

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

MEETING AGENDA

October 21, 2021
2:00 p.m.

Members of the Board of Commissioners and HACB staff will be participating either in person or remotely. The Board of Commissioners welcomes and encourages public participation in the Board meetings either in person or remotely from a safe location.

Members of the public may be heard on any items on the Commissioners' agenda. A person addressing the Commissioners 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 Commissioners. Members of the public desiring to be heard on matters under jurisdiction of the Directors, but not on the agenda, may address the Commissioners during agenda item 6.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/755589325>

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Access Code: 755-589-325

If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email marysolp@butte-housing.com or call 530-895-4474 x.210.

Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

NEXT RESOLUTION NO. 4843

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of September 16, 2021

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- 3.2 Checks written for:
 - 3.2.1 Accounts Payable (General) – \$623,628.06
 - 3.2.2 Accounts Payable (FLH) – \$83,674.02
 - 3.2.3 Landlords – \$1,196,791.32
 - 3.2.4 Payroll – \$131,779.61
- 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 HACB Owned Properties
- 3.11 Tax Credit Properties
- 3.12 Family Self Sufficiency
- 3.13 Rental Assistance Programs
- 4. CORRESPONDENCE
- 5. REPORTS FROM EXECUTIVE DIRECTOR
 - 5.1 HACB Write-Offs – Approval of HACB Write-Offs Uncollectible Accounts Receivable.
 Recommendation: Resolution No. 4843
 - 5.2 Personnel – Resolution Amending HACB Section 125 Cafeteria Plan – Flexible Spending Account (FSA).
 Recommendation: Resolution No. 4844
 - 5.3 Strategic Asset Plan – Status update regarding Asset Repositioning.
 Recommendation: Information/Discussion
 - 5.4 Development Activity – Status Review.
 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 – November 18, 2021**
13. ADJOURNMENT

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

MEETING MINUTES OF September 16, 2021

The meeting was noticed pursuant to State Public Health COVID-19 pandemic health directives as authorized by Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, providing for Brown Act exceptions, in observing "social distancing" protocols, to be conducted via teleconference, web-conference, and in person. Though the State directives were lifted on June 15, 2021, the meeting was conducted via teleconference, web-conference and in person, as noticed.

Vice Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:23 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Theresa Ayers, Laura Moravec, Rich Ober and David Pittman. Commissioners Alford, Ober and Pittman attended in person. Commissioners Ayers, and Moravec attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Hope Stone, Finance Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; Jerry Martin, Modernization Coordinator and Angie Little, Section 8 Manager.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Ober moved that consent calendar be accepted as presented. Commissioner Moravec seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

San Francisco Office of Public Housing, quarterly newsletter. San Francisco Office of Public Housing normally attends NAHRO Regional Chapter meetings to present performance awards, but due to the Covid-19 pandemic this hasn't happened. In the newsletter, HACB was acknowledged for its disaster resilience performance. Executive Director Mayer noted the good work done rebuilding the Section 8 program, by Administrative Operations Director Tamra Young, Section 8 Housing Manager; Angie Little, as well as the Section 8 and Accounting staff.

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5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS) Graduate – Ms. Lopez enrolled as an FSS participant in December of 2019, her primary goal was to secure employment to be able to provide for her two daughters. Ms. Lopez was able to secure a position with Butte County Probation Department. She leaves the program having accrued \$9,167.84 in FSS escrow earnings.

RESOLUTION NO. 4837

Commissioner Alford moved that Resolution No. 4837 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE TRISHA LOPEZ”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.2 Section 8 Administrative Plan (AP) – As part of the Annual Agency Plan process the HACB adopts the Section 8 Administrative Plan (AP). The current Admin Plan, made effective October 1, 2021, was adopted by the Board during the July meeting. Brought to the Board today, is a small change to the Admin Plan recommended by HACB staff, the recommended change is not considered a “substantial deviation” and thus is not subject to the usual 60-day public review and comment process. Staff proposes to remove the paragraph in the Admin Plan related to nonresident applicant exceptions for initial ports. In the Section 8 program, non-resident applicant households must be residents of Butte or Glenn County for twelve (12) months before they are eligible to move. The policy in question has opened the door to non-resident applicant households to stay in their local jurisdictions without having to move to Butte County, by means of Reasonable Accommodation. This current provision was implemented per the recommendation of Nan McKay, our policy consultant. Staff recently discovered that this provision is not industry standard, and has long believed the policy to be in direct violation of the Section 8 program, which requires applicants from outside the jurisdiction to reside for a year within the jurisdiction before being allowed to take their voucher elsewhere. The intent of the program is to serve households within the jurisdiction. HACB staff has been administratively burdened in having to adjudicate significant numbers of accommodation requests from applicants who have no intention of residing in Butte County. Per industry standard, it is not reasonable to apply for rental assistance in a jurisdiction where the household has no intention of residing regardless of disability or special circumstance. Authorization to amend the Portability Exceptions Policy closes what has become a loophole in administrative practice.

RESOLUTION NO. 4838

Commissioner Moravec moved that Resolution No. 4838 be adopted by reading of title only: “AUTHORIZATION TO AMEND HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN PORTABILITY EXCEPTIONS POLICY”. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.3 Gridley Farm Labor Housing (FLH) – Routine action item, authorizes HACB to close out a construction contract for acceptance of Workout Plan renovation work completed at FLH. The HACB entered into a construction contract with J Walt Construction, Inc. for the completion of Phases II & III Unit Rehab work at Gridley FLH. The work included the renovation of eleven (11) residential buildings converting twenty-two (22) dwelling units to seventeen (17) dwelling units. The total amount for the work was \$5,785,505.43. The contract work completed by J Walt Construction has been accepted. Acceptance of the work is a USDA-RD requirement, which then authorizes them to release funds to the HACB. Modernization Coordinator, Jerry Martin, relayed the project came in on budget and slightly behind on time, by four (4) months. Executive Director Mayer added that J Walt Construction has been a very professional and responsive contractor.

RESOLUTION NO. 4839

Commissioner Ober moved that Resolution No. 4839 be adopted by reading of title only: “ACCEPTANCE OF GRIDLEY FARM LABOR HOUSING UNIT REHAB PHASE II & III IMPROVEMENTS AND AUTHORIZATION TO MAKE FINAL PAYMENT TO CONTRACTOR”. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.4 Gridley Farm Labor Housing (FLH) – HACB has become aware that Always With Integrity Management Corporation (AWI), third-party property management company, has familiarity with administration of USDA-RD regulated Farm Labor Housing properties and programs. AWI already manages three (3) multi-family tax credit properties for HACB-related entities, and has a proven track record of service. HACB received property management services proposals (2), one for the USDA-RD regulated units, and one for the seven (7) unregulated Demonstration Program units. Both proposals are consistent with the budget established by the HACB for 2021-22 FLH operations. AWI has an existing working relationship with USDA, and feels very comfortable taking on the Gridley FLH property and its ongoing rehab efforts. HACB staff estimates a two (2) month transition period, beginning October 1st 2021. Deputy Executive Director Guanzon added that AWI’s maintenance and site management staff will be housed at Gridley FLH. HACB staff serving FLH will see one voluntary retirement, its manager re-assigned to the Main Office to support property management operations, and the remaining maintenance staff re-assigned to the maintenance pool. Staff recommends approval of the proposed retention of AWI as property manager at Gridley Farm Labor Housing and Demonstration units.

RESOLUTION NO. 4840

Commissioner Moravec moved that Resolution No. 4840 be adopted by reading of title only: “MANAGEMENT AGREEMENTS (W) WITH ALWAYS WITH INTEGRITY (AWI) FOR PROPERTY MANAGEMENT OF USDA-RD GRIDLEY FARM LABOR HOUSING AND HACB “DEMONSTRATION UNITS, 850 EAST GRIDLEY ROAD, GRIDLEY”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.5 Personnel – Staff is recommending change to the organizational structure of the HACB Maintenance Department. The proposed change includes changing (1) Maintenance II position to a Maintenance (1) position. The change will provide the necessary staffing and training structure to manage coming retirements and existing vacancies in the Maintenance department. The re-organization is intended to facilitate retention of entry level workers, who can be trained up once employment is secured; more skilled technicians are currently very difficult to find.

RESOLUTION NO. 4841

Commissioner Ober moved that Resolution No. 4841 be adopted by reading of title only: “RE-ORGANIZATION OF MAINTENANCE DEPARTMENT”. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.6 Cal-Osha Required Policies (8) – HACB staff has identified eight policies that are Cal-Osha required. Three (3) of the policies are being presented for adoption today; a COVID Prevention policy (an update to what was previously adopted); a Respirator Policy, and a Heat Illness Prevention Policy. The Respirator Policy is somewhat extraordinary, as it provides for elective use of respirators by Section 8 HQS Inspectors; requiring a special policy to be added due to industrial relations labor law. Commissioner Alford asked if a federal vaccination mandate would affect HACB staff. Administrative Operations Director Young relayed that the HACB would fall under the category of a Federal contractor; which would require compliance. At this moment no guidance has been received from Washington.

RESOLUTION NO. 4842

Commissioner Moravec moved that Resolution No. 4842 be adopted by reading of title only: “ADOPTION OF Cal-OHSA-REQUIRED POLICIES: COVID PREVENTION POLICY, RESPIRATOR POLICY, HEAT ILLNESS PREVENTION POLICY”. Commissioner Ober seconded. Resolution passed with four (4) votes in favor and one (1) nay from Commissioner Alford.

- 5.7 Strategic Asset Plan – Executive Director Mayer provided a brief update on the status of the repositioning of Walker Commons Apartments, Chico Commons Apartments and 1200 Park Avenue Apartments, all in Chico. The HACB is Investor Limited Partner (ILP) in the three tax-credit regulated properties. Its instrumentalities, BCAHDC and Banyard Management, will take action during their meetings and will consider retaining the California Affordable Housing Agency (CalAHA) to reposition the properties. CalAHA will complete a renovation/refinancing plan for consideration by the respective owning partnerships, including HACB as ILP, BCAHDC and Banyard Management as Managing General Partners, and the partnership lenders.
- 5.8 Development Activity – Executive Director provided an update regarding the current development activity in the area, including a spreadsheet that identifies all current known affordable housing development projects in Butte and Glenn

Counties. Five (5) BCAHDC projects have closed to date; and four are under construction. Pacific West Companies has successfully bought a 9-acre parcel in Gridley, intended for a 3-phase family project. Of particular interest is a proposed property in Chico, the old Regal Inn site, north of Rio Lindo Avenue, east of Esplanade. Pacific Companies has secured a buy sell agreement and is planning for a 38-unit project serving homeless singles, including a Seriously Mental Ill component supported by State No Place Like Home program funds (to be applied for).

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

Commissioner Pittman reported on a recent fire in Oroville at Olive Ranch Apartments, Phase I; affecting thirty (30) affordable housing units under construction in Oroville. The project suffered a five-million-dollar loss, the perpetrator has been caught and has confessed to setting the fire. Reconstruction has begun on the project and it is moving forward, again. Commissioner Pittman also toured the recently completed 48-unit senior affordable housing property, Sierra Heights Apartments, Oroville, developed by Willow Partners - he had very positive reviews of the project, commenting on the great facilities and views.

9. REPORTS FROM COMMISSIONERS

- 9.1 Executive Director Compensation – Chair Moravec on behalf of the Board of Commissioners acknowledged and thanked Executive Director Mayer for a tremendous job in his thirteen (13) years of service to the HACB, adding that it has been a genuine pleasure to work with him; that every year he gets a little bit better at what he does. The Board of Commissioners authorized a \$10,000 one-time cash bonus in addition to forty (40) hours of administrative leave time to be used in the next twelve months. Executive Director Mayer expressed sincere gratitude and surprise, and is very grateful for the support of the Board. He added that it has been a joy serving in his position.

MOTION

Commissioner Alford moved to authorize a \$10,000 one-time cash bonus in addition to forty (40) hours of administrative leave to be used in the next twelve months. Commissioner Ober seconded. The vote in favor was unanimous.

10. MATTERS INITIATED BY COMMISSIONERS

Chair Moravec suggested increase of the stipend that is paid to Commissioners of the Board; she added that it is getting harder to get people to do things; and reflected that she has served on the Board for thirteen (13) years and the amount has always been the same, fifty dollars. She suggests the new amount be effective January 1, 2022, as by that time she will no longer be on the Board of Commissioners. Executive Director Mayer replied that the stipends are a function of state law, but staff will go back and look at policy and bring forward information at a future meeting.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – October 21, 2021**

13. ADJOURNMENT

Commissioner Ober moved that the meeting be adjourned. Commissioner Alford seconded. The meeting was adjourned at 2:56 p.m.

Dated: September 16, 2021.

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
9/1/2021	154967	CALIF. WTR. SER. ORO	\$80.00
9/1/2021	154968	Gridley Municipal Utilities	\$226.00
9/1/2021	154969	P G & E	\$430.00
9/3/2021	2082	Internal Revenue Service	\$119.50
9/3/2021	2083	Employment Development Department	\$15.12
9/3/2021	2084	Employment Development Department	\$23.31
9/3/2021	154970	A & K Water Works dba	\$1,375.84
9/3/2021	154971	ABC Nick's Pioneer Towing	\$150.00
9/3/2021	154972	Adecco Employment Services	\$1,663.20
9/3/2021	154973	Biggs Municipal Utilities	\$2,612.11
9/3/2021	154974	CIC	\$41.02
9/3/2021	154975	COMCAST CABLE	\$226.42
9/3/2021	154976	Chico Turf Plus, LLC	\$285.00
9/3/2021	154977	Climate & Energy Solutions	\$839.00
9/3/2021	154978	Douglas DeSoto	\$443.65
9/3/2021	154979	Down Range Investments, LLC	\$606.80
9/3/2021	154980	EAGLE SECURITY SYSTEMS	\$79.90
9/3/2021	154981	GUZI-WEST Inspection and Consulting. LLC	\$526.25
9/3/2021	154982	GreatAmerica Financial Services	\$155.52
9/3/2021	154983	HARSHBARGER ACE HARDWARE	\$57.87
9/3/2021	154984	HD Supply Facilities Maintenance, Ltd.	\$456.64
9/3/2021	154985	Illustratus	\$116.50
9/3/2021	154986	M & M Landscape and Maintenance	\$300.00
9/3/2021	154987	MAINTENANCE PLUS	\$5,144.60
9/3/2021	154988	MRI Software LLC	\$1,704.02
9/3/2021	154989	Messenger Publishing Group	\$125.00
9/3/2021	154990	Michelle Hendrix	\$302.80
9/3/2021	154991	P G & E	\$364.60
9/3/2021	154992	Pitney Bowes	\$185.01
9/3/2021	154993	RSC Associates, Inc	\$250.24
9/3/2021	154994	Roy V. Peters	\$706.92
9/3/2021	154995	S.E.C. 5 Private Security dba	\$2,379.00
9/3/2021	154996	SPRINT	\$211.00
9/3/2021	154997	Sierra Landscape & Maintenance	\$6,880.00
9/3/2021	154998	Slakey Brothers, Inc.	\$509.66
9/3/2021	154999	Trisha D Lopez	\$9,167.84
9/3/2021	155000	US Bank	\$223.08
9/3/2021	155001	Valero Fleet	\$591.84
9/3/2021	155002	WCP Solutions	\$643.50
9/10/2021	2085	Internal Revenue Service	\$23,191.73

9/10/2021	2086	Employment Development Department	\$52.00
9/10/2021	2087	Employment Development Department	\$4,461.13
9/10/2021	2088	MassMutual Financial Group	\$2,905.00
9/10/2021	2089	CalPERS 457 Plan	\$215.00
9/10/2021	2090	CalPERS	\$4,136.16
9/10/2021	2091	CalPERS	\$11,092.85
9/10/2021	2092	Benefit Resource, Inc.	\$125.00
9/10/2021	155003	Access Information Holdings, LLC.	\$98.11
9/10/2021	155004	Advanced Document	\$399.59
9/10/2021	155005	Armed Guard Private Security, Inc	\$300.00
9/10/2021	155006	CALIF. WTR. SER. ORO	\$1,614.86
9/10/2021	155007	CALIFORNIA WATER SERVICE	\$11.65
9/10/2021	155008	CDW Government, Inc.	\$432.00
9/10/2021	155009	CIC	\$3,246.70
9/10/2021	155010	COMCAST CABLE	\$333.71
9/10/2021	155011	Caminar	\$1,000.00
9/10/2021	155012	Caminar	\$500.00
9/10/2021	155013	Caminar	\$500.00
9/10/2021	155014	Void / Catherine Carlson	\$0.00
9/10/2021	155015	EAGLE SECURITY SYSTEMS	\$39.95
9/10/2021	155016	Electric Eel, Inc.	\$428.29
9/10/2021	155017	HARRP (Lockbox)	\$229,579.00
9/10/2021	155018	HD Supply Facilities Maintenance, Ltd.	\$432.54
9/10/2021	155019	Holden Law Group	\$168.00
9/10/2021	155020	InterWest Insurance Services, LLC	\$650.00
9/10/2021	155021	LOWE'S	\$89.36
9/10/2021	155022	MAINTENANCE PLUS	\$9,333.99
9/10/2021	155023	Maria Zaragoza De Rodriguez	\$64.70
9/10/2021	155024	QUILL CORPORATION	\$174.77
9/10/2021	155025	RSC Associates, Inc	\$466.70
9/10/2021	155026	Scrubbs, Inc.	\$60.00
9/10/2021	155027	Towne Carpet dba	\$1,874.80
9/10/2021	155028	WCP Solutions	\$440.26
9/10/2021	155029	Wego Wise, Inc	\$4,435.00
9/14/2021	155031	Town of Paradise	\$255.80
9/17/2021	155032	Advanced Document	\$6.12
9/17/2021	155033	Boulder Creek Housing LLC	\$45.00
9/17/2021	155034	CALIF. WTR. SER. ORO	\$4,658.78
9/17/2021	155035	CHWCA	\$17,167.00
9/17/2021	155036	COMCAST CABLE	\$341.92
9/17/2021	155037	Charles Alford	\$50.00
9/17/2021	155038	Clean Master	\$3,513.00
9/17/2021	155039	Cypress Dental Administrators	\$3,435.28
9/17/2021	155040	David Pittman	\$50.00
9/17/2021	155041	E Center	\$160.34
9/17/2021	155042	ENTERPRISE-RECORD	\$1,208.11
9/17/2021	155043	Golden State Risk Management Authority	\$34,793.00

9/17/2021	155044	JEFF'S TRUCK SERVICE, INC.	\$4,971.09
9/17/2021	155045	Laura Moravec	\$50.00
9/17/2021	155046	MACS HARDWARE	\$160.20
9/17/2021	155047	MES VISION	\$604.83
9/17/2021	155048	MILLER GLASS, INC.	\$826.86
9/17/2021	155049	Neal Road Recycling & Waste	\$28.00
9/17/2021	155050	Nor-Cal Landscape Maintenance dba	\$11,045.00
9/17/2021	155051	North Valley Property Owners Association	\$10.00
9/17/2021	155052	OPER. ENG. LOCAL #3	\$798.00
9/17/2021	155053	P G & E	\$6,309.78
9/17/2021	155054	Plan B Professional Answering Services	\$112.50
9/17/2021	155055	QUILL CORPORATION	\$358.59
9/17/2021	155056	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$4,038.34
9/17/2021	155057	Richard H. Ober	\$50.00
9/17/2021	155058	Sierra Landscape & Maintenance	\$850.00
9/17/2021	155059	Staples Business Credit	\$519.72
9/17/2021	155060	Susanne Kemp	\$179.46
9/17/2021	155061	TIAA COMMERCIAL FINANCE, INC	\$143.72
9/17/2021	155062	Void / The Home Depot Credit Services	\$0.00
9/17/2021	155063	The Home Depot Credit Services	\$2,622.13
9/17/2021	155064	Theresa Ayers	\$50.00
9/17/2021	155065	Thermalito Irrigation	\$631.90
9/17/2021	155066	Unum Life Insurance Company	\$1,003.16
9/17/2021	155067	WASTE MANAGEMENT	\$3,251.53
9/24/2021	2093	Internal Revenue Service	\$25,982.55
9/24/2021	2094	Employment Development Department	\$31.04
9/24/2021	2095	Employment Development Department	\$5,495.84
9/24/2021	2096	MassMutual Financial Group	\$2,905.00
9/24/2021	2097	CalPERS 457 Plan	\$215.00
9/24/2021	2098	CalPERS	\$11,103.34
9/24/2021	2099	CalPERS	\$4,162.01
9/24/2021	155068	A-1 Appliance	\$1,915.75
9/24/2021	155069	AT&T	\$220.42
9/24/2021	155070	Adecco Employment Services	\$2,494.80
9/24/2021	155071	Baker Distributing Company, Inc.	\$94.38
9/24/2021	155072	Basis Architecture & Consulting, Inc.	\$45,309.00
9/24/2021	155073	Batteries Plus Bulbs	\$140.77
9/24/2021	155074	Butte County Sheriff's Office	\$78.00
9/24/2021	155075	CAHA	\$1,200.00
9/24/2021	155076	CALIFORNIA WATER SERVICE	\$8,445.30
9/24/2021	155077	COMCAST CABLE	\$115.12
9/24/2021	155078	Chico Valley View Partners, LP	\$500.00
9/24/2021	155079	Chico Valley View Partners, LP	\$500.00
9/24/2021	155080	Chico Valley View Partners, LP	\$500.00
9/24/2021	155081	Chico Valley View Partners, LP	\$1,000.00
9/24/2021	155082	Community Action Agency of Butte County	\$1,000.00
9/24/2021	155083	Community Action Agency of Butte County	\$500.00

