

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

MEETING AGENDA

March 19, 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. 4769

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of February 20, 2020
 - 3.2 Checks written for:

3.2.1	Accounts Payable (General) –	\$240,099.85
3.2.2	Accounts Payable (FLH) –	\$15,142.39
3.2.3	Landlords –	\$1,225,279.23
3.2.4	Payroll –	\$118,459.65
 - 3.3 Financial Statements
 - 3.4 Section 8 Housing Choice Voucher Program
 - 3.5 Property Vacancy Report
 - 3.6 Public Housing
 - 3.7 Construction Projects
 - 3.8 Capital Fund Improvement Projects
 - 3.9 Farm Labor Housing Report
 - 3.10 Bond Properties

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- 3.11 Tax Credit Properties
- 3.12 Other Properties
- 3.13 Family Self Sufficiency
- 3.14 Rental Assistance Programs
- 4. CORRESPONDENCE
- 5. REPORTS FROM EXECUTIVE DIRECTOR
 - 5.1 Family Self Sufficiency (FSS) Graduate – Recognition of FSS Graduate Regina Santistevan.
 Recommendation: Resolution No. 4769
 - 5.2 Public Housing – Refrigeration Replacement Program 2020 with HOME Depot
 Recommendation: Resolution No. 4770
 - 5.3 Receive and File Proposed Section 8 Administrative Plan (AP)Draft – Schedule public hearing on May 21, 2020 for adoption of AP.
 Recommendation Receive draft Section 8 Admin Plan, authorize publication of Public Notice for public review and comment (minimum 45 days required) and schedule Public Hearing for receipt of comment and final adoption of documents on May 21, 2020.
 - 5.4 Personnel – Adoption Agreement of CalPERS Supplemental Income 457 Plan.
 Recommendation: Resolution No. 4771
 - 5.5 Strategic Asset Plan – Asset Repositioning Status Update.
 Recommendation Information/Discussion
 - 5.6 Development Activity – Status Update.
 Recommendation Information/Discussion
 - 5.7 COVID-19 (Coronavirus) – Agency Response.
 Recommendation: Information/Discussion
- 6. MEETING OPEN FOR PUBLIC DISCUSSION
- 7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS
9. REPORTS FROM COMMISSIONERS
10. MATTERS INITIATED BY COMMISSIONERS
11. EXECUTIVE SESSION
12. COMMISSIONERS' CALENDAR
 - Next Meeting – April 16, 2020
 - ~~2020 NAHRO Washington Conference March 29 – April 1, 2020~~
CANCELED
13. ADJOURNMENT

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

MEETING MINUTES OF February 20, 2020

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:10 p.m.

1. ROLL CALL

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

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Finance Director, Sue Kemp; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; Jerry Martin, Modernization Coordinator; Angie Little, Section 8 Housing Manager; and Bow Lee, Special Programs Coordinator.

Others Present: Diana Palmer, Section 8 Program Participant; Carolyn Fraser and Anita Dehghani, Tax Credit Housing Tenants; and Greg Einhorn, Housing Authority Legal Counsel.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 New Commissioner Appointment – newly appointed Commissioner Rich Ober was appointed by Supervisor Debra Lucero. Commissioner Ober has a background in technology and communications, is a 26-year resident of Chico. Currently serves on the City of Chico Planning Commission, True North Housing Alliance Board of Directors, and Parks Commission. Commissioner Ober ran for Chico City Council in 2018 and is currently running for Chico City Council 2020. He is excited to be a part of the Board and is ready to pitch in.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self Sufficiency (FSS) Graduate – Ms. Palmer was a participant in the FSS program since January 1, 2015. During her time as a participant Ms. Palmer experienced a couple of challenges, one of them being the Camp Fire Disaster, during which time she was displaced from the area. But Ms. Palmer found her way to relocate back to Butte County, securing both housing and employment. She expressed gratitude for the opportunity and support of the FSS program. She was able to accrue and graduate the FSS program with an escrow balance of \$11,454.94.

RESOLUTION NO. 4764

Commissioner Jones moved that Resolution No. 4764 be adopted by reading of title only: “RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE RECOGNITION OF FSS GRADUATE DIANA PALMER”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.2 HUD Programs Household Income Determination – HACB is required to adopt a Passbook Savings Rate annually for purposes of determining participant household income in the HUD Public Housing, Section 8, and Homeless programs; as well as other HACB Administered tenant-based rental assistance programs where actual or imputed income from assets is considered in calculation of total household income. HACB Deputy Executive Director Guanzon surveyed local banks to determine the average passbook savings rate, ultimately recommending use of the National Savings Rate, because the actual impact of the interest rates are minimal and continue to remain low. The recommended rate is to remain at .09%.

MOTION

Commissioner Anderson moved to set the Passbook Savings Rate at 0.09%/year, effective March 1, 2020. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.3 Contract Rates – The HACB has an ongoing Corporate Services Agreement with Banyard Management. The agreement sets the rates of compensation and an annual contract maximum. The rates have increased between 5% to 12% over the last year, based on assigned staffing, their employment status, and compensation/benefits. The HACB seeks to update its billing rates for services per the attached Hourly Billing Rate schedule, effective March 1, 2020.

MOTION

Commissioner Hamman moved to approve new HACB hourly billing rates to Banyard Management effective March 1, 2020, Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.4 Contract Rates – The HACB has an ongoing Corporate Services Agreement with Butte County Affordable Housing Corporation. The agreement sets the rates of compensation and an annual contract maximum. The rates have increased between 5% to 12% over the last year, based on assigned staffing, their employment status, and compensation/benefits. The HACB seeks to update its billing rates for services per the attached Hourly Billing Rate schedule, effective March 1, 2020.

MOTION

Commissioner Hamman moved to approve new HACB hourly billing rates to Butte County Affordable Housing Corporation effective March 1, 2020, Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.5 Commissioner Expense & Use Policy – In efforts to simplify the administration of the Commissioner Expense & Use policy, staff recommends that the Commissioner Policy mimic the Travel and Expense Policy of HACB Personnel, which was recently revised in September 2019, in accordance with IRS guidelines, that Meals & Incidental Expenses accounting be changed from receipt-based to a straight per diem allowance; such policy change is implemented effective immediately.

RESOLUTION NO. 4765

Commissioner Jones moved that Resolution No. 4765 be adopted by reading of title only: “AMENDMENT TO HOUSING AUTHORITY OF THE COUNTY OF BUTTE EXPENSE AND USE OF PUBLIC RESOURCES POLICY STATEMENT”. Commissioner Besser seconded. The vote in favor

- 5.6 FLH Modernization –

- 5.7 FLH Modernization –

USDA- RD Granted the HACB \$3M in grant funds in 2017 and another \$3M in grant funds in 2018 for a total of \$6M; for the rehab contract at FLH, the proposed resolutions are required USDA-Rd forms used to accept the funds. 20 buildings have been renovated so far, Phases II and III are out to bid now, bids due April 7th, with bid award being presented for recommendation during the April Board of Commissioners meeting. Modernization Coordinator Jerry Martin anticipates phases II & III of construction to be completed together, the plans have been approved by the County.

RESOLUTION NO. 4766

Commissioner Anderson moved that Resolution No. 4766 be adopted by reading of title only: “RESOLUTION OF THE BOARD OF DIRECTORS OF HOUSING AUTHORITY OF THE COUNTY OF BUTTE, GRIDLEY FLH PROVIDING FOR OBTAINING FINANCIAL ASSISTANCE IN THE AMOUNT \$3,000,000 TO AID IN FINANCING FEDERALLY DEFINED LOW-RENT HOUSING

AND RELATED FACILITIES FOR LOW-INCOME DOMESTIC FARM LABOR, AND RELATED MATTERS”. Commissioner Pittman seconded. The vote in favor was unanimous.

RESOLUTION NO. 4767

Commissioner Anderson moved that Resolution No. 4767 be adopted by reading of title only: “RESOLUTION OF THE BOARD OF DIRECTORS OF HOUSING AUTHORITY OF THE COUNTY OF BUTTE, GRIDLEY FLH PROVIDING FOR OBTAINING FINANCIAL ASSISTANCE IN THE AMOUNT \$3,000,000 TO AID IN FINANCING FEDERALLY DEFINED LOW-RENT HOUSING AND RELATED FACILITIES FOR LOW-INCOME DOMESTIC FARM LABOR, AND RELATED MATTERS”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.8 Yolo Housing Authority – Executive Director Mayer recommended recognition of the Housing Authority of the County of Yolo for their extraordinary emergency response during the Camp Fire Disaster. During the disaster they were able provide temporary housing to households displaced by the disaster, opening their Migrant Center and working with displaced Section 8 clients. Executive Director Mayer will visit the Yolo Housing Authority to present the resolution to the YHA Board of Commissioners at their May meeting.

RESOLUTION NO. 4768

Commissioner Pittman moved that Resolution No. 4768 be adopted by reading of title only: “RECOGNITION OF THE HOUSING AUTHORITY OF THE COUNTY OF YOLO FOR CAMP FIRE DISASTER RESPONSE”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.9 Strategic Asset Plan – Executive Director Mayer provided an update on the strategic asset plan activity. To date, six properties have had appraisals and physical needs assessments completed. An attorney has been consulted as to the transfer of ownership of Cordillera apartments from BCAHDC to HACB, which is necessary for the HACB public bond issuance. Outreach to the limited partner, Alden Torch at 1200 Park Avenue has been initiated regarding repositioning of the property. Chair Moravec inquired about what happens to Banyard Management? Executive Director Mayer responded that the remaining tax credit properties will be bundled together; Chico Commons, Walker Commons and 1200 Park Avenue. Thus, eliminating the need for Banyard Management.
- 5.10 City of Chico Request for Information (RFI) – A copy of the response to the City of Chico Request for Information (RFI) was provided for informational purposes. The response was led by developer Affordable Housing Development Corporation, with HACB and North Valley Catholic Social Services participating as non-profit partners. Since the City of Chico received a limited number of responses, the RFI has been extended to May 2020.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

8.1 Nor/Cal Nevada NAHRO Chapter Conference – Commissioner Jones was in attendance for the Commissioner track on Sunday. She was pleased with the training and was grateful to serve on such a dynamic Board here at the HACB. Administrative Operations Director Young attended the conference. She attended High Performance Management courses and exclaimed they were one of the best classes she has attended. As in the past, she found the networking portion of the conference extremely beneficial. Deputy Executive Director Guanzon was also at the conference, attending High Performance Management, REAC and Risk Management courses. Deputy Executive Director Guanzon was part of the conference’s organizing committee, reporting the conference had great attendance this year. Executive Director Mayer attended the awards luncheon on the last day of the conference. Once again HACB was awarded HUD High Performer status in both the HUD Section 8 and Public Housing programs, in addition to receiving a special Disaster Resiliency Award in response to the Camp Fire disaster. Executive Director Mayer also mentioned the fourteen poster contest entries for the “What Home Means to Me” contest, this is the first time a participant from HACB made it to regional finals.

8.2 CAHA – Executive Director Mayer and Deputy Executive Director Guanzon attended the annual California Association of Housing Authorities (CAHA) conference in Long Beach. This conference provides opportunity to craft State and federal legislative position policies, policies that are used at the State legislature and presented to Congressional offices at the annual NAHRO Washington Legislative Conference, in the Spring.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Pittman relayed the changing status of the FEMA trailers located in Oroville, indicating there may be an opportunity to acquire such housing for affordable housing interests. It was his

understanding that such acquisition by a non-profit comes with a requirement to provide housing for at least a year.

Commissioner Pittman relayed the pro-development stance of the Oroville City Council, seeking to build City capacities and infrastructure using Disaster response as a vehicle.

Commissioner Anderson expressed the Town of Paradise's interest in the rebuilding of the 12-unit Kathy Court Apartments property. She encouraged the HACB to move directly to address serious community housing need. Paradise is earnestly seeking to provide rental opportunity to lower income, working households. Most activity on the ridge is the rebuilding of single-family homes.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – March 19, 2020**
- **2020 NAHRO Washington Conference – March 29 – April 1, 2020.**

13. ADJOURNMENT

Commissioner Anderson moved that the meeting be adjourned. Commissioner Besser seconded. The meeting was adjourned at 3:33 p.m.

Dated: February 20, 2020.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/3/2020	152166	CALIF. WTR. SER. ORO	\$70.00
2/3/2020	152167	CALIFORNIA WATER SERVICE	\$48.00
2/3/2020	152168	P G & E	\$730.61
2/4/2020	152170	Void / Thermalito Irrigation	\$0.00
2/7/2020	1729	Internal Revenue Service	\$102.32
2/7/2020	1730	Employment Development Department	\$11.70
2/7/2020	1731	Employment Development Department	\$72.54
2/7/2020	152171	Adecco Employment Services	\$685.72
2/7/2020	152172	Biggs Municipal Utilities	\$2,646.60
2/7/2020	152173	CIC	\$4,641.60
2/7/2020	152174	CITY OF CHICO (22332)	\$334.16
2/7/2020	152175	COMCAST CABLE	\$217.70
2/7/2020	152176	Creative Composition, Inc.	\$315.32
2/7/2020	152177	Diana D Palmer Ms.	\$11,454.94
2/7/2020	152178	Douglas Hallihan De Soto	\$438.98
2/7/2020	152179	EAGLE SECURITY SYSTEMS	\$120.00
2/7/2020	152180	GreatAmerica Financial Services	\$155.52
2/7/2020	152181	HD Supply Facilities Maintenance, Ltd.	\$1,121.49
2/7/2020	152182	MAINTENANCE PLUS	\$460.27
2/7/2020	152183	Magoon Signs	\$1,003.86
2/7/2020	152184	P G & E	\$4,878.54
2/7/2020	152185	Pitney Bowes	\$118.14
2/7/2020	152186	Roy V. Peters	\$906.14
2/7/2020	152187	SPRINT	\$65.20
2/7/2020	152188	Squyres Fire Protection, Inc.	\$869.70
2/7/2020	152189	Staples Business Credit	\$510.29
2/7/2020	152190	TAMRA C. YOUNG	\$316.68
2/7/2020	152191	THRIFTY ROOTER-SERVICE & PLUMBING	\$540.73
2/7/2020	152192	Thermalito Irrigation	\$82.55
2/7/2020	152193	Towne Carpet dba	\$1,322.43
2/7/2020	152194	WASTE MANAGEMENT	\$1,463.34
2/7/2020	152195	WCP Solutions	\$418.28
2/7/2020	152196	Yuba City	\$76.00
2/14/2020	1732	Internal Revenue Service	\$20,796.38
2/14/2020	1733	Employment Development Department	\$3,998.98
2/14/2020	1734	Employment Development Department	\$2,119.09
2/14/2020	1735	MassMutual Financial Group	\$2,720.00
2/14/2020	1736	CalPERS	\$3,136.27
2/14/2020	1737	CalPERS	\$10,701.38
2/14/2020	152202	A-1 Appliance	\$1,154.95
2/14/2020	152203	Access Information Holdings, LLC.	\$126.23

