 2018/19	6,321	5,992	6,325	7,771	6,311	4,765	7,124	6,342	6,219	6,265	9,094	5,415	77,944
TOTAL INCOME 2019/20	5,996	4,525	10,712	6,216									27,448
VARIANCE	-325	-1,467	4,387	-1,555									1,039

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2016/17 VACANCY LOSS	-195	0	0	0	0	0	0	0	0	0	0	0	-195
2017/18 VACANCY LOSS	0	0	0	0	0	-73	0	0	0	0	0	0	-73
2018/19 VACANCY LOSS	0	0	0	0	0	-690	0	-161	-859	-283	0	0	-1,993
2019/20 VACANCY LOSS	0	-350	0	-416									-766
VARIANCE	0	-350	0	-416									-766

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2016/17 UNPAID RENTS	504	301	6	0	0	0	0	0	0	0	0	0	811
2017/18 UNPAID RENTS	0	-60	-20	5	5	-93	32	20	0	0	-148	-44	-303
2018/19 UNPAID RENTS	-345	0	0	345	0	0	80	-56	-621	-330	-251	-818	-1,997
2019/20 UNPAID RENTS	-383	-1,300	-199	-861									-2,743
VARIANCE	-38	-1,300	-199	-1,206									-2,743

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2016/17 TOTAL OPER EXP	6,072	2,818	2,359	2,261	2,052	2,026	2,099	1,980	1,832	2,748	2,594	1,958	30,800
2017/18 TOTAL OPER EXP	2,251	2,172	1,985	2,643	2,801	3,822	3,739	2,498	2,428	2,161	3,326	1,757	31,581
2018/19 TOTAL OPER EXP	2,381	2,216	3,041	2,264	2,458	2,459	3,951	1,949	3,536	4,138	2,913	2,688	33,994
2019/20 TOTAL OPER EXP	3,408	2,193	3,030	2,327									10,958
VARIANCE	1,027	-23	-11	63									0
													1,056

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2016/17 TOTAL NOI	636	3,734	3,701	3,746	4,034	4,140	4,369	4,186	4,336	3,435	3,588	4,272	44,176
2017/18 TOTAL NOI	3,888	4,005	4,160	3,427	3,360	2,114	2,467	4,152	3,867	4,106	2,967	4,132	42,645
2018/19 TOTAL NOI	3,940	3,776	3,284	5,508	3,853	2,306	3,173	4,393	2,682	2,127	6,181	2,727	43,950
2019/20 TOTAL NOI	2,588	2,332	7,682	3,889									16,490
VARIANCE	-1,353	-1,444	4,398	-1,619									0
													-17

February 6, 2020

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue, Suite 10
Chico, CA 95928

RE: 29 EVANSWOOD CIRCLE, OROVILLE

Dear Ed:

Please find enclosed for your review the following financial information for the month ending January 31, 2020, for 29 Evanswood Circle.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement.
3. Capital Improvement Summary.

29 Evanswood Circle remained fully occupied for the month of January with no move-outs, move-ins, or tenant notices. The total income for the month was \$1,000.80 with no unpaid rent.

Moving on to the expenses, there was \$5.30 in renting expenses for forms and office supplies for the month. The total administrative expenses were \$245.08 including \$100.08 for the management fee and \$145.00 in homeowner association dues. Utility expenses for the month were \$48.60. The property had no maintenance expenses in January. This brought the total operating expenses to \$298.98. The net operating income was \$701.82. There were no capital improvements this month.

As you review the Cash Balance Summary on the bottom of Page 1 of the Cash Flow Statement for December, you will note that the property ended the month with total cash on hand of \$32,288.70. Of that amount, \$31,388.70 is in the general checking account and \$900.00 in the deposit checking account.

Mr. Ed Mayer, Executive Director
Chico, California

February 6, 2020
Page 2

Please give me a call if you have any questions regarding the information enclosed or the unit.

Sincerely yours,

29 EVANSWOOD CIRCLE

A handwritten signature in dark ink, appearing to read 'RM' or 'Richard M. Gillaspie'.

Richard Gillaspie
Property Manager

RG:ph
Enclosures



GRIDLEY SPRINGS

February 2020

Property Status:

1. All continues to go well at Gridley Springs. Both GSI and GSII are 100% occupied with Zero notices to vacate.
2. GSI is scheduled for it's annual HOME inspection on Thursday 2/20/2020.
3. The Bonneville (Mortgage) Inspection that occurred on Tuesday 1/14/2020 went exceptionally well. There were zero findings and no follow up needed.
4. Devin and Kevin are in the process of completing their 2020 Annual Inspections.

Thank you!
Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
January 31, 2020

CASH SUMMARY - Operating Account

	JANUARY		4 months YTD	
	2020	%%	2020	%%
Total Rent Revenue	15,907.00	100.00%	62,857.00	100.00%
Vacancies	0.00	0.00%	(195.00)	-0.31%
Net Rental Revenue	15,907.00	100.00%	62,662.00	99.69%
Other Income	90.63	0.57%	390.34	0.62%
Total Revenue	15,997.63	100.57%	63,052.34	100.31%
Expenses:				
Administrative Expenses	6,407.58	40.28%	13,727.29	21.84%
Utilities	1,653.16	10.39%	6,986.69	11.12%
Operating & Maintenance	4,913.86	30.89%	15,882.63	25.27%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	764.26	4.80%	2,274.18	3.62%
Total Expenses	13,738.86	81.57%	38,870.79	41.78%
Net Operating Income	2,258.77	41.28%	24,181.55	36.38%
Interest and Finance Expense	565.08	3.55%	2,260.32	3.60%
Replacement Costs	0.00	0.00%	640.26	1.02%
Net Cash Flow from Operations	1,693.69		21,280.97	
Plus (Minus)				
Interest Income	(4.25)		(17.70)	
Unpaid Rent Collected (Owed)	2,228.00		587.00	
Prepaid Rent Received (Absorbed)	(1,855.00)		(445.45)	
Security Deposits Received (Refunded)	0.00		574.00	
Accrued Interest (Payment)	545.08		2,180.32	
Net Cash Increase (Decrease)	2,607.52		24,159.14	
Beginning of Period Cash Balance	64,609.17		46,180.05	
Contributions (Distributions) to Owner	0.00		0.00	
Transfer from (to) Impound Account	(399.58)		(1,598.32)	
Transfer From (to) Replacement Reserves	(450.00)		(1,800.00)	
Transfer from (to) Security account	0.00		(573.76)	
Ending Cash Balance - Operating Account	\$66,367.11		\$66,367.11	
- Replacement Reserve			\$107,830.54	
- Tax and Insurance Impounds			\$39,144.46	
- Security Deposit Accounts			\$14,508.37	

	Current Month	UNIT STATUS	Current Month
TENANT RECEIVABLES			
Rent and Rent Related Receivables			
Balance at Beginning of Month	2,660.00	Total Units	24
Uncollected (Collected) During Month	(2,228.00)	Vacant units at beginning of month	0
Written off to Bad Debts	0.00	Plus Units vacated during month	0
Balance at End of Month	\$432.00	Less move ins and deposits to hold	0
		Vacant units at end of month	0

Income Statement
HACB GRIDLEY SPRINGS II
As of
January 31, 2020

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	14,254.00	15,321.00	(1,067.00)	56,464.00	61,277.00	(4,813.00)
Tenant Assistance Payments	1,653.00	0.00	1,653.00	6,393.00	0.00	6,393.00
Total Revenue	15,907.00	15,321.00	586.00	62,857.00	61,277.00	1,580.00
Apartment Vacancies	0.00	(306.00)	306.00	(195.00)	(1,224.00)	1,029.00
Total Vacancies	0.00	(306.00)	306.00	(195.00)	(1,224.00)	1,029.00
NET RENTAL REVENUE	15,907.00	15,015.00	892.00	62,662.00	60,053.00	2,609.00
Interest Income-Other Cash	4.12	0.00	4.12	17.09	0.00	17.09
Interest Income-Sec Deposits	0.13	0.00	0.13	0.61	0.00	0.61
Total Financial Revenue	4.25	0.00	4.25	17.70	0.00	17.70
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	500.00	(500.00)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	0.00	0.00	0.00	0.00	0.00
Laundry Revenue	86.38	83.00	3.38	372.64	336.00	36.64
Total Other Revenue	86.38	208.00	(121.62)	372.64	836.00	(463.36)
TOTAL REVENUE	15,997.63	15,223.00	774.63	63,052.34	60,889.00	2,163.34
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	21.00	(21.00)	0.00	82.00	(82.00)
Credit Reports	0.00	0.00	0.00	0.00	0.00	0.00
IT Support Services	128.00	128.00	0.00	512.00	512.00	0.00
Telephone/Answering Service	126.87	0.00	126.87	202.43	0.00	202.43
Consulting/Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
Postage and Mailing	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Expense/Office Personnel	0.00	0.00	0.00	32.14	0.00	32.14
Office Supplies/Expenses	135.91	439.00	(303.09)	186.24	1,752.00	(1,565.76)
Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
Management Fee	1,080.00	1,080.00	0.00	4,275.00	4,320.00	(45.00)
Manager Salaries	1,261.80	1,342.00	(80.20)	4,827.76	5,364.00	(536.24)
Education/Registration fees	0.00	63.00	(63.00)	16.72	246.00	(229.28)
Legal Expense	0.00	125.00	(125.00)	0.00	500.00	(500.00)
Auditing Fees	3,675.00	0.00	3,675.00	3,675.00	3,500.00	175.00
Other Administrative Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative Expenses	6,407.58	3,198.00	3,209.58	13,727.29	16,276.00	(2,548.71)
Utility Expenses						
Electricity	125.05	292.00	(166.95)	506.92	1,164.00	(657.08)
Water	215.60	500.00	(284.40)	1,250.40	2,000.00	(749.60)
Gas	38.09	83.00	(44.91)	131.50	336.00	(204.50)
Sewer	807.59	912.00	(104.41)	3,230.55	3,636.00	(405.45)
Garbage and Trash Removal	466.83	663.00	(196.17)	1,867.32	2,664.00	(796.68)
Total Utility Expenses	1,653.16	2,450.00	(796.84)	6,986.69	9,800.00	(2,813.31)
Operating & Maintenance Expense						
Clean and Repair Apartment	120.00	0.00	120.00	120.00	0.00	120.00
Cleaning Supplies	195.00	0.00	195.00	195.00	0.00	195.00
Exterminating Contract	200.00	0.00	200.00	300.00	0.00	300.00
Tree Service	0.00	0.00	0.00	0.00	0.00	0.00
Grounds Contract	0.00	0.00	0.00	2,850.00	0.00	2,850.00
Grounds Maintenance and Supplies	284.00	0.00	284.00	852.00	0.00	852.00
Maintenance Personnel	1,224.72	1,342.00	(117.28)	4,734.96	5,364.00	(629.04)
Repair Materials	681.14	1,667.00	(985.86)	3,145.69	6,664.00	(3,518.31)
Repair Contract/Vendor Labor	1,060.00	1,825.00	(765.00)	1,753.00	7,300.00	(5,547.00)
Electrical Repair and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
HVAC Repair/Maintenance	0.00	1,667.00	(1,667.00)	590.00	6,664.00	(6,074.00)
Appliance Repair and Maintenance	0.00	0.00	0.00	130.82	0.00	130.82
Plumbing Repair and Supplies	329.00	0.00	329.00	329.00	0.00	329.00
Interior Painting and Supplies	820.00	0.00	820.00	820.00	0.00	820.00
Gas, Oil and Mileage	0.00	0.00	0.00	62.16	0.00	62.16
Fire Protection Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	4,913.86	6,501.00	(1,587.14)	15,882.63	25,992.00	(10,109.37)

Income Statement
HACB GRIDLEY SPRINGS II
As of
January 31, 2020

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	452.43	318.00	134.43	1,084.59	1,274.00	(189.41)
Property & Liability Insurance	0.00	150.00	(150.00)	0.00	600.00	(600.00)
Worker's Compensation	177.84	221.00	(43.16)	653.64	882.00	(228.36)
Health/Dental Insurance	133.99	193.00	(59.01)	535.95	766.00	(230.05)
Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes & Insurance Expenses	764.26	882.00	(117.74)	2,274.18	3,522.00	(1,247.82)
TOTAL EXPENSES	13,738.86	13,031.00	707.86	38,870.79	55,590.00	(16,719.21)
NET OPERATING INCOME (LOSS)	2,258.77	2,192.00	66.77	24,181.55	5,299.00	18,882.55
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	2,180.32	0.00	2,180.32
Bank Fees	20.00	0.00	20.00	80.00	0.00	80.00
Total Interest & Finance Expense	565.08	0.00	565.08	2,260.32	0.00	2,260.32
OPERATING PROFIT (LOSS)	1,693.69	2,192.00	(498.31)	21,921.23	5,299.00	16,622.23
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Replacement	0.00	0.00	0.00	640.26	0.00	640.26
Carpet/Flooring Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Replacements	0.00	0.00	0.00	640.26	0.00	640.26
NET CASH FLOW FROM OPERATIONS	1,693.69	2,192.00	(498.31)	21,280.97	5,299.00	15,981.97

Date: 2/3/2020

MEMO

To: Board of Commissions

From: Bow Lee, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for January 2020

Program Statistics for Period Ending	1/1/2020	1/1/2019
Number of participants as of last day of the month	30	39
Number of Orientation Briefings	2	5
Number of signed contracts	0	2
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	1	0
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	0
Number of participants with annual income increases (YTD)	1	0
Number of participants with new employment (YTD)	1	0
Number of participants with escrow accounts	23	27
Number of participants currently escrowing	17	23
Amount disbursed from escrow account	\$11,454.94	\$0.00
Balance of Escrow Account	\$112,725.06	\$126,219.23

FSS FY 2019 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2020)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	30
Number of FSS participants identified as a person with disabilities	7
Number of FSS participants employed	24
Number of FSS participants enrolled in higher/adult education	0
Number of FSS participants enrolled in school and employed	0
Number of FSS families receiving cash assistance	2
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	2
How many new FSS escrow accounts were established	0
Number of FSS families moved to non-subsidized housing	0
Number of FSS families moved to home-ownership	0

HACB CoC Programs: A Report to the Board of Commissioners for the Month of February 2020

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	2/2020 Enrollment	2/2020 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/19 - 9/30/20	\$42,720.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	4	\$2,795.00	\$30,350.25
SEARCH Samaritan Bonus	7/1/19 - 6/30/20	\$37,680.00	BCBH	BCBH	4	Unaccompanied adults, chronically homeless with SMI	Chico	3	\$1,612.00	\$21,812.60
SEARCH III- SHP	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	1	\$459.00	\$24,464.13
LINK PHB	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	3	Unaccompanied youth, ages 18-24, chronically homeless with SMI	Chico	1	\$367.00	\$24,835.06
SEARCH II - PHB	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	1	Unaccompanied adults, chronically homeless with SMI	Chico	1	\$425.00	\$24,854.00
City of Chico - LGP	7/1/19 - 6/30/20	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	0	\$0.00	\$9,000.00
City of Chico - TBRA	7/1/19 - 6/30/20	\$100,000.00	City of Chico	SSA	30	Low-income, under case management with self-sufficiency plan	Chico	11	\$6,913.00	\$37,003.45
BHHAP/Security Deposit	7/1/19 - 6/30/20	\$2,225.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$0.00
BHHAP/ASOC	7/1/19 - 6/30/20	\$11,170.00	BCBH	BCBH	10	Individuals with a mental illness with homelessness eligibility	Butte County	1	\$580.00	\$6,130.00
Totals		\$287,575.00			69			22	\$13,151.00	\$178,449.49

Acronym Legend

*BCBH: Butte County Department of Behavioral Health | *BHHAP: Behavioral Health Housing Assistance Program | *SHP: Supportive Housing Program | *PHB: Permanent Housing Bonus Program
 *TBRA: Tenant Based Rental Assistance | *LGP: Lease Guarantee Program | *SSA: Supportive Service Agency | *SMI: Serious Mental Health Disability

Last update: 2-6-2020

Path: Z:\Boutique Programs\Special Programs Budget and Reports

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
QUARTERLY CASH AND INVESTMENT REPORT
December 31, 2019