9/24/2021	155084	Community Action Agency of Butte County	\$500.00
9/24/2021	155085	Community Action Agency of Butte County	\$500.00
9/24/2021	155086	Enloe Medical Center	\$71.00
9/24/2021	155087	Gridley Municipal Utilities	\$1,408.50
9/24/2021	155088	HD Supply Facilities Maintenance, Ltd.	\$18.11
9/24/2021	155089	HMR Architects, Inc.	\$13,874.15
9/24/2021	155090	Harshwal & Company, LLP	\$1,250.00
9/24/2021	155091	Hignell, Inc. dba Experts in Your Home	\$9,126.99
9/24/2021	155092	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$75.00
9/24/2021	155093	MAINTENANCE PLUS	\$164.22
9/24/2021	155094	McClelland Air Conditioning, Inc.	\$7,802.00
9/24/2021	155095	Messenger Publishing Group	\$496.00
9/24/2021	155096	Nan McKay & Associates, Inc.	\$1,462.50
9/24/2021	155097	Neal Road Recycling & Waste	\$44.79
9/24/2021	155098	OFFICE DEPOT INC	\$839.98
9/24/2021	155099	P G & E	\$1,719.05
9/24/2021	155100	R&D Mfg. & Machine Co. dba	\$25.00
9/24/2021	155101	RSC Associates, Inc	\$588.38
9/24/2021	155102	RUSH PERSONNEL SERVICE, INC	\$2,107.08
9/24/2021	155103	Sierra Pacific Management Company, Inc.	\$1,000.00
9/24/2021	155104	TPx Communications	\$904.69
9/24/2021	155105	Towne Carpet dba	\$6,071.87
9/24/2021	155106	US Bank	\$150.15
9/24/2021	155107	Umpqua Bank	\$6,049.51
9/24/2021	155108	United States Postal Service (CMRS-FP)	\$2,500.00
9/24/2021	155109	Warren Asbestos Abatement Cont., Inc.	\$3,600.00
		TOTAL	\$623,628.06

**Housing Authority of the County of Butte
FLH (TCB) Operating Account
AP Check Register**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/24/2021	1952	JACKSONS GLASS CO, INC.	\$335.65
9/24/2021	1953	P G & E	\$63.12
9/24/2021	1954	ROTO-ROOTER OROVILLE	\$135.00
9/24/2021	1955	United States Postal Service (CMRS-PB)	\$232.00
		TOTAL	\$765.77

**Housing Authority of the County of Butte
FLH (Umpqua) Operating Account
AP Check Register**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/13/2021	1949	Void / Unused Check Entry	\$0.00
9/13/2021	1950	Void / Unused Check Entry	\$0.00
9/17/2021	1951	HMR Architects, Inc.	\$2,371.65
9/30/2021	1950	HACB	\$80,536.60
		TOTAL	\$82,908.25

Date/Time hopes
10/15/202 9:02:46 AM

Housing Authority of the County of Butte
BALANCE SHEET
2021

August,

Cumulative

ASSETS

Current Assets

Cash - Unrestricted	4,331,127.11
Cash - Other Restricted	1,499,870.45
Cash - Tenant Security Deposits	361,871.67
Accounts Receivable - HUD	31,327.82
Accounts Receivable - Other Gov	38,698.78
Accounts Receivable - Misc	181,237.20
Accounts Receivable - Tenants	56,506.00
Accounts Receivable - Fraud	0.00
Note Receivable - Current Portion	1,561.00
Accrued Interest Receivable	20,629.95
Investments - Unrestricted	1,824,910.17
Investments - Restricted	11,488,699.00
Inventories	25,364.49
Prepaid Expenses	457,894.38
Inter-program Due From	96,372.53

Total Current Assets

20,416,070.55

Fixed Assets

Fixed Assets & Accumulated Depreciation	27,283,381.45
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Total Fixed Assets

27,283,381.45

Other Non-Current

Notes Loans & Mortgages Receivable	1,965,371.97
Deferred Outflows - GASB 68 & 75	824,442.88
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,820,116.82

Total Other Non-Current

6,609,941.67

TOTAL ASSETS

54,309,393.67

LIABILITIES

Current Liabilities

Accounts payable	422,244.03
Accrued Payroll Liabilities	207,185.23
Accrued Interest Payable	245,020.17
Tenant Security Deposits	331,071.39
Deferred Revenue	254,903.37
Payable to HUD	0.00
Long Term Debt - Current Portion	336,738.01
Accrued Liabilities - Other	690,132.12
Inter-program Due To General Fund	96,372.53

Total Current Liabilities

2,583,666.85

Long-Term Liabilities

Deferred Outflows - GASB 68 & 75	127,054.00
Other Post Retirement Ben-Net GASB 75	243,914.00
Unfunded Pension Liability - GASB 68	3,733,706.00
Long-Term Debt	13,555,225.16
Non-Current Liability- Other (FSS)	37,250.97

Total Long-Term Liabilities

17,697,150.13

TOTAL LIABILITIES

20,280,816.98

NET POSITION

Beginning Net Position	29,526,924.19
Retained Earnings	4,501,652.50

TOTAL NET POSITION

34,028,576.69

TOTAL LIABILITIES AND NET POSITION

54,309,393.67

HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT
October 1, 2020 to Aug 31, 2021

	Month to Date			Year to Date			91.7%
	Actual	Budget 2	Remaining	Actual	Budget 2	Remaining	% used
REVENUE							
NET DWELLING RENT	311,907	297,945	-13,962	3,341,906	3,575,343	233,437	93.5%
TENANT CHARGES	5,727	9,197	3,470	62,686	110,360	47,674	56.8%
LAUNDRY REVENUE	1,872	2,599	727	28,003	31,184	3,181	89.8%
HUD GRANT REVENUE	1,600,553	1,696,092	95,539	17,323,553	20,353,098	3,029,545	85.1%
OTHER GRANT REVENUE	37,570	32,500	-5,070	411,559	390,000	-21,559	105.5%
MORTGAGE INTEREST INCOME	6,318	6,234	-83	68,498	74,813	6,315	91.6%
FRAUD RECOVERY	8,716	2,833	-5,883	52,906	34,000	-18,906	155.6%
OTHER INCOME	49,200	49,222	23	689,004	590,668	-98,336	116.6%
INVESTMENT INCOME-unrestricted	250	4,234	3,984	7,097	50,804	43,707	14.0%
INVESTMENT INCOME-restricted	257	112	-145	2,775	1,346	-1,429	206.2%
TOTAL REVENUE	2,022,369	2,100,968	78,599	21,987,986	25,211,616	3,223,630	87.2%
EXPENSES							
ADMIN. EMPLOYEE SALARIES	189,565	182,104	-7,461	1,975,464	2,185,250	209,786	90.4%
AUDIT FEE	0	2,813	2,813	32,387	33,752	1,365	96.0%
ADVERTISING & MARKETING	672	1,015	343	15,487	12,185	-3,302	127.1%
PR TAXES & BENEFITS-ADMIN	88,127	95,533	7,405	941,975	1,146,393	204,418	82.2%
OFFICE EXPENSES	25,124	29,731	4,606	266,135	356,767	90,632	74.6%
LEGAL EXPENSES	168	3,717	3,549	40,643	44,600	3,957	91.1%
TRAVEL	0	1,843	1,843	76	22,122	22,046	0.3%
ALLOCATED OVERHEAD	250	0	-250	250	0	-250	0.0%
OTHER ADMIN. EXPENSE	75,767	40,734	-35,033	579,142	488,807	-90,335	118.5%
TOTAL ADMIN. COSTS	379,674	357,490	-22,184	3,851,557	4,289,876	438,319	89.8%
TENANT SERVICES-SALARIES	3,672	4,375	703	51,032	52,500	1,468	97.2%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	1,703	1,569	-134	18,012	18,822	810	95.7%
TENANT SERVICES-MISC.	2,599	2,947	348	26,117	35,365	9,248	73.9%
TOTAL TENANT SERVICES	7,973	8,891	917	95,161	106,687	11,526	89.2%
WATER	31,506	17,273	-14,233	219,224	207,280	-11,944	105.8%
ELECTRICITY	9,441	8,627	-814	93,004	103,526	10,522	89.8%
GAS	823	1,840	1,017	16,081	22,079	5,998	72.8%
SEWER	17,554	16,939	-616	180,609	203,262	22,653	88.9%
TOTAL UTILITIES-PROJECT	59,324	44,679	-14,645	508,918	536,147	27,229	94.9%
MAINTENANCE SALARIES	29,082	32,970	3,889	340,372	395,645	55,273	86.0%
MAINTENANCE MATERIAL	10,710	13,033	2,323	138,720	156,400	17,680	88.7%
MAINTENANCE CONTRACT COSTS	129,283	84,965	-44,318	950,075	1,019,585	69,510	93.2%
PR TAXES & BENEFITS-MAINT	17,771	19,145	1,374	202,513	229,736	27,223	88.2%
TOTAL MAINTENANCE	186,846	150,114	-36,732	1,631,680	1,801,366	169,686	90.6%
PROTECTIVE SERVICES	2,734	4,333	1,599	44,042	52,000	7,958	84.7%
INSURANCE-ALL	31,672	29,815	-1,858	339,953	357,779	17,826	95.0%
OTHER GENERAL EXP ⁴	2,726	10,071	7,345	540,220	120,850	-419,370	447.0%
P.I.L.O.T.	10,271	11,592	1,321	121,255	139,108	17,853	87.2%
BAD DEBTS - TENANTS	4,723	7,371	2,649	12,460	88,457	75,997	14.1%
INTEREST EXPENSE	26,401	25,677	-723	220,597	308,125	87,528	71.6%
TOTAL OTHER OPERATING EXP.	78,527	88,860	10,333	1,278,528	1,066,319	-212,209	119.9%
EXTRAORDINARY MAINT.	0	0	0	0	0	0	0.0%
CASUALTY LOSSES	0	0	0	0	0	0	0.0%
HOUSING ASSIST PAYMENTS	1,169,346	1,336,132	166,785	13,207,121	16,033,580	2,826,459	82.4%
HAP - PORTS IN	0	0	0	0	0	0	0.0%
FRAUD LOSSES	0	0	0	0	0	0	0.0%
TOTAL OTHER COSTS	1,169,346	1,336,132	166,785	13,207,121	16,033,580	2,826,459	82.4%
TOTAL EXPENSES	1,881,690	1,986,165	104,475	20,572,965	23,833,975	3,261,010	86.3%
RETAINED EARNINGS 1	140,679	114,803	-25,876	1,415,021	1,377,641	-37,380	102.7%
+/- REPL. RESERVE ² (NET)	-871	11,865	12,736	18,770	142,375	123,605	13.2%
+ USDA GRANT FUNDS ¹	2,372	368,403	366,031	4,338,770	4,420,837	82,067	98.1%
- DEBT SERVICE PMTS (USDA) ³	-15,628	-28,127	-12,499	-205,155	-337,528	-132,373	60.8%
+/- GAIN/LOSS on PARS TRUST ACCT ¹	31,283	7,500	0	426,648	90,000	-336,648	474.1%
- CAPITALIZED ASSETS	-72,664	-454,743	-382,079	-5,218,712	-5,456,920	-238,208	95.6%
+/- ACCR. INTEREST	-5,723	-10,478	-4,755	-92,141	-125,741	-33,600	73.3%
NET CASH FLOW	79,448	9,222	-46,443	683,201	110,664	-572,537	617.4%

1 RE+USDA Grant Funds +/- PARS Interest-Depreciation =Balance Sheet \$4,533,794

2 Replacement Reserve deposits net of withdrawals

3 USDA debt payments

4 Includes BOND Issuance Costs \$415,173

Housing Authority of the County of Butte
FARM LABOR HOUSING - R&E RD FORMAT
August 31, 2021

YTD %
91.67

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	40,407	38,689	1,718	419,000	464,268	-45,268	90.25
Tenant Charges	197	200	-3	1,199	2,400	-1,201	49.97
Laundry Revenue	120	217	-97	2,913	2,600	313	112.03
Investment Income-unrestricted	1	17	-16	17	200	-183	8.45
Investment Income-restricted	19	100	-81	173	1,200	-1,027	14.44
Federal Grant Revenue	37,570	32,500	5,070	393,131	390,000	3,131	100.80
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	78,315	71,722	6,592	816,433	860,668	-44,235	94.86
Maintenance & Repairs Payroll	3,509	3,583	-75	38,341	43,000	-4,659	89.17
Maintenance & Repairs Supply	1,053	1,250	-197	10,136	15,000	-4,864	67.57
Maintenance & Repairs Contracts	1,505	1,167	338	11,653	14,000	-2,347	83.24
Painting	0	0	0	0	0	0	0.00
Grounds	6,130	6,604	-474	65,845	79,250	-13,405	83.09
Security Services	1,102	1,833	-732	17,394	22,000	-4,606	79.06
Capital Budget items	0	54	-54	0	650	-650	0.00
Other Operating Expenses	263	292	-29	7,864	3,500	4,364	224.69
Sub-Total Maint. & Operations	13,561	14,783	-1,222	151,234	177,400	-26,166	85.25
Electricity	2,837	2,667	170	27,859	32,000	-4,141	87.06
Water	2,216	2,167	49	24,036	26,000	-1,964	92.45
Sewer	1,373	1,583	-210	15,102	19,000	-3,898	79.48
Fuel (Gas/Propane)	195	583	-388	3,255	7,000	-3,745	46.50
Garbage & Trash Removal	1,514	2,810	-1,295	20,432	33,715	-13,283	60.60
Sub-Total Utilities	8,135	9,810	-1,675	90,684	117,715	-27,031	77.04
Site Mgmt Payroll	6,841	7,767	-926	86,554	93,200	-6,646	92.87
Project Auditing Exp	0	322	-322	3,785	3,860	-75	98.06
Project Bookkeeping/Accounting	3,024	792	2,232	10,627	9,500	1,127	111.87
Legal Expenses	0	100	-100	1,130	1,200	-70	94.17
Advertising	0	158	-158	1,125	1,890	-765	59.52
Telephone	482	450	32	4,257	5,400	-1,143	78.83
Office Supplies	49	167	-118	728	2,000	-1,272	36.38
Office Furniture & Equipment	0	0	0	0	0	0	0.00
Training Expense	0	104	-104	0	1,250	-1,250	0.00
Health Ins & Other Emp Benefits	3,688	4,296	-607	42,402	51,548	-9,146	82.26
Payroll Taxes	1,007	1,051	-44	10,820	12,609	-1,789	85.81
Workman's Comp	635	606	29	5,836	7,277	-1,441	80.20
Other Admin. Expenses	1,428	783	645	5,275	9,391	-4,116	56.17
Sub-Total Administrative	17,154	16,594	560	172,539	199,125	-26,586	86.65
PILOT (Special Assessments)	1,443	1,925	-482	19,208	23,100	-3,892	83.15
Insurance-Property & Liability	2,595	2,577	19	28,419	30,918	-2,499	91.92
Insurance-Other	7,935	7,575	360	81,324	90,900	-9,576	89.47
Sub-Total Taxes & Insurance	11,974	12,077	-103	128,951	144,918	-15,967	88.98
TOTAL EXPENSES	50,824	53,263	-2,439	543,407	639,158	-95,751	85.02
RETAINED EARNINGS	27,491	18,459	9,032	273,026	221,510	51,516	123.26
- Reserve Capital Expenditures	0	1,483	-1,483	44,649	17,800	26,849	250.84
- Debt Payments	12,559	16,352	-3,793	183,673	196,228	-12,555	93.60
- Miscellaneous Expenses	0	200	-200	0	2,400	-2,400	0.00
- Asset Mgt Fee	0	0	0	0	0	0	0.00
-/+ Change in Reserves Bal.(-interest)	3	1,144	-1,141	429,856	13,725	416,131	3,131.92
NET CASH FLOW	14,935	1,567	13,367	474,560	18,807	455,753	2,523.31

Housing Authority of the County of Butte
SECTION 8 INCOME STATEMENT W/CARES ACT
August 31, 2021

YTD %
91.67

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	1,455,916	1,492,978	-37,062	15,541,640	17,915,735	-2,374,095	86.75
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	52	1,500	-1,448	1,416	18,000	-16,584	7.86
Investment Income-restricted	15,637	3,333	12,303	213,258	40,000	173,258	533.15
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	8,716	2,833	5,883	52,906	34,000	18,906	155.61
Other Income	0	0	0	7,440	0	7,440	0.00
TOTAL REVENUES	1,480,321	1,500,645	-20,323	15,816,660	18,007,735	-2,191,075	87.83
Administrative Employee Salaries	52,515	54,083	-1,568	602,732	649,000	-46,268	92.87
Audit Fee	0	1,675	-1,675	20,061	20,100	-39	99.80
Advertising & Marketing	0	417	-417	2,812	5,000	-2,188	56.24
Admin. Fringe Benefits & Taxes	25,192	28,664	-3,472	293,553	343,970	-50,417	85.34
Office Expenses	9,953	12,917	-2,964	130,937	155,000	-24,063	84.48
Legal Expenses	0	625	-625	8,030	7,500	530	107.07
Travel	0	795	-795	0	9,542	-9,542	0.00
Allocated Overhead	63,330	43,305	20,025	465,251	519,658	-54,407	89.53
Other Admin. Expenses	23,016	17,083	5,933	258,325	205,000	53,325	126.01
Total Operating Admin. Costs	174,006	159,564	14,442	1,781,700	1,914,770	-133,070	93.05
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	1,653	0	1,653	1,653	0	1,653	0.00
Total Tenant Services	1,653	0	1,653	1,653	0	1,653	0.00
Water	157	133	23	1,134	1,600	-466	70.87
Electricity	1,446	950	496	11,310	11,400	-90	99.21
Gas	9	92	-82	919	1,100	-181	83.52
Sewer	19	13	6	1,327	150	1,177	884.88
Total Utilities-Project	1,631	1,188	444	14,690	14,250	440	103.09
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	714	917	-202	4,454	11,000	-6,546	40.49
Maintenance Contract Costs	1,777	708	1,068	12,341	8,500	3,841	145.19
Maintenance Fringe Benefits	0	0	0	5	0	5	0.00
Total Maintenance Costs	2,491	1,625	866	16,800	19,500	-2,701	86.15
Protective Services	98	208	-110	2,741	2,500	241	109.64
Insurance-Liab/Property/Auto	374	374	0	4,118	4,492	-374	91.67
Other General Expenses	2,012	7,083	-5,071	50,144	85,000	-34,856	58.99
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	2,485	7,666	-5,181	57,003	91,992	-34,989	61.96
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,150,653	1,319,175	-168,522	13,018,593	15,830,100	-2,811,507	82.24
Fraud Losses	0	833	-833	0	10,000	-10,000	0.00
Total Other Costs	1,150,653	1,320,008	-169,355	13,018,593	15,840,100	-2,821,507	82.19
TOTAL EXPENSES	1,332,919	1,490,051	-157,132	14,890,437	17,880,612	-2,990,175	83.28
RETAINED EARNINGS	147,402	10,594	136,808	926,223	127,123	799,100	728.60
Assets Purchased	0	-6,250	6,250	-15,120	-75,000	59,880	20.16
NET CASH FLOW	147,402	4,344	143,058	911,103	52,123	858,980	1,747.99