2/14/2020	152204	Adecco Employment Services	\$796.32
2/14/2020	152205	Armed Guard Private Security, Inc	\$300.00
2/14/2020	152206	CALIF. WTR. SER. ORO	\$155.12
2/14/2020	152207	CALIFORNIA WATER SERVICE	\$19.78
2/14/2020	152208	COMCAST CABLE	\$154.69
2/14/2020	152209	Chico Turf Plus, LLC	\$85.00
2/14/2020	152210	E Center	\$264.29
2/14/2020	152211	ECORP Consulting, Inc.	\$6,787.00
2/14/2020	152212	ENTERPRISE-RECORD	\$965.52
2/14/2020	152213	Employment Development Department	\$2.08
2/14/2020	152214	Gregory P. Einhorn	\$390.00
2/14/2020	152215	HARSHBARGER ACE HARDWARE	\$43.24
2/14/2020	152216	HD Supply Facilities Maintenance, Ltd.	\$831.58
2/14/2020	152217	JACKSONS GLASS CO, INC.	\$581.72
2/14/2020	152218	MACS HARDWARE	\$151.08
2/14/2020	152219	MILLER GLASS, INC.	\$225.08
2/14/2020	152220	Mendes Supply Company (dba)	\$209.88
2/14/2020	152221	NOR CAL LANDSCAPE MAINTENANCE	\$11,166.00
2/14/2020	152222	Neal Road Recycling & Waste	\$34.00
2/14/2020	152223	P G & E	\$1,149.16
2/14/2020	152224	Plan B Professional Answering Services	\$114.50
2/14/2020	152225	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$8,049.36
2/14/2020	152226	SAM'S DOOR SHOP	\$176.43
2/14/2020	152227	Scrubbs, Inc.	\$47.90
2/14/2020	152228	Slakey Brothers, Inc.	\$418.28
2/14/2020	152229	Void / The Home Depot Credit Services	\$0.00
2/14/2020	152230	The Home Depot Credit Services	\$3,414.74
2/14/2020	152231	Thermalito Irrigation	\$452.47
2/14/2020	152232	US Bank	\$146.36
2/14/2020	152233	Valero Marketing & Supply	\$539.67
2/14/2020	152234	WASTE MANAGEMENT	\$470.23
2/21/2020	1738	Internal Revenue Service	\$102.28
2/21/2020	1739	Employment Development Department	\$11.70
2/21/2020	1740	Employment Development Department	\$72.55
2/21/2020	1741	Cal Dep of Tax and Fee Administration	\$142.00
2/21/2020	152236	AT&T	\$189.58
2/21/2020	152237	Adecco Employment Services	\$884.80
2/21/2020	152238	Advanced Document	\$121.88
2/21/2020	152239	American Bankers Ins. Co. of FL	\$17.00
2/21/2020	152240	Anne B. Jones	\$50.00
2/21/2020	152241	Anne B. Jones	\$177.97
2/21/2020	152242	Asbestos Science Technology	\$768.84
2/21/2020	152243	Baker Distributing Company, Inc.	\$151.89
2/21/2020	152244	Butte County Recorder	\$16.00
2/21/2020	152245	Butte County Recorder	\$16.00
2/21/2020	152246	CALIF. WTR. SER. ORO	\$777.47

2/21/2020	152247	CITY OF CHICO (22332)	\$511.03
2/21/2020	152248	Chico Turf Plus, LLC	\$625.00
2/21/2020	152249	Cypress Dental Administrators	\$3,781.29
2/21/2020	152250	David Pittman	\$50.00
2/21/2020	152251	Golden State Risk Management Authority	\$28,237.00
2/21/2020	152252	Gridley Municipal Utilities	\$935.08
2/21/2020	152253	HARSHBARGER ACE HARDWARE	\$37.49
2/21/2020	152254	InterWest Insurance Services, LLC	\$525.00
2/21/2020	152255	Larry Hamman	\$50.00
2/21/2020	152256	Larry Hamman	\$34.50
2/21/2020	152257	Laura Moravec	\$50.00
2/21/2020	152258	MAINTENANCE PLUS	\$485.30
2/21/2020	152259	MES VISION	\$599.18
2/21/2020	152260	Normac, Inc.	\$26.28
2/21/2020	152261	NorthStar	\$8,608.85
2/21/2020	152262	OFFICE DEPOT INC	\$610.91
2/21/2020	152263	P G & E	\$174.98
2/21/2020	152264	Patricia Besser	\$50.00
2/21/2020	152265	Rich Ober	\$50.00
2/21/2020	152266	Slakey Brothers, Inc.	\$45.27
2/21/2020	152267	TIAA COMMERCIAL FINANCE, INC	\$143.72
2/21/2020	152268	TPx Communications	\$763.91
2/21/2020	152269	Unum Life Insurance Company	\$526.78
2/21/2020	152270	Unum Life Insurance Company	\$402.50
2/28/2020	1742	Internal Revenue Service	\$20,818.85
2/28/2020	1743	Employment Development Department	\$4,005.60
2/28/2020	1744	Employment Development Department	\$681.44
2/28/2020	1745	MassMutual Financial Group	\$2,920.00
2/28/2020	1746	CalPERS	\$10,740.71
2/28/2020	1747	CalPERS	\$3,146.73
2/28/2020	152284	A-1 Appliance	\$2,899.93
2/28/2020	152285	CALIFORNIA WATER SERVICE	\$4,982.08
2/28/2020	152286	COMCAST CABLE	\$114.70
2/28/2020	152287	Clean Master	\$1,604.00
2/28/2020	152288	FedEx	\$46.49
2/28/2020	152289	HD Supply Facilities Maintenance, Ltd.	\$2,887.66
2/28/2020	152290	MRI Software LLC	\$1,521.45
2/28/2020	152291	Neal Road Recycling & Waste	\$74.00
2/28/2020	152292	Normac, Inc.	\$145.14
2/28/2020	152293	OFFICE DEPOT INC	\$208.55
2/28/2020	152294	OPER. ENG. LOCAL #3	\$784.00
2/28/2020	152295	P G & E	\$145.91
2/28/2020	152296	Platt Electric Supply	\$711.24
2/28/2020	152297	Umpqua Bank	\$8,188.60
2/28/2020	152298	United States Postal Service (CMRS-FP)	\$2,500.00
2/28/2020	152299	Verizon Wireless	\$1,054.63

		Total	\$240,099.85
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Housing Authority of the County of Butte
 FLH Operating Account
 AP Check Register

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/7/2020	1751	CIC	\$232.00
2/7/2020	1752	Mariela Hernandez Chavez	\$263.68
2/7/2020	1753	Messenger Publishing Group	\$125.00
2/14/2020	1754	WASTE MANAGEMENT	\$2,507.12
2/21/2020	1755	Adecco Employment Services	\$1,633.04
2/21/2020	1756	Down Range Investments, LLC	\$475.02
2/21/2020	1757	Harshwal & Company, LLP	\$3,675.00
2/21/2020	1758	MAINTENANCE PLUS	\$266.75
2/21/2020	1759	P G & E	\$273.17
2/28/2020	1760	Asbestos Science Technology	\$4,655.00
2/28/2020	1761	P G & E	\$636.61
2/28/2020	1762	VHB (Visionary Home Builders/FLH Wkshp)	\$400.00
		Total	\$15,142.39

Housing Authority of the County of Butte
BALANCE SHEET
January, 2020

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	2,412,980.57
Cash - Other Restricted	812,767.92
Cash - Tenant Security Deposits	292,469.02
Accounts Receivable - HUD	42,558.31
Accounts Receivable - Other Gov	41,938.00
Accounts Receivable - Misc	163,179.72
Accounts Receivable - Tenants	61,092.12
Accounts Receivable - Fraud	0.00
Note Receivable - Current Portion	12,263.00
Accrued Interest Receivable	55,851.71
Investments - Unrestricted	2,391,767.51
Investments - Restricted	2,200,504.23
Inventories	28,760.35
Prepaid Expenses	288,287.43
Inter-program Due From	101,820.04
Total Current Assets	8,906,239.93
Fixed Assets	
Fixed Assets & Accumulated Depreciation	20,944,584.93
Total Fixed Assets	20,944,584.93
Other Non-Current	
Notes Loans & Mortgages Receivable	1,903,770.58
Deferred Outflows - GASB 68 & 75	781,482.82
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,381,373.55
Total Other Non-Current	6,066,636.95
TOTAL ASSETS	35,917,461.81
LIABILITIES	
Current Liabilities	
Accounts payable	61,975.48
Accrued Payroll Liabilities	187,924.63
Accrued Interest Payable	148,262.27
Tenant Security Deposits	293,226.70
Deferred Revenue	234,136.45
Payable to HUD	0.00
Long Term Debt - Current Portion	521,120.40
Accrued Liabilities - Other	103,678.70
Inter-program Due To General Fund	101,820.04
Total Current Liabilities	1,652,144.67
Long-Term Liabilities	
Deferred Outflows - GASB 68 & 75	374,560.99
Other Post Retirement Ben-Net GASB 75	187,528.00
Unfunded Pension Liability - GASB 68	3,240,458.00
Long-Term Debt	3,557,737.05
Non-Current Liability- Other (FSS)	94,132.90
Total Long-Term Liabilities	7,454,416.94
TOTAL LIABILITIES	9,106,561.61
NET POSITION	
Beginning Net Position	26,673,495.34
Retained Earnings	137,404.86
TOTAL NET POSITION	26,810,900.20
TOTAL LIABILITIES AND NET POSITION	35,917,461.81

HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT
October 1, 2019 to January 31, 2020

	Month to Date			Year to Date			33.3%
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
REVENUE							
NET DWELLING RENT	277,128	270,021	-7,107	1,096,149	3,240,254	2,144,105	33.8%
TENANT CHARGES	10,952	7,088	-3,864	41,207	85,060	43,853	48.4%
LAUNDRY REVENUE	1,554	2,612	1,058	8,887	31,344	22,457	28.4%
HUD GRANT REVENUE	1,440,184	1,552,637	112,454	5,866,173	18,631,648	12,765,474	31.5%
OTHER GRANT REVENUE	34,452	30,000	-4,452	140,719	360,000	219,281	39.1%
MORTGAGE INTEREST INCOME	6,062	6,111	48	24,250	73,330	49,080	33.1%
FRAUD RECOVERY	3,043	2,833	-210	13,574	34,000	20,426	39.9%
OTHER INCOME	58,269	39,198	-19,071	164,086	470,372	306,286	34.9%
INVESTMENT INCOME-unrestricted	4,237	3,984	-253	17,216	47,812	30,596	36.0%
INVESTMENT INCOME-restricted	148	1,304	1,156	1,271	15,650	14,379	8.1%
TOTAL REVENUE	1,836,030	1,915,789	79,759	7,373,532	22,989,470	15,615,938	32.1%
EXPENSES							
ADMIN. EMPLOYEE SALARIES	215,404	158,721	-56,683	654,324	1,904,650	1,250,326	34.4%
AUDIT FEE	7,350	2,609	-4,741	7,350	31,310	23,960	23.5%
ADVERTISING & MARKETING	125	941	816	2,190	11,286	9,096	19.4%
PR TAXES & BENEFITS-ADMIN	100,787	82,461	-18,326	308,165	989,526	681,361	31.1%
OFFICE EXPENSES	21,827	24,078	2,251	78,128	288,936	210,808	27.0%
LEGAL EXPENSES	1,868	2,067	199	4,996	24,800	19,804	20.1%
TRAVEL	2,103	2,975	872	6,752	35,700	28,948	18.9%
ALLOCATED OVERHEAD	0	0	0	0	0	0	0.0%
OTHER ADMIN. EXPENSE	25,444	31,083	5,639	121,016	372,999	251,983	32.4%
TOTAL ADMIN. COSTS	374,908	304,934	-69,974	1,182,921	3,659,207	2,476,286	32.3%
TENANT SERVICES-SALARIES	4,346	3,777	-570	19,101	45,320	26,219	42.1%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	831	1,612	781	3,622	19,343	15,721	18.7%
TENANT SERVICES-MISC.	584	2,930	2,347	10,217	35,165	24,948	29.1%
TOTAL TENANT SERVICES	5,761	8,319	2,558	32,940	99,828	66,888	33.0%
WATER	15,718	14,257	-1,462	69,610	171,081	101,471	40.7%
ELECTRICITY	7,367	9,029	1,662	29,016	108,345	79,329	26.8%
GAS	2,143	1,665	-478	5,401	19,981	14,580	27.0%
SEWER	16,445	15,567	-878	61,515	186,807	125,292	32.9%
TOTAL UTILITIES-PROJECT	41,674	40,518	-1,156	165,542	486,213	320,672	34.0%
MAINT. SALARIES	41,553	29,142	-12,411	123,681	349,700	226,019	35.4%
MAINTENANCE MATERIAL	8,884	13,429	4,545	44,460	161,150	116,690	27.6%
MAINT. CONTRACT COSTS	84,211	78,863	-5,348	275,414	946,358	670,944	29.1%
PR TAXES & BENEFITS-MAINT	23,902	16,686	-7,215	71,867	200,234	128,367	35.9%
TOTAL MAINTENANCE	158,549	138,120	-20,429	515,421	1,657,442	1,142,021	31.1%
PROTECTIVE SERVICES	3,863	4,478	616	15,158	53,740	38,582	28.2%
INSURANCE-ALL	22,556	23,155	599	90,223	277,854	187,631	32.5%
OTHER GENERAL EXP	13,524	9,167	-4,357	47,794	110,000	62,206	43.4%
P.I.L.O.T.	9,526	10,258	732	41,877	123,100	81,223	34.0%
BAD DEBTS - TENANTS	0	4,817	4,817	0	57,800	57,800	0.0%
INTEREST EXPENSE	1,422	11,378	9,956	5,704	136,541	130,837	4.2%
TOTAL OTHER OPERATING EXP.	50,891	63,253	12,362	200,757	759,035	558,278	26.4%
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	1,229,091	1,261,798	32,707	4,681,966	15,141,578	10,459,612	30.9%
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	1,229,091	1,262,632	33,540	4,667,646	15,151,578	10,483,932	30.8%
TOTAL EXPENSES	1,860,875	1,817,775	-43,100	6,765,226	21,813,303	15,048,077	31.0%
RETAINED EARNINGS (- Deprec.) 1	-24,845	98,014	122,859	608,306	1,176,166	567,860	51.7%
+ PRINCIPAL/REPL. RESERVE ² (NET)	-3,729	2,482	6,211	-14,916	29,780	44,696	-50.1%
+ 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	-1,403,444	-255,332	1,148,112	549.7%
+/- GAIN/LOSS on PARS TRUST ACCT	7,162	0	0	102,555	0	-102,555	0.0%
- CAPITALIZED ASSETS	-17,040	-580,771	-563,731	-339,401	-6,969,254	-6,629,853	4.9%
+/- ACCR. INTEREST	-7,095	-5,566	1,529	-20,593	-66,789	-46,196	30.8%
NET CASH FLOW	-62,658	-7,119	62,701	-1,067,493	-85,428	982,065	1249.6%