INVESTMENT	MATURITY		COST	MARKET VALUE	NON-FEDERAL	HUD	HUD	CA HCD	USDA-RD
	DATE	YIELD			FUNDS	PUBLIC HSG	HCV SEC. 8	RHCP-GSII	FARM LABOR
Umpqua - Operating Account		0.00	754,047.52	754,047.52	754,047.52				
Umpqua - Savings Account		VAR.	1,433,722.02	1,433,722.02	812,668.01	348,967.68	272,086.33		
Umpqua - Section 8 FSS Escrow		VAR.	108,317.84	108,317.84			108,317.84		
Umpqua - Sec. 125 Cafeteria Plan		0.00	6,698.97	6,698.97	6,698.97				
FNC - Money Market Funds		VAR.	457,395.02	457,395.02	115,455.32	91,939.70	250,000.00		
Mechanics Bank (Security Deposit box location)		0.00	2,700.00	2,700.00	2,700.00				
Petty Cash Accounts		0.00	100.00	100.00	100.00				
Gridley Springs II @ Sackett		0.00	225,488.71	225,488.71				225,488.71	
#29 Evanswood @ RSC		0.00	31,586.88	31,586.88	31,586.88				
Locust St balances @ RSC		0.00	44,787.16	44,787.16	44,787.16				
Park Place Apts @ RSC		0.00	104,712.05	104,712.05	104,712.05				
Lincoln Apts balances @ RSC		0.00	62,663.36	62,663.36	62,663.36				
Kathy Court balances @ RSC		0.00	21,731.95	21,731.95	21,731.95				
Alamont Apts balances @ RSC		0.00	92,382.11	92,382.11	92,382.11				
Evanswood balances @ RSC		0.00	102,235.20	102,235.20	102,235.20				
SUBTOTAL CASH ACCOUNTS			3,448,568.79	3,448,568.79	2,151,768.53	440,907.38	630,404.17	225,488.71	0.00
Umpqua FLH Operating Account		0.00	47,564.21	47,564.21					47,564.21
Umpqua FLH Construction Account		VAR.	183,680.47	183,680.47					183,680.47
Umpqua FLH Tax & Insurance		VAR.	17,698.22	17,698.22					17,698.22
Umpqua FLH Reserves Security Deposits		VAR.	314,565.77	314,565.77					314,565.77
Umpqua FLH Security Deposits		VAR.	42,466.05	42,466.05					42,466.05
TOTAL USDA-RD FARM LABOR			605,974.72	605,974.72	0.00	0.00	0.00	0.00	605,974.72
Bank of New York - Bond Replacement Res (128651) - Closed									
Bank of New York - Bond Debt Service Res (128650) - Closed									
Bank of New York - Principal & Interest Acct (128649) - Closed									
TOTAL HACB BOND RESERVES			0.00	0.00	0.00	0.00	0.00	0.00	0.00
PARS SECTION 115 TRUST	var		2,194,407.03	2,194,407.03	1,097,539.75	0.00	1,096,867.28		
Barklays Bank - Matured \$240k	10/18/2019	1.70							
Evergreen Bank Group - Matured \$240K	10/30/2019	2.30							
United Banker's Bank - Matured \$100k	11/12/2019	2.30							
American Express Fed Svgs - Matured \$200k	12/2/2019	1.65							
JPMorgan Chase - Called \$200k	4/8/2020	2.40							
Discover Bk Greenwood Del - DTD 3/7/2018	3/9/2020	2.40	150,000.00	150,000.00		150,000.00			
Royal Business Bk LA - DTD 9/30/19	3/30/2020	1.80	200,000.00	200,000.00	150,000.00		50,000.00		
Merchant Bank - DTD 11/19/19 - New	5/20/2020	1.65	240,000.00	240,000.00		240,000.00			
Meridian Bank - DTD 11/26/19 - New	5/26/2020	1.55	240,000.00	240,000.00		240,000.00			
Bank of America Charlotte NC - DTD 10/02/19 - New	7/2/2020	1.85	200,000.00	200,000.00			200,000.00		
University Iowa Cmnty - DTD 9/28/18	9/28/2020	2.90	100,000.00	100,000.00			100,000.00		
Wells Fargo Bk N A Sioux Falls- DTD 9/28/18	9/28/2020	2.90	100,000.00	100,000.00			100,000.00		
EnerBank USA - DTD 4/12/2019	10/13/2020	2.40	200,000.00	200,000.00			200,000.00		
First Choice Bank Cerritos CA - DTD 05/22/19	11/23/2020	2.40	200,000.00	200,000.00	180,000.00	20,000.00			
Comenity Capital Bank - DTD 4/15/2019	4/15/2021	2.50	200,000.00	200,000.00		200,000.00			
TOTAL FNC CD'S			1,830,000.00	1,830,000.00	330,000.00	850,000.00	650,000.00	0.00	0.00
Self-Help Credit Union - CD DTD 2/10/19	2/10/2020	2.10	101,875.65	101,875.65	101,875.65				
TOTAL CD'S			1,931,875.65	1,931,875.65	431,875.65	850,000.00	650,000.00	0.00	0.00
TOTAL HOUSING AUTHORITY CASH & INVESTMENTS			8,180,826.19	8,180,826.19	3,681,183.93	1,290,907.38	2,377,271.45	225,488.71	605,974.72

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
QUARTERLY CASH AND INVESTMENT REPORT
December 31, 2019

INVESTMENT	MATURITY DATE	YIELD	COST	MARKET VALUE
1200 Park Avenue, L.P.; 11/23/2004	11/23/2054	4.84	675,000.00	1,172,761.80
Chico Harvest Park, L.P.; 1/29/2013	1/28/2068	2.31	600,000.00	692,118.78
TOTAL for HACB Mortgages & Loans			1,275,000.00	1,864,880.58

* interest compounds to principal June 1st annually

* interest compounds to principal May 1st annually

BCAHDC				
BCAHDC Umpqua Operating Account				32,543.55
BCAHDC Tri-Counties Bank - CD	6/30/2019	0.10		250,000.00
BCAHDC Cordillera Bank Balances @ RSC				33,730.51
BCAHDC Cordillera Umpqua Reserve & Sec.Dep. Account				293,315.44
TOTAL for BCAHDC				609,589.50

BCAHDC - Note Receivable			
Note Receivable HACB	9/19/2020	3.00	350,000.00

BANYARD MANAGEMENT	
Banyard - Umpqua General Savings	235,261.83
TOTAL for BANYARD MGT	235,261.83

TAX CREDIT PROJECTS				
Walker Commons Oper Acct @ AWI			139,535.48	
Walker Commons Petty Cash @ AWI			350.00	
Walker Commons Security Deposits @ AWI			22,390.00	
Walker Commons Savings Acct (Reserves) @ AWI			175,461.11	
Walker Commons Savings Acct @ AWI			35,480.61	
Walker Commons - Banner Bank CD: 8/25/2018	8/25/2019	0.45	100,893.00	
TOTAL for WALKER COMMONS			474,110.20	
Chico Commons Checking @ AWI			68,307.88	
Chico Commons Oper Account @ AWI			100,058.88	
Chico Commons Petty Cash @ AWI			250.00	
Chico Commons T&I Account @ AWI			6,067.09	
Chico Commons Security Deposits @ AWI			42,985.00	
Chico Commons Savings (Replacement Reserves)			11,618.28	
TOTAL for CHICO COMMONS			229,287.13	

1200 Park Ave Operating Account @ AWI	134,348.79
1200 Park Ave Petty Cash @ AWI	250.00
1200 Park Ave Savings Account @ AWI	10,135.11
1201 Park Ave T&I Account @ AWI	15,797.91
1200 Park Ave Security Deposit Acct @ AWI	35,879.00
1200 Park Ave Repl. Reserves @ AWI	306,773.74
TOTAL for 1200 PARK AVENUE	503,184.55

Harvest Park Cash @ WINN	344,853.00
TOTAL for HARVEST PARK	344,853.00

Gridley Springs I Cash @ Sackett	359,528.30
Gridley Springs I Escrow Accounts @ Sackett	305,130.78
TOTAL for GRIDLEY SPRINGS I	664,659.08

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
RESTRICTED VS. UN-RESTRICTED FUNDS ANALYSIS
December 31, 2019

	a	b	c	=a-b-c		
HACB - Primary Government						
	Total Cash & Current A/R	Restricted Cash	Current Liabilities	12/31/2019 Available Fund Balance	12/31/2018 Available Fund Balance	Notes / Change
Unrestricted HA Owned						
Park Place Apts (Oro)	191,444	57,793	1,044,906	-911,255	-389,351	PARS trust / post bond pay-off
Lincoln Apts	805,449	0	364,424	441,025	423,846	post bond pay-off
Kathy Ct Apts	1,089,636	0	0	1,089,636	-201,764	post bond pay-off
Alamont Apts	81,656	0	19,757	61,899	421,640	post bond pay-off
Evanswood Estates	-394,453	0	26,753	-421,206	149,851	post bond pay-off
2000A Bond Total	1,773,732	57,793	1,455,840	260,099	404,222	
General Fund	2,100,265	911,060	188,300	1,000,905	1,209,587	PARS trust
Continuum of Care	0	0	37,737	-37,737	-101,613	to be billed
Demo Housing	614,753	95,203	8,388	511,162	527,820	PARS trust
Locust St Apts	271,031	33,484	8,734	228,813	191,541	
Total Unrestricted HA Owned	4,759,781	1,097,540	1,698,999	1,963,242	2,231,557	-268,315
Restricted to Federal and/or State Program						
HCD Gridley Springs II	228,149	146,121	16,917	65,111	79,994	Replacement & Op. Reserves
HUD Public Housing	1,385,938	0	205,104	1,180,834	1,061,468	
USDA Farm Labor Housing	638,126	515,944	100,778	21,404	508	Rep. Reserves/Construction
HUD Section 8 HCV	2,243,920	1,255,286	137,924	850,710	1,927,835	HAP; FSS Escrow; PARS
HUD FSS Program (S8)	133,352	0	0	133,352	131,356	Old carryover grant funds
Total Federal/State Programs	4,629,485	1,917,351	460,723	2,251,411	3,201,161	-949,750
TOTAL HACB PRIMARY GOV¹	9,389,266	3,014,891	2,159,722	4,214,653	5,432,718	-1,218,065

HACB - Component Units						
	Total Cash & Current A/R	Restricted Cash	Current Liabilities	12/31/2019 Available Fund Balance	12/31/2018 Available Fund Balance	Notes / Change
Restricted to Mission Stmt						
BCAHDC						
BCAHDC General Fund	673,743	0	41,681	632,062	581,320	50,742
Cordillera Apartments	327,924	0	14,408	313,516	378,564	-65,048
TOTAL BCAHDC	1,001,667	0	56,089	945,578	959,884	
Banyard Management	235,262	0	648	234,614	216,309	18,305
1200 Park Avenue, LLC	0	0	0	0	0	



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Certificate of Recognition

2020 Disaster Recovery and Resiliency Award

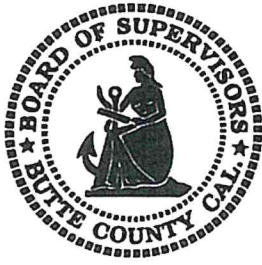
This certificate is awarded to:

**Housing Authority of
the County of Butte**

Presented by

A blue ink signature of Gerard R. Windt is written over a horizontal green line. The signature is a stylized, cursive script.

Gerard R. Windt, Director



Butte County Board of Supervisors

25 County Center Drive, Suite 200
Oroville, California 95965

T: 530.552.3300
F: 530.538.7120

www.buttecounty.net/administration

Members of the Board

Bill Connelly | Debra Lucero | Tami Ritter | Steve Lambert | Doug Teeter

February 11, 2020

Rich Ober

Dear Mr. Ober

On February 11, 2020, the Butte County Board of Supervisors appointed you to serve on the Housing Authority of the County of Butte (HCAB) as the District 2, Commissioner. The term of this appointment shall end January 9, 2023.

On behalf of the Board of Supervisors, I would like to convey to you our appreciation for your willingness to serve the people of Butte County in this appointive capacity. We would like to thank you for accepting this appointment and go on record assuring you that your service to your fellow residents is recognized and appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Steve Lambert".

Steve Lambert
Chair of the Board of Supervisors

cc: Housing Authority of the County of Butte (HCAB)

February 14, 2020

MEMO

To: HACB Board of Commissioners

From: Bow Lee, Special Programs Coordinator

Subject: Resolution No. 4764
Section 8 FSS Graduate – Diana Palmer

Diana Palmer enrolled into the Section 8 Family Self-Sufficiency (FSS) program on January 1, 2015. During the time she was in the FSS program, Diana experienced a few challenges that hindered her path to self-sufficiency. Diana had medical issues that prevented her from working, eventually causing her to cease all employment. Diana also is a survivor of the Camp Fire Disaster, being displaced from her home. All of her goals in the FSS program were effectively “on hold” during this devastating time, as Diana sought to resettle in Butte County. Almost a year after the Camp Fire, Diana found both housing and a job in Chico. Diana is hopeful that once Paradise is rebuilt again, she will move back, to achieve the rest of her goals, even though she will no longer be an FSS participant be in the FSS program anymore.

Recommendation: motion to approve Resolution No. 4764

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4764

RECOGNITION OF FSS GRADUATE

DIANA PALMER

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Butte wishes to recognize the graduates of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program (FSS); and

WHEREAS, DIANA PALMER entered the FSS program in January 2015; and

WHEREAS, DIANA PALMER successfully completed her FSS Contract of Participation, effective January 31, 2020, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

WHEREAS, DIANA PALMER obtained and maintained suitable employment and has been free of welfare assistance for over one year; and

WHEREAS, DIANA PALMER, in completing her Contract of Participation, has accrued an FSS escrow balance of \$11,454.94;

NOW, THEREFORE, BE IT KNOWN that the Board of Commissioners of the Housing Authority of the County of Butte congratulates and presents this Resolution in recognition of DIANA PALMER successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: February 20, 2020

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

MEMO

Date: February 14, 2020

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: HUD Public Housing, Section 8 HCV, Shelter+Care and Other Programs
Household Income Determination - Passbook Savings Rate

This is a routine and annual action.

In the HUD Public Housing, Section 8, and Homeless programs, Annual Income is defined in 24 CFR 5.609(b), which addresses earned and/or imputed income from assets. If a household's assets exceed \$5,000, the household's annual income includes the greater of actual income derived from the asset, or the asset's imputed income, which is based upon a passbook saving rate, as determined by the HACB.

In accordance with the guidance contained in PIH Notice 2012-29, issued June 21, 2012, each PHA establishes its own passbook rate.

PHAs may establish a passbook rate within 75 basis points (plus or minus .75 percent) of the FDIC Saving National Rate in effect at the time of PHA Passbook Savings Rate determination. The HACB seeks to establish its passbook savings rate on March first of each year, consistent with prior HUD practice. The last HUD approved passbook savings rate, as determined by HUD, was 0.13%, effective March 1, 2012. In March 2013 the HACB Board of Commissioners approved a passbook savings rate of 0.07%. In recent years, the HACB Board approved passbook savings rates of 0.06% in 2017, 0.07% in 2018, and 0.09% in 2019.

The current published FDIC Saving National Rate, as of February 3, 2020 is 0.09%. Thus, the range the HACB may consider falls between 0% and 0.84%. A recent survey of local banks determined the average passbook saving rate to be 0.027% (see survey, attached). Consistent with past HUD and agency practice, staff recommends use of the National Savings Rate, because the actual impact of the interest rates at this time are minimal, they remain so low.

Recommendation: motion to set Passbook Savings Rate at .09%, effective March 1, 2020, for purposes of determining participating household income in the HUD Public Housing, Section 8 HCV, and Shelter+Care Permanent Housing and Supportive Housing programs; and other HACB-administered tenant-based rental assistance programs where actual or imputed asset income is considered in calculation of total household income.

Survey of Passbook Savings Rates - February 2020

	<u>Date</u>	<u>Rate</u>
Wells Fargo	2/3/2020	0.01%
Bank of America	2/3/2020	0.03%
Tri Counties	2/1/2020	0.01%
Northern Cal. Bank	2/10/2020	0.05%
Umpqua	2/10/2020	0.01%
Mechanics Bank	2/3/2020	0.05%
National Saving Rate (FDIC)	2/3/2020	0.09%
Average - Local:		0.027%
Average - Local and National:		0.036%
Passbook Saving Rate - set by HUD, March 1, 2012:		0.13%
Passbook Saving Rate - set by HACB - effective March 1, 2013:		0.07%
Passbook Saving Rate - set by HACB - effective March 1, 2014:		0.06%
Passbook Saving Rate - set by HACB - effective March 1, 2015:		0.06%
Passbook Saving Rate - set by HACB - effective March 1, 2016:		0.06%
Passbook Saving Rate - set by HACB - effective March 1, 2017:		0.06%
Passbook Saving Rate - set by HACB - effective March 1, 2018:		0.07%
Passbook Saving Rate - set by HACB - effective March 1, 2019:		0.09%
Proposed Passbook Saving Rate - set by HACB - effective March 1, 2020:		0.09%



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PUBLIC AND INDIAN HOUSING

Special Attention of:

Regional Directors: State and Area
Coordinators; Regional Economists;
Public Housing HUB Directors;
Public Housing Agencies

Notice

PIH 2012-29

Issued:

June 21, 2012

Expires:

Effective until
Amended, Superseded
or Rescinded

Cross References:

Subject: Establishing the Passbook Savings Rate

1. Purpose.

This Notice clarifies program policy related to the passbook savings rate used to determine annual income from net family assets. Under 24 CFR §5.609(b)(3), when determining annual income for families who apply for or receive assistance in the Housing Choice Voucher (HCV) and public housing programs, a public housing agency (PHA) includes in annual income the greater of either: (1) actual income resulting from all net family assets; or (2) a percentage of the value of such assets based upon the current passbook savings rate as determined by the U.S. Department of Housing and Urban Development (HUD) when a family has net assets in excess of \$5000. This Notice also minimizes the administrative burden on Field Offices and PHAs in conducting a survey of local banks, by relying on a rate that is publicly available and based upon recent market data.