Housing Authority of the County of Butte
PUBLIC HOUSING-ALL INCOME STATEMENT
August 31, 2021

YTD %
91.67

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	129,071	119,589	9,483	1,371,327	1,435,063	-63,736	95.56
Tenant Charges	3,892	7,500	-3,608	42,581	90,000	-47,419	47.31
Laundry Revenue	997	1,250	-253	12,811	15,000	-2,189	85.41
HUD Grant Revenue	116,833	120,532	-3,699	1,367,194	1,446,379	-79,185	94.53
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	141	1,750	-1,609	3,719	21,000	-17,281	17.71
Investment Income-restricted	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	200	-200	2,424	2,400	24	101.02
TOTAL REVENUES	250,934	250,820	114	2,800,057	3,009,842	-209,785	93.03
Administrative Employee Salaries	25,193	31,938	-6,744	335,317	383,250	-47,933	87.49
Audit Fee	0	280	-280	3,137	3,360	-223	93.37
Advertising & Marketing	496	125	371	9,480	1,500	7,980	632.03
Admin. Fringe Benefits & Taxes	17,268	16,927	341	212,034	203,123	8,911	104.39
Office Expenses	4,591	6,417	-1,826	52,463	77,000	-24,537	68.13
Legal Expenses	0	1,667	-1,667	3,143	20,000	-16,857	15.72
Travel	0	192	-192	0	2,300	-2,300	0.00
Allocated Overhead	66,993	46,340	20,653	492,159	556,083	-63,924	88.50
Other Admin. Expenses	4,970	2,167	2,804	39,517	26,000	13,517	151.99
Total Operating Admin. Costs	119,511	106,051	13,459	1,147,251	1,272,616	-125,365	90.15
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	117	719	-602	1,419	8,625	-7,206	16.45
Total Tenant Services	117	719	-602	1,419	8,625	-7,206	16.45
Water	22,283	10,458	11,824	127,974	125,500	2,474	101.97
Electricity	2,657	2,231	425	25,350	26,775	-1,425	94.68
Gas	291	500	-209	5,634	6,000	-366	93.90
Sewer	9,621	9,792	-171	106,569	117,500	-10,931	90.70
Total Utilities-Project	34,851	22,981	11,870	265,527	275,775	-10,248	96.28
Maintenance Salaries	23,937	27,595	-3,659	285,491	331,145	-45,654	86.21
Maintenance Materials	8,384	10,417	-2,032	78,442	125,000	-46,558	62.75
Maintenance Contract Costs	29,533	24,063	5,470	246,658	288,750	-42,092	85.42
Maintenance Fringe Benefits	15,475	16,557	-1,082	175,573	198,687	-23,114	88.37
Total Maintenance Costs	77,329	78,632	-1,303	786,164	943,582	-157,418	83.32
Protective Services	1,410	2,083	-674	21,591	25,000	-3,409	86.36
Insurance-Liab/Property/Auto	14,216	14,104	112	155,172	169,243	-14,071	91.69
Other General Expenses	0	250	-250	0	3,000	-3,000	0.00
PILOT	8,828	9,375	-547	98,705	112,500	-13,795	87.74
Bad Debts-Tenant	0	5,000	-5,000	0	60,000	-60,000	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	24,454	30,812	-6,358	275,468	369,743	-94,275	74.50
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	256,261	239,195	17,066	2,475,829	2,870,341	-394,512	86.26
RETAINED EARNINGS	-5,327	11,625	-16,952	324,228	139,501	184,727	232.42
Capital Fund Transfers In	0	7,500	-7,500	90,000	90,000	0	100.00
Capitalized Assets & Work in Progress	0	11,442	-11,442	40,662	137,300	-96,638	29.62
NET CASH FLOW	-5,327	7,683	-13,010	373,566	92,201	281,365	405.16

Housing Authority of the County of Butte
CAPITAL FUNDS INCOME STATEMENT
August 31, 2021

YTD %
91.67

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	18,495	72,419	-53,924	305,526	869,023	-563,497	35.16
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	0	0	0	0	0	0	0.00
Investment Income-restricted	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	18,495	72,419	-53,924	305,526	869,023	-563,497	35.16
Administrative Employee Salaries	3,207	3,250	-43	29,510	39,000	-9,490	75.67
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	557	1,000	-443	4,879	12,000	-7,121	40.66
Office Expenses	80	417	-336	897	5,000	-4,103	17.94
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	63	-63	0	750	-750	0.00
Allocated Overhead	3,633	2,428	1,205	26,691	29,140	-2,449	91.60
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	7,478	7,158	320	61,977	85,890	-23,913	72.16
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	0	0	0	0	0	0	0.00
Water	9	0	9	9	0	9	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	7	0	7	0.00
Total Utilities-Project	9	0	9	16	0	16	0.00
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	104	0	104	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	0	0	0	104	0	104	0.00
Protective Services	0	0	0	37	0	37	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	0	0	0	37	0	37	0.00
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	7,486	7,158	329	62,134	85,890	-23,756	72.34
RETAINED EARNINGS	11,008	65,261	-54,253	243,393	783,133	-539,740	31.08
Transfers to PH	0	-7,500	7,500	-90,000	-90,000	0	100.00
Capital Assets	11,008	57,761	-46,753	153,393	693,133	-539,740	22.13
NET CASH FLOW	0	0	0	0	0	0	0.00

Housing Authority of the County of Butte
ROSS GRANT (FSS) INCOME STATEMENT
August 31, 2021

YTD %
91.67

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	5,434	5,944	-510	69,604	71,322	-1,718	97.59
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	0	0	0	0	0	0	0.00
Investment Income-restricted	0	0	0	0	0	0	0.00
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	5,434	5,944	-510	69,604	71,322	-1,718	97.59
Administrative Employee Salaries	0	0	0	0	0	0	0.00
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	0	0	0	0	0	0	0.00
Office Expenses	0	0	0	0	0	0	0.00
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	0	0	0	0	0	0.00
Allocated Overhead	0	0	0	0	0	0	0.00
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	0	0	0	0	0	0	0.00
Tenant Service-Salaries	3,672	4,375	-703	51,031	52,500	-1,469	97.20
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	1,762	1,569	193	18,573	18,822	-249	98.68
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	5,434	5,944	-510	69,604	71,322	-1,718	97.59
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	0	0	0	0	0	0	0.00
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	0	0	0	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	0	0	0	0	0	0	0.00
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	0	0	0	0	0	0	0.00
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	5,434	5,944	-510	69,604	71,322	-1,718	97.59
RETAINED EARNINGS	0	0	0	0	0	0	0.00
Assets Purchased	0	0	0	0	0	0	0.00
NET CASH FLOW	0	0	0	0	0	0	0.00

Housing Authority of the County of Butte
SHELTER PLUS CARE - ALL GRANTS
August 31, 2021

YTD %
91.67

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	0	0	0	0	0	0	0.00
Tenant Charges	0	0	0	0	0	0	0.00
Laundry Revenue	0	0	0	0	0	0	0.00
HUD Grant Revenue	3,876	4,220	-344	39,588	50,638	-11,050	78.18
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	0	0	0	0	0	0	0.00
Investment Income-restricted	0	0	0	0	0	0	0.00
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	0	0	0	0	0	0	0.00
TOTAL REVENUES	3,876	4,220	-344	39,588	50,638	-11,050	78.18
Administrative Employee Salaries	235	108	127	715	1,300	-585	54.99
Audit Fee	0	0	0	27	0	27	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	161	54	107	471	650	-179	72.51
Office Expenses	7	17	-10	13	208	-195	6.26
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	0	0	0	0	0	0.00
Allocated Overhead	0	0	0	0	0	0	0.00
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	403	180	223	1,226	2,158	-932	56.83
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	0	0	0	0	0	0	0.00
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	0	0	0	0	0	0	0.00
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	0	0	0	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	0	0	0	0	0	0	0.00
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	0	0	0	0	0	0	0.00
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	3,473	4,040	-567	38,362	48,480	-10,118	79.13
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	3,473	4,040	-567	38,362	48,480	-10,118	79.13
TOTAL EXPENSES	3,876	4,220	-344	39,588	50,638	-11,050	78.18
RETAINED EARNINGS	0	0	0	0	0	0	0.00
Capital Fund Transfers	0	0	0	0	0	0	0.00
NET CASH FLOW	0	0	0	0	0	0	0.00

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

HOUSING CHOICE VOUCHER (SECTION 8)

UTILIZATION SUMMARY REPORT

ROLLING 12 MONTH ANALYSIS

UNITS LEASED SUMMARY	OCT'21	SEP'21	AUG'21	JUL'21	JUN'21	MAY'21	APR'21	MAR'21	FEB'21	JAN'21	DEC'20	NOV'20
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1775	1769	1749	1755	1778	1768	1747	1721	1708	1694	1692	1701
VOUCHER UTILIZATION %	90.79%	90.49%	89.46%	89.77%	90.95%	90.43%	89.36%	88.03%	87.37%	86.65%	86.55%	87.01%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	65	67	66	68	68	67	65	65	60	60	59	60
VOUCHER UTILIZATION %	74.71%	77.01%	75.86%	78.16%	78.16%	77.01%	74.71%	74.71%	68.97%	68.97%	67.82%	68.97%
VASH												
ACC UNIT MONTHS	194	194	194	194	194	194	194	164	164	164	164	164
CURRENT LEASED	114	111	111	114	116	112	114	112	113	115	116	114
VOUCHER UTILIZATION %	58.76%	57.22%	57.22%	58.76%	59.79%	57.73%	58.76%	68.29%	68.90%	70.12%	70.73%	69.51%
TOTAL												
ACC UNIT MONTHS	2236	2236	2236	2236	2236	2236	2236	2206	2206	2206	2206	2206
CURRENT LEASED	1954	1947	1926	1937	1962	1947	1926	1898	1881	1869	1867	1875
VOUCHER UTILIZATION %	87.39%	87.08%	86.14%	86.63%	87.75%	87.08%	86.14%	86.04%	85.27%	84.72%	84.63%	85.00%

HAP SUMMARY*	OCT'21	SEP'21	AUG'21	JUL'21	JUN'21	MAY'21	APR'21	MAR'21	FEB'21	JAN'21	DEC'20	NOV'20
ACC BUDGET	\$ 1,567,310	\$ 1,567,310	\$ 1,567,310	\$ 1,567,310	\$ 1,567,310	\$ 1,567,310	\$ 1,567,310	\$ 1,567,310	\$ 1,567,310	\$ 1,567,310	\$ 1,350,768	\$ 1,350,768
ACTUAL HAP	\$ 1,164,399	\$ 1,124,027	\$ 1,140,200	\$ 1,147,490	\$ 1,206,156	\$ 1,229,097	\$ 1,214,646	\$ 1,199,786	\$ 1,185,641	\$ 1,171,686	\$ 1,158,489	\$ 1,166,002
PER UNIT COST	\$ 596	\$ 577	\$ 592	\$ 592	\$ 615	\$ 631	\$ 631	\$ 632	\$ 630	\$ 627	\$ 621	\$ 622
BUDGET UTILIZATION %	74.29%	71.72%	72.75%	73.21%	76.96%	78.42%	77.50%	76.55%	75.65%	74.76%	85.77%	86.32%

ACTIVITY SUMMARY	OCT'21	SEP'21	AUG'21	JUL'21	JUN'21	MAY'21	APR'21	MAR'21	FEB'21	JAN'21	DEC'20	NOV'20
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	37	39	40	41	72	85	84	86	88	89	89	88
ZERO HAP	16	24	17	17	17	14	14	14	13	16	16	20
UTILITY ASSISTANCE PAYMENTS	69	57	57	56	51	51	52	50	51	52	56	61
NEW ADMISSIONS	**	27	41	28	24	45	58	49	36	45	27	20
INITIAL VOUCHERS SEARCHING	195	242	291	277	283	326	298	288	234	229	178	165
ACTUAL/ESTIMATED EOP	21	13	12	21	48	29	25	24	14	26	19	17
REMAIN ON WAITING LIST	2963	3112	3355	3940	4226	1814	1973	2107	2505	2723	2900	3138

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

**No data.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2021**

HCV FSS GRANT (old)	134,416	FY 2021 ADMIN FEES	102,370
PHA HELD HAP-current	267,773	POST-2003 ADMIN FEES	1,045,030
HUD HELD HAP@12/31/20	2,853,668	INV. IN CAP ASSETS	101,425
CARES ACT HAP Bal incl above		CARES ACT AF Bal	44,945

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	1,106,203	1,076,592	1,084,371	1,151,268	1,212,566	1,210,891	1,201,699	1,153,930					1,106,203
BEG. INVESTED IN CAPITAL ASSETS	124,033	121,207	118,381	115,555	112,729	109,903	107,077	104,251					124,033
HUD ADMIN FEE REVENUE	126,153	126,153	188,542	155,167	128,837	128,088	128,088	128,088					1,109,116
FRAUD RECOVERY	1,863	1,788	2,457	4,638	1,843	1,625	2,154	4,358					20,724
INTEREST INCOME / GAIN or LOSS INV	-2,253	19,744	11,001	35,362	9,616	14,997	6,336	15,684					110,486
DEPRECIATION (reduces Capital Assets)	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826					-22,608
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	11	0	0					11
ADMINISTRATIVE EXPENDITURES	-155,373	-139,905	-135,104	-133,868	-141,971	-153,912	-184,346	-154,660					-1,199,139
ENDING ADMIN RESERVE BALANCE	1,197,799	1,202,753	1,266,823	1,325,295	1,320,794	1,308,777	1,258,182	1,248,825	0	0	0	0	1,248,825
YTD Change in Admin.	-32,437	-27,484	36,587	95,059	90,558	78,540	27,945	18,589					18,589
ADMINISTRATIVE CARES ACT 2020	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HUD CARES ACT 2020 ADMIN REVENUE	23,079	22,008	33,766	31,294	31,571	23,428	16,700	15,706					197,551
CARES ACT 2020 ADMIN EXPENDITURES	-23,079	-22,008	-33,766	-31,294	-31,571	-23,428	-16,700	-15,706					-197,551
ENDING CARES ACT ADMIN BALANCE	0	0	0	0	0	0	0	0	0	0	0	0	0
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	271,274	343,267	362,460	367,411	358,566	362,314	83,427	191,321					271,274
HUD HAP REVENUE	1,216,637	1,216,637	1,202,314	1,186,163	1,246,777	992,892	1,222,747	1,222,747					9,506,914
FRAUD RECOVERY	1,863	1,788	2,457	4,638	1,843	1,625	2,154	4,358					20,724
FSS FORFEITURES	0	0	0	7,429	0	0	0	0					7,429
BAD DEBT-HAP	0	0	0	0	0	0	0	0					0
HOUSING ASSISTANCE PAYMENTS	-1,146,506	-1,199,232	-1,199,820	-1,207,075	-1,244,872	-1,273,404	-1,117,006	-1,150,653					-9,538,568
ENDING HAP RESERVE BALANCE	343,267	362,460	367,411	358,566	362,314	83,427	191,321	267,773	0	0	0	0	267,773
YTD Change in HAP	71,993	91,186	96,137	87,292	91,040	-187,847	-79,953	-3,501					-3,501
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)	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988					12,519,904
HAP EXPENDITURES (Current Month)	1,194,154	1,188,755	1,205,165	1,219,915	1,232,855	1,212,443	1,152,234	1,154,991					9,560,512
CY 2020 HAP BUDGET UTILIZATION	76%	76%	77%	78%	79%	77%	74%	74%					76%
BUDGET AVAILABLE (YTD)	1,564,988	3,129,976	4,694,964	6,259,952	7,824,940	9,389,928	10,954,916	12,519,904					12,519,904
TOTAL HAP EXPENDITURES (YTD)	1,194,154	2,382,909	3,588,074	4,807,989	6,040,844	7,253,287	8,405,521	9,560,512					9,560,512
BUDGET REMAINING (YTD)	370,834	747,067	1,106,890	1,451,963	1,784,096	2,136,641	2,549,395	2,959,392					2,959,392
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,874	1,886	1,903	1,931	1,952	1,966	1,941	1,929					15,382
UNIT MONTH'S AVAILABLE	2,236	2,236	2,236	2,236	2,236	2,236	2,236	2,236					17,888
OVER or (UNDER) LEASED	-362	-350	-333	-305	-284	-270	-295	-307	0	0	0	0	-2,506
CY 2021 VOUCHER UTILIZATION	84%	84%	85%	86%	87%	88%	87%	86%					86%
CY 2020 VOUCHER UTILIZATION	87%	88%	88%	88%	88%	87%	87%	86%	85%	85%	85%	85%	87%
CY 2021 AVERAGE HAP	637	630	633	632	632	617	594	599					622
CY 2020 AVERAGE HAP	619	627	630	634	632	635	634	631	624	614	621	617	627

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

CY 2021 HAP Budget = \$20,026,663 (\$15,732,092 Renewal ABA + \$2,853,668 Reserves + \$193,813 New VASH + \$283 2020 reparation)

+ 30 new VASH vouchers effective 1/1/2021

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
VACANCY REPORT AS OF THE 1ST OF THE MONTH
2021**

HOUSING AUTHORITY OWNED PROPERTIES													
	Gridley FLH		Open Market Units										
Location	FLH	Demo	Other	Gridley Springs II	Cameo	Locust	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	7	2	24	20	10	30	30	0 (12)	18	40	174	%
Oct-21	16**	0	0	0	1	0	0	3	12***	0	1	4	97.7%
Sep-21	16**	0	0	0	1	0	2	4	12***	1	1	9	94.8%
Aug-21	16**	0	0	0	1	0	1	2	12***	1	1	6	96.6%
Jul-21	15**	0	0	0	1	0	0	0	12***	0	1	2	98.9%
Jun-21	15**	0	0	0	1	0	0	0	12***	0	0	1	99.4%
May-21	16**	0	0	0	1	1	0	0	12***	0	0	2	98.9%
Apr-21	16**	0	0	0	2	0	0	0	12***	0	0	2	98.9%
Mar-21	17**	0	0	0	2	0	4	0	12***	0	0	6	96.6%
Feb-21	16**	1	0	0	2	0	3	0	12***	0	2	7	96.0%
Jan-21	18**	1	0	0	3	0	3	0	12***	0	1	7	96.0%
Dec-20	19**	0	0	0	3	0	2	0	12***	0	1	6	96.5%
Nov-20	19**	0	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	%
Oct-20	1	0	4	3	0	1	0	9	97.4%
Sep-21	1	0	3	5	0	1	0	10	97.1%
Aug-21	1	1	1	1	1	1	0	6	98.3%
Jul-21	2	0	1	1	0	1	1	6	98.3%
Jun-21	1	0	1	1	0	2	1	6	98.3%
May-21	0	0	2	0	0	1	1	4	98.8%
Apr-21	0	1	0	2	0	1	1	5	98.6%
Mar-21	1	0	2	2	0	1	1	7	98.0%
Feb-21	3	0	4	1	0	1	1	10	97.1%
Jan-21	2	0	5	1	0	1	1	10	97.1%
Dec-20	3	0	5	1	0	2	0	11	96.8%
Nov-20	3	0	4	1	0	2	0	10	97.1%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Oct-21	0
Sep-21	1
Aug-21	2
Jul-21	3
Jun-21	5
May-21	3
Apr-21	3
Mar-21	2
Feb-21	1
Jan-21	3
Dec-20	2
Nov-20	1

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Oct-21	4	0	0	0
Sep-21	4	1	2	0
Aug-21	3	1	1	0
Jul-21	3	0	0	1
Jun-21	4	0	1	1
May-21	3	0	1	1
Apr-21	1	0	1	0
Mar-21	2	0	2	2
Feb-21	3	0	2	0
Jan-21	4	0	2	1
Dec-20	3	0	1	0
Nov-20	2	0	2	1

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	14 Transfer list	3+	171	8+	120	8+
2	150	7+			94	6+
3	32	3+	15	1+	15	4+
4	15	5+			7	3+
5					1	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	22		9	2
2	2	7			2	
3	1	2	1	6	1	
4	0	4+			0	
5					0	

MEMO

Date: October 15, 2021

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of October 15, 2021, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; One (1) unit has been completed during the 2020/2021 fiscal year to date; 125 of 232 Public Housing units have been completed overall.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding planned for Fall/Winter of 2021/22.
- Public Housing – Landscape Improvements (43-13) Shelton Oaks and Rhodes Terrace. A project has been organized to replace landscape at Shelton Oaks with new hardscape, drought tolerant plants, replace irrigation, and replace site signage. Rhodes Terrace improvements will include site signage replacement, perimeter fence brush removal, site drainage improvements, and selective plant infill. Project bidding expected during the fall/winter 2021/22 with construction planned for Spring of 2022.
- HACB Main Office – Safety and Security Improvements. A project has been organized to address virus mitigation and building security improvement needs at the 2039 Forest Avenue office. Project construction is substantially complete, with final completion expected during November.
- Farm Labor Housing – Combined Phase II & III Rehab. Overall, project construction is 100% complete, with all 11 contracted buildings, including 17 units, complete and tenant-occupied at this time. Final contractor contract closeout processes underway. HACB continues to work with USDA-RD to pursue all avenues for funding to continue with future rehab phases. HACB is also investigating application for State Joe Serna Jr. Farmworker Housing funds, which may provide up to \$10 million per application. Finally, HACB has suggested to Congressman LaMalfa's office that an "earmark" of \$20 million towards FLH renovation would make for a great investment in housing as infrastructure.
- Kathy Court Apts, Paradise – Project Architect has completed construction permit documents and submitted to the Town of Paradise.
 - Basis Architecture met the mid-September construction permit deadline. Meeting this deadline has preserved the property's "grandfathered" non-conforming zoning status post-Camp Fire Disaster.
 - Plan check comments are expected during November at which time Project Construction Documents will be updated and the bid manual prepared.