1 + PARS trust interest - Depreciation = Balance Sheet \$137,405

2 Replacement Reserve receipts

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

HOUSING AUTHORITY Og THE COUNTY Og BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2020

HCV FSS GRANT (old)	133,495	FY 2020 ADMIN FEES	-89,053
PHA HELD HAP-current	34,095	POST-2003 ADMIN FEES	984,183
HUD HELD HAP@12/31/19	1,969,701	INV. IN CAP ASSETS	148,293

HACB FINANCIAL DATA

ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	950,541	0	0	0	0	0	0	0	0	0	0	0	950,541
BEG. INVESTED IN CAPITAL ASSETS	151,119	0	0	0	0	0	0	0	0	0	0	0	151,119
HUD ADMIN FEE REVENUE	113,933	0	0	0	0	0	0	0	0	0	0	0	113,933
FRAUD RECOVERY	1,522	0	0	0	0	0	0	0	0	0	0	0	1,522
INTEREST INCOME	4,691	0	0	0	0	0	0	0	0	0	0	0	4,691
DEPRECIATION (reduces Capital Assets)	-2,826	0	0	0	0	0	0	0	0	0	0	0	-2,826
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE EXPENDITURES	-175,557	0	0	0	0	0	0	0	0	0	0	0	-175,557
ENDING ADMIN RESERVE BALANCE	1,043,423	0	0	0	0	0	0	0	0	0	0	0	1,043,423

YTD Change in Admin. -58,237 -58,237

HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	47,004	0	0	0	0	0	0	0	0	0	0	0	47,004
HUD HAP REVENUE	1,199,301	0	0	0	0	0	0	0	0	0	0	0	1,199,301
FRAUD RECOVERY	1,522	0	0	0	0	0	0	0	0	0	0	0	1,522
FSS FORFEITURES	0	0	0	0	0	0	0	0	0	0	0	0	0
BAD DEBT-HAP	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING ASSISTANCE PAYMENTS	-1,213,732	0	0	0	0	0	0	0	0	0	0	0	-1,213,732
ENDING HAP RESERVE BALANCE	34,095	0	0	0	0	0	0	0	0	0	0	0	34,095

YTD Change in HAP -12,909 -12,909

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)	1,245,488												1,245,488
HAP EXPENDITURES (Current Month)	1,185,707												1,185,707
CY 2020 HAP BUDGET UTILIZATION	95%												95%
BUDGET AVAILABLE (YTD)	1,245,488												1,245,488
TOTAL HAP EXPENDITURES (YTD)	1,185,707												1,185,707
BUDGET REMAINING (YTD)	59,781	-	-	-	-	-	-	-	-	-	-	-	59,781

UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,922												1,922
UNIT MONTH'S AVAILABLE	2,206												2,206
OVER or (UNDER) LEASED	-284	0	0	0	0	0	0	0	0	0	0	0	-284
CY 2020 VOUCHER UTILIZATION	87%												87%
CY 2019 VOUCHER UTILIZATION	80%	81%	82%	82%	83%	84%	85%	86%	86%	86%	86%	87%	84%
CY 2020 AVERAGE HAP	617												617
CY 2019 AVERAGE HAP	520	531	537	546	559	563	574	584	590	607	604	607	569

Notes: Post-2003 Admin Fees include 2011 HAP Set-Aside of \$290,786
CY 2020 HAP Budget Estimate = \$12,976,159 Renewal + \$1,969,701; subject to final funding allocation

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
HOUSING CHOICE VOUCHER (SECTION 8)
UTILIZATION SUMMARY REPORT
ROLLING 12 MONTH ANALYSIS

UNITS LEASED SUMMARY	MAR'20	FEB'20	JAN'20	DEC'19	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1770	1761	1756	1741	1737	1728	1718	1720	1712	1689	1657	1647
VOUCHER UTILIZATION %	90.54%	90.08%	89.82%	89.05%	88.85%	88.39%	87.88%	87.98%	87.57%	86.39%	84.76%	84.25%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	61	60	59	59	60	60	61	62	62	60	57	54
VOUCHER UTILIZATION %	70.11%	68.97%	67.82%	67.82%	68.97%	68.97%	70.11%	71.26%	71.26%	68.97%	65.52%	62.07%
VASH												
ACC UNIT MONTHS	164	164	164	164	164	164	164	164	164	164	164	164
CURRENT LEASED	102	102	105	109	111	109	110	109	109	108	107	110
VOUCHER UTILIZATION %	62.20%	62.20%	64.02%	66.46%	67.68%	66.46%	67.07%	66.46%	66.46%	65.85%	65.24%	67.07%
TOTAL												
ACC UNIT MONTHS	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206
CURRENT LEASED	1933	1923	1920	1909	1908	1897	1889	1891	1883	1857	1821	1811
VOUCHER UTILIZATION %	87.62%	87.17%	87.04%	86.54%	86.49%	85.99%	85.63%	85.72%	85.36%	84.18%	82.55%	82.09%

HAP SUMMARY*	MAR'20	FEB'20	JAN'20	DEC'19	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19
ACC BUDGET	\$ 1,082,137	\$ 1,082,137	\$ 1,082,137	\$ 1,114,497	\$ 1,114,497	\$ 1,114,497	\$ 1,114,497	\$ 1,114,497	\$ 1,114,497	\$ 1,114,497	\$ 1,114,497	\$ 1,128,918
ACTUAL HAP	\$ 1,180,080	\$ 1,192,726	\$ 1,188,949	\$ 1,171,349	\$ 1,150,107	\$ 1,133,319	\$ 1,120,070	\$ 1,105,359	\$ 1,077,250	\$ 1,044,243	\$ 1,016,871	\$ 987,419
PER UNIT COST	\$ 610	\$ 620	\$ 619	\$ 614	\$ 603	\$ 597	\$ 593	\$ 585	\$ 572	\$ 562	\$ 558	\$ 545
BUDGET UTILIZATION %	109.05%	110.22%	109.87%	105.10%	103.20%	101.69%	100.50%	99.18%	96.66%	93.70%	91.24%	87.47%

ACTIVITY SUMMARY	MAR'20	FEB'20	JAN'20	DEC'19	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	147	145	148	136	125	122	118	115	111	105	86	74
ZERO HAP	15	15	19	19	16	13	15	18	14	13	12	14
UTILITY ASSISTANCE PAYMENTS	66	67	68	72	73	71	70	75	45	44	52	46
NEW ADMISSIONS	**	34	23	21	28	30	25	28	29	45	36	10
INITIAL VOUCHERS SEARCHING	147	176	159	174	224	174	185	183	158	118	118	116
ACTUAL/ESTIMATED EOP	19	11	14	14	18	16	26	16	18	22	25	12
REMAIN ON WAITING LIST	3532	3696	4032	4099	4172	4195	4399	733	1403	875	875	1066

*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
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	%
Mar-20	19**	0	0	0	0	1	0	12***	0	0	1	99.2%
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%

* 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	%
Mar-20	0	2	1	2	0	2	1	8	97.7%
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%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Mar-20	2
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

BCAHDC					
Location	Cordillera	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	20	107	32	90	56
Mar-20	0	2	0	1	0
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

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	1/18 Transfer list	3+	288	8+	201	8+
2	237	7+			147	6+
3	59	3+	37	3+	33	4+
4	19	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	27		13	2
2	3	7			3	
3	2	2	2	6	0	
4	0	4+			0	
5					0	

MEMO

Date: March 13, 2020

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of March 13, 2020, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; five (5) units have been completed during the 2019/2020 fiscal year to date; 106 of 232 Public Housing units have been completed overall.
- Public Housing – All Sites. Five-year Environmental Review, A project has been organized to perform required environmental review of improvement and maintenance projects planned for the next five-year period for all Public Housing sites. Project in process.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding planned for winter/spring 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 contract authorization included in March Board Packet for Board of Commissioners consideration.
- 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; emergency sewer line repairs underway, with expected completion at the end of April.
- 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. Butte County permit applications have been approved. Project construction bidding is currently underway February-Early April, with expected Board of Commissioners consideration scheduled for the April meeting.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 03-13-2020

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		
Line No.	Summary by Development Account		Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
	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	81,778.00	80,842		80,842	0	218,384	137,542	80,842
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	28,691.52	75,120			166,058	50,953	115,105	
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	487,417	397,996.15	616,153			1,725,724	877,613	848,111	
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	670,143.99	508,465.67	808,426	0	80,842	0	2,183,852	1,066,109	1,117,743
					100%	100%			82%	62%			10%	0%			

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

Acct Code		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
	Cash Available as of 03-13-2020	-	56,686	4,000	80,842	6,000	115,105	848,111	7,000	1,117,743	
	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				80,842					80,842	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						46,839			46,839	
1430	Fees and Costs: CAP Fund Environmental Review ECORP						68,265			68,265	UC
1450	Tree Maintenance- Amp Wide							-		-	Complete
1450	Sewer Lateral Investigation 43-01A,01B, 04							51,905		51,905	UC
1450	Sewer Lateral Investigation 43-02A, 02B							25,032		25,032	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							732,158		732,158	
1495	Relocation Costs								7,000	7,000	
1502	Contingency									-	
										1,117,743	Total

MEMO

Date: March 13, 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 82% obligated and 62% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing, two (2) units complete to date.
- **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 March-May.
- **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, project bid included in this month's Board Packet for consideration.
- **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** – Select 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.

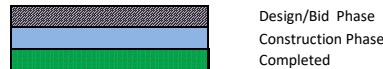
Capital Fund 501-20, Funding Amount \$869,023

Disbursement of this Capital Fund pending HUD approval.

- Annual Contribution Contract Amendment submitted to HUD for grant acceptance.
- 2020-2024, Capital Fund 5-Year Action Plan approval process underway. Required Resident Advisory Board, Public Meeting has been scheduled for April 2020.
- Board of Commissioners consideration of 2020-2024, Capital Fund 5-Year Action Plan scheduled for July 2020.

12 Month HACB Project Schedule - March 13, 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)	\$85,153.78												
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			\$9,173,467.27												



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: March 13, 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 March 1, 2020, the total number of occupied units on the property remains at (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) household transfer from an old cinderblock unit to a bigger remodeled unit last month. Staff is working on processing applications at this time and anticipate moving in (1-2) applicants before the end of the month. There are currently five (5) applicants on our waiting list. There is (1) intent to vacate notice due to the household moving out of state, and no 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 received a total of (3) proposals from local vendors for servicing the landscaping needs of the FLH property. The lowest proposal received was from Sierra Landscaping, who we anticipate starting within a week. 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.

Monthly food distribution was held this month on March 10, 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. Catalyst staff held an event onsite on February 29, 2020 to inform residents of their services and to offer help to victims of domestic violence.

Mi C.A.S.A. is half way through their Spring semester program. Staff is reporting 40-50 students attending on a daily basis. Mi C.A.S.A. staff held a fundraising event last month in which a traditional Greek dinner was served to all who attended. Mi C.A.S.A. staff reported that tickets to the event were completely sold out.

On March 3, 2020 a pre-bid job walk for the Phase II and III remodeling project was held onsite. Those in attendance included representatives from the Housing Authority, USDA Rural Development, and various construction companies. A general overview of the project was given to all in attendance, followed by a tour of several of the vacant units found in Phases II & III of the remodeling project. Phases II and III consists of nineteen (19) buildings, in which thirty-eight (38) units are scheduled to be converted to thirty-one (31) units. We anticipate construction to start sometime in June or July, 2020.

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: March 13, 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 March 1st there is one (1) vacant unit. The property continues to perform consistent with budget.

Evanswood Apartments, Oroville – This property currently has zero (0) 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 through 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 and we are awaiting a possible settlement. 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 March. 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).



March 9, 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 February 29, 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 February with one vacant unit.

Total rental income for the month of February was \$23,192.60 which was \$192.40 less than was budgeted due to vacancy loss and pre-paid rents. Service income for the month came to \$76.98 and was lower than budget by \$712.02 due to no laundry income, repair or cleaning fees, or late charges reported for the month of February. This brought the total income to \$23,269.58, which was less than budget by \$904.42 due to the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses totaled \$135.87 which met budget. Total administrative expenses came to \$2,272.13 which met budget. Total utility expenses were \$2,224.65, lower than budget by \$206.35. The apartment turnover expenses totaled \$350.00 which met budget. Maintenance expenses for the month were \$2,100.14 which was under budget by \$428.86 due to lower maintenance costs in all categories. The net operating income came to \$16,186.79, less than what was budgeted by \$284.21. Capital improvements for the month of February came to \$9,815.24. This amount is comprised of new countertops, flooring, and appliances for turnover units, #8, #11 and Unit #19.

After the total financial expenses of \$7,385.00, the net project cash flow came to negative \$1,013.45, which was \$6,297.45 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 \$96,866.56. This total consisted of \$3,000.00 in the general checking account,

\$4,885.67 in the general savings account, \$88,930.89 in the financial reserve account, and \$50.00 in the petty cash account.

EVANSWOOD ESTATES

Evanswood Estates ended the month of February with no vacant units, as there were two new move ins.

Total rental income for the month came to \$28,595.68 which was higher than budget by \$750.68. This variance was due to the collection of prepaid rents. The service income for the month was \$94.88 which met budget. This brought the total income to \$28,690.56, which was \$730.56 higher than budgeted for the reasons previously mentioned.

Moving on to the monthly expenses, the renting expenses totaled \$106.39, under budget by \$56.61 due to lower costs for forms and office supplies and no advertising costs. Total administrative expenses were \$7,406.94, which met budget. The total utility expenses for the month came to \$1,533.33, which was lower than budget by \$56.33. Apartment turnover expenses for February came to \$375.00 which was higher than budget by \$375 because there was no turnover budget for February. Total maintenance expenses were \$182.94, under budget by \$1,967.06 due to lower labor and material costs for the month. This brought the net operating income to \$19,085.96, which was \$2,278.96 higher than then what was budgeted due to the reasons described above.

Capital improvements for February came to \$7,975.69 for carpet and linoleum replacements for units #9 and #32. The total financial expenses for the month came in at \$10,947.00 which brought the net project cash flow to \$163.27, which was \$6,423.73 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 \$114,814.09 with \$3,000.00 in the general checking, \$18,823.15 in the general savings, and \$92,990.94 in the replacement reserve account.

KATHY COURT APARTMENTS

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

There was no rental income for February 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 February. 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.