2. Applicability.

This Notice applies to all PHAs and localities that operate a HCV program, public housing program, or Section 8 Moderate Rehabilitation program. Moving-To-Work (MTW) agencies, to the extent they have established an alternate policy in their MTW plan, are excluded from the provisions of this Notice.

3. Passbook Savings Rate.

This notice provides guidance to supplement information provided in the Form HUD-50058 Instruction Booklet, Public Housing Occupancy Guidebook, and the Housing Choice Voucher Program Guidebook on the passbook savings rate used to calculate imputed income from assets. The guidance in this notice supersedes any guidance included in the above referenced form and guidebooks.

Safe Harbor

The PHA may establish its own passbook rate that the PHA will apply in calculating imputed assets from income. The PHA should review its passbook rate at least annually to determine that it is within the safe harbor range. The PHA must apply its policy to calculate

imputed asset income consistently to all participants.

PHAs may establish a passbook rate within 75 basis points (plus or minus .75 percent) of the Savings National Rate in effect at the time the PHA establishes the passbook rate.¹ The passbook rate may not be less than 0 percent. The Savings National Rate is a simple average of rates by United States (US) depository institutions as calculated by the Federal Deposit Insurance Corporation (FDIC). The FDIC publishes this rate on a weekly basis. The PHA can access historical and current Savings National Rates at the following website:
www.fdic.gov/regulations/resources/rates/.

Examples: If the published FDIC Savings National Rate at the time the PHA establishes its passbook rate is .12%. Acceptable passbook rate would fall in the range between 0% and 0.87%. If the published FDIC Savings National Rate at the time the PHA establishes its passbook rate is .92%. Acceptable passbook rate would fall in the range between 0.17% and 1.67%.

4. For Further Information.

For further information regarding this Notice, please contact Brian Gage, in the Office of Public Housing and Voucher Programs at 202-402-4254.

/s/

Sandra B. Henriquez
 Assistant Secretary for Public and Indian Housing

¹ The 75 basis points threshold is consistent with interest rate restrictions applicable to less than well capitalized institutions under Part 337.6 of the FDIC Rules and Regulations.

February 14, 2020

MEMO

To: Board of Commissioners

From: Sue Kemp, Finance Director

Subject: Banyard Management
Butte County Affordable Housing Corporation
Corporate Services Agreement – Annual Contract Rates

The HACB currently contracts with Butte County Affordable Development Corporation (BCAHC) and Banyard Management to provide administrative capacity to perform their Corporate Services functions. Compensation is on an hourly “Fee for Services” reimbursement basis. The contracts are ongoing, with provision to adjust billing rates annually.

Hourly contracted billing rates to be updated follow, with the Proposed Rates (attached) to be effective March 1, 2020

Per individual, the rates increased between 5% to 12% over last year. Changes included Step and Longevity increases; 3% cost of living effective January 1, 2020; and a 3% total increase to payroll taxes and benefits, including health insurance and CalPERS.

These rates are based upon actual salary and benefits plus the 2020 HACB overhead rate, currently budgeted at 20.1%.

Recommendation: Motion to approve new HACB Hourly Billing Rates to Banyard Management and BCAHC Corporate Services Agreements, effective March 1, 2020.



HOUSING AUTHORITY of the County of Butte

(530) 895-4474
FAX (530) 895-4469
TDD/TTY (800) 735-2929
(800) 564-2999 Butte County Only
WEBSITE: www.butte-housing.com
2039 Forest Avenue • Chico, CA 95928

Corporate Services Agreements (2)

- Banyard Management
- Butte County Affordable Housing Development Corporation

Annual Billing Rate Adjustments

HOURLY BILLING RATES

	Old Rates Rates	New Rates*
Executive Director	\$140.00	\$149.00
Deputy Executive Director	\$109.00	\$116.00
Finance Director	\$102.00	\$108.00
Admin. Operations Director	\$ 86.00	\$ 96.00
Executive Assistant	\$ 46.00	\$ 49.00
Systems Administrator	\$ 78.00	\$ 82.00

**New Rates to be effective March 1, 2020*



The Housing Authority is an equal opportunity employer and housing provider.



HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4765

AMENDMENT TO
HOUSING AUTHORITY OF THE COUNTY OF BUTTE
EXPENSE AND USE OF PUBLIC RESOURCES POLICY STATEMENT

WHEREAS, on October 19, 2006, by means of Resolution No. 4208, the Board of Commissioners of the Housing Authority of the County of Butte (HACB) adopted the HACB Expense and Use of Public Resources Policy Statement which stipulates agency policy for Commissioner travel and expense reimbursement; and

WHEREAS, on January 20, 2011, by means of Resolution No. 4387, the Board of Commissioners of the Housing Authority of the County of Butte (HACB) revised the HACB Expense and Use of Public Resources Policy Statement to comply with U.S. Internal Revenue Service (IRS) Publication 1542 regarding the taxable nature of travel expense reimbursements for meals and incidentals; and

WHEREAS, the HACB has determined its Expense and Use of Public Resources Policy Statement requires revision in order to simplify administration; specifically, as permitted under IRS guidelines, that Meals & Incidental Expenses (M&IE) be changed from receipt based, to straight per diem allowance; and

WHEREAS, such policy change renders M&IE policy for Commissioners the same as for HACB employees; and

WHEREAS, the HACB has determined that the proposed revision to its Expense and Use of Public Resources Policy Statement to be in the best interest of HACB;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt revision to its Expense and Use of Public Resources Policy Statement, such revision to change administration of Meals & Incidental Expenses (M&IE) from receipt based to straight per diem allowance, such revision attached to and made a part of this Resolution Number 4765, such changes to be implemented effective March 1, 2020.

Dated: February 20, 2020.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
EXPENSE AND USE OF PUBLIC RESOURCES POLICY STATEMENT**

FINDINGS

1. Whereas, the Housing Authority of the County of Butte (~~Authority~~HACB) takes its stewardship over the use of its limited public resources seriously.
2. Whereas, public resources should only be used when there is a substantial benefit to the ~~Authority~~HACB.
3. Whereas, such benefits include:
 - A. The opportunity to discuss the community's concerns with state and federal officials;
 - B. Participating in regional, state and national organizations whose activities affect the ~~Authority~~HACB;
 - C. Attending educational seminars designed to improve officials' skill and information levels; and
 - D. Promoting public service and morale by recognizing such service.
4. Whereas,
 - A. Legislative and other regional, state and federal agency business is frequently conducted over meals;
 - B. Sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the ~~Authority~~HACB's policy concerns; and
 - C. Each meal expenditure must comply with the limits and reporting requirements of local, state and federal law.
5. Whereas, this policy provides guidance to elected and appointed officials on the use and expenditure of ~~Authority~~HACB resources, as well as the standards against which those expenditures will be measured.
6. Whereas, this policy satisfies the requirements of Government Code sections 53232.2 and 53233.3.

7. Whereas, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources.
8. Whereas, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.
9. Whereas, this policy also applies to any charges made to an AuthorityHACB credit card, cash advances or other line of credit. The AuthorityHACB credit card must not be used for personal expenses. Reimbursement is not a justification for unofficial credit card use.

PER DIEM PAYMENTS FOR MEETINGS

A Commissioner shall not be employed by the AuthorityHACB, but will receive a per diem payment of \$50 for attendance at each AuthorityHACB meeting not to exceed four (4) AuthorityHACB meetings per month. Commissioners shall certify once, or as circumstances change, the actual mileage traveled to attend the Board meeting and shall be reimbursed for mileage at the current IRS rate.

AUTHORIZED EXPENSE

AuthorityHACB funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized AuthorityHACB business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on AuthorityHACB adopted policy positions;
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional state and national organizations whose activities affect the AuthorityHACB's interests;
4. Recognizing service to the AuthorityHACB (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Attending AuthorityHACB events; and
6. Implementing an AuthorityHACB-approved strategy for attracting or retaining businesses to the AuthorityHACB, which will typically involve at least one staff member.

All other expenditures require prior approval by the AuthorityHACB's Governing Board.

Examples of personal expenses that the AuthorityHACB will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expense, including theatre, movies (either in-room or at the theatre), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
6. Personal losses incurred while on AuthorityHACB business.

Any questions regarding the propriety of a particular type of expense should be resolved by the AuthorityHACB's Director (or designee) before the expense is incurred.

COST CONTROL

To conserve AuthorityHACB resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the AuthorityHACB will be limited to the costs that fall within the guidelines.

1. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one AuthorityHACB official is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

2. Airfare

Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel), the California State Association of Counties (www.csac.counties.org/default.asp?id=635) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

3. Automobile

Automobile mileage is reimbursed at the ~~Authority~~HACB's adopted rate, or, if one is not adopted, then current Internal Revenue Service rates. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. This rate will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

4. Car Rental

Rental rates that are equal or less than those available through the State of California's website (www.catravelsmart.com/default.htm) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

5. ~~Taxis/Shuttles~~Public Transportation

Public transportation fares (i.e., ~~taxis~~, ~~or shuttle fares~~, Uber/Lift) may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

6. Lodging

Lodging expenses will be reimbursed or paid for when travel of official ~~Authority~~HACB business reasonably requires an overnight stay.

7. Conferences/Meetings

If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.

8. Other Lodging

Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at www.catravelmart.com/lodguideframes.htm. Lodging rates that are equal to or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.priceline.com or an equivalent service shall be considered reasonable and hence reimbursable.

9. Travel Meals and Incidental Expenses

When traveling on HACB business and overnight lodging is required, the HACB will pay actual transportation and room costs. Expenses for meals, and other allowable incidental expenses while traveling, shall be advanced and reimbursed up to a maximum of the current Federal per diem rate per locality for all anticipated meals and incidental expenses. Incidental expenses include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, fees and tips for services such as those to waiters, baggage handlers, or maids and transportation to and from restaurants for meals.

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Meals and Incidentals (M&IE) shall be paid per the "US General Services Administration M&IE Breakdown" table per locality as follows:

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- M&IE Total – the full daily amount received for a single calendar day of travel when that day is neither the first nor the last date of travel. M&IE Total = Breakfast + Lunch + Dinner + incidentals.
- First and last day of travel – amount received on the first and last day of travel equals 75% of total M&IE.
- Breakfast, lunch, dinner, incidentals – If meal(s) are provided for at the conference or training, separate amounts for non-provided meals and incidentals will be covered. Please check your conference agenda for this information.

Reimbursable meal expenses and associated gratuities will not exceed:

current federal per diem rate by locality for all meals and incidental expenses

The Traveler may utilize or be reimbursed up to the full amount for each day provided that receipts or backup material support such expense. Any expense in excess of this rate is the responsibility of the Traveler. All funds not used or accounted for must be returned to the HACB.

Such amounts will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau

~~of Labor Statistics Consumer Price Index, all urban consumers for the most relevant Metropolitan Area. (The annual adjustment will be based on this area whether travel is within the area or not.)~~ The AuthorityHACB will not pay for alcohol/personal bar expenses.

10. Telephone/Fax/Cellular

Officials will be reimbursed for actual telephone and fax expenses incurred on AuthorityHACB business. Telephone bills should identify which calls were made on AuthorityHACB business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

11. Internet

Officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if Internet access is necessary for AuthorityHACB-related business.

12. Airport Parking

Long-term parking must be used for travel exceeding 24-hours.

~~——Other~~

~~Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed. Expenses for which Authority officials receive reimbursement from another agency are not reimbursable.~~

CASH ADVANCE POLICY

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the AuthorityHACB's behalf. Such request for an advance should be submitted to the AuthorityHACB Director (or designee) seven days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of the AuthorityHACB;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and

4. The dates of the expenditure(s).

Any unused advance must be returned to the AuthorityHACB treasury within five business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

In the event that AuthorityHACB's Director (or designee) is uncertain as to whether a request complies with this policy, such individual must seek resolution from the AuthorityHACB Governing Board.

CREDIT CARD USE POLICY

The AuthorityHACB does not issue credit cards to individual office holders but does have an agency credit card for selected AuthorityHACB expenses. AuthorityHACB office holders may use the AuthorityHACB's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the AuthorityHACB credit card and compliance with this policy must be submitted within five business days of use.

AuthorityHACB credit cards may not be used for personal expenses, even if the official subsequently reimburses the AuthorityHACB.

EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the AuthorityHACB. This form shall include the following advisory:

All expenses reported on this form must comply with the AuthorityHACB's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the AuthorityHACB's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the AuthorityHACB's adopted legislative positions and priorities.

Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

AUDITS OF EXPENSE REPORTS

All expenses are subject to verification that they comply with this policy.

REPORTS TO GOVERNING BOARD

At the following **AuthorityHACB** Board meeting, each official shall briefly report on meetings attended at **AuthorityHACB** expense. If multiple officials attended, a joint report may be made.

COMPLIANCE WITH LAWS

AuthorityHACB officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other laws.

VIOLATION OF THIS POLICY

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

1. Loss of reimbursement privileges;
2. A demand for restitution to the **AuthorityHACB**;
3. The **AuthorityHACB**'s reporting the expenses as income to the elected official to state and federal tax authorities;
4. Civil penalties of up to \$1,000 per day and three times the value of the resources used, and
5. Prosecution for misuse of public resources.

(LABOR HOUSING LOAN AND GRANT TO A NONPROFIT CORPORATION)

LOAN AND GRANT RESOLUTION OF _____, 20____

RESOLUTION OF THE BOARD OF DIRECTORS OF _____
_____ PROVIDING FOR OBTAINING FINANCIAL
ASSISTANCE IN THE AMOUNT \$ _____ TO AID IN FINANCING FEDERALLY
DEFINED LOW-RENT HOUSING AND RELATED FACILITIES FOR LOW-INCOME
DOMESTIC FARM LABOR, AND RELATED MATTERS.

Whereas _____
(herein referred to as the "Corporation") is organized and operating under
_____ and the board of
(authorizing State statute)
directors of the Corporation has determined that —

(a) The Corporation should provide low-rent housing and related facilities for low-income domestic farm labor, as defined in title V of the Housing Act of 1949.

(b) The estimated total cash development cost of such housing and facilities amounts to
\$ _____.

(c) For such purpose the Corporation is able to furnish from its own resources \$ _____.

(d) The Corporation will need financial assistance in the amount of \$ _____ which the Corporation is
unable to obtain from other sources for such purpose upon terms and conditions which the Corporation could
reasonably be expected to fulfill.

(e) Of such amount of needed financial assistance the Corporation will be able to repay, with interest at 1%
per annum, the amount of \$ _____ over a repayment period of _____ years, if the balance of
\$ _____ is made available to the Corporation as a grant.

(f) The housing and related facilities will fulfill a pressing need in the area in which they are or will be
located.

(g) The housing and facilities cannot be provided without the aid of a grant in the amount stated above:

These requirements do not supersede the applicable requirements for receipt of Federal funds stated in 7 CFR parts 3015, "Uniform Federal Assistance Regulations," 3016, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," or 3019, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 15 minutes 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.

THEREFORE BE IT RESOLVED:

1. Application for Loan and Grant. The Corporation shall apply to the United States of America, acting through Rural Development, United States Department of Agriculture (herein called "the Government") for a loan of \$ _____ and a grant of \$ _____, pursuant to Title V of the Housing Act of 1949. The loan and the grant shall be used only for the specific eligible purposes approved by the Government, in order to provide low-rent housing and related facilities for low-income domestic farm labor. Such housing and facilities and the land constituting the site may be referred to herein as the "housing."