*October 15, 2021
HACB Construction Status Memo
pg. 1*

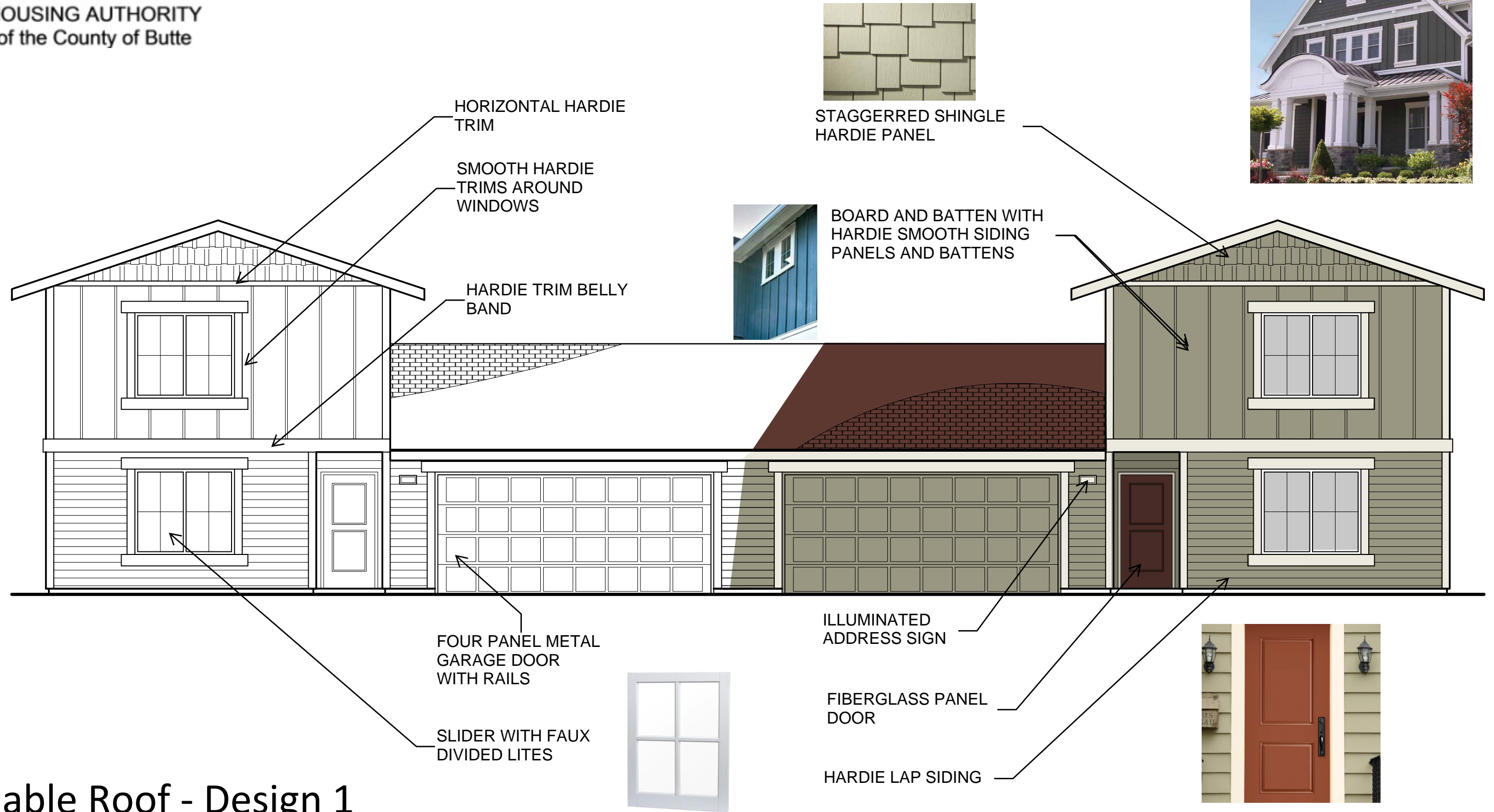
- To date, the existing septic system has been determined intact, the property has been cleared of dead trees and fire debris, and a title search and associated site survey and easement review have been completed.
- Financing is being sought to complete assembly of funds necessary for reconstruction. Thus far, 2020A Bond proceeds and PG&E Claim funds have been identified. CDBG-DR monies are being considered. The PG&E Claim settlement will clarify the financial needs.
- 2131 Fogg Avenue – Development Initiative. Two (2) build-out approaches are being evaluated:
 - Small House Manufactured Option: HMR Architects Schematic Design Option 2A, which includes 16 single family home style manufactured units with individual unit driveway access, with a mix of 14 one-bedroom units and 2 two-bedroom units.
 - Traditional Multifamily Option: by way of comparison and analysis, HMR Architects has completed schematic design plans using traditional multifamily construction methods. The alternate yields 18 units at the site (16 one-bedroom and 2 two-bedroom).
 - Feasibility Construction Cost Estimating: Cost estimating of the Small House Manufactured Option vs Traditional Multifamily Option has been reviewed in conjunction with Nick Benjamin, Executive Director of the California Affordable Housing Agency. Nick is an expert in the modular and manufactured housing market; based on Nick’s review it has been determined that further analysis is needed, regarding actual delivery potential.
 - The next step is to meet with a local manufactured housing dealer working and delivering product within Butte County. This will provide a better understanding of the local inventory, delivery availability and local cost impacts relating to manufactured housing, and how these factors will impact the feasibility of this option.
- Gridley Farm Labor Housing’s commercial structures have been evaluated for the presence of lead-based paint and asbestos, in anticipation of exterior replacements and painting, needed to stabilize the aging exterior building envelopes. All planned work will be subject to lead abatement protocols. Partial siding replacement, select exterior door replacement and full exterior paint of the four (4) buildings occupied by E Center and Mi Casa is planned. Construction documents have been prepared with contractor bidding forthcoming.
- 2020A Bond Renovations - Renovation work to be accomplished at the six (6) properties financially leveraged by the Bond issuance.
 - Legal guidance has been secured regarding the application of wage rates to the work.
 - Most of the work identified in the Property Condition Assessments will be completed by property manager RSC Associates through the course of operations, supported by the architect in providing specifications to materials and products.
 - HMR Architects, Inc has been contracted to provide architecture for the 2020A Bond Renovation beginning with two (2) major rehab efforts, involving the remediation of the stucco siding at Evanswood Apartments, Oroville, and reconstruction of the stair access and balcony assemblies at the Lincoln Apartments, Chico.
 - HMR Architects has completed as-built construction drawings and engineering consultant site inspections for Evanswood Apartments and Lincoln Apartments.
 - Design Development work is well underway for both Lincoln Apartments and Evanswood Estates Apartments. These designs are expected to be ready for jurisdictional planning review during the month of November. Note that the “Tudor style” of Evanswood Apartments is proposed to be replaced by a contemporary style – see following.

October 15, 2021

HACB Construction Status Memo

pg. 2

Evanswood Apartments, Oroville - Front Elevation



Gable Roof - Design 1

Evanswood Circle
Oroville, CA

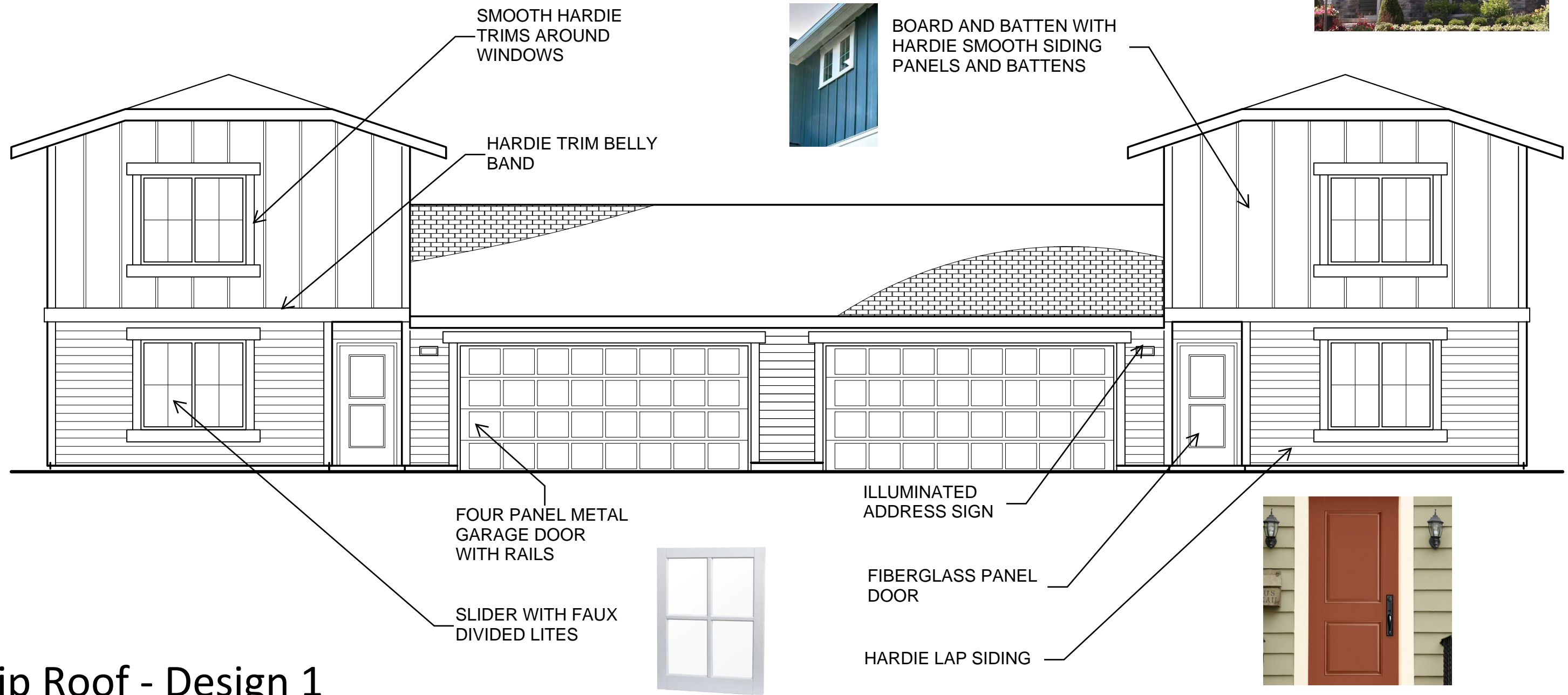
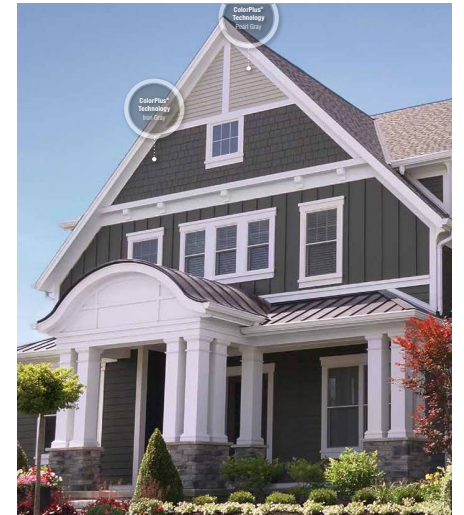
SW 7748
Green Earth
Interior / Exterior
Location Number: 298-C6

SW 7008
Alabaster
Interior / Exterior
Location Number: 255-C2

30

SW 6055
Fiery Brown
Interior / Exterior
Location Number: 194-C7

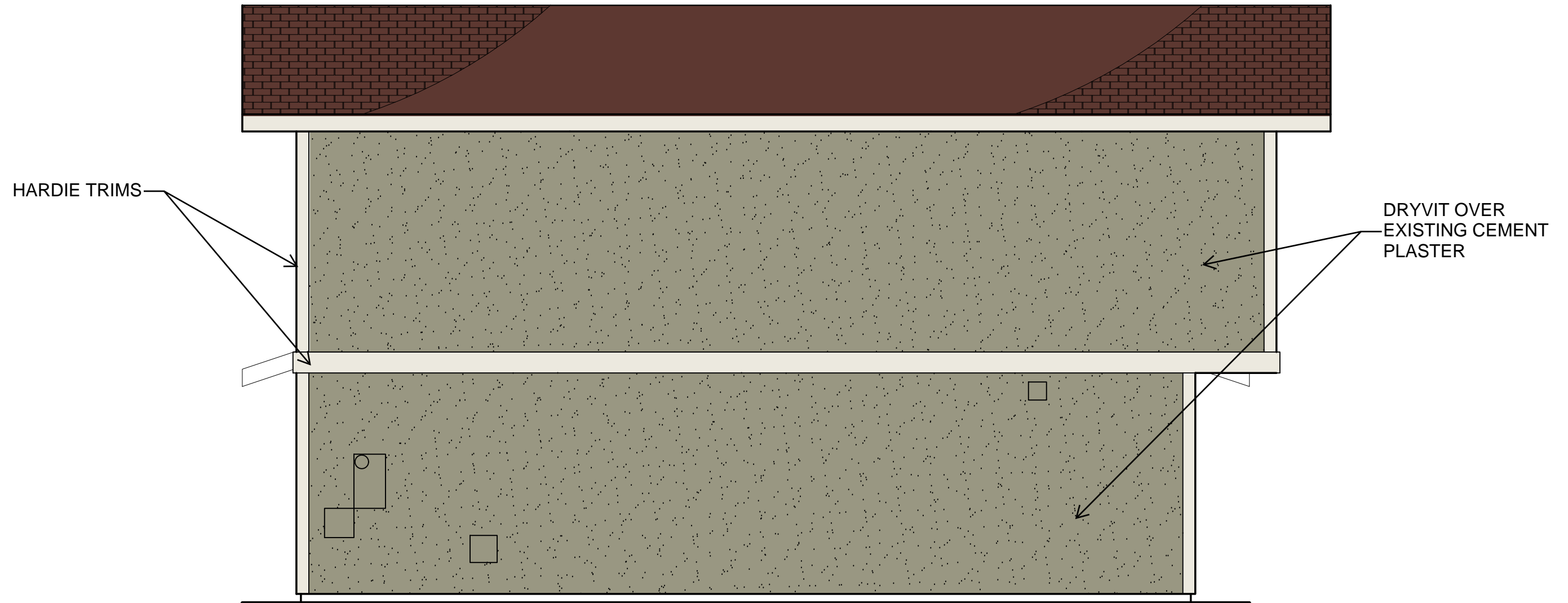
Evanswood Apartments, Oroville - Front Elevation



Hip Roof - Design 1

Evanswood Circle
Oroville, CA

Evanswood Apartments, Oroville - Side Elevation



Gable Roof - Design 1

Evanswood Circle
Oroville, CA

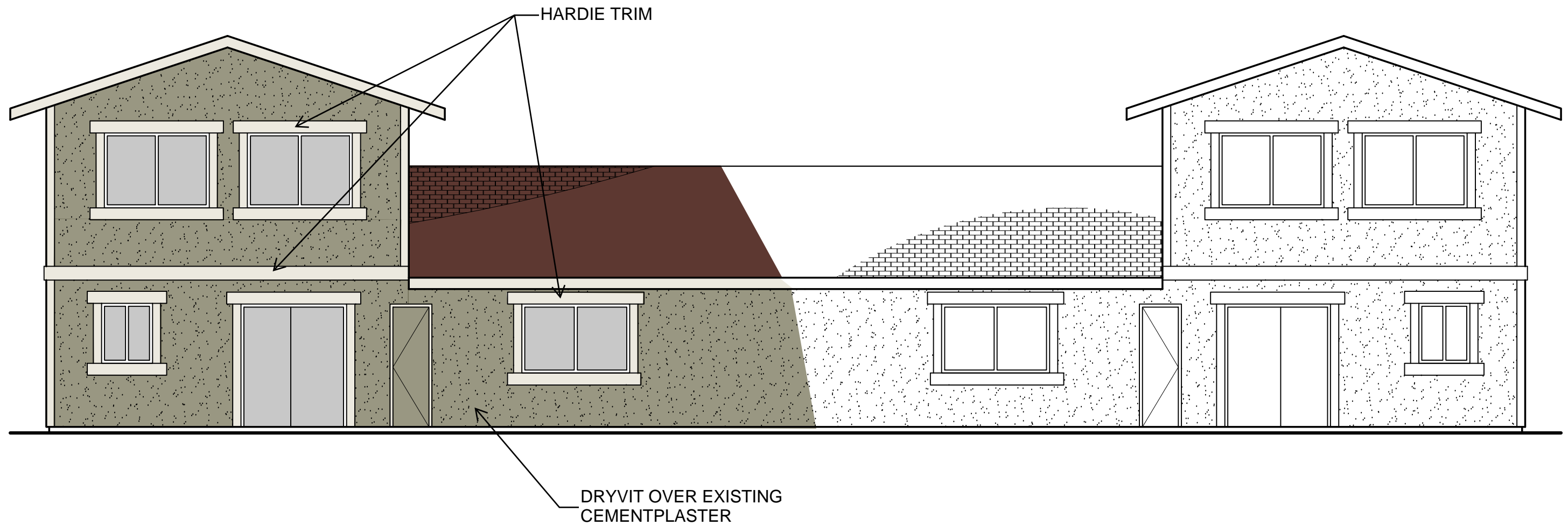
SW 7748
Green Earth
Interior / Exterior
Location Number: 298-C6