We had the shrubs and tree limbs on the property trimmed and any trash removed. In addition, the unclaimed vehicle has been removed. Charges for this work will be reflected on your next statement.

As you can see on the Cash Flow statement, the property ended the month with total cash on hand of \$20,991.95.

LINCOLN APARTMENTS

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

Ed Mayer, Executive Director
Chico, California

March 9, 2020
Page 4

The total rental income for the month of February came to \$13,046.66 and was higher than budget by \$1,816.66, due to collection of unpaid rents. Service income totaled \$451.66 which met budget. This brought the total income to \$13,498.32, higher than what was budgeted by \$1,832.32 for the reasons previously mentioned.

Moving on to the February monthly expenses, the renting expenses came to \$39.90, lower than budget by \$55.10 due to lower office supply expenses. Total administrative expenses were \$1,342.44 and higher than budget for the month by \$229.56 due to higher management fee and telephone expenses. Utility expenses totaled \$764.56, which was less than what was budgeted by \$658.44 due to the sewer fees being paid twice in the month of January and not being charged for February. There were no apartment turnover expenses for the month of February. The total maintenance expenses were \$2,104.27, which was over budget by \$416.27, due to higher repair labor costs. This brought the net operating income to \$9,247.15 which was higher than what was budgeted by \$3,524.15 due to the reasons previously mentioned.

The capital improvement costs for the month of February came to \$496.87 for a range for Unit #19. After the total financial expenses of \$1,692.00, the net project cash flow came to \$7,058.28, higher than what was budgeted by \$3,016.28 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 \$76,450.32. This consisted of \$3,000.00 in the general checking account, \$54,715.32 in the general savings, \$18,635.00 in the financial reserve account, and \$100.00 in the petty cash account.

PARK PLACE APARTMENTS

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

Total rental income for the month of February was \$23,689.33 which was higher than budget by \$519.33 due to less vacancy loss than budgeted and the collection of unpaid rents. Service income for the month totaled \$428.67, which met budget. This brought the total income to \$24,118.00, which was higher than budget by \$472.00 for the reasons described above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$252.68 which met budget. Total administrative expenses were \$2,452.32, which was over budget by \$262.32 due to higher management fees and resident manager expenses. Utility expenses totaled \$1,560.42, which met budget. The turnover costs for February came to \$90.00 for carpet cleaning, which was \$570.00 less than budget. Maintenance expenses totaled \$2,339.37, lower than budget by \$488.63, due to lower labor costs. This brought the net operating income to \$17,154.21, higher than budget by \$1,204.21 for the reasons previously mentioned.

There were no capital improvement costs for the month of February. After the total financial expenses of \$9,688.00, the net project cash flow came to \$7,466.21, better than budget by \$2,054.21, for the reasons previously mentioned.

Ed Mayer, Executive Director
Chico, California

March 9, 2020
Page 5

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 \$139,277.62. This consisted of \$3,000.00 in the general checking account, \$41,463.62 in the general savings account, \$94,714.00 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

Performance Review 2019 - 20

2019 / 2020 PERFORMANCE REVIEW

	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	23,270								115,372
VARIANCE	353	-537	-1,145	-412	-486								-2,227

	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	-872								-7,080
VARIANCE	-843	-840	-3,117	-1,333	-872								-7,005

	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	0								-1,342
VARIANCE	-138	-1,212	-40	-20	-10								-1,421

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	7,727	5,984	6,890	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	7,083								62,180
VARIANCE	4,988	3,135	3,735	17,005	587								29,450

	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	16,187								53,192
VARIANCE	-4,635	-3,672	-4,880	-17,418	-1,073								-31,677

**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	289895
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	28691								134578
VARIANCE	1674	2994	-5874	543	2365								1702
	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	-275								-6423
VARIANCE	0	-1300	-3085	-1357	-275								-6017
	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	0								-968
VARIANCE	-169	3344	-2740	-1765	0								-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	9605								78042
VARIANCE	-2676	1101	-8537	17071	1097								8055
	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	19086								56536
VARIANCE	4350	1893	2663	-16528	1268								-6353

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	13498								61,656
VARIANCE	-16	2050	-1225	365	1834								3,007
	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	0								-517
VARIANCE	575	0	325	108	-750								258
	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	1012								461
VARIANCE	60	840	-1342	-93	2115								1,580
	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	4251								24,191
VARIANCE	-4090	-3572	-1214	1531	-61								-7,406
	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	9247								37,465
VARIANCE	4074	5622	-11	-1166	1895								10,413

MEMO

Date: March 13, 2020

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – LIHTC Properties & Cordillera Apartments

- Chico Commons Apartment, Chico (72 units, LIHTC, Family)
- Walker Commons Apartments, Chico (56 units, LIHTC, senior/disabled)
- 1200 Park Avenue Apartments, Chico (107 units, LIHTC, senior)
- Harvest Park Apartments, Chico (90 units, LIHTC, family)
- Gridley Springs I Apartments, Gridley (32 units, LIHTC, family)
- Cordillera Apartments, Chico (20 units, family)

For Chico Commons, Walker Commons Apartments, and 1200 Park Ave, please also see monthly reports provided by the property manager, AWI, following this memo. Property manager Winn Residential provides monthly reports for Harvest Park; Sackett Corporation for Gridley Springs I; and RSC Associates for Cordillera Apartments.

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) – We currently have two (2) vacancies as of the 1st of March. We are working with PG&E to use their low-income energy efficiency program to replace common area water heaters, washing machines, and lighting. We would pay for improvements up front, with PG&E reimbursing the property after completion. Water-conserving landscape upgrades, and ADA-related site improvements are being planned, as well as parking lot repair, seal, and re-stripping. The property is subject to a re-structuring effort, such effort to commence once the Housing Authority’s Bond Portfolio has been re-financed, and once Butte County Affordable Housing Development Corporation has determined direction regarding Year-15 re-structuring for 1200 Park Avenue Apartments, Chico. Managing General Partner Please find AWI’s narrative property report and financials, following.

Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property continues to be 100% occupied as of the beginning of the month with no thirty (30) day notices to vacate. Please find the AWI monthly owners report following, as well as a brief property narrative provided by the AWI regional property manager.

1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – This property currently has two (2) vacancies. The City of Chico has been put on notice regarding City-owned sidewalk trip hazards around the property. Resident concerns have been received

regarding the Site Manager’s “style” in conducting operations, an issue that is being closely monitored by both HACB and the property manager, AWI, working together – no malfeasance has been alleged or determined. *The Passages seniors program, at CSU Chico, is working with AWI to put together a program of supportive services to help with the needs of our senior households at the property.* Please find AWI’s monthly financials and property manager monthly narrative following, for your review.

Harvest Park Apartments, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has one (1) vacancy. The property continues operations per budget. Please find WINN Residential Owner’s Report following.

Gridley Springs I Apartments, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There are zero (0) vacancies reported by Sackett Corporation as of the beginning of March. Please find Sackett Corporation’s Owner’s report, following. Partnership partner, Dawson Holdings, has initiated contact with HACB to discuss the future direction for the property, in concert with consideration of its adjacent neighbor, Gridley Springs II apartments – a buyout may be on the table.

Cordillera Apartments, Chico (20 units, Family, Owner: BCAHDC, PM: RSC Assoc.) The property has zero (0) vacancy. There is the north driveway of the complex that will need to be repaired in the first half of 2020, due to asphalt deterioration. Please find RSC’s monthly Owner’s report, following.

Chico Commons February 2020

Separate Variance Report sent explaining budget differences and expenses.

Updates:

Chico Commons currently has three vacancies. Two move-ins and two move-outs during the month of February.

- #23 was an eviction with major repairs and infestation. Randy is wrapping up the final unit turn details. An approved applicant is scheduled for move in 3/13.
- #47 moved out 2/21. Application at AWI for approval.
- #29 moved out 3/8. Michelle is processing applicants.

One termination in process

- #44 is a nuisance household. The final incident occurred over the weekend of 3/6 and included household members and guests being arrested on the premises.

We continue to work on bids for budgeted items. One bid on hand for the parking lot work and we are seeking additional quotes.

All maintenance techs attended a one day 'Maintenance 101' training in Auburn in February. The first half of the day was policy/ procedures and discussion. The second half of the day included an appliance repair presentation from Fergusson. The techs had a good time and enjoyed meeting many co-workers. The class even included a tour of the AWI offices.



Walker Commons

February 2020

Separate Variance Report explaining budget differences and expenditures.

Updates:

Walker Commons is 100% occupied. There were no move-ins or move-outs during the month of February.

No notices to vacate or evictions in process.

'Grind-All' recently came through all sites and eliminated trip hazards throughout the communities.

We are beginning the process of obtaining bids for 2020 planned budget items, including:

- Seal/ stripe of parking areas
- Addressing electrical meters that are beginning to detach
- Landscaping improvements
- Upgrading clubhouse furniture
- Wish list item – storage shed

Nancy and Nichole have been monitoring irrigation due to lack of rain in February.

The February Spaghetti luncheon was a huge success – one of the best meals yet! The community room was decorated for the occasion and the afternoon included a raffle and prizes for the residents....



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AWI Management Corporation
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Auburn CA 95604



AWI Management Corporation is an Equal Opportunity provider and employer.

1200 Park Avenue February 2020

Separate Variance Report sent explaining budget differences and expenses.

Updates:

1200 Park Avenue has two vacancies. One move in and one move out during the month of February.

- #201 is market ready with an applicant close to approval for move-in.
- #111 unit turn in process

Two notices to vacate pending.

- #246
- #229 resident recently passed away. The family will be holding a celebration of life in the community area.

1200 Park Avenue staff along with help from local team members worked hard to inspect all 106 tenant units and complete maintenance items in preparation of the CTCAC inspection.

The inspection occurred as planned on March 9th and included audit of 23 resident files and inspection of 23 units and common areas. The inspection went very well with minimal findings.

We met with Joe from 'Passages' and are working to organize a date in March for a presentation of offered services to the residents.

The February taco bar potluck was enjoyed by many residents and there were even leftovers for the next day.

As a precautionary measure in response to COVID-19, we will be cancelling / postponing upcoming community gatherings such as luncheons and bingo.

In addition, residents at all AWI managed communities, were distributed information from the CDC late last week. We have instituted additional cleaning / sanitizing of common areas, will be posting signage and providing sanitizing wipes for residents to use in community areas.





GRIDLEY SPRINGS

March 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 had a successful Annual HOME inspection on Thursday 2/20/2020, we are waiting on the final closeout letter.
3. The new landscapers effective 01/01/2020 are doing an excellent job and have really cleaned up some of the overgrown areas.
4. Devin and Kevin have already completed their 2020 Annual Inspections.

Thank you!
Mac Upshaw



**DHI GRIDLEY SPRINGS I
As of
February 29, 2020**

<i>CASH SUMMARY - Operating Account</i>	FEBRUARY		2 months YTD	
	2020	%%	2020	%%
Total Rent Revenue	22,451.00	100.00%	45,165.00	100.00%
Vacancies	0.00	0.00%	0.00	0.00%
Net Rental Revenue	22,451.00	100.00%	45,165.00	100.00%
Other Income	304.46	1.36%	550.12	1.22%
Total Revenue	22,755.46	101.36%	45,715.12	101.22%
Expenses:				
Administrative Expenses	5,028.73	22.40%	9,474.31	20.98%
Utilities	2,521.74	11.23%	5,082.59	11.25%
Operating & Maintenance	2,829.58	12.60%	6,184.36	13.69%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	1,024.25	4.56%	2,043.15	4.52%
Total Expenses	11,404.30	46.23%	22,784.41	54.08%
Net Operating Income	11,351.16	23.84%	22,930.71	24.95%
Interest and Finance Expense	1,313.12	5.85%	1,333.12	2.95%
Replacement Costs	800.31	3.56%	2,515.79	5.57%
Net Cash Flow from Operations	9,237.73		19,081.80	
Plus (Minus)				
Interest Income	(4.25)		(8.78)	
Unpaid Rent Collected (Owed)	0.00		1,085.00	
Unpaid Subsidy Rent Collected (Owed)	0.00		9,256.02	
Impound/Escrow Funds	(2,426.00)		(2,426.00)	
Prepaid Rent Received (Absorbed)	1,097.00		818.00	
Security Deposits Received (Refunded)	0.00		872.00	
Mortgage Principle payment	(2,666.24)		(5,018.22)	
Net Cash Increase (Decrease)	5,238.24		23,659.82	
Beginning of Period Cash Balance	18,465.61		44.03	
Transfer from (to) Savings	0.00		0.00	
Transfer From (To) Impound Account	0.00		0.00	
Transfer from (to) Security account	0.00		0.00	
Ending Cash Balance - Operating Account	\$23,703.85		\$23,703.85	
- Security Deposit Accounts			\$15,634.87	
- USDA Reserves			\$125,283.18	

	Current Month	UNIT STATUS	Current Month
TENANT RECEIVABLES			
Rent and Rent Related Receivables			
Balance at Beginning of Month	0.00	Total Units	32
Uncollected (Collected) During Month	0.00	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	\$0.00	Less move ins and deposits to hold	0
		Vacant units at end of month	0
Move out Repairs, Cleaning & Legal Fees, etc.			
Balance at Beginning of Month	0.00		
Uncollected (Collected) During Month	0.00		
Written off to Bad Debts	0.00		
Balance at End of Month	\$0.00		