2. Execution of Loan and Grant Instruments. To evidence the loan the Corporation shall issue a promissory note (herein referred to as "the Note"), signed by its President and attested by its Secretary, with its corporate seal affixed thereto, for the amount of the loan, payable in installments over a period of _____ years, bearing interest at a rate not to exceed _____ percent per annum, and containing other terms and conditions prescribed by the Government. To evidence the obligations of the grant, the Corporation shall execute an instrument in the form attached hereto entitled "Labor Housing Grant Agreement" and referred to herein as the "Grant Agreement," evidencing terms and conditions upon which the grant is made by the Government and the obligations of the Corporation with respect thereto. To secure the note and/or all other obligations and agreements of the Corporation with respect to the loan as required by the Government, the President and the Secretary are hereby authorized to execute a security instrument giving a lien upon or security interest in the housing and such other property as the Government shall require, including an assignment of or security interest in the rents and profits as collateral security to be enforceable in the event of any default by the Corporation. The President and the Secretary are further authorized to execute any other security and other instruments, agreements, and documents required by the Government for the loan or grant. The indebtedness and other obligations of the Corporation under the note, Grant Agreement, this resolution, the security instrument, and any other instruments and agreements related to the loan or grant are herein called the "loan and grant obligations."

3. Equal Employment Opportunity under Construction Contracts and Nondiscrimination in the Use of Occupancy and Housing and in Any Other Benefits of the Loan or Grant. The President and the Secretary are hereby authorized and directed to execute on behalf of the Corporation (a) any undertakings and agreements required by the Government regarding nondiscrimination in the use and occupancy of housing, (b) Form RD 400- 1, "Equal Opportunity Agreement," involving an Equal Opportunity Clause to be incorporated in or attached as a rider to each construction contract which exceeds \$ 10,000 in amount and is paid for in whole or in part with loan or grant funds, and (c) Form RD 400-4, "Assurance Agreement (Under Title VI, Civil Rights Act of 1964)," a copy of which is attached hereto and made a part hereof.

4. Supervised Bank Account. The proceeds of the loan and grant and the amount of \$ _____ to be contributed by the Corporation from its own fund and used for approved eligible purposes shall be deposited in a "supervised bank account" as required by the Government. Amounts in the supervised bank account exceeding \$100,000 shall be secured by the financial institution in advance in accordance with U. S. Treasury Department regulations, 31 CFR part 202. As provided by the terms of the agreement creating the supervised bank account, all funds therein shall, until duly expended, collaterally secure the loan and grant obligations. Withdrawals from the supervised bank account by the Corporation shall be made only on checks signed by the _____ of the Corporation and countersigned by the County Supervisor or other authorized official of Rural Development, and only for the specific eligible purposes approved in writing by the Government. The Corporation's share of any liquidated damages or other monies paid by defaulting contractors of their sureties shall be deposited in the supervised bank account to assure completion of the project. When all approved items eligible for payment with loan or grant funds are paid in full, any balance remaining in the supervised bank account shall be treated as a refund of loan and grant funds in the same ratio as that between the amounts of the loan and grant, and the supervised bank account shall be closed.

5. Accounts for Housing Operations and Loan Servicing. The Corporation shall establish on its books the following accounts, which shall be maintained so long as the loan or grant obligations continue: A General Fund Account, an Operation and Maintenance Account, a Debt Service Account, and a Reserve Account. Funds in said accounts shall be deposited in a bank or banks insured by the Federal Deposit Insurance Corporation, except for any portion invested in readily marketable obligations of the United States as authorized by section 9. The Treasurer of the Corporation shall execute a fidelity bond, with a surety company approved by the Government, in an amount not less than the estimated maximum amount of such funds to be held in said accounts at any one time. The United States of America shall be named as co-obligee, and the amount of the bond shall not be reduced without the prior written consent of the Government. The Corporation in its discretion may at any time establish and utilize additional accounts to handle any funds not covered by the provisions of this resolution.

6. General Fund Account. By the time the loan and grant are closed the Corporation shall from its own funds deposit in the General Fund Account the amount of \$_____. All income and revenue from the housing shall upon receipt be immediately deposited in the General Fund Account. The Corporation may also in its discretion at any time deposit therein other funds, not otherwise provided for by this resolution, to be used for any of the purposes authorized in section 7, 8, or 9. Funds in the General Fund Account shall be used only as authorized in said sections and, until so used, shall be held by the Corporation in trust for the Government as security for the loan and grant obligations.

7. Operation and Maintenance Account. Not later than the 15th of each month, out of the General Fund Account shall be transferred to the Operation and Maintenance Account, sufficient amounts to enable the Corporation to pay from the Operation and Maintenance Account the actual, reasonable, and necessary current expenses, for the current month and the ensuing month, of operating and maintaining the housing not otherwise provided for. Current expenses may include, in addition to expenses occurring or becoming due monthly, monthly accumulations of proportionate amounts for the payment of items which may become due either annually or at irregular intervals, such as taxes and insurance and normal repair and replacement of furnishings and equipment reasonably necessary for operation of the housing. Current expenses may also include initial purchase and installation of such furnishings and equipment with any funds deposited in and transferred from the General Fund Account which are not proceeds of the loan and, unless the Government gives prior written consent, are not income or revenue from the housing.

8. Debt Service Account. Each month, immediately after the transfer to the Operation and Maintenance Account provided for in section 7, or after it is determined that no such transfer is called for, any balance remaining in the General Fund Account, or so much thereof as may be necessary, shall be transferred to the Debt Service Account until the amount in the Debt Service Account equals the amount of the next installment due on the loan. Funds in the Debt Service Account shall be used only for payments on the loan obligations while they continue and, until so used, shall be held by the Corporation in trust for the Government as security for the loan and grant obligations.

9. Reserve Account. (a) Immediately after each transfer to the Debt Service Account as provided in section 8, any balance in the General Fund Account shall be transferred to the Reserve Account. Funds in the Reserve Account may be used only as authorized in this resolution and until so used shall be held by the Corporation in trust as security for the loan and grant obligations. Transfers at a rate not less than \$_____ annually shall be made to the Reserve Account until the amount in the Reserve Account reaches the sum of \$_____ and shall be resumed at any time when necessary, because of disbursements from the Reserve Account, to restore it to said sum. Of such sum, at least 50 percent shall be maintained on a cash basis, referred to herein as the "cash reserve". After the cash reserve reaches the required 50 percent of said sum, all or any portion of the balance of said sum may, at the option of the Corporation, consist of an amount, referred to herein as the "prepayment reserve," by which the Corporation

is "ahead of schedule" as defined in the regulations of Rural Development. Funds in the cash reserve shall be deposited in a separate bank account or accounts insured by the Federal Deposit Insurance Corporation or invested in readily marketable obligations of the United States, the earnings on which shall accrue to the Reserve Account.

(b) With the prior consent of the Government, funds in the Reserve Account may be used by the Corporation

(1) To meet payments due on the loan obligations in the event the amount in the Debt Service Account is not sufficient for the purpose.

(2) To pay costs of repairs or replacements to the housing caused by catastrophe or long-range depreciation which are not current expenses under section 7.

(3) To make improvements or extensions to the housing.

(4) For other purposes desired by the Corporation which in the judgment of the Government likely will promote the loan or grant purposes without jeopardizing collectibility of the loan or impairing the adequacy of the security, or will strengthen the security, or will facilitate, improve, or maintain the orderly collectibility of the loan.

(c) Any amount in the Reserve Account which exceeds the sum specified in section 9 (a), and is not agreed between the Corporation and the Government to be used for purposes authorized in section 9 (b) shall be applied promptly on the loan obligations.

10. Regulatory Covenants. So long as the loan or grant obligations continue, the Corporation shall - -

(a) Impose and collect such fees, assessments, rents, and charges that the income of the Corporation will be sufficient at all times for operation and maintenance of the housing payments on the loan obligations, and maintenance of the accounts herein provided for.

(b) Maintain complete books and records relating to the Corporation's financial affairs, cause such books and records to be audited at the end of each fiscal year, promptly furnish the Government without request a copy of each audit report, and permit the Government to inspect such books and records at all reasonable times.

(c) If required or permitted by the Government, revise the accounts herein provided for, or establish new accounts, to cover handling and disposition of income from and payment of expenses attributable to the housing or to any other property securing the loan or grant obligations, and submit to the Government regular and special reports concerning the housing or the Corporation's financial affairs, including any information required by the Government regarding income of the occupants of the housing.

(d) Not charge rents to domestic farm labor that exceed the rents approved by the Agency after considering the income of the occupants, Agency and non-Agency rental assistance available and the necessary costs of operation, debt service, and adequate maintenance of the housing.

(e) Maintain the housing at all times in a safe and sanitary condition in accordance with standards prescribed by state and local law, and Agency requirements.

(f) When making occupancy decisions, ensure that domestic farm labor applicants will always receive priority.

(g) Unless the Government gives prior consent:

- (1) Not use or permit use of the housing for any purpose other than as low-rent housing and related facilities for low-income domestic farm labor, as those terms are defined by the Government.
- (2) Not enter into any contract or agreement for improvements or extensions to the housing or other property securing the loan or grant obligations.
- (3) Not cause or permit voluntary dissolution of the Corporation, nor merge or consolidate with any other organization, nor transfer or encumber title to the housing or any part thereof or interest therein, by sale, mortgage, lease, or other conveyance or encumbrance, nor engage in any other new business, enterprise, or venture than operation of the housing.
- (4) Not borrow any money, nor incur any liability aside from current expenses as defined in Section 7.

(h) Submit the following to the Government for prior review not less than _____ days before the effective dates:

- (1) Annual budgets and operating plans.
- (2) Statements of management policy and practice including eligibility criteria and implementing rules for occupancy of the housing.
- (3) Proposed rents and charges and other terms of rental agreements for occupancy of the housing.
- (4) Rates of compensation to officers and employees of the Corporation payable from or chargeable to any account provided for in this resolution.

(i) If required by the Government, modify and adjust any matters covered by section 10 (e).

(j) Comply with all its agreements and obligations in or under this resolution, the note, Grant Agreement, security instrument, and any related agreement executed by the Corporation in connection with the loan or grant.

(k) Not alter, amend, or repeal without the Government's consent this resolution or the bylaws or articles of incorporation of the Corporation, which shall constitute parts of the total contract between the Corporation and the Government relating to the loan and grant obligations.

(l) Do other things as may be required by the Government in connection with the operation of the housing, or with any of the Corporation's operations or affairs which may affect the housing, the loan or grant obligations, or the security.

11. Refinancing of Loan. If at any time it appears to the Government that the Corporation is able to obtain a loan upon reasonable terms and conditions to refinance the loan obligations then outstanding, upon request from the Government, the Corporation will apply for, take all necessary actions to obtain, and accept such refinancing loan and will use the proceeds for said purpose.

12. General Provisions.

(a) It is understood and agreed by the Corporation that any loan or grant will be administered subject to the limitations of the authorizing act of Congress and related regulations, and that any rights granted to the Government herein or elsewhere may be exercised by it in its sole discretion to carry out the purposes of the loan and grant, enforce such limitations, and protect the Government's financial interest in the loan and grant and the security.

(b) The provisions of this resolution are representations of the Corporation to induce the Government to make or insure a loan or make a grant to the Corporation as aforesaid. If the Corporation should fail to comply with or perform any of its loan or grant obligations, such failure shall constitute default as fully as default in payment of amounts due on the loan obligations. In the event of default, the Government at its option may declare the entire amount of the loan and grant obligations immediately due and payable and, if such entire amount is not paid forthwith, may take possession of and operate the housing and proceed to foreclose its security and enforce all other available remedies.

(c) Upon request by the Government the corporation will permit representatives of the Government to inspect and make copies of any of the records of the corporation pertaining to the financial assistance. Such inspection and copying may be made during regular office hours of the corporation, or any other time the corporation and the Government finds convenient.

(d) Any provisions of this resolution may be waived by the Government in its sole discretion, or changed by agreement between the Government and the Corporation, after this resolution becomes contractually binding, to any extent such provisions could legally have been foregone, or agreed to in amended form, by the Government initially.

(e) Any notice, consent, approval, waiver, or agreement must be in writing.

(f) This resolution may be cited in the security instrument and elsewhere as the "Loan and Grant Resolution of _____, 20____." (date of this resolution)

CERTIFICATE

The undersigned, _____, the Secretary of the corporation identified in the foregoing resolution, hereby certifies that the foregoing is a true copy of a resolution duly adopted by the board of directors on _____, 20____, which has not been altered, amended, or repealed.

(Date)

(Secretary)

(SEAL)

MULTI FAMILY HOUSING OBLIGATION -FUND ANALYSIS

PART I - ENTITY INFORMATION

1. BORROWER CASE NUMBER 04-004-826391452	2. PROJECT NUMBER 01-9
3. BORROWER NAME H/A of Butte County	4. PROJECT NAME Gridley FLH

PART II LOAN/GRANT OBLIGATION

5. AMOUNT OF LOAN OBLIGATION	6. AMOUNT OF LOAN OBLIGATION \$3,000,000.00	7. ASSISTANCE CODE 025	8. PURPOSE CODE
9. LOAN NUMBER	10. MAXIMUM DEBT LIMIT \$3,000,000.00	11. APPRAISED VALUE	12. APPRAISAL DATE
13. APPROVAL DATE 09-27-2017	14. INITIAL/SUBSEQUENT 1 = INITIAL 2 = SUBSEQUENT	15. ENVIRONMENTAL ASSESS DATE	
16. INTEREST RATE	17. LOAN TERM	18. AMORTIZATION PERIOD	19. NOTE ASSOCIATION CODE
20. LOAN SECURITY CODE	21. PPI CODE		

A. PROJECT COST AND CHARACTERISTICS SET

22. BUILDING CODE PO	23. SITE ACREAGE	24. APPRAISED LAND-VALUE
25. CONTRIBUTED FUNDS	26. LEVERAGED FUNDS	27. TOTAL COST OF PROJECT

B. PROJECT BEDROOM SET

28. NUMBER OF BEDROOMS 1 2 3 4 5	29. NUMBER OF UNITS	30. AVERAGE SQUARE FEET/UNIT
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C. PROJECT BUILDING SET

31. NUMBER OF UNITS BY UNIT TYPE 130 FAMILY ELDERLY HANDICAPPED CONGREGATE GROUP HOMES	32. NUMBER OF UNITS BY BUILDING TYPE SINGLE DUPLEX FOURPLEX MIDRISE ROWHOUSES GARDENAPTS OTHER TYPES	33. SQUARE FEET LIVING AREA BY BUILDING TYPE	34. PROJECT RENTAL CODE FA = Family EL = Elderly CG = Congregate MX = Mixed FA
35. TOTAL UNITS 130	36. TOTAL SQUARE FEET	37. RELATED FACILITIES SQUARE FEET	38. MISCELLANEOUS SQUARE FEET
39. TOTAL SQUARE FEET			

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 15 minutes 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.

40. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL:

- Approval of financial assistance is subject to the terms of the Letter of Conditions dated _____.
- Security for this loan/grant is based upon property described in Deed of Trust/Mortgage as required by the Office of General Counsel.
- The amount of the loan may decrease if other Government assistance as defined in 7 CFR 3560 becomes available to the applicant before loan closing.
- The Loan Term will not exceed 30 years for Multi-Family (MFH) or 33 years for Farm Labor Housing (FLH) or the remaining economic life of the project, whichever is less. The loan installments will be calculated based on an Amortization Period of 50 years or the remaining economic life of the project, whichever is less.

41. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of the sum specified herein. I agree to report to Rural Development any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of said sum has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

WARNING: Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully:

- (1) falsifies, conceals or covers up by any trick, scheme, or device a material fact;
- (2) makes any materially false, fictitious or fraudulent statement or representation; or
- (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry;

shall be fined under this title or imprisoned not more than five years, or both."

Date SEPTEMBER 28, 2017

Ed. S. Mayer
Edward S. Mayer, Exec. Dir. (Signature of Applicant)

Date _____, 20____

(Signature of Applicant)

Date _____, 20____

(Signature of Applicant)

42. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by Rural Development regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purposes of and subject to conditions prescribed by Rural Development regulations applicable to this type of assistance.

Stephen O. Nnodim
(Signature of Approving Official)

Date Approved: _____

Title: MFH Program Director

43. TO THE APPLICANT: As of this date 09-27-2017, this is notice that your application for the above financial assistance from Rural Development has been approved, as indicated above, subject to availability of funds and other conditions required by Rural Development. If you have any questions contact the Loan Originator.