SW 7008
Alabaster
Interior / Exterior
Location Number: 255-C2

32

SW 6055
Fiery Brown
Interior / Exterior
Location Number: 194-C7

Evanswood Apartments, Oroville - Rear Elevation



Gable Roof - Design 1

Evanswood Circle
Oroville, CA

SW 7748
Green Earth
Interior / Exterior
Location Number: 298-C6

SW 7008
Alabaster
Interior / Exterior
Location Number: 255-C2

33

SW 6055
Fiery Brown
Interior / Exterior
Location Number: 194-C7

12 Month HACB Project Schedule - October 15, 2021

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
	FLH														
1		Phase (II & III) Combined Unit Rehab - CM	\$236,937.00												
1		Phase (II & III) Combined Unit Rehab - Construction (11 Buildings)	\$6,140,849.00												
3		Admin Building- Gutters, Downspout, Paint	\$35,000.00												
1		1567 Booth Commercial Buildings: E Center and Micasa Siding And Paint	\$138,000.00												
	Public Housing														
2		Energy Performance - Electrical	\$254,380.00												
3		ADA Units upgrade (43-10)	\$213,000.00												
1		HVAC Replacement (43-01,02)	\$192,000.00												
1		ACM Tile Abatement	\$58,484.00												
1		Landscape Improvements (43-13) Shelton Oaks and Rhodes Terrace	\$359,176.00												
4		Oro Dam Wall	\$250,000.00												
3		PH Capital Fund Energy Audit	\$13,000.00												
1		AMP Wide Carbon Monoxide Detector Replacement	\$56,058.00												
	Chico Commons														
	Property repositioning and Refinance		Cost Estimates Pending												
1		Subject to refinance Gutters and Downspout Replacement	Cost Estimates Pending												
1		Subject to refinance Exterior Building Paint	Cost Estimates Pending												
2		Subject to refinance HVAC Replacements	Cost Estimates Pending												
3		Subject to refinance Cabinets, Interior Work	Cost Estimates Pending												
	Walker Commons														
	Property repositioning and Refinance		Cost Estimates Pending												
2		Subject to refinance Architecture: Window, HVAC, Siding Repl.	Cost Estimates Pending												
3		Subject to refinance Siding Reply/ Gutter and Downspout Repl/ Window	Cost Estimates Pending												
3		Subject to refinance HVAC	Cost Estimates Pending												
3		Subject to refinance ADA Path of Travel	Cost Estimates Pending												
	DAC's Reports														
1		Update ALL reports in ALL projects	\$1,200.00												
	Evanswood Apts														
		Architecture: Exterior Stucco and Siding Improvement Project	\$93,900.00												
		Construction: Exterior Stucco and Siding Improvement Project	\$1,556,100.00												
	Lincoln Apts.														
		Architecture: Exterior Stairway and Balcony Imp Project	\$155,500.00												
		Construction: Exterior Stairway and Balcony Imp Project	\$750,000.00												
	Alamont Apts.		Subject to 2020A Bond												
	Park Place Apts.		Subject to 2020A Bond												
	Cordillera Apts.		Subject to 2020A Bond												
	Locust Apts.		Subject to 2020A Bond												
	Kathy Court Apts.														
		Dev. Site Plan and Survey	\$15,813.00												
		Dev. Architecture	\$344,105.00												
		Dev. Construction	\$4,298,824.00												
	2131 Fogg Avenue														
3		Dev. Architecture: Small House Option, Schematic Plan	\$13,000.00												
3		Dev. Architecture: Traditional Option, Schematic Plan	\$8,650.00												
3		Dev. Architecture: Small House Initiative, Design Development	TBD												
	2039 Forest Avenue														
1		Virus Mitigation and Security Improvements	\$259,535.12												
Total next 12 months			\$15,443,511.12												

501-18	
Obligation Start:	5/29/2018
Obligation End:	11/28/2021
Disbursement End:	11/28/2023
501-19	
Obligation Start:	4/16/2019
Obligation End:	10/15/2022
Disbursement End:	10/15/2024
501-20	
Obligation Start:	3/26/2020
Obligation End:	9/25/2023
Disbursement End:	9/25/2025
501-21	
Obligation Start:	2/23/2021
Obligation End:	2/22/2023
Disbursement End:	2/22/2025



Design/Bid Phase
Construction Phase
Completed

MEMO

Date: October 15, 2021

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

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

This Capital Fund is 100% obligated and 100% expended. Project is subject to close-out. Projects include:

- **ACM Tile Replacement** – All concrete-block units – ongoing, seven (7) units have been completed to date using these Capital Fund monies.
- **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, reviews have been submitted to HUD. Project Complete
- **Sewer Service Line Investigation and Replacements** – Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B), Project complete.
- **HVAC Replacements** – 43-03, Replace three (3) package HVAC units. Project complete.
- **HVAC Replacements** – 43-13, Replace one (1) Split System HVAC unit. Project complete.
- **HVAC Replacements** – 43-01, Replace one (1) package HVAC unit. Project complete.
- **Unit Appliance Replacements/Upgrades** – Countywide, refrigerator replacement project, replace 124 refrigerators which have reached the end of their useful life. Project complete.
- **Resurfacing of Roadways** – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), Project is complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming and miscellaneous improvements addressed in DAC report, complete.

Capital Fund 501-19, Funding Amount \$812,881

This Capital Fund is 38% obligated and 35% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing, fifteen (15) units have been completed to date using these Capital Fund monies.
- **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, reviews have been submitted to HUD for review. Project Complete
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.

*October 15, 2021
HUD Public Housing Capital Fund Report
pg. 1*

- **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 – Biggs (43-2A)** Replace Five (5) failing package HVAC units, Construction Complete.
- **HVAC Replacements** – 43-01, Replace one (1) package HVAC unit. Project complete.
- **HVAC Replacements – Gridley and Biggs (43-1A,1B,04 and 43-2A,2B)** Replace twenty (20) package HVAC units that have reached the end of their useful life.
- **HVAC Replacements – Gardella (43-14)** Replace One (1) failing split system Furnace, Construction Complete.
- **Sewer Service Line Replacements** – select Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B, 03), in planning.
- **Landscape Upgrades** – Landscape replacement, Shelton Oaks, Rhodes Terrace 43-13, project currently out to Public Bid. Project value engineering underway.
- **Landscape Upgrades** – Individual Water Meter replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Window and Door Security Screen Improvements** – 115 Nelson Avenue Community Room & Maintenance Shop, Installation of window and door security screens to prevent vandalism. Project Complete.

Capital Fund 501-20, Funding Amount \$875,339

This Capital Fund is 20% obligated and 12% expended. Projects Included:

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, 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.
- **HVAC Replacements** – Replace select failing package HVAC units, in planning.
- **Water Heater Replacement Project** – Countywide, replace water heaters which have reached the end of their useful life, in planning
- **Landscape Upgrades** – Landscape replacement, Shelton Oaks, Rhodes Terrace 43-13, project landscape design work underway. Project re-bidding is planned for fall/winter 2021 for spring 2022 construction.
- **Landscape Upgrades** – Individual Water Meter replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Roof Replacements** – Select Units. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in planning.
- **Window and Door Improvements** – Concrete Block Units (Select: Gridley, Biggs, and Chico), replace failing existing windows and door systems, in planning.

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HUD Public Housing Capital Fund Report
pg. 2*

- **Exterior Paint** – Select, Concrete Block Units, in planning
- **Exterior Paint and Stucco Repair** – Winston Gardens (43-10), in planning.
- **Site Security Improvements** – Select common areas and buildings, sites impacted by increases in crime vandalism or tenant safety concerns, in planning.
- **Site Fencing** – Select Units, replacement and installation of perimeter and unit demising fencing systems, in planning.

Capital Fund 501-21, Funding Amount \$913,365

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

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, 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.
- **HVAC Replacements** – Replace select failing package HVAC units, in planning.
- **Water Heater Replacement Project** – Countywide, replace water heaters which have reached the end of their useful life, in planning
- **Landscape Upgrades** – Landscape replacement, Gardella Apts, 43-14, in planning.
- **Resurfacing of Roadways** – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), in planning.
- **Roof Replacements** – Select Units. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in planning.
- **Exterior Paint and Stucco Repair** – Winston Gardens (43-10), in planning.

Capital Fund 501-19, Safety and Security Grant Funding Amount \$56,058.00

This Capital Fund is 0% obligated and 0% expended

- **Carbon Monoxide Replacement** – Amp wide replacement of aging Carbon Monoxide detectors in all Public Housing units, in planning.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 10-15-2021

Capital Funds 501-18, 501-19, 501-20 and 501-21

			501-18 (Revision #3, 7-28-2021)				501-19 (Revision #1, 6-30-2021)				501-20				501-21				Totals		
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																				
	Total Non-CGP Funds																				
1	100	Reserved Budget	\$9,226	\$0			\$4,455	\$0											0	0	0
2	1406	Operations (20%)	\$27,875	\$0			\$28,811	\$28,811			90,000		90,000	90,000	27,875				146,686	90,000	56,686
3	1408	Management Improvements	\$2,000	\$0			\$2,000	\$2,000			2,000				5,000				9,000	0	9,000
4	1410	Administration (10%)	\$80,855	\$81,778	\$81,778	\$81,778	\$80,842	\$81,287	\$81,287	\$81,287	87,533		87,533	18,311.16	91,336		91,336		341,934	181,376	160,558
5	1480	Audit	\$2,000	\$0			\$2,000	\$2,000			2,000				2,000				6,000	0	6,000
7	1480	Fees and Costs	\$55,120	\$119,303	\$104,290.73	\$104,290.73	\$75,120	\$75,120	\$47,500	\$32,363	90,000				75,000				359,423	136,653	222,769
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	\$637,207	\$616,702	\$631,714	\$631,714	\$616,153	\$620,163	\$178,894	\$169,394	600,306				712,154				2,549,325	801,108	1,748,217
17	1480	Relocation Costs	\$3,500	\$0			\$3,500	\$3,500			3,500								7,000	0	7,000
16	1492	Move to Work Demonstration																	0	0	0
18	1501	Moving To Work Demonstration																	0	0	0
19	1503	Collator Exp/Debt Svc																	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
			\$817,783	\$817,783.00	\$817,783	\$817,783	\$812,881	\$812,881	\$307,681.43	\$283,043.95	875,339	0	177,533	108,311	913,365	0	91,336	0	3,419,368	1,209,138	2,210,230

MEMO

Date: October 15, 2021

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 October 1, 2021, we have a total of (81) occupied units. Ten (10) units are being kept offline because they fall in Phase IV of the ongoing rehab work, and (10) units are deemed uninhabitable because of their age, condition, and relative high price (a function of the USDA's operational system); so consequently, there are (15) units available for occupancy. New prospective residents, most of the time, want to rent the newly rehabbed units. Staff continues to invite moving into older units, promising an opportunity to move into a new rehabbed unit when the latter phases of construction are completed. We had (2) applicants move-in last month, which helped offset the move-out we had due to the resident no longer being eligible (over-income). There are currently (8) applicants on our waiting list. There are no intent to vacate notices or unlawful detainers at this time.

Approved rent and utility changes went into effect on October 1, 2021 for all Farm Labor residents. The rent increases for each bedroom size is as follows:

- 1-bedroom units will increase from \$810 to \$816,
- 2-bedroom units will increase from \$825 to \$835,
- 3-bedroom units will increase from \$1,523 to \$1,559,
- 4-bedroom units will increase from \$1,771 to \$1,909.

These new rent changes have not had a negative impact on our occupancy, as the majority of our residents receive USDA Rental Assistance (RA) and will not see an increase in their monthly rent obligation.

Affordable Tree Care is scheduled to come out this month to trim a tree on Sussex Avenue, due to the tree being top-heavy and posing a potential safety hazard.

On-site security is reporting no significant issues on the property at this time. Maintenance staff and the Resident Manager continue to work on vacancy make-readies. Sierra Landscaping continues to serve the landscaping needs of the property.

Monthly food distribution was held on October 12, 2021 from 3-6 pm in the Community Room. To help ensure the safety of our residents, all of the food is pre-packaged and distributed by staff wearing PPE. The Promotores program will be hosting a Dual Language Learning (DLL) program that will target children ages 0-5 years. in order to help them gain linguistic and cognitive

skills, improving academic outcomes in school. We anticipate the start of the DLL program in early November 2021. This service will be free of charge to all residents and will be run out of the Community Room on Staff Drive, to be leased by Promotores. Promotores is a North Valley Catholic Social Services initiative.

Mi C.A.S.A.'s classes for their Fall Session began on September 30, 2021. Mi C.A.S.A. staff is reporting 25-30 students in attendance a daily basis. We received a total of (6) entries for NAHRO's "What Home Means to Me" poster contest from Mi C.A.S.A. students. One of the poster entries made it all the way to Regional competition, however the entry did not move on to National competition. The six (6) Mi C.A.S.A. students who participated in the poster contest were rewarded with a certificate of appreciation and a gift card from the Housing Authority. Due to the ongoing COVID-19 pandemic, Mi C.A.S.A. staff continue to have measures in place to keep both staff and students safe by having students work in small groups while observing social distancing and washing their hands and school supplies regularly. All students continue to be screened (thermometer and contact questions) daily; the information is recorded by Mi C.A.S.A. staff.

Construction is complete for Rehab Phases II and III of the remodeling work, which started July 6, 2020. The work was completed by J. Walt Construction. The phases included rehabilitation of eleven (11) buildings, converting (22) 2-BR units to (17) 1-4 BR units. We are seeking additional funds to continue the work, despite USDA's continuing national reorganization, functionally jeopardizing the USDA's capital funding stream. We have been assigned a third program rep yet this year. 2022 rehab activity is jeopardized. State Joe Serna Jr. Farmworker Housing program funds are being investigated as an alternative.

We are beginning to anticipate and consider renovation/demolition/historic preservation of the historically significant 1930's era wooden units.

Hazardous materials testing has been completed analyzing the exterior surfaces of the commercial lease buildings at the property. Lead based paint and asbestos containing materials were discovered, knowledge of their presence will help frame approach to needed exterior building replacements and improvements.

Lastly, as of October 1, 2021, third-party property manager AWI is working on the transition of management from HACB staff to their staff for management of the residential properties at the site, including both the USDA-RD regulated and unregulated Demonstration Program housing units. AWI Management Corporation, of Auburn has a current working relationship with the HACB – the firm manages three (3) tax-credit regulated properties on behalf of HACB's non-profit instrumentalities. Significantly, AWI manages other USDA-RD Farmworker Housing program properties, and brings a working relationship with the federal agency in operation of the Section 514/516 Farmworker Housing program. HACB will continue to operate and maintain the commercial buildings at the property, serving the E-Center, BCOE, Mi CASA, and Promotores programs.

MEMO

Date: October 15, 2021

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – HACB Owned Properties

- Alamont Apartments, Chico (30 units, family)
- Cordillera Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (28 units, family)
- Gridley Springs II, Gridley (24 units, family)
- Kathy Court Apartments, Paradise (12 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Locust Apartments, Chico (10 units, family)
- Park Place Apartments, Oroville (40 units, senior)
- 2131 Fogg Ave, (1 single family house) Demo

For Alamont, Cordillera, Evanswood, Kathy Court, Lincoln, Locust, and Park Place Apartments, please also see monthly reports provided by the property manager, RSC Associates Inc., following this memo. Please also find Sackett Corporation's financials for Gridley Springs II.



Alamont Apartments, Chico – As of the first of the month there were (0) vacancies or 100% occupied as of this memo. There is one unlawful detainer in the process. In terms of rent collection, three (3) residents owe rent. Two households we are awaiting payment from the Rent Relief Program and again one eviction in the process. The new on-site manager, Donna Bennett, is settling into her new job. The property continues to perform consistent with budget or better.

Cordillera/Cameo Apartments, Chico - The property currently has one (1) vacancy and one (1) thirty-day notice. The majority of the monthly rent was collected for the month, with the exception of partial payments being sent from the Butte County Behavioral Health SEARCH program on behalf of their clients.



Evanswood Estates Apartments, Oroville –

This property currently has three (3) vacancies as of the first of the month; the RSC narrative reiterates the current turnover and status of vacant units, 100% of the rent was collected for September. Property insurance will be covering the rent loss for fire-damaged units #28 and #71.

Insurance-paid fire mitigation and reconstruction continues for units #28 and #71, with #28 having secured its permit, and #71 in permit review. The HACB now owns 31 of 32 property units, Unit #53 being the only unit not owned by HACB. The buildings need repair and upgrade to exterior siding, to ensure integrity into the future. Exterior building work is planned to be addressed in 2021/22; HMR Architects has been retained to generate the bid documents for exterior remediation. Recently purchased Units #21, #25, and #33 are fully occupied, with 100% of the rent having been collected. The non-compliant and rotting deck behind unit #33 has been removed making this rear yard area consistent with the rest of the property.

Gridley Springs II, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has zero (0) vacancy. 100% of the rent was collected for the month. The property continues to perform above budget as both YTD income and operating expenses are better than what was budgeted. The property performed their annual interior inspections of all units. Miquel Aguirre is the new maintenance person.

Kathy Court Apartments, Paradise – Kathy Court, burnt to the ground in the Camp Fire, has been cleared, yet retains its 12-unit septic system. Plan documents have been submitted to the Town of Paradise, preserving the “grandfathered” status of the non-conforming zoning use. Financing is only partially secured, relying on 2020A Bond proceeds, as of yet undetermined PG&E Claim proceeds, and possible use of CDGB Disaster Recovery funds. We have been informed by HARRP, our insured provider, that property and liability insurance will not be renewed. Alternate insurance providers will be sought, it is anticipated the significant increases in premiums will be confronted.



Lincoln Apartments, Chico – Lincoln Apartments has zero (0) vacancy as of the 1st of October, with no thirty-day notices to vacate. The majority of rent was collected for the month, with one partial payment. HMR Architects has developed plans for building upgrades, focused on the exterior walkways, stairways, and railing assemblies, windows, and heating and cooling systems. Exterior painting will follow the walkway improvements. From operations, parking lot repair is planned for this year. Walkway work will occur in 2021/22.

Locust Apartments, Chico - The property has zero (0) vacancy as of the 1st of the month. In terms of rent collection for the month, all rents were collected, with the exception of three (3) households who owe partial amounts.



Park Place Apartments, Oroville – The property has one (1) vacancy as of the first of the October, with RSC reviewing applications for unit occupancy. Two units did not pay rent for the month, and two units owe partial rents for the month. 3rd party property manager, RSC & Associates, is working on collection.

2131 Fogg Ave, Oroville – This single family “Demo” house is occupied. HMR Architects has been retained to schematically explore site use, principally, the exploration of use of “small houses” in building out the property. Design development and analysis work is underway.

October 11, 2021

Ed Mayer
Executive Director
Housing Authority of the County of Butte
2039 Forest Ave
Chico, CA 95928

RE: September 2021 HACB Monthly Financial Package

Dear Mr. Mayer:

Below is a summary of the September 2021 key operational activities and highlights of significant financial results for HACB properties managed by RSC. For additional details, please review the following financial reports provided for each property:

1. Cash Flow Summary
2. Balance Sheet
3. Budget Comparison
4. General Ledger
5. Trial Balance
6. Tenant Rent Roll
7. 12 Month Income Statement
8. 2020/2021 Performance Review
9. Capital Improvement Summary

1519 Locust Apartments

Move-in/Move-outs	There was a move out for unit # 4 on September 30 th . We have an approved resident scheduled to move in on October 15 th .
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	Total	Budget Variance	
Monthly Total Revenue	\$6,807.85	\$751.85	Above budget
Operating Expenses	\$2,882.99	\$1,438.01	Below budget
Net Operating Income	\$3,924.86	\$2,189.86	Above budget
Capital Expenses	\$2,751.00	None	Above budget
Net Income	\$2,643.86	\$2,189.86	Above budget



Mr. Ed Mayer, Executive Director
Chico, California

Monthly Highlights:

- **Rent collection** – Partial payments were made by unit #'s 5 & 9. Unit #4 did not pay any rent in September which this will be addressed in the final accounting for the unit.
- **Occupancy** – 98% at the end of September due to a move out on the 30th. There is an approved applicant for this unit that is ready to move in as soon as turnover is done, and the Sect. 8 inspection is completed.
- **Rental income** – higher than budget due to no vacancy loss and no unpaid rents that were budgeted.
- **Service income** – only interest was collected but had been budgeted for laundry income and revenue from repairs and cleaning.
- **Turnover expenses** – there were no turnover costs in September.
- **Capital improvements** – there was a wall A/C unit installed in unit #7 through the 2020A Bond Project.
- There was an owner withdrawal for \$24,000.00.

Alamont Apartments

Move-in/Move-outs	Unit #22 is on notice and is with the attorney for eviction.
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	Total	Budget Variance	
Monthly Total Revenue	\$26,050.02	\$564.98	Below budget
Operating Expenses	\$8,811.03	\$1,494.97	Below budget
Net Operating Income	\$17,238.99	\$929.99	Above budget
Capital Expenses	\$1,389.00	\$239.00	Above budget
Net Income	\$12,761.99	\$690.99	Above budget

Monthly Highlights

- **Occupancy** – 100% at the end of September, with unit #22 on notice.
- **Rent collection** – There were non-payments of rent for unit #'s 1, 8, and 22. Unit #'s 1 and 8 have pending applications with the ERA Program. Unit #22 has been submitted for eviction as they turned in a 30 day notice which was not complied with at the time it expired.
- **Service income** – collected higher laundry revenue than budgeted.
- **Turnover expenses** – lower than budget due to there being no labor costs that had been budgeted for since there were no vacancies in the month of September.
- **Capital expenses** – carpet was purchased for unit #2.
- There was an owner withdrawal for \$200,000.00.