**Income Statement
DHI GRIDLEY SPRINGS I**

As of
February 29, 2020

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	10,383.00	23,098.00	(12,715.00)	20,460.00	46,196.00	(25,736.00)
Tenant Assistance Payments	12,068.00	0.00	12,068.00	24,705.00	0.00	24,705.00
Total Revenue	22,451.00	23,098.00	(647.00)	45,165.00	46,196.00	(1,031.00)
Apartment Vacancies	0.00	(484.00)	484.00	0.00	(968.50)	968.50
Total Vacancies	0.00	(484.00)	484.00	0.00	(968.50)	968.50
NET RENTAL REVENUE	22,451.00	22,614.00	(163.00)	45,165.00	45,227.50	(62.50)
Interest Income-Other Cash	4.12	8.00	(3.88)	8.51	16.00	(7.49)
Interest Income-Sec Deposits	0.13	4.00	(3.87)	0.27	8.00	(7.73)
Total Financial Revenue	4.25	12.00	(7.75)	8.78	24.00	(15.22)
NSF and Late Fee Income	0.00	5.00	(5.00)	0.00	10.00	(10.00)
Misc Tenant Charges/Damages & Cleaning	0.00	0.00	0.00	0.00	0.00	0.00
Legal Collections	0.00	0.00	0.00	0.00	0.00	0.00
Laundry Revenue	300.21	161.00	139.21	541.34	321.00	220.34
Total Other Revenue	300.21	166.00	134.21	541.34	331.00	210.34
TOTAL REVENUE	22,755.46	22,792.00	(36.54)	45,715.12	45,582.50	132.62
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	25.00	(25.00)	0.00	50.00	(50.00)
Rent Concessions	6.00	0.00	6.00	12.00	0.00	12.00
Credit Reports	0.00	0.00	0.00	54.47	0.00	54.47
IT Support Services	171.00	0.00	171.00	342.00	0.00	342.00
Telephone & Answering Service	0.00	108.00	(108.00)	169.13	217.00	(47.87)
USDA 538 Boneville Fee/Surcharges	0.00	0.00	0.00	0.00	0.00	0.00
USDA 515 MINC Fee/Surcharges	244.00	0.00	244.00	488.00	0.00	488.00
Postage and Mailing	246.28	0.00	246.28	246.28	0.00	246.28
Taxes and Licenses	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Expenses	272.60	0.00	272.60	272.60	0.00	272.60
Office Supplies/Expenses	248.94	150.00	98.94	417.72	300.00	117.72
Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
Management Fee	2,080.00	2,015.00	65.00	4,030.00	4,030.00	0.00
Manager Salaries	1,759.91	1,775.00	(15.09)	3,442.11	3,550.00	(107.89)
Education/Registration Fees	0.00	83.00	(83.00)	0.00	166.67	(166.67)
Legal Expense	0.00	83.00	(83.00)	0.00	166.67	(166.67)
Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00
Other Administrative Costs	0.00	250.00	(250.00)	0.00	500.00	(500.00)
Total Administrative Expenses	5,028.73	4,489.00	539.73	9,474.31	8,980.34	493.97
Utility Expenses						
Electricity	696.31	586.00	110.31	1,367.62	1,171.00	196.62
Water	164.19	525.00	(360.81)	315.77	1,050.00	(734.23)
Gas	0.00	63.00	(63.00)	77.57	125.00	(47.43)
Sewer	1,133.69	1,167.00	(33.31)	2,266.53	2,333.33	(66.80)
Garbage and Trash Removal	527.55	667.00	(139.45)	1,055.10	1,333.33	(278.23)
Total Utility Expenses	2,521.74	3,008.00	(486.26)	5,082.59	6,012.66	(930.07)
Operating & Maintenance Expense						
Rec Room Cleaning & Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Clean and Repair Apartment	0.00	0.00	0.00	0.00	0.00	0.00
Exterminating Contract	0.00	0.00	0.00	100.00	0.00	100.00
Tree Service	0.00	400.00	(400.00)	0.00	800.00	(800.00)
Grounds Contract	1,000.00	1,167.00	(167.00)	1,000.00	2,333.33	(1,333.33)
Grounds Maintenance and Supplies	0.00	208.00	(208.00)	0.00	416.67	(416.67)
Maintenance Personnel	1,659.92	1,775.00	(115.08)	3,292.70	3,550.00	(257.30)
Repair Materials	27.36	225.00	(197.64)	27.36	450.00	(422.64)
Repair Contract/Vendor Labor	0.00	358.00	(358.00)	1,205.00	716.00	489.00
Electrical Repair/Supplies	75.00	0.00	75.00	75.00	0.00	75.00
HVAC Repair and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Repair and Maintenance	67.30	0.00	67.30	67.30	0.00	67.30
Plumbing Repair and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Interior Painting and Supplies	0.00	83.00	(83.00)	417.00	167.00	250.00
Gas, Oil and Mileage	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	2,829.58	4,216.00	(1,386.42)	6,184.36	8,433.00	(2,248.64)

Income Statement
DHI GRIDLEY SPRINGS I
As of
February 29, 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	601.50	292.00	309.50	1,204.66	583.33	621.33
Misc Taxes & Licenses	0.00	0.00	0.00	0.00	0.00	0.00
Property & Liability Insurance	0.00	761.00	(761.00)	0.00	1,522.00	(1,522.00)
Worker's Compensation	244.12	258.00	(13.88)	481.22	517.00	(35.78)
Health/Dental Insurance	178.63	467.00	(288.37)	357.27	933.00	(575.73)
Other Insurance	0.00	149.00	(149.00)	0.00	297.00	(297.00)
Total Taxes & Insurance Expenses	1,024.25	1,927.00	(902.75)	2,043.15	3,852.33	(1,809.18)
TOTAL EXPENSES	11,404.30	13,640.00	(2,235.70)	22,784.41	27,278.33	(4,493.92)
NET OPERATING INCOME (LOSS)	11,351.16	9,152.00	2,199.16	22,930.71	18,304.17	4,626.54
Interest & Finance Expense						
Mortgage Interest	1,293.12	0.00	1,293.12	1,293.12	0.00	1,293.12
General Partner Fee	0.00	0.00	0.00	0.00	0.00	0.00
Bank Fees	20.00	0.00	20.00	40.00	0.00	40.00
Total Interest & Finance Expense	1,313.12	0.00	1,313.12	1,333.12	0.00	1,333.12
OPERATING PROFIT (LOSS)	10,038.04	9,152.00	886.04	21,597.59	18,304.17	3,293.42
Replacements						
Roofing/Paving/Exterior	0.00	583.00	(583.00)	0.00	1,167.00	(1,167.00)
Appliance Replacement	800.31	199.00	601.31	2,515.79	398.00	2,117.79
Drapery and Blind Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Carpet/ Flooring Replacement	0.00	668.00	(668.00)	0.00	1,335.00	(1,335.00)
HVAC Replacement	0.00	458.00	(458.00)	0.00	917.00	(917.00)
Plumbing Replacement	0.00	167.00	(167.00)	0.00	333.00	(333.00)
Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture and Equipment Replacement	0.00	800.00	(800.00)	0.00	1,600.00	(1,600.00)
Door & Screen Repair/ Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Replacements	800.31	2,875.00	(2,074.69)	2,515.79	5,750.00	(3,234.21)
NET CASH FLOW FROM OPERATIONS	9,237.73	6,277.00	2,960.73	19,081.80	12,554.17	6,527.63

March 9, 2020

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

RE: CORDILLERA APARTMENTS

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended February 29, 2020. This statement is accompanied by the following financial statements for the Cordillera 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.

Cordillera Apartments had 1 new move in and no vacant units for the month of February.

The total rental income for the month of February came to \$14,641.66 which was above budget by \$126.66. Total service income for the month came to \$175.79 and was below budget by \$246.21 due to no laundry income being collected. This brought the total February income to \$14,817.45, which was \$119.55 below budget for the reasons stated above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$43.90 which was under the budget by \$91.10 due to lower office supplies and forms expenses and no advertising costs. Total administrative expenses for the month were \$1,981.54, which met budget. Total utility expenses came to \$2,157.94 which was at budget for the month. The apartment turnover expenses in February came to \$180.00 which was \$720.00 less than budgeted due to only having carpet cleaning costs of the single turnover for the month.



Mr. Ed Mayer, Executive Director
Chico, California

March 9, 2020
Page 2

The total maintenance expenses of \$1,891.60 which met budget. This brought the net operating income to a total of \$8,562.47, which is \$753.47 higher than budgeted due to the conditions described above.

There were capital improvements in the total of \$2,001.34 during the month of February due to the replacement of one dishwasher and the removal of hazardous trees on the property. The net project cash flow for February was \$6,561.13 which was higher than budget by \$1,477.13.

As you review the Cash Balance Summary on the Cash Flow Statement for February, you will see that the property ended the month with total cash on hand of \$44,428.20. Of that amount, \$3,000.00 is in the general checking account, \$41,317.89 is in the general savings account and \$10.31 in the replacement reserve account and \$100.00 is petty cash.

Please give me a call if you have any questions regarding the Cordillera Apartments.

Sincerely yours,

CORDILLERA APARTMENTS



Richard Gillaspie
Property Manager

RG:ph
Enclosures

March 9, 2020

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

RE: CORDILLERA APARTMENTS

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended February 29, 2020. This statement is accompanied by the following financial statements for the Cordillera 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.

Cordillera Apartments had 1 new move in and no vacant units for the month of February.

The total rental income for the month of February came to \$14,641.66 which was above budget by \$126.66. Total service income for the month came to \$175.79 and was below budget by \$246.21 due to no laundry income being collected. This brought the total February income to \$14,817.45, which was \$119.55 below budget for the reasons stated above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$43.90 which was under the budget by \$91.10 due to lower office supplies and forms expenses and no advertising costs. Total administrative expenses for the month were \$1,981.54, which met budget. Total utility expenses came to \$2,157.94 which was at budget for the month. The apartment turnover expenses in February came to \$180.00 which was \$720.00 less than budgeted due to only having carpet cleaning costs of the single turnover for the month.

Mr. Ed Mayer, Executive Director
Chico, California

March 9, 2020
Page 2

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As you review the Cash Balance Summary on the Cash Flow Statement for February, you will see that the property ended the month with total cash on hand of \$44,428.20. Of that amount, \$3,000.00 is in the general checking account, \$41,317.89 is in the general savings account and \$10.31 in the replacement reserve account and \$100.00 is petty cash.

Please give me a call if you have any questions regarding the Cordillera Apartments.

Sincerely yours,

CORDILLERA APARTMENTS

Richard Gillaspie
Property Manager

RG:ph
Enclosures

CORDILLERA APARTMENTS
2019 - 2020 PERFORMANCE REVIEW

CA08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	10964	11839	12711	13063	13605	13294	11700	11879	13338	12835	13897	12887	152,013
TOTAL INCOME 2016/17	12897	13454	13984	13050	14438	13207	12429	13965	13308	12985	13292	13451	160,459
TOTAL INCOME 2017/18	12573	11906	12640	13899	12945	12516	11735	13266	13415	12226	13295	11688	152,105
TOTAL INCOME 2018/19	13197	12635	11399	12360	13598	15670	13303	13970	13758	14312	15142	16259	165,604
TOTAL INCOME 2019/20	13515	14196	14557	15528	14817								72,614
VARIANCE	318	1561	3158	3168	1220								9,424
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	0	-695	-400	23	0	0	-348	-118	-701	-303	0	-45	-2,584
2016/17 VACANCY LOSS	0	0	0	0	0	0	0	0	0	0	0	0	0
2017/18 VACANCY LOSS	0	-1377	28	0	0	0	-660	-732	55	0	0	0	-2,687
2018/19 VACANCY LOSS	0	0	0	0	-1600	0	0	-745	-587	0	0	-900	-3,831
2019/20 VACANCY LOSS	-900	-1408	0	-900	-362								-3,570
VARIANCE	-900	-1408	0	-900	1238								-1,970
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	-1094	-302	205	-16	823	-1640	-142	-1307	1698	-66	-430	135	-2,137
2016/17 UNPAID RENTS	-275	-550	-95	512	1220	-18	-755	605	-83	-305	-522	55	-211
2017/18 UNPAID RENTS	-911	-840	-2043	1030	-665	-910	-860	-433	-406	-956	-1112	-2161	-10,267
2018/19 UNPAID RENTS	-1260	-1267	-2794	-1815	5969	971	-745	-828	642	-411	259	1266	-13
2019/20 UNPAID RENTS	173	418	966	1100	249								2,906
VARIANCE	1433	1684	3761	2915	-5720								4,073
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER. EXP.	7689	6815	13468	10215	5574	8094	11930	9206	11314	8233	7254	8134	107,925
2016/17 TOTAL OPER. EXP.	6951	6078	7857	6823	6924	6880	11809	5761	4565	6685	7877	5482	83,693
2017/18 TOTAL OPER. EXP.	4727	8499	10532	8417	6199	4874	12195	9040	6518	6729	7753	6972	92,454
2018/19 TOTAL OPER. EXP.	8341	6123	7404	7912	8015	14053	23297	7543	7161	10852	5860	6068	112,629
2019/20 TOTAL OPER. EXP.	9324	5736	5837	10504	6255								37,656
VARIANCE	983	-387	-1567	2591	-1760								-139
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	3275	5025	-757	2848	8031	5201	-230	2673	2023	4601	6643	4753	44,087
2016/17 TOTAL NOI	5946	7376	6127	6227	7514	6328	619	8204	8743	6300	5414	7969	76,767
2017/18 TOTAL NOI	7846	3408	2108	5482	6746	7643	-460	4226	6897	5497	5542	4716	59,650
2018/19 TOTAL NOI	4857	6512	3995	4448	5583	1616	-9994	6428	6597	3460	9282	10191	52,975
2019/20 TOTAL NOI	4192	8459	8720	5025	8562								34,958
VARIANCE	-665	1948	4725	576	2980								9,563

MEMO

Date: March 13, 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. 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.

March 5, 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 February 29, 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 February with no vacant units, as there was a new move in on February 2nd for Unit #6.

The total rental income for the month of February came to \$7,234.00 which was higher than the budgeted figure by \$403.00. This variance was due to vacancy loss against the collection of unpaid rents, and the use of prepaid rents. Service income totaled \$119.84 which was higher than budget by \$42.84 due to collection of application fees. This brought the February total income to \$7,353.84 which was \$445.84 higher than budget for the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses came to \$23.15 which met budget.



Mr. Ed Mayer, Executive Director
Chico, California

March 5, 2020
Page 2

Total administrative expenses were \$653.00 which met budget. Utility expenses for the month of February came to \$458.13, which was \$142.87 lower than budgeted due to lower overall utility costs.

There were no apartment turnover expenses for the month of February. Total maintenance expenses for the month came to \$1,245.50 which was \$153.50 under budget. After the monthly insurance cost of \$75.00, the total operating expenses came to \$2,454.78 which was \$325.22 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 \$4,899.06, which was better than what was budgeted by \$1,871.06.

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 \$53,795.11. Of that amount, \$3,000.00 is in the general checking account with \$47,063.11 in the general savings and \$3,732.00 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

March 5, 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 February 29, 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.
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3. 2019/2020 Performance Review.
4. Capital Improvement Summary.

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Mr. Ed Mayer, Executive Director
Chico, California

March 5, 2020
Page 2

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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	7,354								34,802
VARIANCE	-325	-1,467	4,387	-1,555	1,043								2,082

	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	-128								-895
VARIANCE	0	-350	0	-416	-128								-895

	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	504								-2,239
VARIANCE	-38	-1,300	-199	-1,206	504								-2,239

	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	2,455								13,412
VARIANCE	1,027	-23	-11	63	-3								1,053

	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	4,899								21,390
VARIANCE	-1,353	-1,444	4,398	-1,619	1,046								1,029

March 9, 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 February 29, 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 February with no move-ins or move-outs. The total income for the month was \$1,000.82 with no unpaid rent.

Moving on to the expenses, there was \$4.55 in renting expenses for forms and office supplies for the month. The total administrative expenses were \$250.08 including \$100.08 for the management fee and \$150.00 in homeowner association dues. Utility expenses for the month were \$47.83. The property had no maintenance expenses in February. This brought the total operating expenses to \$302.46. The net operating income was \$698.36. 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 February, you will note that the property ended the month with total cash on hand of \$32,987.06. Of that amount, \$32,087.06 is in the general checking account and \$900.00 in the deposit checking account.