**MULTI FAMILY HOUSING
OBLIGATION - FUND ANALYSIS
PART III**

OBLIGATION/DEOBLIGATION OF RENTAL ASSISTANCE			
44. CASE NUMBER		45. BORROWER NAME	
46. PROJECT NUMBER	47. RA AGREEMENT NUMBER	48. TYPE OF UNITS	49. TYPE OF ACTION
COMPLETE FOR OBLIGATION OF RA			
50. NUMBER OF UNITS RECEIVE RENTAL ASSISTANCE		51. AMOUNT OF RA OBLIGATION	
COMPLETE FOR DEOBLIGATION OF RA			
52. NUMBER OF UNITS DEOBLIGATED		53. AMOUNT OF RA DEOBLIGATION	
54. REMARKS N/A			

55. I HAVE REVIEWED THE BORROWER'S REQUEST FOR RENTAL ASSISTANCE FOR THE PROJECT AND REQUEST OBLIGATION OR DEOBLIGATION OF RENTAL ASSISTANCE FOR THE ABOVE.

DATE OF APPROVAL _____, 20____

SIGNATURE OF APPROVAL OFFICIAL

DATE OF OBLIGATION _____, 20____

(LABOR HOUSING LOAN AND GRANT TO A NONPROFIT CORPORATION)

LOAN AND GRANT RESOLUTION OF _____, 20____

RESOLUTION OF THE BOARD OF DIRECTORS OF _____
PROVIDING FOR OBTAINING FINANCIAL
ASSISTANCE IN THE AMOUNT \$ _____ TO AID IN FINANCING FEDERALLY
DEFINED LOW-RENT HOUSING AND RELATED FACILITIES FOR LOW-INCOME
DOMESTIC FARM LABOR, AND RELATED MATTERS.

Whereas _____
(herein referred to as the "Corporation") is organized and operating under
_____ and the board of
(authorizing State statute)
directors of the Corporation has determined that —

(a) The Corporation should provide low-rent housing and related facilities for low-income domestic farm labor, as defined in title V of the Housing Act of 1949.

(b) The estimated total cash development cost of such housing and facilities amounts to
\$ _____.

(c) For such purpose the Corporation is able to furnish from its own resources \$ _____.

(d) The Corporation will need financial assistance in the amount of \$ _____ which the Corporation is
unable to obtain from other sources for such purpose upon terms and conditions which the Corporation could
reasonably be expected to fulfill.

(e) Of such amount of needed financial assistance the Corporation will be able to repay, with interest at 1%
per annum, the amount of \$ _____ over a repayment period of _____ years, if the balance of
\$ _____ is made available to the Corporation as a grant.

(f) The housing and related facilities will fulfill a pressing need in the area in which they are or will be
located.

(g) The housing and facilities cannot be provided without the aid of a grant in the amount stated above:

These requirements do not supersede the applicable requirements for receipt of Federal funds stated in 7 CFR parts 3015, "Uniform Federal Assistance Regulations," 3016, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," or 3019, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 15 minutes 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.

THEREFORE BE IT RESOLVED:

1. Application for Loan and Grant. The Corporation shall apply to the United States of America, acting through Rural Development, United States Department of Agriculture (herein called "the Government") for a loan of \$ _____ and a grant of \$ _____, pursuant to Title V of the Housing Act of 1949. The loan and the grant shall be used only for the specific eligible purposes approved by the Government, in order to provide low-rent housing and related facilities for low-income domestic farm labor. Such housing and facilities and the land constituting the site may be referred to herein as the "housing."

2. Execution of Loan and Grant Instruments. To evidence the loan the Corporation shall issue a promissory note (herein referred to as "the Note"), signed by its President and attested by its Secretary, with its corporate seal affixed thereto, for the amount of the loan, payable in installments over a period of _____ years, bearing interest at a rate not to exceed _____ percent per annum, and containing other terms and conditions prescribed by the Government. To evidence the obligations of the grant, the Corporation shall execute an instrument in the form attached hereto entitled "Labor Housing Grant Agreement" and referred to herein as the "Grant Agreement," evidencing terms and conditions upon which the grant is made by the Government and the obligations of the Corporation with respect thereto. To secure the note and/or all other obligations and agreements of the Corporation with respect to the loan as required by the Government, the President and the Secretary are hereby authorized to execute a security instrument giving a lien upon or security interest in the housing and such other property as the Government shall require, including an assignment of or security interest in the rents and profits as collateral security to be enforceable in the event of any default by the Corporation. The President and the Secretary are further authorized to execute any other security and other instruments, agreements, and documents required by the Government for the loan or grant. The indebtedness and other obligations of the Corporation under the note, Grant Agreement, this resolution, the security instrument, and any other instruments and agreements related to the loan or grant are herein called the "loan and grant obligations."

3. Equal Employment Opportunity under Construction Contracts and Nondiscrimination in the Use of Occupancy and Housing and in Any Other Benefits of the Loan or Grant. The President and the Secretary are hereby authorized and directed to execute on behalf of the Corporation (a) any undertakings and agreements required by the Government regarding nondiscrimination in the use and occupancy of housing, (b) Form RD 400- 1, "Equal Opportunity Agreement," involving an Equal Opportunity Clause to be incorporated in or attached as a rider to each construction contract which exceeds \$ 10,000 in amount and is paid for in whole or in part with loan or grant funds, and (c) Form RD 400-4, "Assurance Agreement (Under Title VI, Civil Rights Act of 1964)," a copy of which is attached hereto and made a part hereof.

4. Supervised Bank Account. The proceeds of the loan and grant and the amount of \$ _____ to be contributed by the Corporation from its own fund and used for approved eligible purposes shall be deposited in a "supervised bank account" as required by the Government. Amounts in the supervised bank account exceeding \$100,000 shall be secured by the financial institution in advance in accordance with U. S. Treasury Department regulations, 31 CFR part 202. As provided by the terms of the agreement creating the supervised bank account, all funds therein shall, until duly expended, collaterally secure the loan and grant obligations. Withdrawals from the supervised bank account by the Corporation shall be made only on checks signed by the _____ of the Corporation and countersigned by the County Supervisor or other authorized official of Rural Development, and only for the specific eligible purposes approved in writing by the Government. The Corporation's share of any liquidated damages or other monies paid by defaulting contractors of their sureties shall be deposited in the supervised bank account to assure completion of the project. When all approved items eligible for payment with loan or grant funds are paid in full, any balance remaining in the supervised bank account shall be treated as a refund of loan and grant funds in the same ratio as that between the amounts of the loan and grant, and the supervised bank account shall be closed.

5. Accounts for Housing Operations and Loan Servicing. The Corporation shall establish on its books the following accounts, which shall be maintained so long as the loan or grant obligations continue: A General Fund Account, an Operation and Maintenance Account, a Debt Service Account, and a Reserve Account. Funds in said accounts shall be deposited in a bank or banks insured by the Federal Deposit Insurance Corporation, except for any portion invested in readily marketable obligations of the United States as authorized by section 9. The Treasurer of the Corporation shall execute a fidelity bond, with a surety company approved by the Government, in an amount not less than the estimated maximum amount of such funds to be held in said accounts at any one time. The United States of America shall be named as co-obligee, and the amount of the bond shall not be reduced without the prior written consent of the Government. The Corporation in its discretion may at any time establish and utilize additional accounts to handle any funds not covered by the provisions of this resolution.

6. General Fund Account. By the time the loan and grant are closed the Corporation shall from its own funds deposit in the General Fund Account the amount of \$_____. All income and revenue from the housing shall upon receipt be immediately deposited in the General Fund Account. The Corporation may also in its discretion at any time deposit therein other funds, not otherwise provided for by this resolution, to be used for any of the purposes authorized in section 7, 8, or 9. Funds in the General Fund Account shall be used only as authorized in said sections and, until so used, shall be held by the Corporation in trust for the Government as security for the loan and grant obligations.

7. Operation and Maintenance Account. Not later than the 15th of each month, out of the General Fund Account shall be transferred to the Operation and Maintenance Account, sufficient amounts to enable the Corporation to pay from the Operation and Maintenance Account the actual, reasonable, and necessary current expenses, for the current month and the ensuing month, of operating and maintaining the housing not otherwise provided for. Current expenses may include, in addition to expenses occurring or becoming due monthly, monthly accumulations of proportionate amounts for the payment of items which may become due either annually or at irregular intervals, such as taxes and insurance and normal repair and replacement of furnishings and equipment reasonably necessary for operation of the housing. Current expenses may also include initial purchase and installation of such furnishings and equipment with any funds deposited in and transferred from the General Fund Account which are not proceeds of the loan and, unless the Government gives prior written consent, are not income or revenue from the housing.

8. Debt Service Account. Each month, immediately after the transfer to the Operation and Maintenance Account provided for in section 7, or after it is determined that no such transfer is called for, any balance remaining in the General Fund Account, or so much thereof as may be necessary, shall be transferred to the Debt Service Account until the amount in the Debt Service Account equals the amount of the next installment due on the loan. Funds in the Debt Service Account shall be used only for payments on the loan obligations while they continue and, until so used, shall be held by the Corporation in trust for the Government as security for the loan and grant obligations.

9. Reserve Account. (a) Immediately after each transfer to the Debt Service Account as provided in section 8, any balance in the General Fund Account shall be transferred to the Reserve Account. Funds in the Reserve Account may be used only as authorized in this resolution and until so used shall be held by the Corporation in trust as security for the loan and grant obligations. Transfers at a rate not less than \$_____ annually shall be made to the Reserve Account until the amount in the Reserve Account reaches the sum of \$_____ and shall be resumed at any time when necessary, because of disbursements from the Reserve Account, to restore it to said sum. Of such sum, at least 50 percent shall be maintained on a cash basis, referred to herein as the "cash reserve". After the cash reserve reaches the required 50 percent of said sum, all or any portion of the balance of said sum may, at the option of the Corporation, consist of an amount, referred to herein as the "prepayment reserve," by which the Corporation

is "ahead of schedule" as defined in the regulations of Rural Development. Funds in the cash reserve shall be deposited in a separate bank account or accounts insured by the Federal Deposit Insurance Corporation or invested in readily marketable obligations of the United States, the earnings on which shall accrue to the Reserve Account.

(b) With the prior consent of the Government, funds in the Reserve Account may be used by the Corporation

(1) To meet payments due on the loan obligations in the event the amount in the Debt Service Account is not sufficient for the purpose.

(2) To pay costs of repairs or replacements to the housing caused by catastrophe or long-range depreciation which are not current expenses under section 7.

(3) To make improvements or extensions to the housing.

(4) For other purposes desired by the Corporation which in the judgment of the Government likely will promote the loan or grant purposes without jeopardizing collectibility of the loan or impairing the adequacy of the security, or will strengthen the security, or will facilitate, improve, or maintain the orderly collectibility of the loan.

(c) Any amount in the Reserve Account which exceeds the sum specified in section 9 (a), and is not agreed between the Corporation and the Government to be used for purposes authorized in section 9 (b) shall be applied promptly on the loan obligations.

10. Regulatory Covenants. So long as the loan or grant obligations continue, the Corporation shall - -

(a) Impose and collect such fees, assessments, rents, and charges that the income of the Corporation will be sufficient at all times for operation and maintenance of the housing payments on the loan obligations, and maintenance of the accounts herein provided for.

(b) Maintain complete books and records relating to the Corporation's financial affairs, cause such books and records to be audited at the end of each fiscal year, promptly furnish the Government without request a copy of each audit report, and permit the Government to inspect such books and records at all reasonable times.

(c) If required or permitted by the Government, revise the accounts herein provided for, or establish new accounts, to cover handling and disposition of income from and payment of expenses attributable to the housing or to any other property securing the loan or grant obligations, and submit to the Government regular and special reports concerning the housing or the Corporation's financial affairs, including any information required by the Government regarding income of the occupants of the housing.

(d) Not charge rents to domestic farm labor that exceed the rents approved by the Agency after considering the income of the occupants, Agency and non-Agency rental assistance available and the necessary costs of operation, debt service, and adequate maintenance of the housing.

(e) Maintain the housing at all times in a safe and sanitary condition in accordance with standards prescribed by state and local law, and Agency requirements.

(f) When making occupancy decisions, ensure that domestic farm labor applicants will always receive priority.

(g) Unless the Government gives prior consent:

- (1) Not use or permit use of the housing for any purpose other than as low-rent housing and related facilities for low-income domestic farm labor, as those terms are defined by the Government.
- (2) Not enter into any contract or agreement for improvements or extensions to the housing or other property securing the loan or grant obligations.
- (3) Not cause or permit voluntary dissolution of the Corporation, nor merge or consolidate with any other organization, nor transfer or encumber title to the housing or any part thereof or interest therein, by sale, mortgage, lease, or other conveyance or encumbrance, nor engage in any other new business, enterprise, or venture than operation of the housing.
- (4) Not borrow any money, nor incur any liability aside from current expenses as defined in Section 7.

(h) Submit the following to the Government for prior review not less than _____ days before the effective dates:

- (1) Annual budgets and operating plans.
- (2) Statements of management policy and practice including eligibility criteria and implementing rules for occupancy of the housing.
- (3) Proposed rents and charges and other terms of rental agreements for occupancy of the housing.
- (4) Rates of compensation to officers and employees of the Corporation payable from or chargeable to any account provided for in this resolution.

(i) If required by the Government, modify and adjust any matters covered by section 10 (e).

(j) Comply with all its agreements and obligations in or under this resolution, the note, Grant Agreement, security instrument, and any related agreement executed by the Corporation in connection with the loan or grant.

(k) Not alter, amend, or repeal without the Government's consent this resolution or the bylaws or articles of incorporation of the Corporation, which shall constitute parts of the total contract between the Corporation and the Government relating to the loan and grant obligations.

(l) Do other things as may be required by the Government in connection with the operation of the housing, or with any of the Corporation's operations or affairs which may affect the housing, the loan or grant obligations, or the security.

11. Refinancing of Loan. If at any time it appears to the Government that the Corporation is able to obtain a loan upon reasonable terms and conditions to refinance the loan obligations then outstanding, upon request from the Government, the Corporation will apply for, take all necessary actions to obtain, and accept such refinancing loan and will use the proceeds for said purpose.

12. General Provisions.

(a) It is understood and agreed by the Corporation that any loan or grant will be administered subject to the limitations of the authorizing act of Congress and related regulations, and that any rights granted to the Government herein or elsewhere may be exercised by it in its sole discretion to carry out the purposes of the loan and grant, enforce such limitations, and protect the Government's financial interest in the loan and grant and the security.

(b) The provisions of this resolution are representations of the Corporation to induce the Government to make or insure a loan or make a grant to the Corporation as aforesaid. If the Corporation should fail to comply with or perform any of its loan or grant obligations, such failure shall constitute default as fully as default in payment of amounts due on the loan obligations. In the event of default, the Government at its option may declare the entire amount of the loan and grant obligations immediately due and payable and, if such entire amount is not paid forthwith, may take possession of and operate the housing and proceed to foreclose its security and enforce all other available remedies.

(c) Upon request by the Government the corporation will permit representatives of the Government to inspect and make copies of any of the records of the corporation pertaining to the financial assistance. Such inspection and copying may be made during regular office hours of the corporation, or any other time the corporation and the Government finds convenient.

(d) Any provisions of this resolution may be waived by the Government in its sole discretion, or changed by agreement between the Government and the Corporation, after this resolution becomes contractually binding, to any extent such provisions could legally have been foregone, or agreed to in amended form, by the Government initially.

(e) Any notice, consent, approval, waiver, or agreement must be in writing.

(f) This resolution may be cited in the security instrument and elsewhere as the "Loan and Grant Resolution of _____, 20____." (date of this resolution)

CERTIFICATE

The undersigned, _____, the Secretary of the corporation identified in the foregoing resolution, hereby certifies that the foregoing is a true copy of a resolution duly adopted by the board of directors on _____, 20____, which has not been altered, amended, or repealed.