Cordillera/Cameo Drive Apartments

Move-in/Move-outs	There is one vacant unit #49-2B and 1 unit on notice at 45-2B. We are working with Behavioral Health to get these units rented.
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Mr. Ed Mayer, Executive Director
Chico, California

	Total	Budget Variance	
Monthly Total Revenue	\$15,905.22	\$1,149.22	Above budget
Operating Expenses	\$6,459.69	\$857.31	Below budget
Net Operating Income	\$9,445.53	\$2,006.53	Above budget
Capital Expenses	None	\$1,725.00	Below budget
Net Income	\$4,123.90	\$1,212.90	Above budget

Monthly Highlights:

- **Occupancy** – 96% at the end of September.
- **Rent collection** – Unit 53-1 made a partial payment.
- **Service income** – lower than budget due to no laundry income revenue being collected.
- **Administration expenses** – lower than the budgeted figure due to evictions being budgeted for, but there were no evictions in September.
- **Capital improvements** – there were no capital improvements for the month, but flooring had been budgeted.
- **Financial expenses** – 23rd annual installment payment of loan made to City of Chico.
- Owner withdrawal of \$20,000.00.

Evanswood Apartments

Move-in/Move-outs	There were 3 move ins for of units 36, 57, and 16 in September. Unit #36 had a move in on 9/1/21, unit #57 moved in on 9/8/21, and the move in for unit #16 took place on 9/19/21. Unit #'s 64 and 364 have approved applicants that are waiting for the units to be rent ready. Unit #45 moved out on 9/30/2021. Units #28 and #71 are vacant due to fire. Insurance will reimburse the property for lost rents from the fire units.
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	Total	Budget Variance	
Monthly Total Revenue	\$30,602.28	\$939.28	Above budget
Operating Expenses	\$20,980.48	\$7,946.48	Above budget
Net Operating Income	\$9,621.80	\$7,007.20	Below budget
Capital Expenses	\$9,332.88	None	Above budget
Net Income	-\$10,080.98	\$10,898.98	Below budget

Monthly Highlights:

- **Occupancy** – 89% at the end of September.
- **Rent Collection** – 100% of rents were collected in September.
- **Service income** – higher than budget due to collection of damages for move out of unit #36.
- **Administrative expenses** – higher than budget due to project fee costs for #71 demo expenses for CRBR.
- **Turnover expenses** – higher than budget due to the turnover costs for labor and materials for units #36 and #57.
- **Capital improvements** – 2020A Bond project expense for an HVAC install for unit #36, dishwashers for units #49 and #16, and an interior paint for unit #36.

Mr. Ed Mayer, Executive Director
Chico, California

- Owner withdrawal of \$170,000.00.

Evanswood #21, #25, and #33

Move-in/Move-outs	None
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	Total	Financial variances
Monthly Total Revenue	\$2,850.00	\$2,850.00
Operating Expenses	\$1,716.93	\$1,716.93
Net Operating Income	\$1,133.07	\$1,133.07
Capital Expenses	\$2,300.00	\$2,300.00
Net Income	-\$1,166.93	-\$1,166.93

Monthly Highlights:

- **Occupancy** – 100% at the end of September.
- **Rent Collection** – 100% of rent was collected.
- **Maintenance expenses** - #21 had the garage door repaired.
- **Taxes** – delinquent property taxes were paid for #25 and #21 that had not been paid when the properties were purchased.
- **Capital improvements** – includes the cost to remove the backyard deck on unit #33.

Kathy Court Apartments

Move-in/Move-outs	N/A
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	Total	Budget Variance	
Operating Expenses	\$372.16	\$370.00	Above budget
Net Operating Income	-\$372.16	-\$370.00	Above budget
Net Income	-\$372.16	-\$370.00	Above budget

Lincoln Apartments

Move-in/Move-outs	None
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	Total	Budget Variance	
Monthly Total Revenue	\$12,111.23	\$1,414.77	Below budget
Operating Expenses	\$6,333.80	\$851.80	Above budget
Net Operating Income	\$5,777.43	\$2,266.57	Below budget
Capital Expenses	\$1,204.00	\$554.00	Above budget
Net Income	-\$862.57	\$3,470.57	Below budget

Mr. Ed Mayer, Executive Director
Chico, California

Monthly Highlights:

- **Occupancy** – 100% at the end of September.
- **Rent Collection** – Unit #14 made a partial payment in September.
- **Service income** – higher than budget due to cleaning revenue collected for units #14 and #18 move outs.
- **Maintenance expenses** – the maintenance expenses were higher than budget due to higher labor and cleaning costs.
- **Capital improvements** – vinyl was installed for unit #14.
- Owner withdrawal of \$115,000.00.

Park Place Apartments

Move-in/Move-outs	There is 1 vacant unit, #15, at the end of September. We are currently reviewing applicants for this unit.
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	Total	Budget Variance	
Monthly Total Revenue	\$24,767.57	\$222.57	Above budget
Operating Expenses	\$13,830.07	\$4,264.07	Above budget
Net Operating Income	\$10,937.50	\$4,041.50	Below budget
Capital Expenses	\$4,800.91	\$3,500.91	Above budget
Net Income	\$7,051.43	\$3,378.57	Below budget

Monthly Highlights:

- **Occupancy** – 97% occupancy as of September.
- **Rent Collection** – There were unpaid rent in in September for unit #'s 16 & 18, and 2 partial rents paid for unit #'s 9 & 36.
- **Utility expenses** – higher than budget due to higher water costs.
- **Turnover expenses** – there were no turnover expenses but had been budgeted for \$515.00 in turnover costs.
- **Maintenance expenses** – higher than budget due to an interior painting for unit #14, higher material costs and janitorial costs.
- **Capital improvements** – a range was purchased for unit #32, and 2020A Bond Project expenses for vinyl and carpet for units #14 and #21.
- Owner withdrawal of \$185,000.00.

If you have any questions regarding this package, please contact myself or Patti Hampton at 530-893-8228.

Respectfully,



Richard Gillaspie
Property Manager
RG:ph



GRIDLEY SPRINGS October 2021

Property Status:

1. GSI is 100% occupied with Zero notices to vacate..
2. GSII is 100% occupied with Zero notices to vacate.
3. Power washing of all buildings and carports for both GSI and GSII have been completed.
4. USDA approved the reserve withdraw and approved the bid for the monument sign replacement at GSI and fabrication/installation of the new sign should be complete in the next 30 days.
5. The FY22 GSI budget has been submitted to USDA for approval.

Sincerely,
Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
September 30, 2021

CASH SUMMARY - Operating Account	SEPTEMBER		12 months YTD	
	2021	%%	2021	%%
Total Rent Revenue	16,257.00	100.00%	193,540.00	100.00%
Vacancies	0.00	0.00%	(148.00)	-0.08%
Net Rental Revenue	16,257.00	100.00%	193,392.00	99.92%
Other Income	3.40	0.02%	1,022.92	0.53%
Total Revenue	16,260.40	100.02%	194,414.92	100.45%
Expenses:				
Administrative Expenses	4,563.87	28.07%	39,440.70	20.38%
Utilities	2,104.74	12.95%	23,679.86	12.24%
Operating & Maintenance	8,745.78	53.80%	64,599.30	33.38%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	898.15	5.52%	10,443.85	5.40%
Total Expenses	16,312.54	94.82%	138,163.71	34.01%
Net Operating Income	(52.14)	66.74%	56,251.21	45.61%
Interest and Finance Expense	565.08	3.48%	6,790.96	3.51%
Replacement Costs	5,140.98	31.62%	16,216.15	8.38%
Net Cash Flow from Operations	(5,758.20)		33,244.10	
Plus (Minus)				
Interest Income	(3.40)		(38.78)	
Unpaid Rent Collected (Owed)	(1,268.00)		(556.25)	
Prepaid Rent Received (Absorbed)	52.00		(1,098.00)	
Prepaid Insurance Expense	257.53		0.00	
Security Deposits Received (Refunded)	0.00		(472.00)	
Accrued Interest (Payment)	545.08		(23,717.04)	
Net Cash Increase (Decrease)	(6,174.99)		7,362.03	
Beginning of Period Cash Balance	40,079.32		43,601.05	
Contributions (Distributions) to Owner	0.00		(15,602.00)	
Transfer from (to) Impound Account	(401.33)		(4,824.71)	
Transfer From (to) Replacement Reserves	(450.00)		2,300.00	
Transfer from (to) Security account	0.00		216.63	
Ending Cash Balance - Operating Account	\$33,053.00		\$33,053.00	
- Replacement Reserve			\$109,186.54	
- Tax and Insurance Impounds			\$47,164.24	
- Security Deposit Accounts			\$14,859.37	

	Current Month	UNIT STATUS	Current Month
TENANT RECEIVABLES			
Rent and Rent Related Receivables			
Balance at Beginning of Month	887.00	Total Units	24
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	<u>\$887.00</u>	Less move ins and deposits to hold	0
		Vacant units at end of month	<u>0</u>

Income Statement
HACB GRIDLEY SPRINGS II
As of
September 30, 2021

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	15,159.00	16,258.00	(1,099.00)	173,932.00	195,096.00	(21,164.00)
Tenant Assistance Payments	1,098.00	0.00	1,098.00	19,608.00	0.00	19,608.00
Total Revenue	16,257.00	16,258.00	(1.00)	193,540.00	195,096.00	(1,556.00)
Apartment Vacancies	0.00	(325.00)	325.00	(148.00)	(3,902.00)	3,754.00
Total Vacancies	0.00	(325.00)	325.00	(148.00)	(3,902.00)	3,754.00
NET RENTAL REVENUE	16,257.00	15,933.00	324.00	193,392.00	191,194.00	2,198.00
Interest Income-Other Cash	3.27	0.00	3.27	37.29	0.00	37.29
Interest Income-Sec Deposits	0.13	0.00	0.13	1.49	0.00	1.49
Total Financial Revenue	3.40	0.00	3.40	38.78	0.00	38.78
Misc Tenant Charges/Damages & Cleaning	0.00	83.00	(83.00)	0.00	1,000.00	(1,000.00)
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	0.00	75.00	(75.00)	984.14	900.00	84.14
Total Other Revenue	0.00	158.00	(158.00)	984.14	1,900.00	(915.86)
TOTAL REVENUE	16,260.40	16,091.00	169.40	194,414.92	193,094.00	1,320.92
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	21.00	(21.00)	0.00	250.00	(250.00)
Credit Reports	0.00	0.00	0.00	29.64	0.00	29.64
Uniforms	62.11	0.00	62.11	62.11	0.00	62.11
IT Support Services	128.00	128.00	0.00	1,536.00	1,536.00	0.00
Telephone/Answering Service	38.46	0.00	38.46	708.60	0.00	708.60
Postage and Mailing	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Expense/Office Personnel	0.00	0.00	0.00	32.14	0.00	32.14
Office Supplies/Expenses	1,246.12	705.00	541.12	2,064.42	8,464.00	(6,399.58)
Dues and Subscriptions	237.77	0.00	237.77	302.06	0.00	302.06
Management Fee	1,035.00	1,080.00	(45.00)	12,600.00	12,960.00	(360.00)
Manager Salaries	1,537.82	1,383.00	154.82	18,042.14	16,600.00	1,442.14
Education/Registration fees	278.59	63.00	215.59	278.59	750.00	(471.41)
Legal Expense	0.00	125.00	(125.00)	0.00	1,500.00	(1,500.00)
Auditing Fees	0.00	0.00	0.00	3,785.00	3,800.00	(15.00)
Other Administrative Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative Expenses	4,563.87	3,505.00	1,058.87	39,440.70	45,860.00	(6,419.30)
Utility Expenses						
Electricity	136.93	167.00	(30.07)	3,572.80	2,000.00	1,572.80
Water	481.38	292.00	189.38	5,252.24	3,500.00	1,752.24
Gas	18.54	83.00	(64.46)	328.20	1,000.00	(671.80)
Sewer	804.83	815.00	(10.17)	7,942.40	9,780.00	(1,837.60)
Garbage and Trash Removal	663.06	500.00	163.06	6,584.22	6,000.00	584.22
Total Utility Expenses	2,104.74	1,857.00	247.74	23,679.86	22,280.00	1,399.86
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	10.00	0.00	10.00
Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Exterminating Contract	100.00	0.00	100.00	1,025.00	0.00	1,025.00
Tree Service	0.00	0.00	0.00	1,600.00	0.00	1,600.00
Grounds Contract	2,000.00	0.00	2,000.00	13,000.00	0.00	13,000.00
Grounds Maintenance and Supplies	3,486.42	0.00	3,486.42	8,719.63	0.00	8,719.63
Maintenance Personnel	1,577.25	1,383.00	194.25	15,632.88	16,600.00	(967.12)
Repair Materials	(150.82)	2,083.00	(2,233.82)	8,804.96	25,000.00	(16,195.04)
Repair Contract/Vendor Labor	562.50	3,083.00	(2,520.50)	2,647.50	37,000.00	(34,352.50)
Electrical Repair and Supplies	155.00	0.00	155.00	220.20	0.00	220.20
HVAC Repair/Maintenance	0.00	333.00	(333.00)	5,374.34	4,000.00	1,374.34
Appliance Repair and Maintenance	0.00	0.00	0.00	1,401.73	0.00	1,401.73
Plumbing Repair and Supplies	970.63	0.00	970.63	5,934.18	0.00	5,934.18
Interior Painting and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Gas, Oil and Mileage	44.80	0.00	44.80	120.38	0.00	120.38
Fire Protection Equipment	0.00	0.00	0.00	108.50	0.00	108.50
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	8,745.78	6,882.00	1,863.78	64,599.30	82,600.00	(18,000.70)

Income Statement
HACB GRIDLEY SPRINGS II
As of
September 30, 2021

	***** 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	331.28	300.00	31.28	3,793.59	3,600.00	193.59
Property & Liability Insurance	257.53	167.00	90.53	145.63	2,000.00	(1,854.37)
Worker's Compensation	190.37	200.00	(9.63)	2,163.34	2,400.00	(236.66)
Health/Dental Insurance	118.97	150.00	(31.03)	1,250.92	1,800.00	(549.08)
Other Insurance	0.00	0.00	0.00	3,090.37	0.00	3,090.37
Total Taxes & Insurance Expenses	898.15	817.00	81.15	10,443.85	9,800.00	643.85
TOTAL EXPENSES	16,312.54	13,061.00	3,251.54	138,163.71	160,540.00	(22,376.29)
NET OPERATING INCOME (LOSS)	(52.14)	3,030.00	(3,082.14)	56,251.21	32,554.00	23,697.21
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	6,540.96	0.00	6,540.96
Bank Fees	20.00	0.00	20.00	250.00	0.00	250.00
Total Interest & Finance Expense	565.08	0.00	565.08	6,790.96	0.00	6,790.96
OPERATING PROFIT (LOSS)	(617.22)	3,030.00	(3,647.22)	49,460.25	32,554.00	16,906.25
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Drapery/Blind Replacement	0.00	0.00	0.00	49.42	0.00	49.42
Appliance Replacement	0.00	0.00	0.00	3,006.87	0.00	3,006.87
Furniture/Equipment Replacement	0.00	0.00	0.00	1,200.00	0.00	1,200.00
Carpet/Flooring Replacement	2,365.00	0.00	2,365.00	6,745.00	0.00	6,745.00
Plumbing Replacement	2,530.17	0.00	2,530.17	4,969.05	0.00	4,969.05
Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture and Equip Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Door/Screen Repair/Replacement	245.81	0.00	245.81	245.81	0.00	245.81
Total Cost of Replacements	5,140.98	0.00	5,140.98	16,216.15	0.00	16,216.15
NET CASH FLOW FROM OPERATIONS	(5,758.20)	3,030.00	(8,788.20)	33,244.10	32,554.00	690.10

MEMO

Date: October 15, 2021

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – LIHTC Properties

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

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



Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property has zero (0) vacancy as of the beginning of the month. There are no thirty (30) day notices to vacate as of this memo. *100% of the rent was collected for September & October.* The complex is continuing to observe COVID-19

Stage 2 protocols. Weather permitting the complex parking lot will be striped by month's end. Please find the AWI monthly owners report following, as well as a brief property narrative provided by AWI. This property is subject to repositioning, involving refinancing and capital improvements and replacements. CalAHA has been retained to provide repositioning capacity, and will start the work with completion of Investment Grade Physical Needs Assessment of the property. The property is generating significant amounts of surplus cash, which will help with renovations, but which aggravate HACB's Investor Limited Partner Capital Account. AWI Regional Property Manager, Jenifer McDonnell has been promoted to VP of Operations, and we will be working with Irene Alvarez, the new Regional Property Manager.



Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) – There currently are zero (0) vacancies as of the 1st of the month. Unpaid rents were 12% for the month of September. In their monthly narrative, AWI breaks down unpaid rents, and associated payments California’s Rent Relief Program. Consequently, unpaid rent totals should come down in the next 90-120 days. The wooden fence on the west side of the property needs replacement – bids are being secured - the first bid came in at \$26K due to the increased pricing of lumber. We are

obtaining contractor bids for gutters and downspouts, dumpster enclosure gates, and again, for west side fence replacement. AWI will commence annual interior inspections, as both LIHTC and HUD plan to reinstate actual inspections later in 2021. Tree trimming is planned for the month of October, which is performed annually. The property continues to be operated subject to COVID-19 pandemic response protocols, and leasing dynamics are being watched carefully – please find AWI’s narrative property report and financials, following. This property is subject to repositioning, involving refinancing and capital improvements and replacements. CalAHA has been retained to provide repositioning capacity, and will start the work with completion of Investment Grade Physical Needs Assessment of the property. AWI’s Regional Property Manager, Jenifer McDonnell, has been promoted to VP of Operations; we will be working with a new Regional Property Manager, Irene Alvarez. Jennifer is working to ensure a smooth transition.

Gridley Springs I Apartments, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There continues to be zero (0) vacancies reported by Sackett Corporation as of the beginning of the month. There are no thirty (30) day notices to vacate. Power washing of all buildings and carports was completed. USDA approved the new signage for GS I and this should be completed within 30 days. The CTCAC desk audit was completed and there were no significant findings. Please find Sackett Corporation’s Owner’s report, following.



1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – This property currently has four (4) vacancies. Two move-ins and two move-out occurred during the month of September which AWI outlines in their monthly narrative. There is one (1) thirty notice to vacate due to the household leaving the area. There were two tenants who did not pay rent for the month of September & October. We expect payment from CAA for one resident

as they have committed to pay on the household's behalf. The other unit AWI staff is following up. There was an update to the legal complaint that was filed by a resident against property manager AWI, the property owner, and BCAHDC, regarding a laundry room incident at the property, as well as other allegations. Our insured attorney provided a detailed report; we do expect a trial in the future. Christy Crux, the new on-site manager continues to work in her new role as she familiarizing herself with the property. AWI is in search for a part-time assistant manager to help fill in 20 hours a week. The flat roofs assessment has been completed, with replacements still being scheduled. Pigeon abatement, replacement of elevator floors, and striping of the parking garages are all in the works with bids and or completion. The fire/alarm sprinkler inspections have been delayed due to parts for the two heat sensors on back order. The Passages senior



Harvest Park Apartments, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has zero (0) vacancy. There is unpaid rent in various units due to COVID-19, and or job loss. We continue to follow up with property manager WINN Residential, as they are also waiting for California Rent Relief Program

services program, associated with CSU Chico, is working with AWI to put together a program of supportive services to help with the needs of the building's senior households, but again, due to the COVID-19 pandemic, this has been on hold. Since the move of the Jesus Center; homeless activity has decreased significantly. Please find AWI's monthly financials and property manager monthly narrative following, for your review. AWI's Regional Property Manager, Jenifer McDonnell, has been promoted to VP of Operations; we will be working with her replacement Irene Alvarez. This property is subject to repositioning, involving refinancing and capital improvements and replacements. CalAHA has been retained to provide repositioning capacity, and will start the work with completion of Investment Grade Physical Needs Assessment of the property.

funds to be paid on behalf of the delinquent rent households. This is a function of households taking advantage of COVID-19 eviction forbearance and mis-understandings about how COVID-19 rent reconciliation functions. There was a CTCAC desk audit performed by the tax-credit agency and there were no significant findings. The property continues operations per budget. The Harvest Park budget draft was provided by Winn Residential; it will be considered for adoption by the owner's Managing General Partner, the Butte County Affordable Housing Development Corporation. Please find WINN Residential Owner's Report following.