Mr. Ed Mayer, Executive Director
Chico, California

March 9, 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



Richard Gillaspie
Property Manager

RG:ph
Enclosures

March 9, 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 February 29, 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 February with no move-ins or move-outs. The total income for the month was \$1,000.82 with no unpaid rent.

Moving on to the expenses, there was \$4.55 in renting expenses for forms and office supplies for the month. The total administrative expenses were \$250.08 including \$100.08 for the management fee and \$150.00 in homeowner association dues. Utility expenses for the month were \$47.83. The property had no maintenance expenses in February. This brought the total operating expenses to \$302.46. The net operating income was \$698.36. 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 February, you will note that the property ended the month with total cash on hand of \$32,987.06. Of that amount, \$32,087.06 is in the general checking account and \$900.00 in the deposit checking account.

Mr. Ed Mayer, Executive Director
Chico, California

March 9, 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

Richard Gillaspie
Property Manager

RG:ph
Enclosures



GRIDLEY SPRINGS

March 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 had a successful Annual HOME inspection on Thursday 2/20/2020, we are waiting on the final closeout letter.
3. The new landscapers effective 01/01/2020 are doing an excellent job and have really cleaned up some of the overgrown areas.
4. Devin and Kevin have already completed their 2020 Annual Inspections.

Thank you!
Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
February 29, 2020

CASH SUMMARY - Operating Account

	FEBRUARY		5 months YTD	
	2020	%%	2020	%%
Total Rent Revenue	16,297.55	100.00%	79,154.55	100.00%
Vacancies	0.00	0.00%	(195.00)	-0.25%
Net Rental Revenue	16,297.55	100.00%	78,959.55	99.75%
Other Income	83.63	0.51%	473.97	0.60%
Total Revenue	16,381.18	100.51%	79,433.52	100.35%
Expenses:				
Administrative Expenses	2,736.12	16.79%	16,463.41	20.80%
Utilities	1,661.03	10.19%	8,647.72	10.93%
Operating & Maintenance	2,591.15	15.90%	18,473.78	23.34%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	768.27	4.71%	3,042.45	3.84%
Total Expenses	7,756.57	42.88%	46,627.36	44.94%
Net Operating Income	8,624.61	26.09%	32,806.16	34.26%
Interest and Finance Expense	565.08	3.47%	2,825.40	3.57%
Replacement Costs	0.00	0.00%	640.26	0.81%
Net Cash Flow from Operations	8,059.53		29,340.50	
Plus (Minus)				
Interest Income	(4.00)		(21.70)	
Unpaid Rent Collected (Owed)	432.00		1,019.00	
Prepaid Rent Received (Absorbed)	(413.55)		(859.00)	
Security Deposits Received (Refunded)	0.00		574.00	
Accrued Interest (Payment)	545.08		2,725.40	
Net Cash Increase (Decrease)	8,619.06		32,778.20	
Beginning of Period Cash Balance	66,367.11		46,180.05	
Contributions (Distributions) to Owner	0.00		0.00	
Transfer from (to) Impound Account	(399.58)		(1,997.90)	
Transfer From (to) Replacement Reserves	(450.00)		(2,250.00)	
Transfer from (to) Security account	0.00		(573.76)	
Ending Cash Balance - Operating Account	\$74,136.59		\$74,136.59	
- Replacement Reserve			\$108,284.10	
- Tax and Insurance Impounds			\$39,544.36	
- Security Deposit Accounts			\$14,508.49	

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

Income Statement
HACB GRIDLEY SPRINGS II
As of
February 29, 2020

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	14,644.55	15,321.00	(676.45)	71,108.55	76,598.00	(5,489.45)
Tenant Assistance Payments	1,653.00	0.00	1,653.00	8,046.00	0.00	8,046.00
Total Revenue	16,297.55	15,321.00	976.55	79,154.55	76,598.00	2,556.55
Apartment Vacancies	0.00	(306.00)	306.00	(195.00)	(1,530.00)	1,335.00
Total Vacancies	0.00	(306.00)	306.00	(195.00)	(1,530.00)	1,335.00
NET RENTAL REVENUE	16,297.55	15,015.00	1,282.55	78,959.55	75,068.00	3,891.55
Interest Income-Other Cash	3.88	0.00	3.88	20.97	0.00	20.97
Interest Income-Sec Deposits	0.12	0.00	0.12	0.73	0.00	0.73
Total Financial Revenue	4.00	0.00	4.00	21.70	0.00	21.70
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	625.00	(625.00)
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	79.63	83.00	(3.37)	452.27	419.00	33.27
Total Other Revenue	79.63	208.00	(128.37)	452.27	1,044.00	(591.73)
TOTAL REVENUE	16,381.18	15,223.00	1,158.18	79,433.52	76,112.00	3,321.52
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	21.00	(21.00)	0.00	103.00	(103.00)
Credit Reports	0.00	0.00	0.00	0.00	0.00	0.00
IT Support Services	128.00	128.00	0.00	640.00	640.00	0.00
Telephone/Answering Service	0.00	0.00	0.00	202.43	0.00	202.43
Consulting/Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
Postage and Mailing	21.27	0.00	21.27	21.27	0.00	21.27
Administrative Expense/Office Personnel	0.00	0.00	0.00	32.14	0.00	32.14
Office Supplies/Expenses	186.76	439.00	(252.24)	373.00	2,191.00	(1,818.00)
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	5,355.00	5,400.00	(45.00)
Manager Salaries	1,320.09	1,342.00	(21.91)	6,147.85	6,706.00	(558.15)
Education/Registration fees	0.00	63.00	(63.00)	16.72	309.00	(292.28)
Legal Expense	0.00	125.00	(125.00)	0.00	625.00	(625.00)
Auditing Fees	0.00	0.00	0.00	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	2,736.12	3,198.00	(461.88)	16,463.41	19,474.00	(3,010.59)
Utility Expenses						
Electricity	166.09	292.00	(125.91)	673.01	1,456.00	(782.99)
Water	220.45	500.00	(279.55)	1,470.85	2,500.00	(1,029.15)
Gas	0.00	83.00	(83.00)	131.50	419.00	(287.50)
Sewer	807.66	912.00	(104.34)	4,038.21	4,544.00	(505.79)
Garbage and Trash Removal	466.83	663.00	(196.17)	2,334.15	3,331.00	(996.85)
Total Utility Expenses	1,661.03	2,450.00	(788.97)	8,647.72	12,250.00	(3,602.28)
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	120.00	0.00	120.00
Cleaning Supplies	0.00	0.00	0.00	195.00	0.00	195.00
Exterminating Contract	0.00	0.00	0.00	300.00	0.00	300.00
Tree Service	0.00	0.00	0.00	0.00	0.00	0.00
Grounds Contract	1,000.00	0.00	1,000.00	3,850.00	0.00	3,850.00
Grounds Maintenance and Supplies	0.00	0.00	0.00	852.00	0.00	852.00
Maintenance Personnel	1,245.09	1,342.00	(96.91)	5,980.05	6,706.00	(725.95)
Repair Materials	294.03	1,667.00	(1,372.97)	3,439.72	8,331.00	(4,891.28)
Repair Contract/Vendor Labor	0.00	1,825.00	(1,825.00)	1,753.00	9,125.00	(7,372.00)
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	8,331.00	(7,741.00)
Appliance Repair and Maintenance	32.14	0.00	32.14	162.96	0.00	162.96
Plumbing Repair and Supplies	0.00	0.00	0.00	329.00	0.00	329.00
Interior Painting and Supplies	0.00	0.00	0.00	820.00	0.00	820.00
Gas, Oil and Mileage	19.89	0.00	19.89	82.05	0.00	82.05
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	2,591.15	6,501.00	(3,909.85)	18,473.78	32,493.00	(14,019.22)

Income Statement
HACB GRIDLEY SPRINGS II
As of
February 29, 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	451.18	318.00	133.18	1,535.77	1,592.00	(56.23)
Property & Liability Insurance	0.00	150.00	(150.00)	0.00	750.00	(750.00)
Worker's Compensation	183.11	221.00	(37.89)	836.75	1,103.00	(266.25)
Health/Dental Insurance	133.98	193.00	(59.02)	669.93	959.00	(289.07)
Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes & Insurance Expenses	768.27	882.00	(113.73)	3,042.45	4,404.00	(1,361.55)
TOTAL EXPENSES	7,756.57	13,031.00	(5,274.43)	46,627.36	68,621.00	(21,993.64)
NET OPERATING INCOME (LOSS)	8,624.61	2,192.00	6,432.61	32,806.16	7,491.00	25,315.16
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	2,725.40	0.00	2,725.40
Bank Fees	20.00	0.00	20.00	100.00	0.00	100.00
Total Interest & Finance Expense	565.08	0.00	565.08	2,825.40	0.00	2,825.40
OPERATING PROFIT (LOSS)	8,059.53	2,192.00	5,867.53	29,980.76	7,491.00	22,489.76
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	8,059.53	2,192.00	5,867.53	29,340.50	7,491.00	21,849.50

Date: 3/3/2020

MEMO

To: Board of Commissions

From: Bow Rice, Special Programs Coordinator

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

Program Statistics for Period Ending	2/1/2020	2/1/2019
Number of participants as of last day of the month	29	38
Number of Orientation Briefings	2	44
Number of signed contracts	0	1
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	1	2
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)	3	1
Number of participants with new employment (YTD)	2	0
Number of participants with escrow accounts	22	27
Number of participants currently escrowing	17	22
Amount disbursed from escrow account	\$3,496.75	\$18,029.75
Balance of Escrow Account	\$105,196.77	\$111,024.67

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)	29
Number of FSS participants identified as a person with disabilities	7
Number of FSS participants employed	25
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 March 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	\$2,756.00	\$30,677.25
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	\$21,825.60
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	\$57,003.45
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	\$13,112.00	\$198,789.49

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

March 13, 2020

MEMO

To: HACB Board of Commissioners
From: Bow Lee, Special Programs Coordinator
Subject: Resolution No. 4769
Section 8 FSS Graduate – Regina Santistevan

Regina Santistevan enrolled in the Family Self-Sufficiency program on June 1, 2018. Awhile in the program, one of her primary goals was to start a small business related to meal plan food preparation. Around November 2019, Regina started her small business; she currently makes about \$25,000 a year. Regina also completed a number of personal goals that were not employment-related in her FSS plan, for example, moving back to the Bay Area. Moving forward, Regina seeks to continue her small business in making a living wage. Despite her obstacles, Regina is no longer in the FSS program, she has plans to achieve self-sufficiency, and hopes to buy a home one day.

Recommendation: motion to approve Resolution No. 4769

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO 4769

RECOGNITION OF FSS GRADUATE

REGINA SANTISTEVAN

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, REGINA SANTISTEVAN, entered the FSS program in June 2018; and

WHEREAS, REGINA SANTISTEVAN successfully completed her FSS Contract of Participation, effective February 29, 2020, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

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

WHEREAS, REGINA SANTISTEVAN, in completing her Contract of Participation, has accrued an FSS escrow balance of \$3,496.75;

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 REGINA SANTISTEVAN's successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: March 19, 2020

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4770

AUTHORIZATION TO ENTER INTO CONTRACT WITH
HOME DEPOT, UNDER OMNIA-US COMMUNITIES CONTRACT #16154
FOR 2020 PUBLIC HOUSING REFRIGERATOR REPLACEMENT PROGRAM

WHEREAS, the Housing Authority of the County of Butte (HACB) owns and operates Low Income Public Housing (Public Housing) under Annual Contributions Contract with the United States Department of Housing and Urban Development (HUD); and

WHEREAS, HACB annually receives Public Housing Capital Fund appropriations from HUD for purposes of making physical improvements to HACB's Public Housing properties; and

WHEREAS, the HACB has determined that operational costs associated with repair and maintenance of refrigerators at the end of their useful life, eight years and older has become cost prohibitive, and that replacement of 124 refrigerators has thus been determined necessary; and

WHEREAS, HACB is registered to participate in the Home Depot, OMNIA-US Communities Contract #16154, an Intergovernmental Cooperative Purchasing Agreement that was established consistent with federal solicitation and procurement standards, such agreement facilitating HACB purchase of goods and services directly from Home Depot at pre-determined prices; and

WHEREAS, the bid received from Home Depot in the amount of Eighty-five Thousand, One Hundred and Fifty-three Dollars and Seventy-eight cents (\$85,153.78) has been determined to be responsive, qualified and to be in the best interest of the HACB; and

WHEREAS, the Board of Commissioners of HACB (Board) has established procurement policy such that contracts greater than Fifty Thousand Dollars (\$50,000.00) must be authorized by resolution of the Board;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to authorize the entering into of a contract with Home Depot, under OMNIA-US Communities Contract #16154, in the amount of Eighty-five Thousand, One Hundred and Fifty-three Dollars and Seventy-eight cents (\$85,153.78) for purposes of refrigerator replacements at 124 select Public Housing units, such contract compensation to be paid for with HUD Public Housing Capital Fund monies secured under Capital Fund Allocation 501-18.

Dated: March 19, 2020

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

March 13, 2020

MEMORANDUM

To: HACB Board of Commissioners
From: Tamra C. Young, Administrative Operations Director
Subject: 2019 Draft Section 8 Administrative Plan

In order to better meet the needs of the community, post Camp Fire, HACB is recommending making the following changes to chapter 4 of the Section 8 Administrative Plan (Admin Plan), effective June 1, 2020.

- Reduce Limited Homeless Preference vouchers from seventy-five (75) to sixty-five (65) families.
- Add Limited Moving Up Preference for ten (10) families.
- Use VI-SPDAT score to rank families, instead of lottery or date and time.

A red-lined version of chapter 4 is attached. Since this change is constituted as a “significant amendment”, these changes require the following action:

DATE	REQUIRED ACTION
3/10/20	Resident Advisory Board meeting held
3/19/20	<i>Draft approval by HACB Board</i>
	Required 45-day Review Period - Document available for public comment.
5/21/20	<i>Final approval by HACB Board</i>
6/1/20	Effective date of Admin Plan

In order to provide the most benefit to HACB and the community, these changes are being presented for adoption prior to HACB’s normal annual plan process, which we will start in May.

Recommendation: Receive draft Section 8 Admin Plan, authorize publication of Public Notice for public review and comment (minimum 45 days required) and schedule Public Hearing for receipt of comment and final adoption of documents on May 21, 2020.