(Date)

(Secretary)

(SEAL)

MULTI FAMILY HOUSING OBLIGATION -FUND ANALYSIS

PART I - ENTITY INFORMATION

1. BORROWER CASE NUMBER 04-004-826391452	2. PROJECT NUMBER 01-9
3. BORROWER NAME H/A of Butte County	4. PROJECT NAME Gridley FLH

PART II LOAN/GRANT OBLIGATION

5. AMOUNT OF LOAN OBLIGATION	6. AMOUNT OF LOAN OBLIGATION \$3,000,000.00	7. ASSISTANCE CODE 323	8. PURPOSE CODE
9. LOAN NUMBER	10. MAXIMUM DEBT LIMIT \$3,000,000.00	11. APPRAISED VALUE	12. APPRAISAL DATE
13. APPROVAL DATE 07-10-2018	14. INITIAL/SUBSEQUENT 1 = INITIAL 2 = SUBSEQUENT	15. ENVIRONMENTAL ASSESS DATE	
16. INTEREST RATE	17. LOAN TERM	18. AMORTIZATION PERIOD	19. NOTE ASSOCIATION CODE
20. LOAN SECURITY CODE	21. PPI CODE		

A. PROJECT COST AND CHARACTERISTICS SET

22. BUILDING CODE PO	23. SITE ACREAGE	24. APPRAISED LAND-VALUE
25. CONTRIBUTED FUNDS	26. LEVERAGED FUNDS	27. TOTAL COST OF PROJECT

B. PROJECT BEDROOM SET

28. NUMBER OF BEDROOMS 1 2 3 4 5	29. NUMBER OF UNITS	30. AVERAGE SQUARE FEET/UNIT
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C. PROJECT BUILDING SET

31. NUMBER OF UNITS BY UNIT TYPE 130 FAM ILY ELDERLY HANDICAPPED CONGREGATE GROUP HOMES	32. NUMBER OF UNITS BY BUILDING TYPE SINGLE DUPLEX FOURPLEX MIDRISE ROWHOUSES GARDENAPTS OTHER TYPES	33. SQUARE FEET LIVING AREA BY BUILDING TYPE	34. PROJECT RENTAL CODE FA = Family EL = Elderly CG = Congregate MX = Mixed FA
35. TOTAL UNITS 130	36. TOTAL SQUARE FEET	37. RELATED FACILITIES SQUARE FEET	38. MISCELLANEOUS SQUARE FEET
39. TOTAL SQUARE FEET			

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40. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL:

- Approval of financial assistance is subject to the terms of the Letter of Conditions dated _____.
- Security for this loan/grant is based upon property described in Deed of Trust/Mortgage as required by the Office of General Counsel.
- The amount of the loan may decrease if other Government assistance as defined in 7 CFR 3560 becomes available to the applicant before loan closing.
- The Loan Term will not exceed 30 years for Multi-Family (MFH) or 33 years for Farm Labor Housing (FLH) or the remaining economic life of the project, whichever is less. The loan installments will be calculated based on an Amortization Period of 50 years or the remaining economic life of the project, whichever is less.

41. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of the sum specified herein. I agree to report to Rural Development any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of said sum has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

WARNING: Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully:

- (1) falsifies, conceals or covers up by any trick, scheme, or device a material fact;
- (2) makes any materially false, fictitious or fraudulent statement or representation; or
- (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry;

shall be fined under this title or imprisoned not more than five years, or both."

Date July 19, 2018


Edward S. Mayer, Exec. Dir.

(Signature of Applicant)

Date _____, 20____

Date _____, 20____

(Signature of Applicant)

(Signature of Applicant)

42. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by Rural Development regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purposes of and subject to conditions prescribed by Rural Development regulations applicable to this type of assistance.

Stephen O. Nnodim

(Signature of Approving Official)

Date Approved: _____

Title: MFH Program Director

43. TO THE APPLICANT: As of this date 07-10-2018, this is notice that your application for the above financial assistance from Rural Development has been approved, as indicated above, subject to availability of funds and other conditions required by Rural Development. If you have any questions contact the Loan Originator.

**MULTI FAMILY HOUSING
OBLIGATION - FUND ANALYSIS
PART III**

OBLIGATION/DEOBLIGATION OF RENTAL ASSISTANCE			
44. CASE NUMBER		45. BORROWER NAME	
46. PROJECT NUMBER	47. RA AGREEMENT NUMBER	48. TYPE OF UNITS	49. TYPE OF ACTION
COMPLETE FOR OBLIGATION OF RA			
50. NUMBER OF UNITS RECEIVE RENTAL ASSISTANCE		51. AMOUNT OF RA OBLIGATION	
COMPLETE FOR DEOBLIGATION OF RA			
52. NUMBER OF UNITS DEOBLIGATED		53. AMOUNT OF RA DEOBLIGATION	

54. REMARKS

N/A

55. I HAVE REVIEWED THE BORROWER'S REQUEST FOR RENTAL ASSISTANCE FOR THE PROJECT AND REQUEST OBLIGATION OR DEOBLIGATION OF RENTAL ASSISTANCE FOR THE ABOVE.

DATE OF APPROVAL _____, 20____

SIGNATURE OF APPROVAL OFFICIAL

DATE OF OBLIGATION _____, 20____

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4768

RECOGNITION OF THE
HOUSING AUTHORITY OF THE COUNTY OF YOLO
FOR CAMP FIRE DISASTER RESPONSE

WHEREAS, on November 8, 2019, the Camp Fire Disaster, the most destructive wildfire in the history of California, destroyed 14,000 homes in Butte County, fully fifteen percent of Butte County's housing stock, displacing approximately 50,000 citizens, and

WHEREAS, the Housing Authority of the County of Yolo provided extraordinary emergency housing response to the Disaster, in opening its Davis Migrant Center to provide temporary housing to households displaced by the Disaster, and in providing housing opportunity to displaced households participating in the HUD Section 8 Housing Choice Voucher program, and

WHEREAS, the Housing Authority of the County of Butte (HACB), in coordinating such work with the Yolo Housing Authority, and in acknowledgement of the extraordinary efforts to provide Disaster Response to citizens of Butte County, and in particular, clients served by the HACB, seeks to affirm and appreciate the Housing Authority of the County of Yolo for its role in responding to the Disaster,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to appreciate and thank the Housing Authority of the County of Yolo, its Commissioners, its Management, and its Staff, for its extraordinary work providing response to the Camp Fire Disaster, and in particular, the provision of housing opportunity to displaced citizens of Butte County and clients of the Housing Authority of the County of Butte.

Dated: February 20, 2020

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

February 14, 2020

MEMO

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Strategic Asset Plan – update

The following details the status of HACB's Strategic Asset Plan, based on its Asset Repositioning Study, completed in July 2019:

Bond-Finance Repositioning

- Six properties have had investment-grade Appraisals and Physical Needs Assessments completed, including HACB's Alamont Apartments, Chico, Lincoln Apartments, Chico, Locust Street Apartments, Chico, Park Avenue Apartments, Oroville, and Evanswood Estates, Oroville, and BCAHDC's Cordillera Apartments, Chico.
- We have received attorney input that transfer of ownership of the Cordillera Apartments, Chico from BCAHDC to the HACB, necessary for Cordillera financing under HACB's public bond issuance, can be accomplished as simply as the HACB's assumption of City of Chico Debt and associated Affordable Housing Regulatory requirements.
- The City of Chico has opined that it takes no issue with assignment of its Cordillera Apartment Debt and Regulatory obligations to the HACB.
- The capacity of bond debt has been determined sufficient to not only address the capital improvements recommended in the PNA's, but also the complete exterior residing of the Evanswood Estates property, as well as renovation of the Lincoln Apartments second story landing, walkway, stairway, and railing assemblies.
- The March meeting of the HACB Board will additionally involve a Special Meeting of the BCAHDC Board, so that the HACB can consider its bond-inducement resolution, and the Cordillera Apartment transfer can be authorized by both HACB and BCAHDC.
- The contemplated public bond issuance is being coordinated with S&P Rating Services, such that the HACB's credit rating can be applied to the transaction, reducing interest rates.

1200 Park Avenue Apartments Repositioning

- The repositioning consultant, Brawner Consulting, and the supporting attorney, David Davenport, Winthrop & Weinstine, P.A., have been retained to support Limited Partner negotiations.
- Outreach to the Limited Partner, Alden Torch, has been initiated, with a kick-off phone call scheduled for February 20th.

Tax Credit Property Restructuring

- Upon completion of 1200 Park Avenue Apartment Limited Partner negotiations with Alden Torch, a singular financing effort will be pursued to address the capital needs and financial repositioning of the 1200 Park Avenue Apartments, Chico, Chico Commons Apartments, Chico, and Walker Commons Apartments, Chico properties.

**CITY OF CHICO
REQUEST FOR INFORMATION
(RFI)**

AFFORDABLE HOUSING ON CITY AND OTHER GOVERNMENTAL PROPERTY

Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact.

Laurie Doyle
Affordable Housing Development Corporation (AHDC)
3128 Willow Avenue, Suite 101
Clovis, CA 93612
Phone: 559-292-3385
Fax: 559-292-3376
Email: LDoyle@ahdcinc.com

List of specific organizations, companies, entities, or other agencies proposed to partner and participate in this project.

- **Affordable Housing Development Corporation (AHDC):** Developer, General Partner, Owner
- **Housing Authority of the County of Butte (HACB):** Co-Developer, Co-General Partner, Owner, Service Provider
- **Northern Valley Catholic Social Service (NVCSS):** Co-Developer, Co-General Partner, Owner, Service Provider
- **Mogavero Architects (MA):** Architect, Design Team

The specific location of the property intended for use – Butte County Assessor’s Parcel Number, or if none assigned, physical description of said property. Additionally, specify the ownership of the specific property, and if the City of Chico or its Successor Agency own the property, list the ID number of the property shown on pages 5 – 17 of Attachment A to this RFI.

APN	Owner	ID
Parcel 1—APN 002-180-089, ~2.72 acres	City of Chico	23
Parcel 2—APN 002-180-095, ~1.05 acres	City of Chico	25
Parcel 3—APN 002-180-088, ~.88 acres	City of Chico	22
Parcel 4—APN 002-180-087, ~.90 acres	City of Chico	21

The description of the concept project, its impact on affordable housing, its impact on the current use of the identified property, and its alignment with the City’s general plan. Provide all necessary details, diagrams, photos, drawings, designs, etc. to clearly convey the context of their concept and its impact on the City’s affordable housing stock and the impact on any existing use of such concept property.

Our team, comprised of AHDC, HACB and NVCSS (Team), is interested in the real property totaling approximately 5.5 acres owned by the City of Chico located on the intersection of Humboldt and Bruce Road. Our Team has decades of experience working in and with the City of Chico creating affordable housing developments that have become catalysts for successful, mixed

income, quality affordable housing that targets a range of income levels and addressing various housing types. Our concept plan includes a two-phase development plan totaling up to 200 units of affordable housing. Aligning with the City's Housing Element, **H.3.3.3 Promote a mix of dwelling types and sizes throughout the City** and **H.3.4. Maintain an adequate supply of rental housing to meet the needs of all renters, including university students and employees**, we propose a mix of unit types, income/rental levels and populations served.

Innovations in space design, energy efficiency and sustainable design. We expect density to be at least 20 units/acre, a mix of two- and three-story construction and ample open space including walking paths and sitting areas to promote outdoor activities for residents of all ages to enjoy. Play areas, sitting/resting areas, public artwork and walking paths are priorities for our development. Providing adequate outdoor space for socialization and neighbor interaction is crucial to a successful development and a place everyone wants to come home to. Resident activities will be geared towards each of the populations and we know these are crucial to keeping residents involved and excited about where they live.

The buildings are proposed to be constructed of wood frames supported by concrete slabs and perimeter foundations. Exterior finishes are proposed to be a variety of materials using durable and environmentally friendly building materials that are cohesive to the surrounding area. All aspects of building construction will comply with quality construction standards to ensure longevity and safety of these high-quality structures.

All first-floor units will incorporate universal design elements, which include, but are not limited to the following; no-step entries, minimum 34-inch doorways and passageways, accessible bathrooms with reinforced grab bars, hallway widths of at least 42-inches, and levered door handles and faucets. In addition, 10% of all units will be fully accessible and all adaptable for those individuals requiring adjustments in their units for ADA accessibility (mobility) and 4% of the units will be equipped with communications features. Within each unit, residents will directly benefit from standard features such as Energy Star® rated refrigerators and dishwashers, low flow toilets, sink disposals, ranges with ovens as well as generous counter, cabinet and storage space throughout the unit.

A proposed resident center will include a fully-furnished community/meeting room with television and video capabilities, a kitchen, restroom facilities, laundry room, resident/social services and manager office spaces as well as maintenance and utility rooms. In addition, there will be recreational open space with a network of walkways connecting the site along with barbeque/picnic areas, sitting/resting areas, tot lots, and play space for the residents.

Proposed Unit Mix:

We believe it is important to include both small and large household units and to integrate these into the entire development. Small units would serve smaller households and single renters and the larger units would accommodate large families or multi-family living arrangements.

1BD – 15%; 2BD – 30%; 3BD – 30%; 4BD – 15%; *Other – 10%

*We will facilitate a market study to affirm our proposed unit mix and also evaluate single room occupancy units and 5+ bedroom units to accommodate even more of the population.

Proposed Rental Rates and AMI Levels:

Based on the market study results, we will attempt to accommodate varying AMI levels ranging from extremely low to low/moderate income so that as much of the population as possible would be able to take advantage of the development's housing opportunities.

In our experience, the wait lists in Chico for low-income housing average more than two years. Wait lists for singles averages 4-6 years. This lack of adequate supply confirms the needs for additional housing stock across all AMI levels, all unit types, and including all populations. Without affordable housing, a negative ripple effect occurs. Businesses cannot attract an educated workforce, professionals are often forced to leave because of high housing costs, and new business and new industry are deterred from moving to the area. Providing a balance of housing options close to jobs and services prevents traffic issues and other issues that diminish the quality of life.

We anticipate utilizing a combination of the following financing mechanisms to obtain full funding for the proposed development:

- Federal and State Tax Credits from California Tax Credit Allocation Committee (CTCAC)
- Affordable Housing Program Funds (FHLB/AHP)
- No Place Like Home Funding
- Multi Housing Program Funds (MHP)

We believe this property has competitive features that can be leveraged for all these financing sources. Nearby services and amenities include WinCo Foods, CVS Pharmacy, Enloe Outpatient Center (EOC), Baroni Park, as well as nearby access to Route 7 of the Butte Regional Transit (B-Line). Since the property is located in a High Resource Area determined by CTCAC, this increases its competitiveness for Federal and State Tax Credits as well as the other funding opportunities. Following Housing Element **Goal H.2. Provide housing that is affordable to low incomes**, specifically **Policy H.2.1 Leverage federal and state programs to produce and preserve affordable housing**, it is our intention to obtain financing from any and all sources that can leverage the housing dollars further and provide infrastructure and quality housing that will be accessible to all populations and income levels. Most importantly, our goal is to address the severe need for affordable and workforce housing that exists within the City of Chico.

We look to the City to be a creative public partner and work with our Team on financial feasibility – including land financing/leasing and using incentives and flexibility in development. Aligning with **Housing Element Goal H.3 and Land Use Element Goal 2.3.1 through the use of incentives and flexibility in development standards including but not limited to: priority processing, deferral of fees, flexibility in design standards, density bonuses and support for infrastructure upgrades.**

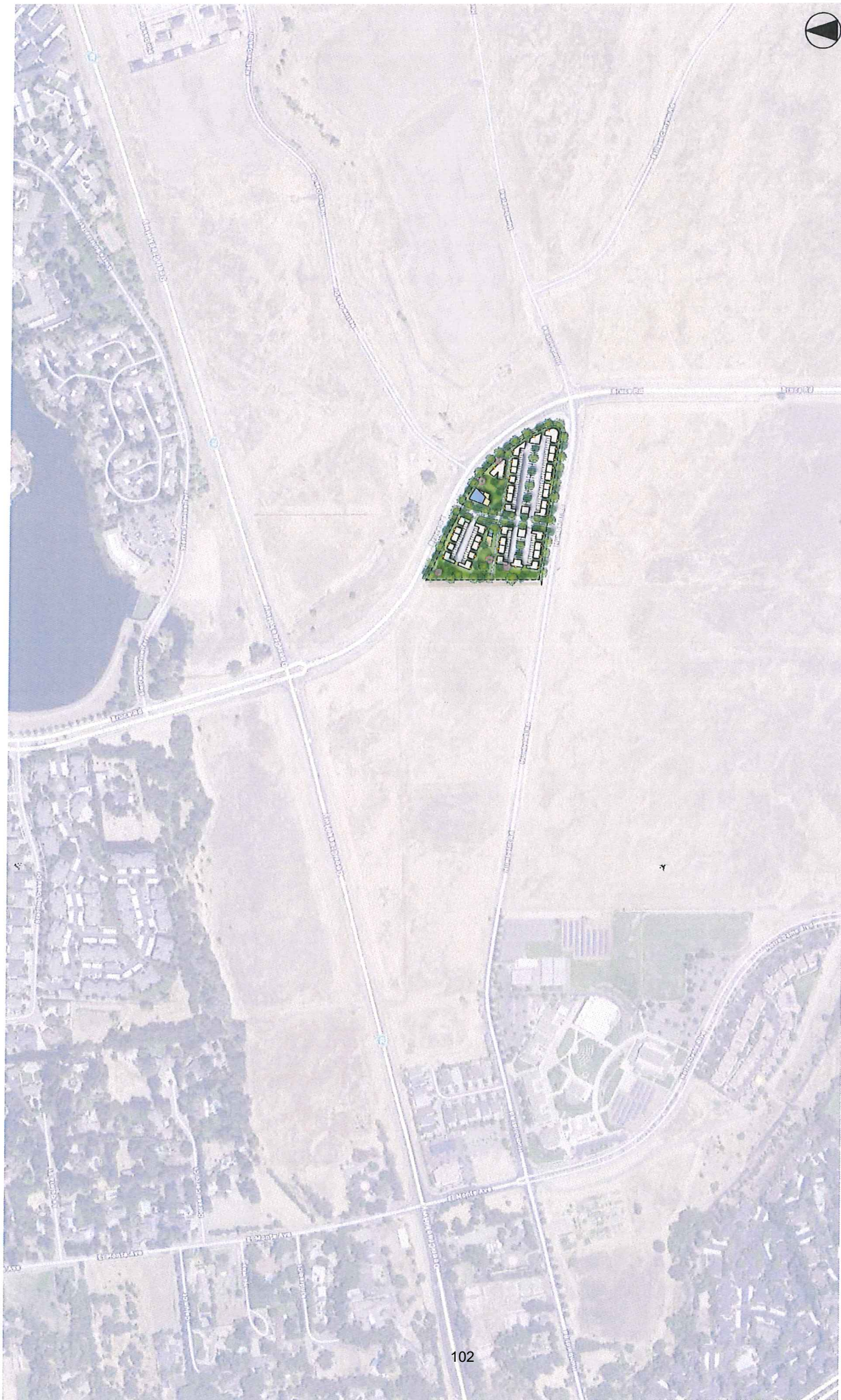
We have successfully worked with the City of Chico on multiple affordable housing developments, incorporating various design features, and serving various populations and income levels, developments that have proven to be economically and socially successful. It will be crucial for the City to support the proposed development through planning, entitlements, design and plan check and permits. Equally as important, the City's financial support through land acquisition, deferral of impact fees and/or soft loans made to the development are imperative in order to leverage and compete for additional funds at the Federal and State level.