Walker Commons September 2021



Separate Variance Report Explaining budget differences and expenditures.

Updates:

Walker Commons is currently 100% occupied. No move-outs or move in's during the month of September.

No notices to vacate or termination in process.

100% of September rent was collected. 100% of October rent was collected.

The Cleaning and striping of the parking areas is still pending. The most recent update from the vendor is that work will begin on 10/15/21, weather permitting.

The rain gutters and downspouts throughout the property are in disrepair and with the rains coming soon we are looking at replacement /repair options. Staff currently has two bids on hand and seeking a third. Staff has been calling several vendors, but all are very busy or understaffed. Once the third estimate is received the estimates will be forwarded to HACB for consideration / approval.

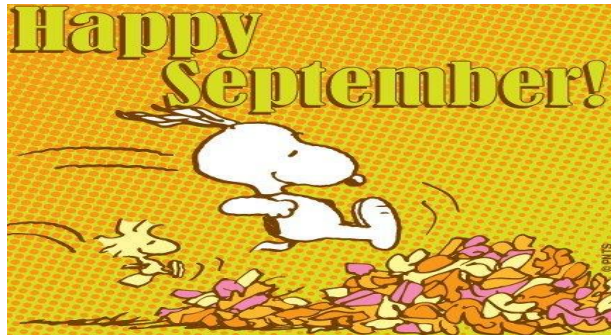
All else is business as usual at Walker Commons!



Walker Commons 550
For the Month Ended September 30, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 42,719.00	\$ 38,003.66	\$ 4,715.34	\$ 380,812.00	\$ 342,033.00	\$ 38,779.00
Vacancies	0.00	(760.09)	760.09	(3,122.81)	(6,840.75)	3,717.94
Rent Adjustments	(10.00)	(39.59)	29.59	(2,433.24)	(356.25)	(2,076.99)
Manager's Unit	(704.00)	(699.00)	(5.00)	(6,336.00)	(6,291.00)	(45.00)
Total Tenant Rent	\$ 42,005.00	\$ 36,504.98	\$ 5,500.02	\$ 368,919.95	\$ 328,545.00	\$ 40,374.95
Other Project Income:						
Laundry Income	\$ 0.00	\$ 165.59	\$ (165.59)	\$ 1,662.58	\$ 1,490.25	\$ 172.33
Interest Income	2.80	0.00	2.80	54.44	0.00	54.44
Restricted Reserve Interest Income	21.90	0.00	21.90	176.52	0.00	176.52
Other Tenant Income	\$ 2.00	\$ 112.34	\$ (110.34)	\$ 1,847.25	\$ 1,011.00	\$ 836.25
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 563.03	\$ 0.00	\$ 563.03
Other Project Income	\$ 26.70	\$ 277.93	\$ (251.23)	\$ 4,303.82	\$ 2,501.25	\$ 1,802.57
Total Project Income	\$ 42,031.70	\$ 36,782.91	\$ 5,248.79	\$ 373,223.77	\$ 331,046.25	\$ 42,177.52
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 5,973.26	\$ 11,057.95	\$ (5,084.69)	\$ 79,605.70	\$ 99,521.25	\$ (19,915.55)
Utilities (From Pg 2)	3,367.56	3,257.50	110.06	29,052.84	29,317.50	(264.66)
Administrative (From Pg 2)	6,046.00	6,426.41	(380.41)	57,770.09	57,837.75	(67.66)
Taxes & Insurance (From Pg 2)	1,009.67	1,020.25	(10.58)	10,919.67	9,182.25	1,737.42
Other Taxes & Insurance (Fr Page 2)	2,168.41	3,034.89	(866.48)	20,700.82	27,314.25	(6,613.43)
Other Project Expenses	881.38	865.50	15.88	7,192.23	7,789.50	(597.27)
Total O&M Expenses	\$ 19,446.28	\$ 25,662.50	\$ (6,216.22)	\$ 205,241.35	\$ 230,962.50	\$ (25,721.15)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 11,250.00	\$ 11,250.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,625.00	\$ 5,625.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	8,400.06	8,400.00	.06
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.34	\$ 0.00	\$ 25,275.06	\$ 25,275.00	\$.06
Total Project Expenses	\$ 22,254.62	\$ 28,470.84	\$ (6,216.22)	\$ 230,516.41	\$ 256,237.50	\$ (25,721.09)
Net Profit (Loss)	\$ 19,777.08	\$ 8,312.07	\$ 11,465.01	\$ 142,707.36	\$ 74,808.75	\$ 67,898.61
Other Cash Flow Items:						
Reserve Transfers	\$ (21.90)	\$ 0.00	\$ (21.90)	\$ (100,176.52)	\$ 0.00	\$ (100,176.52)

Chico Commons Apartments



Separate Variance Report Explaining budget differences and expenditures.

Updates:

Chico Commons is currently 100% occupied! One move-in and no move-outs occurred during the month of September.

Outstanding September rents is 12%. Balances continue to improve as residents receive assistance through the California Rent Relief Program.. Details of households owing more than current rent below:

- **Unit #6; Balance \$500** Rent relief check for \$2,977 has been received & posted. Resident continues to pay sporadically.
- **Unit #7; Balance \$861.** Applied for the rent assistance program & has been approved.
- **Unit #8; Balance \$2,701** Resident has applied for the rent assistance program.
- **Unit #14; Balance \$2,395.99** Resident applied for the rent assistance program.
- **Unit #16; Balance \$2,901** Resident has been contacted & per our conversation she has reopened her application for rental assistance.
- **Unit #53; Balance \$969.61** Resident has been contacted & applied for rent relief.
- **Unit #57; Balance \$448.00** Resident submitted a declaration of Covid-19 hardship on 07/7 and signed a 6 month payment plan.
- **Unit #63; Balance \$915.99** has not paid September rent. Per the resident they applied for assistance through the Community Action program.



The tree trimming has been approved and the 50% down payment has been made. The vendor will start work the week of October 18th.

Staff will be partnering with residents and having an extra dumpster delivered to encourage porch clean up. Residents will have the opportunity to dispose of unwanted items free of charge. Beverages and light refreshments will be provided by Management on cleanup day.

Staff currently has bids to replace the gutters/downspouts, upgrade garbage enclosures and replace the failed fencing. Once funds are reimbursed by PGE for energy upgrades bids will be reviewed and scheduled.

Chico Commons 549
For the Month Ended September 30, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 63,824.00	\$ 59,950.00	\$ 3,874.00	\$ 570,807.00	\$ 539,550.00	\$ 31,257.00
Vacancies	(977.00)	(2,398.00)	1,421.00	(20,105.84)	(21,582.00)	1,476.16
Rent Adjustments	(20.00)	(245.84)	225.84	(2,668.52)	(2,212.50)	(456.02)
Manager's Unit	(796.00)	(845.00)	49.00	(7,164.00)	(7,605.00)	441.00
Total Tenant Rent	\$ 62,031.00	\$ 56,461.16	\$ 5,569.84	\$ 540,868.64	\$ 508,150.50	\$ 32,718.14
Other Project Income:						
Laundry Income	\$ 650.49	\$ 677.84	\$ (27.35)	\$ 7,289.42	\$ 6,100.50	\$ 1,188.92
Interest Income	1.56	4.16	(2.60)	67.27	37.50	29.77
Restricted Reserve Interest Incom	24.61	0.00	24.61	77.03	0.00	77.03
Other Tenant Income	\$ 78.00	\$ 428.50	\$ (350.50)	\$ 3,146.00	\$ 3,856.50	\$ (710.50)
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,289.09	\$ 0.00	\$ 8,289.09
Other Project Income	\$ 754.66	\$ 1,110.50	\$ (355.84)	\$ 18,868.81	\$ 9,994.50	\$ 8,874.31
Total Project Income	\$ 62,785.66	\$ 57,571.66	\$ 5,214.00	\$ 559,737.45	\$ 518,145.00	\$ 41,592.45
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 16,496.98	\$ 23,260.77	\$ (6,763.79)	\$ 302,868.56	\$ 209,346.75	\$ 93,521.81
Utilities (From Pg 2)	8,672.30	7,340.25	1,332.05	75,017.70	66,062.25	8,955.45
Administrative (From Pg 2)	6,970.00	8,549.77	(1,579.77)	77,037.85	76,947.75	90.10
Taxes & Insurance (From Pg 2)	1,575.33	1,685.50	(110.17)	14,476.68	15,169.50	(692.82)
Other Taxes & Insurance (Fr Page	933.48	3,371.68	(2,438.20)	13,735.66	30,345.00	(16,609.34)
Other Project Expenses	705.62	1,581.27	(875.65)	7,940.43	14,231.25	(6,290.82)
Total O&M Expenses	\$ 35,353.71	\$ 45,789.24	\$ (10,435.53)	\$ 491,076.88	\$ 412,102.50	\$ 78,974.38
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$.01	\$ 23,437.53	\$ 23,437.50	\$.03
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 9,720.00	\$ 9,720.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	22,500.00	22,500.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.16	\$.01	\$ 55,657.53	\$ 55,657.50	\$.03
Total Project Expenses	\$ 41,537.88	\$ 51,973.40	\$ (10,435.52)	\$ 546,734.41	\$ 467,760.00	\$ 78,974.41
Net Profit (Loss)	\$ 21,247.78	\$ 5,598.26	\$ 15,649.52	\$ 13,003.04	\$ 50,385.00	\$ (37,381.96)
Other Cash Flow Items:						
Reserve Transfers	\$ (24.61)	\$ 0.00	\$ (24.61)	\$ (200,077.03)	\$ 0.00	\$ (200,077.03)

1200 Park Avenue Apartments September 2021



Separate Variance Report Explaining budget differences and expenditures.

Updates:

1200 Park Avenue currently has 4 vacancies. Two move-ins and two move-outs during the month of September. 1200 Park Avenue has been very busy filling vacancies and screening applicants.

- Unit #208 is market ready with new applications in process. Two apps were denied for exceeding the income limit, one was withdrawn and another is out of state.
- Unit #237 has serious smoke damage. The walls were cleaned, an ozone machine was utilized to reduce the smell and one coat of primer has been applied. Full paint, flooring, all appliances and many replacement items needed.
- Unit #137 lock out on 09/01/21, resident left all belongings in the unit. The time to reclaim the items has expired and the unit turn is starting.
- Unit # 243 is nearly market ready. Pending flooring.

Upcoming Vacancies:

- Unit #324 – 30-day notice to vacate. Leaving the area.

One September rent payment still outstanding:

Unit #207 –CAA of Butte County has committed to paying of the past due balance and per conversation with her case manager on 09/27/21, just waiting for a check to be cut.

To date in October, one rent payment is outstanding. Staff is following up to collect.



The fire alarm/sprinkler inspection has been delayed for the 3rd time due to parts (two heat sensors) on back order. Staff continues to follow up regularly on the parts needed.

The damage to irrigation and landscaping that took place during the City's side walk work has been repaired and new flowers added.

The cleaning of all exterior and common area windows is scheduled for October 26th, 27th and 29th.

Bids for annual tree trimming are in process.

1200 Park Avenue is currently seeking a part-time assistant manager to work 20hrs per week. The first interview has been scheduled.

Park Avenue 569
For the Month Ended September 30, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 81,081.00	\$ 75,247.00	\$ 5,834.00	\$ 714,265.50	\$ 677,223.00	\$ 37,042.50
Vacancies	(2,604.00)	(1,504.91)	(1,099.09)	(18,691.64)	(13,544.25)	(5,147.39)
Rent Adjustments	(692.32)	0.00	(692.32)	(579.09)	0.00	(579.09)
Manager's Unit	(856.00)	(780.00)	(76.00)	(7,704.00)	(7,020.00)	(684.00)
Total Tenant Rent	\$ 76,928.68	\$ 72,962.09	\$ 3,966.59	\$ 687,290.77	\$ 656,658.75	\$ 30,632.02
Other Project Income:						
Laundry Income	\$ 0.00	\$ 1,000.00	\$ (1,000.00)	\$ 5,500.00	\$ 9,000.00	\$ (3,500.00)
Interest Income	1.40	0.00	1.40	12.44	0.00	12.44
Restricted Reserve Interest Incom	8.55	7.25	1.30	84.71	65.25	19.46
Other Tenant Income	\$ 140.00	\$ 365.43	\$ (225.43)	\$ 4,344.55	\$ 3,288.75	\$ 1,055.80
Miscellaneous Income	\$ 0.00	\$ 12.50	\$ (12.50)	\$ 104.29	\$ 112.50	\$ (8.21)
Other Project Income	\$ 149.95	\$ 1,385.18	\$ (1,235.23)	\$ 10,045.99	\$ 12,466.50	\$ (2,420.51)
Total Project Income	\$ 77,078.63	\$ 74,347.27	\$ 2,731.36	\$ 697,336.76	\$ 669,125.25	\$ 28,211.51
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 26,367.05	\$ 16,716.59	\$ 9,650.46	\$ 184,358.95	\$ 150,449.25	\$ 33,909.70
Utilities (From Pg 2)	12,614.30	9,314.77	3,299.53	84,669.66	83,832.75	836.91
Administrative (From Pg 2)	11,274.52	9,301.00	1,973.52	93,949.42	83,709.00	10,240.42
Taxes & Insurance (From Pg 2)	2,210.92	2,344.09	(133.17)	19,898.28	21,096.75	(1,198.47)
Other Taxes & Insurance (Fr Page	2,254.57	4,510.91	(2,256.34)	33,381.23	40,598.25	(7,217.02)
Other Project Expenses	1,303.86	1,997.00	(693.14)	14,631.99	17,973.00	(3,341.01)
Total O&M Expenses	\$ 56,025.22	\$ 44,184.36	\$ 11,840.86	\$ 430,889.53	\$ 397,659.00	\$ 33,230.53
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,242.49	\$ 26,202.00	\$ 40.49	\$ 235,765.37	\$ 235,818.00	\$ (52.63)
Managing General Partner Fees	\$ 1,085.50	\$ 1,085.50	\$ 0.00	\$ 9,692.66	\$ 9,769.50	\$ (76.84)
Transfer - Reserves	2,675.00	2,675.00	0.00	24,075.00	24,075.00	0.00
Total Mortgage & Owner's Exp.	\$ 30,002.99	\$ 29,962.50	\$ 40.49	\$ 269,533.03	\$ 269,662.50	\$ (129.47)
Total Project Expenses	\$ 86,028.21	\$ 74,146.86	\$ 11,881.35	\$ 700,422.56	\$ 667,321.50	\$ 33,101.06
Net Profit (Loss)	\$ (8,949.58)	\$ 200.41	\$ (9,149.99)	\$ (3,085.80)	\$ 1,803.75	\$ (4,889.55)
Other Cash Flow Items:						
Reserve Transfers	\$ (6.41)	\$ 0.00	\$ (6.41)	\$ 7,710.42	\$ 0.00	\$ 7,710.42



GRIDLEY SPRINGS October 2021

Property Status:

1. GSI is 100% occupied with Zero notices to vacate..
2. GSII is 100% occupied with Zero notices to vacate.
3. Power washing of all buildings and carports for both GSI and GSII have been completed.
4. USDA approved the reserve withdraw and approved the bid for the monument sign replacement at GSI and fabrication/installation of the new sign should be complete in the next 30 days.
5. The FY22 GSI budget has been submitted to USDA for approval.

Sincerely,
Mac Upshaw



DHI GRIDLEY SPRINGS I
As of
September 30, 2021

CASH SUMMARY - Operating Account

	SEPTEMBER		9 months YTD	
	2021	%%	2021	%%
Total Rent Revenue	21,615.00	100.00%	203,441.02	100.00%
Vacancies	(674.00)	-3.12%	(2,485.00)	-1.22%
Net Rental Revenue	20,941.00	96.88%	200,956.02	98.78%
Other Income	296.86	1.37%	4,123.28	2.03%
Total Revenue	21,237.86	98.26%	205,079.30	100.81%
Expenses:				
Administrative Expenses	6,473.01	29.95%	51,753.81	25.44%
Utilities	3,182.59	14.72%	26,065.88	12.81%
Operating & Maintenance	7,797.01	36.07%	51,625.33	25.38%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	854.06	3.95%	22,866.84	11.24%
Total Expenses	18,306.67	80.74%	152,311.86	36.37%
Net Operating Income	2,931.19	50.80%	52,767.44	38.19%
Interest and Finance Expense	1,289.14	5.96%	11,701.87	5.75%
Replacement Costs	0.00	0.00%	11,075.65	5.44%
Net Cash Flow from Operations	1,642.05		29,989.92	
Plus (Minus)				
Interest Income	(2.59)		(408.97)	
Unpaid Rent Collected (Owed)	(382.00)		(4,292.00)	
Unpaid Subsidy Rent Collected (Owed)	1,311.00		(8,714.02)	
Impound/Escrow Funds	(3,051.90)		(1,732.65)	
Prepaid Rent Received (Absorbed)	157.00		486.00	
Security Deposits Received (Refunded)	1,002.00		(530.00)	
Mortgage Principle payment	(2,690.22)		(23,495.42)	
Net Cash Increase (Decrease)	(2,014.66)		(8,697.14)	
Beginning of Period Cash Balance	40,042.80		46,734.86	
Transfer from (to) Savings	0.00		0.00	
Transfer From (To) Impound Account	0.00		0.00	
Transfer from (to) Security account	550.43		540.85	
Ending Cash Balance - Operating Account	\$38,578.57		\$38,578.57	
- Security Deposit Accounts			\$16,539.60	
- USDA Reserves			\$92,929.70	

	Current Month	UNIT STATUS	Current Month
TENANT RECEIVABLES			
Rent and Rent Related Receivables		Total Units	32
Balance at Beginning of Month	5,818.00	Vacant units at beginning of month	2
Uncollected (Collected) During Month	382.00	Plus Units vacated during month	0
Written off to Bad Debts	0.00	Less move ins and deposits to hold	2
Balance at End of Month	\$6,200.00	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
September 30, 2021