HOUSING AUTHORITY
of the County of Butte

20192020

ADMINISTRATIVE PLAN

FOR THE

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Draft: 03/19/2020

Effective Date: 07/01/201906/01/2020



Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the Administrative Plan and the Annual Plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list and must these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application

process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

HACB Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the HACB may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within sixty (60) days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least sixty (60) days from the date of application. Under the two-step application process, the HACB initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

When HACB provides public notice that it is accepting applications for housing assistance, the application will be available on-line, at any time of day or night. The applicant may complete the application from any computer with internet access (e.g., home, public library, community-based organization, etc.). If the applicant requires assistance with completing the application, resources for assistance will be listed in waiting list opening announcements. Completed applications must be submitted to HACB in the method explained in waiting list opening announcements. Applications must be complete in order to be accepted by HACB for processing.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA's application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Eligible for Placement on the Waiting List

HACB Policy

Since placement on the waiting list does not require an interview and the information contained in the lottery entry form does not require verification, a set number of applications will be selected, ordered, and placed in the waiting list using a computer-generated random lottery system.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;

- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

HACB Policy

The HACB will maintain a single waiting list for the HCV program combining Butte and Glenn County jurisdictions.

HACB Policy

The HACB allows the following Local Preferences for the HCV waiting list for Butte County jurisdiction:

Residency Preference

This local preference would continue to give a preference for applicants who live or work, or who is enrolled in school in the Butte or Glenn County. This is further defined to mean that an applicant must only meet one of the following criteria to be eligible for the Residency Preference:

- The family must live in Butte or Glenn County, or
- At least one member must have a job within the limits of Butte or Glenn County, or
- Applicants who have been notified that they are hired to work in Butte or Glenn County must be treated as a resident, or
- At least one family member of the applicant household is currently enrolled in a Butte or Glenn County institution of higher education.

HUD regulations state that a residency preference must not be based on how long an applicant has resided or worked in a residency preference area.

Limited Homeless ~~Set-Aside~~ Preference (PIH 2013-15)

The HACB limits the number of families that qualify for a homeless preference to ~~seventysixty-five (6575)~~ seventysixty-five (7565) families. Families must be under case management of a Butte County Continuum of Care organization. Homeless verification will be provided by the organization providing the case management. Once the HACB is serving ~~seventysixty-five (7565)~~ seventysixty-five (7565) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened for applicants that qualify for that preference or if kept open, ~~the HACB will reach out to Butte County Continuum of Care organizations for referrals to be the waiting list for applicants that qualify for the preference following the guidelines set forth in Section 4-~~

H.C. as determined in accordance with prioritization established by the Coordinated Entry system. The family must be referred to the PHA by a homeless service provider through Coordinated Entry based on their VI-SPDAT score.

Limited Moving Up Preference (PIH 2013-15)

The HACB limits the number of families that qualify for the moving up preference to ten (10) families. Families must be transitioning from a Permanent Supportive Housing (PSH) unit and are under case management of a Butte County Continuum of Care organization. These are persons that were previously homeless prior to entry into the PSH program and who no longer need that level of supportive services. Once the HACB is serving ten (10) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened only or if kept open, for those who qualify for the preference as determined by submitted verification by a Butte County Continuum of Care partnering agency.

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Veterans Preference

A preference for veterans of the United States armed services. To receive a veteran's preference, the household must include a veteran of the United States armed services. A veteran is a former member of the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, and Coast Guard) who served on active duty and was discharged under conditions, which were other than dishonorable. There is no minimum number of days an individual must have served on active duty to be considered a veteran. However, periods of active duty for training, pursuant to an enlistment in the National Guard or Reserves, do not qualify an individual as a veteran. Thus former or current members of the National Guard or Reserves are not considered to be veterans unless they had prior or subsequent service with an active component of the Armed Forces. The **DD Form 214, Certificate of Release or Discharge from Active Duty**, generally referred to as a "DD 214" must be presented to verify enlistment, discharge and character of service. If upon verification the HACB determines that the family does not qualify for the preference claimed, the family does not receive the preference. The applicant will be returned to the waiting list without benefit of the preference.

Government Displacement

This preference is subject to approval of the Executive Director. The HACB Board must be notified within a reasonable time that preference has been approved. Local individuals or families displaced by government action (i.e., required to move by any level of government: federal, state or local). These include, but are not limited, to:

- o Persons displaced as the result of a government-declared natural disaster
- o Persons displaced as the result of governmental action.
- o Victims under VAWA Reauthorization Act of 2013
- o Victims under witness protection programs

These preferences are available even when the wait list is closed to other applicants.

Applicants who have vacated housing as a result of:

- a. Natural disaster that has been so declared by a local, state, or federal government entity (fire, flood, earthquake, etc.).
- b. Federal, State or local government action related to code enforcement, public improvement or development.
- c. Victims of domestic violence, dating violence, sexual assault, or stalking who either:
 1. Have vacated due to actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member, or
 2. Live in housing with an individual who engages in such violence. Such "actual" or "threatened" violence must have occurred recently or be of a continuing nature. An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.
 3. As a result of an emergency transfer from another PHA or HUD covered housing program in accordance with VAWA policy.
- d. Victims under witness protection programs: Applicant, or member of applicant family, has been advised by a law enforcement agency to relocate to minimize risk of violence against family members as a result of providing information on criminal activities to a law enforcement agency. Proper safeguards will be provided by the PHA to conceal the identity of families requiring protection against such reprisal. Verification to be provided by Law Enforcement Agency.

Family Unification Program

A preference for admission to select families participating in the County Child Welfare Agency's Family Unification Program (FUP).

Voucher Utilization/Lease In-Place

In the event the HACB Section 8 HCV leasing rate falls below 97%, preference will be given to families on the waiting list who are willing and able to lease in place. HACB will continue to use the lease-in place preference until the calendar year lease-up rate is projected to be at 97% lease-up.

All applicants are required to provide verification of eligibility for the Local Government Displacement Preference claimed on their Initial Application and/or Application Updates. Preferences will not be given unless proper verification is submitted as required.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

HACB Policy

The HACB will not merge the HCV waiting list with the waiting list for any other program the HACB operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications from or to reopen the waiting list to certain categories of families that meet particular preferences or funding criteria.

HACB Policy

The open period shall be long enough to achieve a waiting list adequate to cover projected HCV turnover, limited preference turnover and any new allocations for the twelve (12) months. The waiting list or accepting of lottery applications may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights law.

In the event there are enough lottery entries to fill anticipated openings for the twelve (12) months, the accepting of lottery entries and/or the waiting list may be closed. The waiting list may be kept open for applicants that qualify for a particular preference or funding criteria while closing it for all other applicants. The HACB will give at least five (5) business days' notice prior to closing the lottery application process. **Not all applicants will be placed on the waiting list.** Depending on projected voucher turnover for the calendar year, only a set number of applications will be selected for placement on the waiting list. Applicants may go online using confirmation number see if they have been placed on the list. Those without computer access can call HACB. Set number of applications will be selected and ordered using a computer-generated random lottery system.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received. The PHA may elect to only reopen the waiting list to certain categories of families that meet particular preferences or funding criteria.

HACB Policy

The HACB will utilize the following procedures for opening the Waiting List. When the HACB opens the Waiting List, the HACB will advertise through public notice on the Housing Authority's website, (www.butte-housing.com) newspapers (Chico Enterprise Record/Oroville Mercury Register/Paradise Post, Gridley Herald,, Appeal Democrat –

Glenn County) if applicable, minority publications and media entities. The HACB will also notify:

- Independent Living Services of Northern California
- Legal Services of Northern California
- Butte County Department of Employment & Social Services
- Butte County Department of Behavioral Health
- Community Action Agency
- CDI Headstart
- Community Housing & Credit Counseling Center
- Northern Valley Catholic Social Services
- Chico Community Shelter Partnership (Torres Shelter)
- Catalyst Domestic Violence Services
- Skyway House
- Paradise Senior Center
- Sabbath House
- Healthy Mother's Program
- Youth for Change (Paradise Ridge and Oroville Family Resource Centers)

The notice will contain:

- The dates, times, and the locations where families may apply.
- The name of the program(s) for which applications will be taken.
- Limitations, if any on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicant with information that includes the HACB address and telephone application and the eligibility requirements.

During the application process a person(s) with a disability may submit an application by means of an alternate method upon request as an accommodation.

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

HACB Policy

The HACB will monitor the characteristics of the population being served and the characteristics of the population as a whole in the HACB's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

HACB Policy

While the family is on the waiting list, the family must immediately inform the HACB of changes in contact information, including current residence, mailing address, and phone number as well as any changes in income and family composition. The changes must be submitted in writing within fourteen (14) calendar days of the change.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Maintaining the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

HACB Policy

The waiting list will be updated or purged periodically to ensure that all applicants and applicant information is current and timely.

To update or purge the waiting list, the HACB will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in the program. This update request will be sent to the last address that the HACB has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the HACB not later than 14 calendar days from the date of the HACB letter.

If the family fails to respond within fourteen (14) calendar days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have fourteen (14) calendar days to respond from the date the letter was re-sent.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the HACB determines there were circumstances beyond the person's control. The following exceptions, if determined to exist, will be acceptable to warrant reinstatement:

1. Death in Family
2. Medical Emergency
3. Natural Disaster
4. Reasonable Accommodation
5. Verified error by US Post Office

Removal from the Waiting List

HACB Policy

If at any time an applicant family is on the waiting list, the HACB determines that the family is not eligible for assistance (see Chapter 3); the family will be removed from the waiting list.

If a family is removed from the waiting list because the HACB has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the HACB's decision (see Chapter 16) [24 CFR 982.201(f)].

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As Vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

HACB Policy

The HACB operates the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program. The HACB does not maintain a Waiting List or apply local preferences for this program. The Department of Veteran Affairs refers eligible families to HACB for the issuance of a HUD-VASH Voucher.

Set Aside (PHI 2013-15)

HACB Policy

~~The HACB limits the number of families that qualify for a homeless preference to seventy-five (75) families. Families must be under case management of a Butte County Continuum of Care organization. Homeless verification will be provided by the organization providing the case management. Once the HACB is serving seventy-five (75) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the performance criteria, the waiting list will be reopened for applicants that qualify for that preference or if kept open, the HACB will reach out to the Butte County Continuum of Care organizations for referrals to the waiting list for applicants that qualify for the preference following the guidelines set forth in Section 4-III.C.~~

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

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

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

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HACB Policy

The HACB will use the following preferences to rank applicants on the waiting list:

Local Preference – Limited Homeless Set-Aside Preference (5 points)

The HACB limits the number of families that qualify for a homeless preference to sixty-five (65) families. Families must be under case management of a Butte County Continuum of Care organization. Homeless verification will be provided by the organization providing the case management. Once the HACB is serving sixty-five (65) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened for applicants that qualify for that preference or if kept open, as determined in accordance with prioritization established by the Coordinated Entry system. The family must be referred to the PHA by a homeless service provider through Coordinated Entry based on their VI-SPDAT score.

Local Preference - Limited Moving Up Preference (5 points)

The HACB limits the number of families that qualify for the moving up preference to ten (10) families. Families must be transitioning from a Permanent Supportive Housing (PHS) unit and are under case management of a Butte County Continuum of Care organization. These are persons that were previously homeless prior to entry into the PSH program and who no longer need that level of supportive services. Once the HACB is serving ten (10) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened only or if kept open, for those who qualify for the preference as determined by submitted verification by a Butte County Continuum of Care partnering agency.

The HACB limits the number of families that qualify for a homeless preference to seventy-five (75) families. Families must be under case management of a Butte County Continuum of Care or Dos Rios Continuum of Care (Glenn County) organization. Homeless verification will be provided by the organization providing the case management. Once the HACB is serving seventy-five (75) families under the preference, and one family leaves the program, the next family on the waiting list who meets the preference criteria will be

~~served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened for applicants that qualify for that preference or if kept open, the HACB will reach out to the Butte County Continuum of Care organizations for referrals to the waiting list for applicants that qualify for the preference following guidelines set forth in Section 4.II.C.~~

Local Preference - Residency Preference (5 Points)

This local preference would continue to give a preference for applicants who live or work, or who is enrolled in school in the Butte or Glenn County.

Local Preference - Veterans (2 points)

A preference for veterans of the United States armed services. To receive a veteran's preference, the household must include a veteran of the United States armed services. A veteran is a former member of the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, and Coast Guard) who served on active duty and was discharged under conditions, which were other than dishonorable. There is no minimum number of days an individual must have served on active duty to be considered a veteran. However, periods of active duty for training, pursuant to an enlistment in the National Guard or Reserves, do not qualify an individual as a veteran. Thus former or current members of the National Guard or Reserves are not considered to be veterans unless they had prior or subsequent service with an active component of the Armed Forces. The **DD Form 214, Certificate of Release or Discharge from Active Duty**, generally referred to as a "DD 214" must be presented to verify enlistment, discharge and character of service. If upon verification the HACB determines that the family does not qualify for the preference claimed, the family does not receive the preference. The applicant will be returned to the waiting list without benefit of the preference.

Local Preference – Government Displacement (10 points)

Local individuals or families displaced by government action (i.e., required to move by any level of government: federal, state or local). Priority shall be given to families of veterans and servicemen.

Local Preference – Family Unification Program (1 point)

A preference for admission to select families participating in the County Child Welfare Agency's Family Unification Program (FUP), the number of admissions limited to the program size set forth in the Memorandum of Understanding (MOU) between the Butte County Department of Employment and Social Services and the HACB, such admissions to be made on a first come, first serve basis. The Family Unification Program (FUP) is a program under which vouchers are provided to families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care; or the delay in the discharge of the child, or children, to the family from out-of-home care. Youths at least eighteen (18) years old and not more than twenty-one (21) years old (have not reached 22nd birthday) who left foster care at age sixteen (16) or older and who do not have adequate housing are also eligible to receive housing assistance under the FUP. A FUP voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of eighteen (18) months. FUP admissions to be made without regard to the open or closed status of the waiting list.

Priority shall be given to families of veterans and servicemen and to households displaced by public action. The number of households admitted under the FUP preference shall be determined by the Board of Commissioner's policy and identified in the MOU.

Local Preference – Voucher Utilization/Lease In-Place (3 points)

In the event the HACB Section 8 HCV leasing rate falls below 97%, preference will be given to families on the waiting list who are willing and able to lease in place. Families who are considered to be living in-place are those who reside in a unit where the landlord will accept the S8 HCV program. They must have resided in unit for the past three months and must remain in unit for a period of no less than one year after assistance starts. The unit must meet all other program requirements in order to qualify for the In-Place preference. Priority shall be given to families of veterans and servicemen.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least seventy-five percent (75%) of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or thirty percent (30%) of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

HACB Policy

The HACB will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application, or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

HACB Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the HACB's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected in order based on the original rank awarded by process of lottery. Documentation will be maintained by the HACB as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so

that the HACB does not have to ask higher placed families each time targeted selections are made.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

HACB Policy

The HACB will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

Who is required to attend the interview

All documents that must be provided at the interview including information about what constitutes acceptable documentation

If a notification letter is returned to the HACB with no forwarding address, the family will be removed from the waiting list. A notice of denial will be issued in accordance with policies contained in Chapter 3 to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

HACB Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household must attend, and the spouse/co-head will be strongly encouraged to attend the interview together. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the HACB.