Non-profit organizations such as NVCSS and HACB will play a critical role in bridging the gap between government and the private sector; to improve the configuration and affordability of the housing, to ensure delivery of quality product, as well to work with local households seeking housing opportunity, to help them understand their options and make informed decisions.

Chico has grown significantly after the Camp Fire Disaster, despite being a “high-cost” and “impacted” market prior to the Disaster. There are many Disaster-displaced households living in the community without adequate, much less affordable, shelter. There has never been a greater need for the development of affordable, quality housing stock. Well-functioning properties act as a financial springboard for enterprise and job creation. An enabling environment for affordable housing can be developed with the right infrastructure, investment and macroeconomic policies targeted towards social and financial inclusion.

Mogavero Architects has prepared a potential design concept as shown on the enclosed site plans and precedent images that demonstrate what the development may look like once completed. The site plan shows a two-phase development and features quiet open space, active open space, a community center with playgrounds, water feature, shaded patios, and counseling facilities. This concept also includes tuck under car and bike parking with residences at the second and third floors.



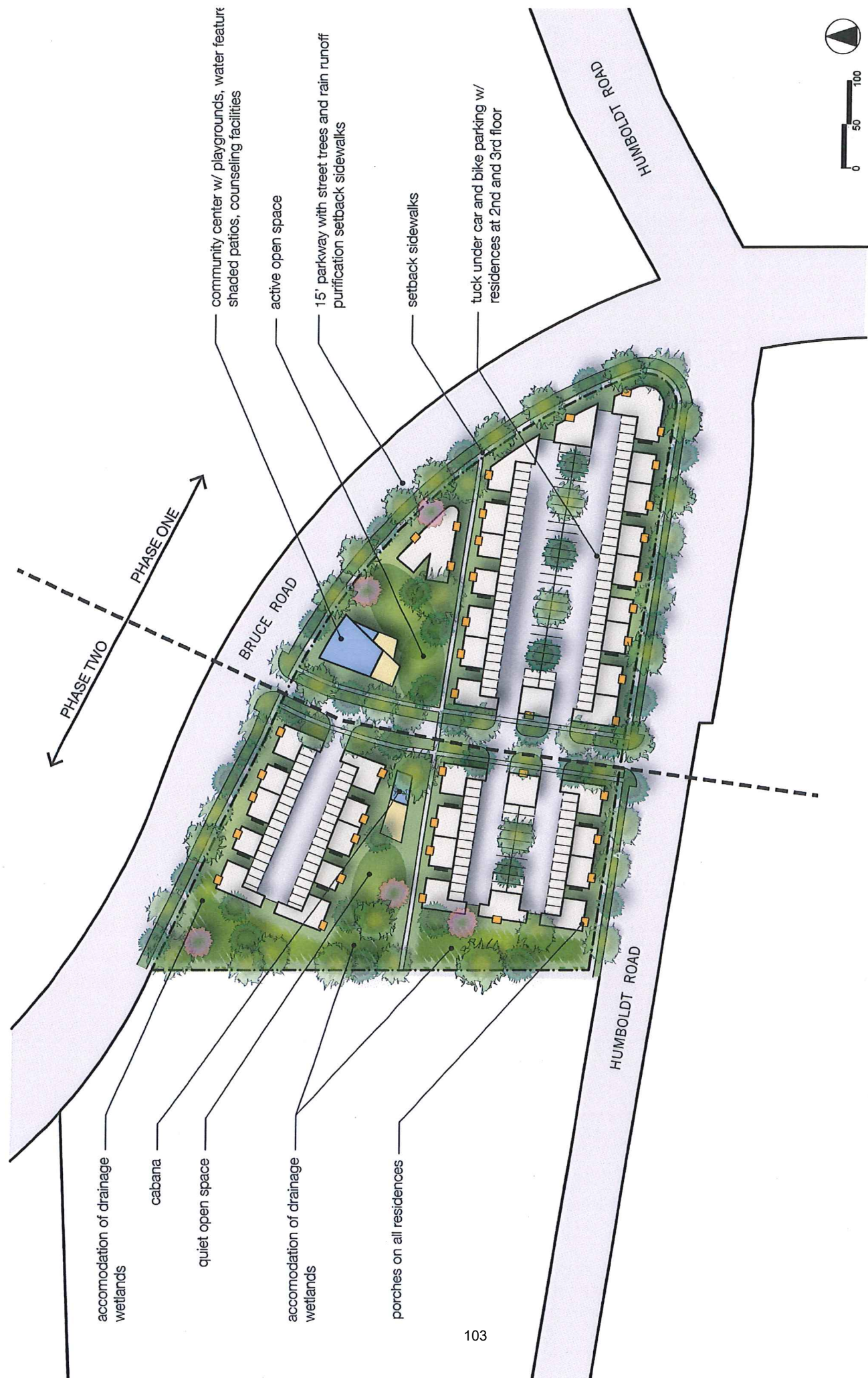


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AERIAL SITE CONTEXT

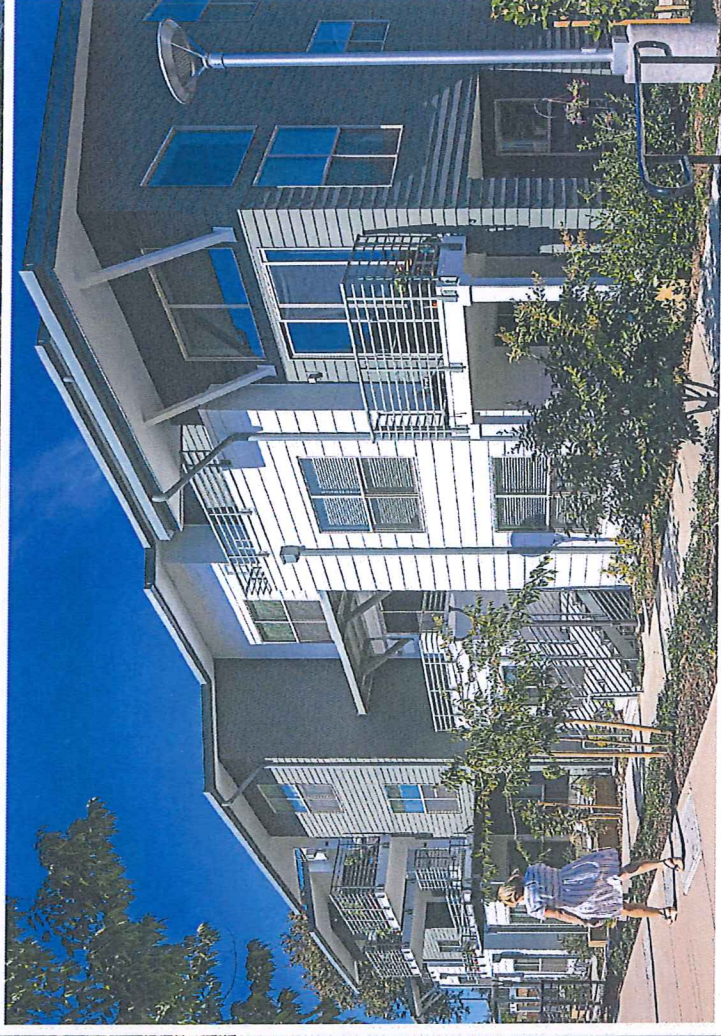
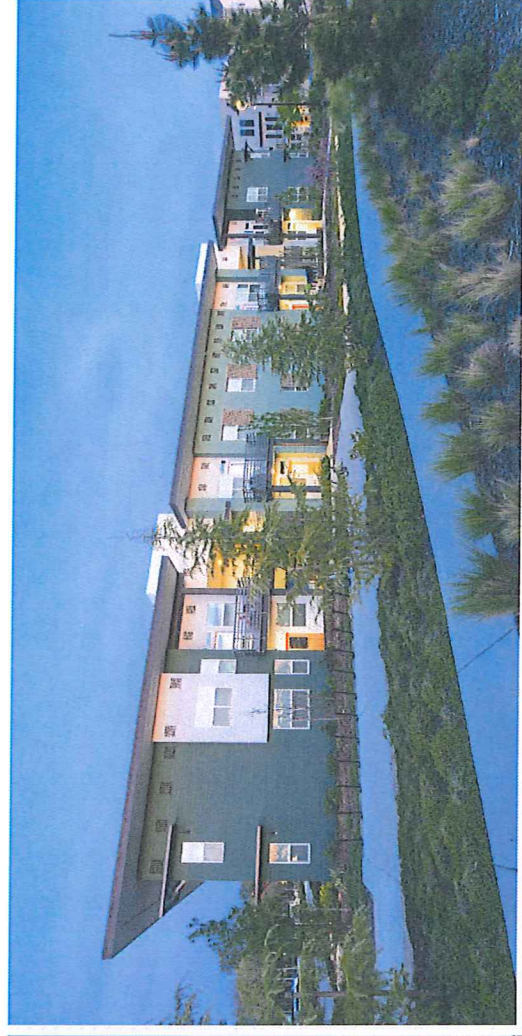
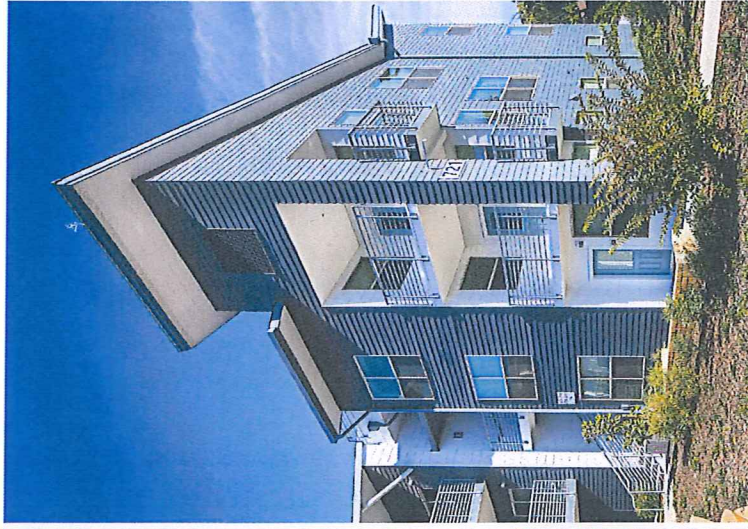
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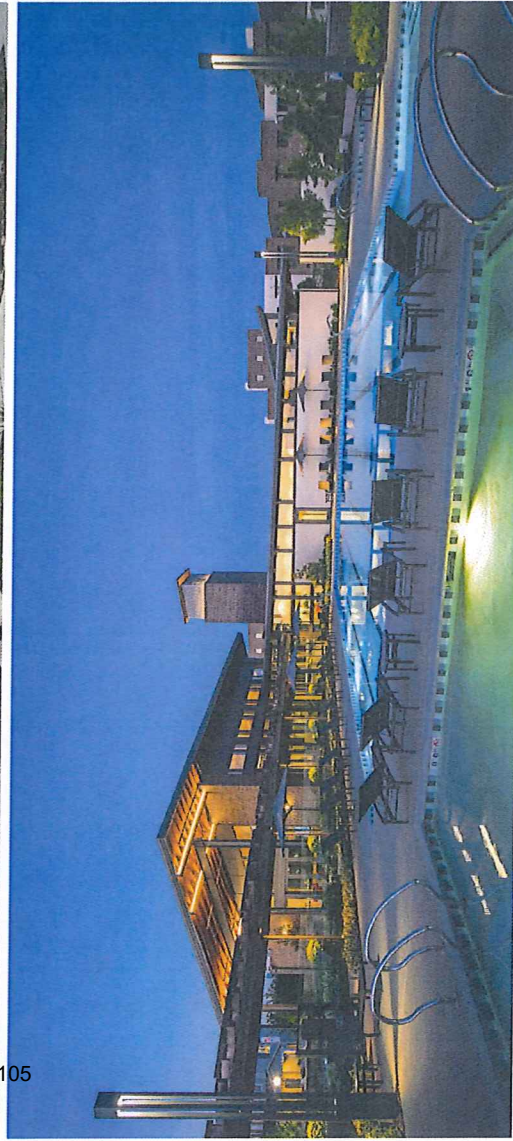
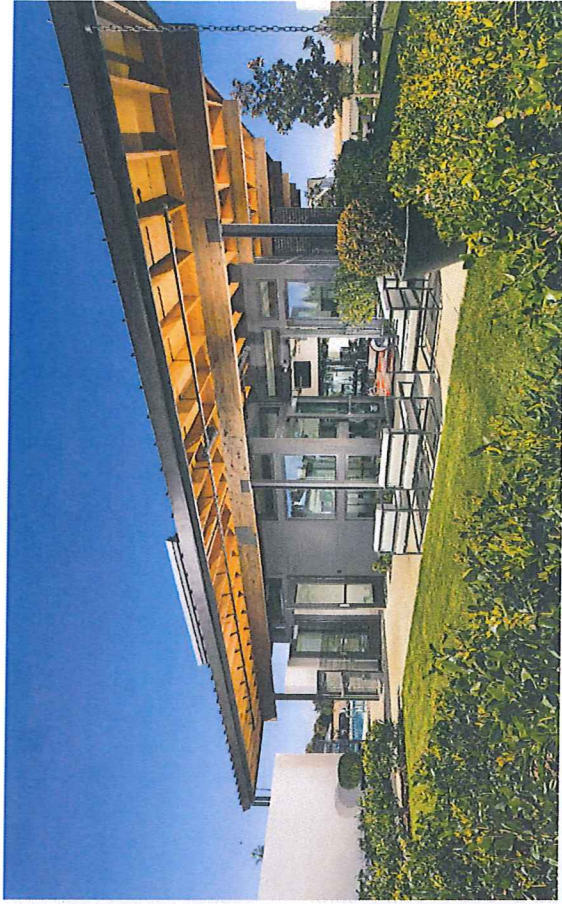
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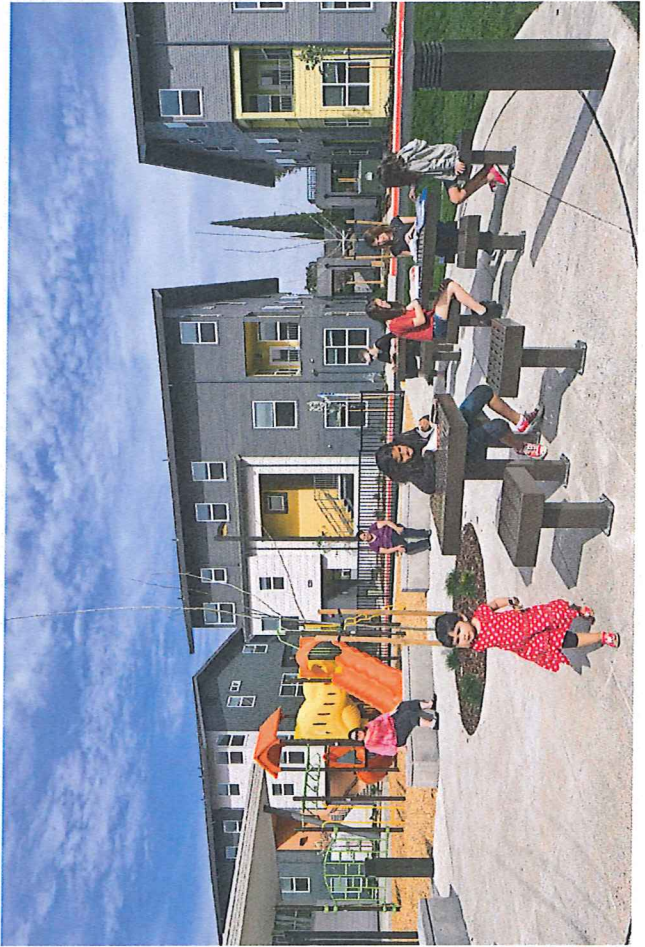
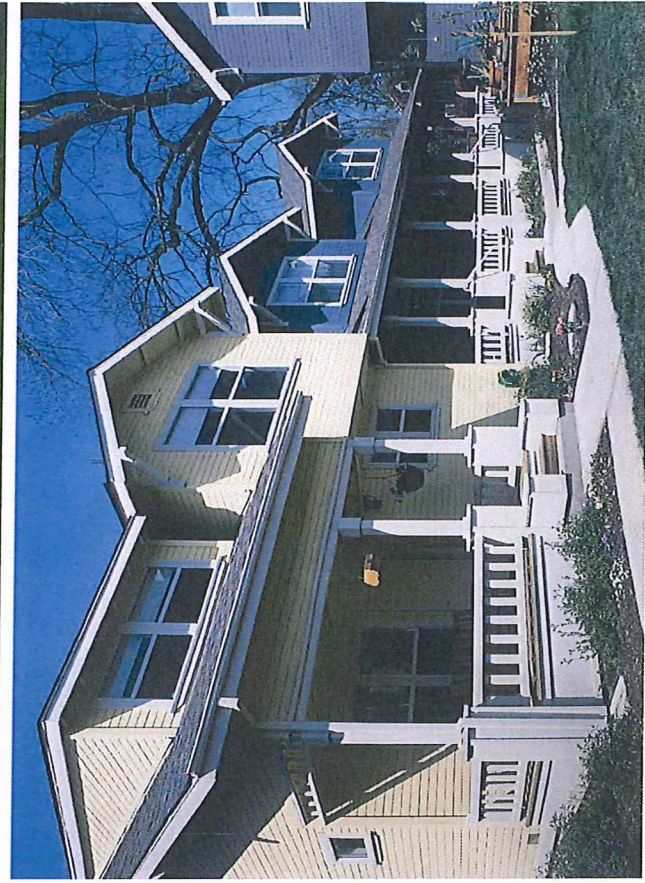
PRECEDENT IMAGES

January 30, 2020



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Discussion of the financial and professional expertise of the proposer or the entities specified in Section 4.3.2 to successfully undertake and complete the proposed concept.

Affordable Housing Development Corporation (AHDC)

AHDC is a Central California based, second generation family owned and operated company that has been committed to developing high quality housing communities that create and maintain value for residents, investors, and local communities for over 30 years. Throughout its history, AHDC has developed and maintained standards of excellence in each of its fields of operation, serving a “triple bottom line” of community service, environmental wellness, and economic success in every project. The company and its employees continually embrace new challenges in terms of finance, development, construction and management options for every project they undertake. It is this mentality that has enabled AHDC to develop a diverse and outstanding track record in every one of its professional capacities, proving that new experiences breed strength and success.

Financing History

AHDC has accrued a prodigious knowledge of construction and debt financing during its years of operation, and has developed a highly specialized business in affordable and multi housing finance. By examining new and changing possibilities for the funding of each individual project, AHDC has developed multiple skill sets to handle both short and long-term financing. Since its inception, AHDC has completed over \$930 million in total development financing in the construction and rehabilitation of over 9,100 rental units, of which 4,273 were new construction. This includes approximately \$154 million in soft money from city governments, federal funds and housing authority participation in addition to multiple successes with CDBG Funds, HOME Funds from both City and CHDO programs, Housing Set-Asides from local Redevelopment Agencies, Tax Increment Financing, MHP Funds, HUD Mixed-Finance and the HUD Section 108 Loan Program. AHDC has been awarded approximately \$360 million in Low Income Housing Tax Credits (LIHTC) through the California Tax Credit Allocation Committee (CTCAC) and financed over \$190 million in Tax Exempt Bond Debt through the California Debt Limit Allocation Committee (CDLAC) since 1990. The strength and adaptability of AHDC’s financing programs are both evidenced and reinforced by its long-standing relationships with core financial partners such as R4 Capital whose executives originated from Centerline Capital Group, Charter Mac and Related Capital Company and have been involved in some twenty-six AHDC projects representing over \$100 million in equity. AHDC has mastered the use of both 9% and 4% Tax Credit programs, representing total tax credit and bond allocations of over \$448 million. AHDC has prepared and submitted over 50 Tax Credit applications and has secured over \$360 million in tax credit allocations. AHDC has experience in creating financial proformas for affordable, workforce, and market rate housing, utilizing tax-exempt bonds, tax credits or conventional financing in a mixed-income project.

Development History

The skill and ingenuity demonstrated by AHDC’s financing abilities are matched by the company’s development expertise. Since 1985, AHDC has successfully interfaced with over thirty city governments in fourteen counties and has provided development consulting services and co-developed numerous projects with clients and partners such as: The Housing Authority of the County of Butte, Central Valley Coalition for Affordable Housing, Fresno Housing Authority,

Housing Authority of the County of San Joaquin, and Paso Robles Housing Authority. The success of AHDC's development efforts can be largely attributed to the company's skill in assessing the diverse needs of every market that it enters. AHDC is able to tailor a specific solution to meet any community's housing needs. The concerns of many communities and interested parties are answered by the attention and care that AHDC demonstrates in the ownership and management of each of its properties in the face of social, political and practical challenges. Whether building strategies to end crime on acquired properties or facing the challenges of running an assisted living community for seniors, AHDC ensures that these solutions are crafted and implemented as part of the development process rather than as an afterthought.

Construction History

AHDC's standards of excellence are also apparent in terms of its construction history and current practices. AHDC's construction partner continues to deliver project after project on time and within budget. Through careful and direct management, AHDC is able to operate successfully in geographically and politically diverse conditions. AHDC has been able to meet specific building requirements for every city in which it has operated, including the integration of special construction practices in environmentally sensitive regions. AHDC has developed expertise in green building and energy efficiency technologies tailored to the requirements of multi-family construction and is able to advise clients based on the success of past applications of these technologies in the field. This ingenuity, consistency and quality have earned AHDC's communities a reputation for excellence.

Lease-Up and Permanent Debt Conversions

AHDC has significant experience in the area of lease-up and conversions. With over 70 projects completed, AHDC has taken the primary responsibility to identify the property management firm and develop budgets, marketing plans, and lease-up schedules. Once AHDC develops those plans and schedules, AHDC works to accomplish the lease-up according to the parameters of the financial model and the lender's underwriting requirements. AHDC takes a primary role in working together with the property management firm as well as overseeing and supervising their work. Furthermore, AHDC has successfully completed permanent financing conversions in every project in its 30-year history. The conversion process is the sole responsibility of AHDC, and it has demonstrated its commitment to success by never missing a conversion and always converting for the original amount specified. AHDC has mastered both the lease-up and conversion process given its extensive experience.

With over 70 successfully completed developments, AHDC has exceptional knowledge of equity and debt financing, as well as fully understanding and implementing the design, planning, entitlement, and construction processes. AHDC has a solid financial platform that allows us to weather market fluctuations, maintain industry relationships, and offer a level of consistency and reliability to our partners and clients. AHDC has substantial construction and development experience with affordable multi-family developments. We have a solid history of completed projects that were delivered on time and within budget, have consistently exceeded city and resident expectations, and have maintained standards of excellence through the years because of continued hands-on involvement and management.

Housing Authority of the County of Butte (HACB)

The HACB was established April 22, 1946 by action of the Butte County Board of Supervisors. The non-profit public benefit corporation was created to utilize federal housing programs in provision of affordable housing opportunity to low income residents of Butte County. Seventy-four years later, the HACB serves over 3,000 households in Butte County; 900 households by means of affordable housing properties owned and operated by the HACB, and 2,100 households by means of rental-assistance programs. The HACB operates under the direction of a seven member Board of Commissioners, appointed by the County Board of Supervisors, and employs 36 full time personnel. The HACB operates housing programs in each of the five (5) incorporated jurisdictions within Butte County: the Cities of Chico, Oroville, Biggs, and Gridley, and the Town of Paradise. As a public agency, the HACB is audited annually.

The HACB's properties include HUD Low Income Public Housing (345 units); USDA-RD Farm Labor Housing (130 units; one of six original refugee camps established in the 1930's); a tax-exempt bond-financed portfolio (four properties – 115 units); four Low Income Housing Tax Credit-subsidized properties; and nineteen open market properties. Many of these properties have overlays targeting elderly, disabled, homeless, and other special needs populations.

The HACB's rental-assistance programs include the HUD Section 8 Housing Choice Voucher program (2,063 participant households); eleven units/three increments of HUD Shelter + Care assistance; and other rental assistance programs under contract to the City of Chico and the County of Butte (67 units). The HACB works with over 650 Butte County landlords in the administration of its rental-assistance programs. Under contract to the City of Chico, the HACB administers the Tenant Based Rental Assistance program, targeting homeless households, as well as the Lease Guarantee Program. Under contract to the County Department of Behavioral Health the HACB provides rental assistance to homeless households with mental disabilities and/or substance abuse issues, funded by State Mental Health Services Act monies. In 2011 the HACB assumed operation of HUD's Section 8 Voucher Program in adjacent Glenn County, as the State of California divested itself of the program.

The HACB is closely involved with the Butte Countywide Homeless Continuum of Care (CoC). Its Executive Director serves as 2nd Vice Chair to the CoC's governing Council. The HACB sponsors and/or administers a number of HUD homeless rental assistance programs in partnership with service agencies, serving homeless families with disabilities and/or substance abuse problems, and homeless households with mental illness and/or disabilities.

The HACB has a long history as developer of affordable housing in the City of Chico, starting with construction of 100 units of HUD Public Housing on scattered sites. Over the years, the HACB acquired and or constructed numerous additional properties in Chico and other Butte County jurisdictions. The HACB worked closely with the City of Chico and AHDC in developing the 1200 Park Avenue Apartments, Chico, serving low-income Senior cohorts. The most recent Chico area new construction project, built in 2013 by an HACB-AHDC partnership, was the 90-unit Harvest Park Apartments, serving families at a variety of affordable income levels. The

HACB remains keenly interested in development of affordable housing opportunity in Chico, its past efforts included provision of interim financing in NVCSS's development of the Valley View Apartment project, serving low-income homeless with disabilities.

Northern Valley Catholic Social Service, Inc. (NVCSS)

Northern Valley Catholic Social Service, Inc. (NVCSS) is a non-profit, public benefit corporation established in 1986 in Redding, California, under the corporate umbrella of Catholic Charities of Sacramento, Inc. In 2004, NVCSS created its own non-profit corporation. As a multi-service agency, NVCSS provides unduplicated services to six county areas of far Northern California, including Butte, Glenn, Shasta, Siskiyou, Tehama, and Trinity counties. Covering 19,170 square miles, these counties share geographic similarities in that the population extends over wide areas with varying weather conditions from mild to severe and topographies that create difficult travel and access to services. In collaboration with Family Resource and Cultural Centers and local service providers, NVCSS develops programs to provide outreach to those residing in the most rural and rugged geographic areas requiring cross-cultural teams and understanding of the isolation, poverty, and disconnection from services and support.

Since 1990, the NVCSS Housing Department has been responsible for bringing a variety of needed affordable housing to our service area including:

- Affordable housing for low income families and individuals
- Affordable housing with project based rental assistance for seniors, developmentally disabled, and those with severe and persistent mental illness
- Rent subsidies for chronic homeless mentally ill and referrals from probation
- Financial assistance for homeless and at risk of homelessness households participating in a case management program
- Financial support for Carr fire survivors displaced or in financial need because of the Carr fire.

NVCSS began the process of creating a strong housing department focused on acquiring and developing affordable housing targeting specific populations for individuals with developmental disabilities and mental illness. NVCSS developments include affordable housing for people with disabilities funded by the Department of Housing and Urban Development (HUD) Section 811/202 program and three complexes using LIHTC funding. Ultimately, NVCSS has provided 340 affordable housing units, including eight single asset corporations and four limited partnerships over a four county area providing housing for low-income families, seniors, and special needs individuals and households.

New projects underway include 20 apartments funded through the tax credit program for low-income families and those with mental illness to be completed by July 2020. In addition, NVCSS is working to complete 30 units in eastern Shasta County for low-income families anticipated to be completed by spring of 2023.

NVCSS housing experience includes an extensive history for the development and management of permanent supportive housing for vulnerable populations. NVCSS provides unique property management skills, offering and coordinating support services to the various housing complexes

to ensure residents have an emotionally, as well as financially supportive environment. Additionally, NVCSS coordinates with local service providers for access to food banks and food delivery, assistance in maintaining community gardens, and linkages to a variety of services that benefit residents. It is the intent of NVCSS to equip residents with the life skills necessary to promote independence and self-sufficiency. Permanent supportive housing improves quality of life, supports economic and social stability, and encourages integration into the community.

Among the Team's successful developments are the following properties located in Chico: 1200 Park Avenue, Harvest Park, and Valley View.

1200 PARK AVENUE



The 1200 Park Avenue Senior Affordable Housing Project is a stunning example of how affordable housing can be a catalyst for neighborhood revitalization and a model for environmentally sustainable design. 1200 Park Avenue brings a modern, safe and attractive living environment to the lives of 107 low-income senior households.

AHDC played the role of co-developer with the Housing Authority of the County of Butte in order to secure a 9% competitive tax credit allocation and to provide the most advantageous debt and equity financing to this development, based on our experience and relationships in the industry. The Housing Authority contributed the strength of their long-term relationship with the City, resulting in major financial contributions to the project by the City of Chico and an accelerated entitlement timeline that met the deadlines associated with the highly specialized financing vehicles employed for this development. The City of Chico continues to use 1200 Park Avenue as their landmark development in the downtown core of Chico to demonstrate the positive benefits of a public/private partnership.

The development of 1200 Park Avenue helped the Housing Authority and the City of Chico to meet several core goals, including redevelopment of a blighted area previously occupied by functionally obsolete uses, integration of a sophisticated architectural entry statement into the City's downtown core and contribution to long-term economic and social stability for the neighborhood through the inclusion of a major housing project that is closely managed, meticulously maintained and socially active in the greater community. Through our refined construction value engineering process, the project achieved a feasible cost model that delivered a community of outstanding quality and award-winning architecture and was recognized by the Pacific Coast Builder's Conference "Best in the West" Awards for Best Seniors Housing in 2007.

HARVEST PARK

Harvest Park is one of the last projects in the City of Chico to receive Redevelopment Agency (RDA) funds. The City of Chico committed over \$8 million to the almost \$19 million development and is the third project the City has built in partnership with AHDC. The Housing Authority of the County of Butte also contributed funds to make Harvest Park a reality. 1200 Park Avenue



was completed in 2006 and is a 107-unit affordable senior development built on an infill site and Parkside Terrace was completed in 2011 and is a 90-unit multi-family workforce housing community, both located in Chico, CA.

All of the units incorporate *universal design* elements, and within each unit, residents will benefit from standard features such as Energy Star® rated refrigerators and dishwashers, exhaust fans, sink disposals, ranges with ovens as well as washers and dryers and generous counter, cabinet and storage space throughout the units. All aspects of building construction complied with quality construction standards to ensure longevity and safety of these high-quality structures. In addition, the project has been built to Build it Green® standards which incorporates many energy efficient upgrades and received a Build it Green® certification.

VALLEY VIEW



Description: Valley View is an affordable housing complex providing housing for homeless or at risk of homelessness individuals with a severe and persistent mental illness

Project Characteristics: 15 Affordable Housing Units, including an on-site manager's unit, office, supportive service office, community room, laundry, and vocational building.

Relevancy: The complex supports individuals with incomes at 30%. Residents will pay 30% of their income for housing. The project was developed utilizing Mental Health Services Act Program funding through Butte County Behavioral Health, the City of Chico, and Low-Income Housing Tax Credits. Residents are offered social and supportive services to foster long-term independent living and self-sufficiency.