Pending disclosure and documentation of social security numbers, the HACB will allow the family to retain its place on the waiting list for ninety (90) days. If all household members have not disclosed their SSNs by the next time of HACB next issuance of

vouchers, the HACB will issue a voucher to the next eligible applicant family on the waiting list.

If a child under age 6 has been added to an applicant family within 6 months prior to voucher issuance, an otherwise eligible family may be admitted to the program and must disclose and document the child's SSN within 90 days of the effective date of the initial HAP contract. A 90-day extension will be provided for circumstances that could not reasonably have been foreseen and were outside of the control of the applicant. [PIH 2016-05]

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the HACB will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within fourteen (14) calendar days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the HACB will provide translation services in accordance with the HACB's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the HACB in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the HACB will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without HACB approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

HACB Policy

If the HACB determines that the family is ineligible, the HACB will send written notification of the ineligibility determination within fourteen (14) calendar days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The HACB will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the HACB determines that the family is eligible to receive assistance, the HACB will invite the family to attend a briefing in accordance with the policies in Chapter 5.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4771

APPROVING ADOPTION OF
CalPERS SUPPLEMENTAL INCOME 457 PLAN

WHEREAS, the Housing Authority of the County of Butte (HACB) seeks to establish an additional deferred compensation plan for the benefit of its employees; and

WHEREAS, the Board of Administration (Board) of the California Public Employees' Retirement System (CalPERS) has established the CalPERS Supplemental Income 457 Plan (CalPERS 457 Plan) which may be adopted by a governmental employer the employees of which are public employees; and

WHEREAS, HACB believes that the CalPERS 457 Plan and the investment options available thereunder will provide valuable benefits to its employees; and

WHEREAS, the Board has appointed Voya Financial® (Plan Recordkeeper) to perform recordkeeping and administrative services under the CalPERS 457 Plan and to act as the Board's agent in all matters relating to the administration of the CalPERS 457 Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to here adopt the CalPERS 457 Plan for the benefit of its employees, and authorizes and directs its Executive Director, Edward S. Mayer, to execute the adoption agreement, attached to and made a part of this Resolution Number 4772, on behalf of the Housing Authority of the County of Butte, and to provide the California Public Employees' Retirement System, or any successor agent duly appointed by the Board of Administration of the California Public Employees' Retirement System, with such information and cooperation as may be needed on an ongoing basis in the administration of the CalPERS 457 Plan. A copy of this Resolution Number 4772, the agreement, and any attachments thereto shall be on file in the office of record of the Housing Authority of the County of Butte.

Passed and adopted as Resolution Number 4772, at its regular meeting of the Board of Commissioners of the Housing Authority of the County of Butte, held on March 19, 2020.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

Employer Adoption Agreement

The employer identified below (the “Employer”) adopts the CalPERS Supplemental Income 457 Plan (the “CalPERS 457 Plan” or the “Plan”) for the benefit of its employees and agrees to be bound by and subject to the terms of the Plan, as it may be amended from time to time. The Employer further agrees and represents as follows:

1. The Employer is a political subdivision of the State of California and is eligible to adopt the Plan.
2. The Employer has duly adopted a resolution (copy attached) or taken such other official action as required for its lawful adoption and implementation of the Plan and has authorized the undersigned to execute this Agreement on its behalf.
3. The Employer has received and has had the opportunity to review the following documents and information:
 - The Plan document;
 - A description of the optional provisions of the Plan;
 - A description of the investment options available to Plan participants and historical performance data for those investment options;
 - A complete description of fees and expenses that will or may be charged to Plan participants including, but not limited to, investment fees and administrative expenses; and
 - The Enrollment Kit for eligible employees, which includes forms and information for employees to participate in the Plan.

Contributions

4. The Employer understands that its employees will have the opportunity to defer their own compensation by designating an amount or percentage to be withheld from each paycheck and contributed to the Plan on the employee’s behalf.
5. The Employer understands that the Plan must be made available to all employees and agrees to offer all employees the opportunity to participate in the Plan.
6. The Employer understands that the Plan cannot be made available to individuals who are not the Employer’s common law employees and agrees not to offer such individuals the opportunity to participate in the Plan.
7. The Employer understands that each employee’s deferrals under the Plan and any other eligible deferred compensation plan maintained by the Employer are subject to certain limits imposed by the Plan and the federal tax code. The Employer agrees to limit employees’ deferrals under all plans maintained by the Employer to amounts that do not exceed applicable limitations.
8. The Employer agrees to deduct deferral amounts from employees’ salaries and wages in accordance with the employees’ elections, to remit all amounts deducted to the Plan as soon as reasonably practicable after such amounts are withheld, and to accurately report the amounts remitted.
9. The Employer understands and agrees that all amounts deferred under the Plan shall be 100% vested and shall be deposited in the Public Employees’ Deferred Compensation Fund (the “Fund”), a trust established to hold such amounts, for the exclusive benefit of participants and their beneficiaries. The Employer shall have no right to Fund assets or to sell, redeem, or otherwise liquidate Fund assets, except as provided Plan section 10.6.

Investments

10. The Employer understands and agrees that employees who defer compensation under the Plan will have the right to direct the investment of their individual Plan accounts by choosing among the investment options selected by the CalPERS Board of Administration (the "Board") and offered under the Plan. The Employer further understands and agrees that any employee who does not provide timely directions for investing his or her account will be deemed to have selected the Plan's default investment. The Plan's default investment is currently the CalPERS Target Retirement Fund designated for an employee, based on his or her expected retirement date. The Employer understands and agrees that the Board, in its sole discretion, may add, eliminate, or consolidate investment options offered under the Plan, including the Plan's default investment option.
11. The Employer further understands and agrees that certain fees are charged to Plan participants for investment and administration expenses, and that such fees will be offset against investment returns or deducted from participants' Plan accounts periodically.

Administration

12. The Employer understands and agrees that, except as specifically set forth in the Plan, the administration of the Plan and Fund is subject to the exclusive control of the Board and that the Board has the authority to retain third parties to provide investment services, record keeping, accounting, or other services for the Plan.
13. The Employer agrees to assist and cooperate in providing Plan information to employees and to follow administrative procedures established by the Board or its designee(s) from time to time.
14. The Employer has completed the attached New Employer Data Sheet, which is incorporated by reference. The Employer hereby certifies that all information provided in connection with its adoption of the Plan is true and accurate.
15. The Employer understands and agrees that the Board has retained the power and authority to amend the Plan from time to time, subject to limitations set forth in the California Government Code and the Plan. The Employer may not amend the Plan.
16. The Employer understands and agrees that its participation in the Plan may be terminated by the Employer or by the Board upon sixty (60) days advance written notice. Upon termination, all amounts held for participants will continue to be held in the Fund for the exclusive benefit of participants and their beneficiaries, except for distributions or transfers permitted under the Plan terms.

Name of Employer: _____

By: _____

Title: _____

Date: _____

Accepted by CalPERS (or an agent duly appointed by the Board) on behalf of the Board of Administration of the California Public Employees' Retirement System

Name of Employer: _____

By: _____

Title: _____

Date: _____

March 12, 2020

Memo

To: HACB Staff

From: Ed Mayer, Executive Director

Subject: COVID-19 (Coronavirus) Protocols

The Housing Authority of the County of Butte is the largest housing entity in Butte and Glenn Counties, counting the units it owns, manages, oversees, subsidizes and/or develops. It is also one of, if not the largest, provider of housing to populations at high risk of contracting COVID-19, including the elderly, disabled, and formerly homeless with underlying health conditions. About two thirds of the households served by the HACB has a head-of-household that is elderly or disabled. We take seriously our mission to serve these households, on behalf of their wellbeing, as well as the wellbeing of the communities in which they live.

The County of Butte Public Health Department (Public Health) has issued health recommendations extending through March 31, 2020. The federal Center for Disease Control (CDC) has also issued recommendations. The recommendations are designed to implement community mitigation strategies to slow the spread of the COVID-19 virus, and protect our most vulnerable populations.

At this time, our agency is implementing “social distancing” and “community mitigation” measures consistent with the recommendations of Public Health and the CDC. For the time being, we will continue to provide service to our customers, but by slightly different means. The situation is extremely fluid, so additional measures may be employed as circumstances evolve.

General Precautions for all HACB staff:

- Do not shake hands;
- Practice six (6) foot social distancing;
- Cough into one’s elbow, not the hand;
- Wash hands often, or use hand sanitizer when soap and water are not available. Wash hands for a minimum of 20 seconds, including tops of hands and between fingers and under nails;
- Sneeze into a tissue and safely dispose of the tissue yourself – do not leave tissues on desk or table surfaces.
- Through March 31, 2020, if you are ill, please stay home. If you have a fever, cough, or other respiratory symptoms, stay home at least 72 hours after symptoms resolve, or 7 days after symptoms began, whichever is longer.
- Group Gatherings will be cancelled, postponed, or altered, to minimize risk of exposure – we are in process considering how to manage Section 8 Briefings.

- As much as possible, business will be conducted by phone, e-mail, and written correspondence. Meetings with clients, when necessary, will occur through the protective glass cubicles, not in the Interview Rooms.
- As the media has relayed, this pandemic presents a fast-evolving situation, with many unknowns. Mitigation measures will likely evolve. Please know that we are working with our partners to keep you and our constituents informed. If you have questions, or need additional information, please do not hesitate to speak with your supervisor.

General Guidance when interacting with the public:

- Avoid and discourage any one-on-one interaction with persons who are ill.
- Discourage walk-ins, except where absolutely necessary.
- When taking Work Orders from residents, or scheduling HQS Inspections, **MUST ASK CALLER IF ANYONE IS SICK** in the home.
- Take Work Orders and schedule Inspections by phone only, where possible.
- Prior to entering a unit, **staff will ask resident if any members of the household are sick.** Response to be included in the Work Order or Inspection report.
- If the response from resident is yes, someone is sick, ask **“How many are ill?”** Response to be included in the Work Order or Inspection report.
- If someone is ill, staff will reschedule unless it is an Emergency Work Order or Inspection.
- Staff will **prioritize vacant unit turns** at this time. HACB will monitor the situation and determine when it is appropriate to return to routine work orders.
- If someone is ill and the work order is an **Emergency**, first determine whether or not the person can be isolated from the workspace. If s/he/they can, then move forward and **use Personal Protective Equipment (PPE's)** to protect against possible exposure. This includes, but is not limited to: gloves, booties, and Tyvek coveralls. Second, if person/s cannot be isolated from the work area and the item is of a nature that it cannot be rescheduled, use PPEs to protect against possible exposure. This includes, but is not limited to the possible need for an N95 mask where you would be in close quarters with the ill, gloves, booties, Tyvek coveralls, and eye protection.
- Once the Emergency work order is abated and staff has left the unit, staff will remove and bag all (PPE's) and dispose of accordingly.
- After completion of any work order where there is an ill household member, whether or not the person has been isolated, and/or after removal and bagging of soiled PPE's, **use hand sanitizer and/or soap and water to clean hands. Wash hands for a minimum of 20 seconds** including tops of hands, between fingers and under nails.

Here are a couple of links to accurate information addressing the situation:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

http://www.buttecounty.net/publichealth/Home/fbclid/IwAR3fSGcPIbTuP9oMALiinPe68ft2E_vscQm2hDIgwwyilvdXog7KZwY9vTw



HOUSING AUTHORITY of the County of Butte

(530) 895-4474
FAX (530) 895-4459
TDD/TTY (800) 735-2929
(800) 564-2999 Butte County Only
WEBSITE: www.butte-housing.com
2039 Forest Avenue • Chico, CA 95928

March 2020

Covid-19 (Coronavirus) Response

For You to Know Right Now:

Following guidance from the Butte County Public Health Department and the federal Center for Disease Control, the Housing Authority of the County of Butte, implements the following – *cancelling or postponing large community events; conducting most business via email, telephone, and mail; prioritizing emergency and urgent work orders; and postponing routine repairs, especially in homes with one or more ill persons.*

Why We Are Doing This:

We are working with our public health and city/county/community partners to take precautions to help prevent the spread of COVID-19, as well as other infectious diseases, including influenza. While the Public Health Department has yet to report active cases of COVID-19 in the County, precautions are warranted because of extraordinary health risks. Approximately two thirds of those served by the Housing Authority have an elderly and/or disabled person as head-of-household, a population that is at particular risk during this pandemic event. The steps we are taking are to help protect individual and community health and minimize the risk of spreading the illness in our communities.

Read more on the Housing Authority of the County of Butte’s website, including information from the Center for Disease Control (CDC) at:

<https://www.butte-housing.com>

<https://www.cdc.gov/coronavirus/2019-ncov/community/get-your-household-ready-for-COVID-19.html>

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



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March 2020

Covid-19 (Coronavirus) Response

Strategies We are Implementing:

Beginning this week, you should start to see the following:

Work Orders, Repairs, Inspections:

- When calling in or emailing about a work order, you will be asked if anyone is sick;
- Prior to entering a unit, the staff person will also ask if anyone is sick;
- If someone is ill or has been exposed to COVID-19 within the last 5 days, the work order will be rescheduled unless it is an emergency or urgent item. If staff will enter the unit, they will enter using personal protection equipment.
- Routine work orders will be postponed at least through March 31, 2020.

Property Management:

- Regular interactions will be restricted to phone, email or offices that have a physical barrier between staff and resident;
- Documents will be accepted via email, phone or local drop box;
- Move out processes from units may be done via alternative methods – check with your Specialist/Property Manager for more information

Housing Assistance/Vouchers:

- Same protocols as for Property Management with your Specialist or for Inspections as noted above



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March 2020

Covid-19 (Coronavirus) Response

Strategies you Can Use to Help Protect Yourself:

Guidelines we have received from the County include strategies everyone can do to help plan, prepare for and respond to this emerging public health concern. Here are some simple and easy techniques or steps:

- Wash your hands with soap and water for at least 20 seconds;
- Avoid touching eyes, nose or mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Clean all “high touch” surfaces everyday, including doorknobs, bathroom fixtures, light switches, phones, cell phones, keyboards, tablets;
- Use a CDC approved product for COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
- Change your clothes after work;
- Stay away from work, other people, or school if you are sick with respiratory symptoms like cough or have a fever;
- Do not smoke or vape any products;
- Follow guidance from public health officials.

If you think you are sick:

- Call a health care provider – they can give you guidance on if/when you should go to the doctor and what precautions you should take;
- Stay home until you have no fever or other symptoms for at least 24 hours and preferably 72 hours;
- If you are sick, wear a facemask around other people or pets or before entering a healthcare providers office. The CDC does not recommend that people who are well wear a facemask to protect themselves if they are not sick.

Thank you for working with us to help our families, senior and disabled residents healthy!