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	9,525.00	23,098.00	(13,573.00)	84,007.00	207,882.00	(123,875.00)
Tenant Assistance Payments	12,090.00	0.00	12,090.00	119,434.02	0.00	119,434.02
Total Revenue	21,615.00	23,098.00	(1,483.00)	203,441.02	207,882.00	(4,440.98)
Apartment Vacancies	(674.00)	(484.00)	(190.00)	(2,485.00)	(4,358.00)	1,873.00
Total Vacancies	(674.00)	(484.00)	(190.00)	(2,485.00)	(4,358.00)	1,873.00
NET RENTAL REVENUE	20,941.00	22,614.00	(1,673.00)	200,956.02	203,524.00	(2,567.98)
Interest Income-Other Cash	2.44	8.00	(5.56)	407.67	72.00	335.67
Interest Income-Sec Deposits	0.15	1.00	(0.85)	1.30	9.00	(7.70)
Total Financial Revenue	2.59	9.00	(6.41)	408.97	81.00	327.97
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Misc Tenant Charges/Damages & Cleaning	0.00	0.00	0.00	628.00	0.00	628.00
Laundry Revenue	294.27	240.00	54.27	3,086.31	2,160.00	926.31
Total Other Revenue	294.27	240.00	54.27	3,714.31	2,160.00	1,554.31
TOTAL REVENUE	21,237.86	22,863.00	(1,625.14)	205,079.30	205,765.00	(685.70)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	0.00	0.00	0.00	0.00	0.00
Rent Concessions	0.00	0.00	0.00	448.00	0.00	448.00
Credit Reports	56.00	10.00	46.00	100.00	90.00	10.00
Uniforms	82.79	0.00	82.79	82.79	0.00	82.79
IT Support Services	171.00	171.00	0.00	1,539.00	1,539.00	0.00
Telephone & Answering Service	51.28	120.00	(68.72)	470.28	1,080.00	(609.72)
USDA 538 Boneville Fee/Surcharges	0.00	267.00	(267.00)	1,650.89	4,036.00	(2,385.11)
USDA 515 MINC Fee/Surcharges	429.00	0.00	429.00	1,049.00	0.00	1,049.00
Postage and Mailing	0.00	30.00	(30.00)	0.00	270.00	(270.00)
Administrative Expenses	160.00	0.00	160.00	1,280.00	0.00	1,280.00
Office Supplies/Expenses	899.33	150.00	749.33	1,533.74	1,350.00	183.74
Dues and Subscriptions	317.02	0.00	317.02	402.73	0.00	402.73
Management Fee	1,885.00	2,080.00	(195.00)	17,940.00	18,720.00	(780.00)
Manager Salaries	2,050.18	2,000.00	50.18	17,285.97	18,000.00	(714.03)
Education/Registration Fees	371.41	100.00	271.41	371.41	900.00	(528.59)
Legal Expense	0.00	83.00	(83.00)	0.00	750.00	(750.00)
Auditing Fees	0.00	667.00	(667.00)	7,600.00	6,003.00	1,597.00
Other Administrative Costs	0.00	250.00	(250.00)	0.00	2,250.00	(2,250.00)
Total Administrative Expenses	6,473.01	5,928.00	545.01	51,753.81	54,988.00	(3,234.19)
Utility Expenses						
Electricity	976.61	630.00	346.61	8,485.85	5,670.00	2,815.85
Water	487.20	365.00	122.20	4,003.04	3,285.00	718.04
Gas	39.32	40.00	(0.68)	250.89	360.00	(109.11)
Sewer	1,136.38	1,167.00	(30.62)	8,045.88	10,500.00	(2,454.12)
Garbage and Trash Removal	543.08	550.00	(6.92)	5,280.22	4,950.00	330.22
Total Utility Expenses	3,182.59	2,752.00	430.59	26,065.88	24,765.00	1,300.88
Operating & Maintenance Expense						
Clean/Repair Apartment	554.00	0.00	554.00	2,054.00	0.00	2,054.00
Clean/Repair Carpeting/Drapes	0.00	0.00	0.00	500.00	0.00	500.00
Exterminating Contract	100.00	200.00	(100.00)	1,100.00	1,800.00	(700.00)
Tree Service	0.00	0.00	0.00	4,300.00	0.00	4,300.00
Grounds Contract	1,000.00	1,200.00	(200.00)	8,000.00	10,800.00	(2,800.00)
Grounds Maintenance and Supplies	0.00	200.00	(200.00)	3,847.27	1,800.00	2,047.27
Maintenance Personnel	2,102.75	2,000.00	102.75	15,328.72	18,000.00	(2,671.28)
Repair Materials	717.92	225.00	492.92	6,306.03	2,025.00	4,281.03
Repair Contract/Vendor Labor	2,320.00	358.00	1,962.00	3,840.00	3,225.00	615.00
Electrical Repair/Supplies	0.00	0.00	0.00	0.00	0.00	0.00
HVAC Repair and Maintenance	304.65	0.00	304.65	2,016.65	0.00	2,016.65
Appliance Repair and Maintenance	223.78	100.00	123.78	1,917.86	900.00	1,017.86
Plumbing Repair and Supplies	429.13	100.00	329.13	2,121.73	900.00	1,221.73
Interior Painting and Supplies	0.00	83.00	(83.00)	0.00	750.00	(750.00)
Gas, Oil and Mileage	44.78	10.00	34.78	122.57	90.00	32.57
Equipment Leasing	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Equipment	0.00	40.00	(40.00)	170.50	360.00	(189.50)
Total Operating & Maint Expenses	7,797.01	4,516.00	3,281.01	51,625.33	40,650.00	10,975.33

Income Statement
DHI GRIDLEY SPRINGS I

As of
September 30, 2021

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	719.38	940.00	(220.62)
Payroll Taxes	441.66	400.00	41.66	3,984.20	3,600.00	384.20
Misc Taxes & Licenses	0.00	100.00	(100.00)	0.00	900.00	(900.00)
Property & Liability Insurance	0.00	1,090.00	(1,090.00)	14,268.00	9,810.00	4,458.00
Worker's Compensation	253.80	265.00	(11.20)	2,022.27	2,385.00	(362.73)
Health/Dental Insurance	158.60	200.00	(41.40)	1,413.11	1,800.00	(386.89)
Other Insurance	0.00	0.00	0.00	459.88	0.00	459.88
Total Taxes & Insurance Expenses	854.06	2,055.00	(1,200.94)	22,866.84	19,435.00	3,431.84
TOTAL EXPENSES	18,306.67	15,251.00	3,055.67	152,311.86	139,838.00	12,473.86
NET OPERATING INCOME (LOSS)	2,931.19	7,612.00	(4,680.81)	52,767.44	65,927.00	(13,159.56)
Interest & Finance Expense						
Mortgage Interest	1,269.14	1,620.00	(350.86)	11,451.87	14,580.00	(3,128.13)
General Partner Fee	0.00	0.00	0.00	0.00	0.00	0.00
Bank Fees	20.00	20.00	0.00	250.00	180.00	70.00
Total Interest & Finance Expense	1,289.14	1,640.00	(350.86)	11,701.87	14,760.00	(3,058.13)
OPERATING PROFIT (LOSS)	1,642.05	5,972.00	(4,329.95)	41,065.57	51,167.00	(10,101.43)
Replacements						
Roofing/Paving/Exterior	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Replacement	0.00	0.00	0.00	476.61	0.00	476.61
Drapery and Blind Replacement	0.00	0.00	0.00	30.04	0.00	30.04
Carpet/ Flooring Replacement	0.00	0.00	0.00	1,950.00	0.00	1,950.00
HVAC Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Plumbing Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture and Equipment Replacement	0.00	0.00	0.00	8,303.14	0.00	8,303.14
Door & Screen Repair/ Replacement	0.00	0.00	0.00	315.86	0.00	315.86
Total Cost of Replacements	0.00	0.00	0.00	11,075.65	0.00	11,075.65
NET CASH FLOW FROM OPERATIONS	1,642.05	5,972.00	(4,329.95)	29,989.92	51,167.00	(21,177.08)

Monthly Property Summary Report

75 Harvest Park Court

September 2021



**HARVEST
P A R K**

CHICO, CA.
90 UNITS
TAX CREDIT

MONTHLY PROPERTY SUMMARY REPORT

INCOME AND EXPENSE SUMMARY

- Total Operating Income Actual/Month: **\$82,004.57**
- Total Operating Income Budget/Month: **\$80,222.00**
- Total Operating Income Actual/YTD: **\$710,816.73**
- Total Operating Income Budget/YTD: **\$716,117.00**
- Total Operating Expenses Actual/Month: **\$44,021.62**
- Total Operating Expenses Budget/Month: **\$33,088.93**
- Total Operating Expenses Actual/YTD: **\$318,766.99**
- Total Operating Expenses Budget/YTD: **\$310,574.74**
- Total Net Operating Income Actual/Month: **\$37,982.95**
- Total Net Operating Income Actual/YTD: **\$392,049.74**
- Total Net Operating Income Budget/YTD: **\$405,545.26**

BUDGET VARIANCE REPORT

(Line-Item Variance Report: Expenses Exceeding 10% of budget or \$500 minimum variance.)

Month Ending 09/30/2021					
GL/Description	Actual	Budget	Variance	%	Comments:
6462-0000 - Exterminating Contract	\$1,400.00	\$433.00	(\$967.00)	(\$223.32)	August & September Srvc.; New Vendor, Increased Price
6475-0000 - Cable Expense	\$280.64	\$0.00	(\$280.64)	(\$100.00)	Q2 2021 Gross RS from Comcast \$1,122.57 (AE Fee @ 25%)
6522-0000 - Grounds Contract	\$4,850.00	\$1,825.00	(\$3,025.00)	(\$165.75)	August & September Srvc.; Repairs
6541-0000 - Maintenance Supplies	\$5,001.28	\$750.00	(\$4,251.28)	(\$566.83)	Golf Cart Batteries; Hot Water Heater; Plumbing/Electrical Supplies
6547-0000 - Repairs - Contract - HVAC	\$499.54	\$0.00	(\$499.54)	(\$100.00)	HVAC Repairs/Parts
6991-0000 - Pool Supplies	\$339.58	\$175.00	(\$164.58)	(\$94.04)	Pool Supplies - Chlorine/Tablets
6532-0000 - Cleaning Contract	\$2,717.64	\$483.33	(\$2,234.31)	(\$462.27)	Carpet & Pad Install
6561-0000 - Decorator Supplies	\$696.42	\$0.00	(\$696.42)	(\$100.00)	Painting Supplies for Turns
6312-0000 - Copy Machine	\$297.25	\$132.00	(\$165.25)	(\$125.18)	August & September Lease
6316-0003 - Training	\$543.49	\$0.00	(\$543.49)	(\$100.00)	Staff Ongoing Training
6350-0000 - Auditing	\$750.00	\$0.00	(\$750.00)	(\$100.00)	Additional Services w/Filing IRS Form 3115
6360-0000 - Telephone	\$1,094.13	\$869.00	(\$225.13)	(\$25.90)	Monthly Phone Services

SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS

YTD Budgeted Capital Improvements / Cash Flow: 2021

YTD Actual Capital Improvements / Cash Flow: 2021

Property/SPM	Capital Project	Vendor	Operating Cash (0002)	Bid	Operating Cash GL Codes	Project Status	Actual Cost	Variance to Budget
Harvest Park Ana Haver	Asphalt slurry seal and stripe	American Asphalt		\$ 18,779		10/12 - Phase 1 scheduled to begin 10/18 7am through 10/19 by 10am. Phase 2 scheduled to begin 10/19 7am through 10/20 7am.		\$ 18,779
Derrek Hammes	Dryer Duct Cleaning	James Brothers		\$ 4,680	1431-0002	Scheduled to begin November 30th; (3) days total 11/30 - 12/2.		\$ 4,680
	Tree Trimming	Next Year - 2022		\$ -	1415-0002	Remainder of tree trimming to be pushed to 2022.	\$ -	\$ -
	Bark	Next Year - 2022		\$ -	1415-0002	Remainder of tree trimming to be pushed to 2022 (approx. 50 cu. Ft.). Was installed this year in some planters and playground.	\$ -	\$ -
	Paint all metal rails throughout property	Above the Cut		\$ 8,000		Completed.	\$ 8,000	\$ -
	Computer Lab Computer Replacement	N/A				Equipment is in good shape, no need to replace.	\$ -	\$ -
	Printer	N/A				Equipment is in good shape, no need to replace.	\$ -	\$ -
	Community Room Furniture	N/A				In great shape, no need to replace.	\$ -	\$ -
	Computer Room Upgrades	Completed				Completed. New chair ordered & installed. Completed.		\$ -
	Carpet		Annual Budget:	\$ 14,000	1440-0002	Actual YTD:	\$ -	\$ 14,000
	Appliances		Annual Budget:	\$ 6,400	1486-0000	Actual YTD:	\$ 12,016	\$ (5,616)
				\$ 51,859			\$ 20,016	\$ 31,843

Pending Work
Completed Partial / Remainder 2022
Completed
Replacement Items / Ongoing

- YTD Actual Capital Improvements Budgeted \$29,476.29
- YTD Budgeted Capital Improvements Budgeted \$56,546.00

GENERAL PROPERTY ISSUES and HIGHLIGHTS

We ended the month with (0) vacant units; (1) Unit On-Notice #07-239, Move-Out date 10/31/21. In general, we had a drop this financial year and experienced some struggles with maintenance and damaged units due to water intrusion.

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
INCOME									
RENTAL IN-COME									
5120-0000 - Rental Income	55,374.00	82,514.00	(27,140.00)	(32.89)	512,059.00	732,918.00	(220,859.00)	(30.13)	980,460.00
5150-0000 - Rental Assistance	21,843.00	0.00	21,843.00	(100.00)	182,881.87	0.00	182,881.87	(100.00)	0.00
5221-0000 - Gain/(Loss) to Lease	6,010.00	0.00	6,010.00	(100.00)	29,221.00	0.00	29,221.00	(100.00)	0.00
TOTAL RENTAL INCOME	83,227.00	82,514.00	713.00	0.86	724,161.87	732,918.00	(8,756.13)	(1.19)	980,460.00
AHDC IS - MISC. INCOME									
5330-0000 - Tenant Services	(25.00)	25.00	(50.00)	(200.00)	125.00	75.00	50.00	66.66	75.00
5332-0000 - Application Fees	0.00	0.00	0.00	0.00	210.00	455.00	(245.00)	(53.84)	595.00
5385-0000 - Late/Term Fees	0.00	100.00	(100.00)	(100.00)	0.00	900.00	(900.00)	(100.00)	1,200.00
5390-0002 - Damages	0.00	425.00	(425.00)	(100.00)	810.00	3,825.00	(3,015.00)	(78.82)	5,100.00
5341-0000 - Cable Revenue	1,122.57	0.00	1,122.57	(100.00)	3,467.10	3,195.00	272.10	8.51	4,260.00
5341-0001 - Contra Cable Revenue	0.00	0.00	0.00	0.00	(288.43)	(798.00)	509.57	63.85	(1,064.00)
TOTAL MISC. INCOME	1,097.57	550.00	547.57	99.55	4,323.67	7,652.00	(3,328.33)	(43.49)	10,166.00
OTHER INCOME									
5493-0000 - Int on Replacement Reserve	0.00	8.00	(8.00)	(100.00)	11.19	72.00	(60.81)	(84.45)	96.00
TOTAL OTHER INCOME	0.00	8.00	(8.00)	(100.00)	11.19	72.00	(60.81)	(84.45)	96.00
VACANCY LOSS/RENTAL LOSS/BAD									

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
DEBT									
5218-0000 - Free Rent-Marketing Concession	(100.00)	(150.00)	50.00	33.33	(900.00)	(1,350.00)	450.00	33.33	(1,800.00)
5220-0000 - Vacancies Apartment	(1,117.00)	(1,097.00)	(20.00)	(1.82)	(7,137.00)	(9,873.00)	2,736.00	27.71	(13,164.00)
6370-0000 - Bad Debt	0.00	0.00	0.00	0.00	0.00	(1,875.00)	1,875.00	100.00	(2,500.00)
6370-0004 - Bad Debt-Miscellaneous	0.00	(500.00)	500.00	100.00	0.00	(1,500.00)	1,500.00	100.00	(1,500.00)
6330-0002 - Office Manager Rent Free Unit	(1,103.00)	(1,103.00)	0.00	0.00	(9,643.00)	(9,927.00)	284.00	2.86	(13,236.00)
TOTAL VACANCY	(2,320.00)	(2,850.00)	530.00	18.59	(17,680.00)	(24,525.00)	6,845.00	27.91	(32,200.00)
TOTAL INCOME	82,004.57	80,222.00	1,782.57	2.22	710,816.73	716,117.00	(5,300.27)	(0.74)	958,522.00
EXPENSES									
MANAGEMENT FEES									
6320-0000 - Management Fees	4,305.86	4,036.00	(269.86)	(6.68)	33,175.96	35,880.00	2,704.04	7.53	48,000.00
TOTAL MANAGEMENT FEES	4,305.86	4,036.00	(269.86)	(6.68)	33,175.96	35,880.00	2,704.04	7.53	48,000.00
REAL ESTATE TAXES									
6710-0000 - Taxes Real Estate	13.41	14.00	0.59	4.21	120.67	126.00	5.33	4.23	168.00
6712-0000 - Taxes Other	0.00	0.00	0.00	0.00	385.39	365.00	(20.39)	(5.58)	365.00
TOTAL REAL ESTATE TAXES	13.41	14.00	0.59	4.21	506.06	491.00	(15.06)	(3.06)	533.00
INSURANCE									
6720-0000 - Insurance Prop-	2,558.33	2,475.00	(83.33)	(3.36)	22,100.48	21,600.00	(500.48)	(2.31)	29,025.00

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
erty									
6720-0002 - Franchise Tax - Calif Pnps	0.00	0.00	0.00	0.00	800.00	800.00	0.00	0.00	800.00
TOTAL INSURANCE	2,558.33	2,475.00	(83.33)	(3.36)	22,900.48	22,400.00	(500.48)	(2.23)	29,825.00
UTILITIES EXPENSES									
6430-0000 - Electricity Vacant	0.00	15.00	15.00	100.00	219.73	135.00	(84.73)	(62.76)	170.00
6440-0000 - Gas/Oil Heat Vacant	0.00	5.00	5.00	100.00	87.58	45.00	(42.58)	(94.62)	60.00
6450-0000 - Electricity	1,020.07	1,600.00	579.93	36.24	7,905.53	13,985.00	6,079.47	43.47	18,585.00
6451-0000 - Water and Sewer	5,023.25	4,700.00	(323.25)	(6.87)	43,436.75	38,677.00	(4,759.75)	(12.30)	51,645.00
6452-0000 - Natural Gas Heat	18.70	150.00	131.30	87.53	1,662.77	1,390.00	(272.77)	(19.62)	2,240.00
6456-0000 - Utility Late Fee	(10.00)	0.00	10.00	(100.00)	0.00	0.00	0.00	0.00	0.00
6470-0000 - Rubbish Removal	1,031.56	1,043.00	11.44	1.09	9,254.59	9,387.00	132.41	1.41	12,516.00
6454-0000 - Utility Processing	48.30	45.00	(3.30)	(7.33)	825.48	705.00	(120.48)	(17.08)	840.00
TOTAL UTILITY EXPENSES	7,131.88	7,558.00	426.12	5.63	63,392.43	64,324.00	931.57	1.44	86,056.00
PAYROLL									
6310-0000 - Office Payroll	124.40	110.00	(14.40)	(13.09)	1,113.86	990.00	(123.86)	(12.51)	1,420.00
6317-0000 - Temporary Services	614.40	0.00	(614.40)	(100.00)	7,625.15	0.00	(7,625.15)	(100.00)	0.00
6330-0000 - Managers Payroll	3,431.26	2,675.00	(756.26)	(28.27)	28,847.56	28,085.00	(762.56)	(2.71)	37,571.00
6539-0000 - Maintenance	3,620.79	3,188.00	(432.79)	(13.57)	20,848.04	30,736.00	9,887.96	32.17	42,042.00

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
Payroll General									
6714-0001 - Taxes-Payroll Administrative	243.27	205.00	(38.27)	(18.66)	2,372.90	2,676.00	303.10	11.32	3,402.00
6714-0002 - Taxes-Payroll Maintenance	274.50	244.00	(30.50)	(12.50)	2,023.11	2,877.00	853.89	29.67	3,742.00
6724-0001 - Workers Comp. - Payroll Admin	248.42	176.00	(72.42)	(41.14)	1,616.42	1,848.00	231.58	12.53	2,472.00
6724-0002 - Workers Compensation-Payroll Maintenance	291.61	209.00	(82.61)	(39.52)	1,915.61	2,016.00	100.39	4.97	2,758.00
6726-0001 - Health Ins. & Benefits-Payroll Admin	1,009.58	1,096.00	86.42	7.88	6,806.06	10,042.00	3,235.94	32.22	13,426.00
6726-0002 - Health Ins. & Benefits-Payroll Maint.	200.32	1,116.00	915.68	82.05	1,258.28	10,160.00	8,901.72	87.61	13,612.00
TOTAL PAY-ROLL	10,058.55	9,019.00	(1,039.55)	(11.52)	74,426.99	89,430.00	15,003.01	16.77	120,445.00
OPERATING & MAINTENANCE EXPENSE									
6462-0000 - Exterminating Contract	1,400.00	433.00	(967.00)	(223.32)	3,800.00	5,497.00	1,697.00	30.87	7,596.00
6475-0000 - Cable Expense	280.64	0.00	(280.64)	(100.00)	280.64	0.00	(280.64)	(100.00)	0.00
6490-0019 - Property Expense Covid19	0.00	0.00	0.00	0.00	216.20	0.00	(216.20)	(100.00)	0.00
6511-0000 - Coronavirus Security Contract and Repairs	145.00	90.00	(55.00)	(61.11)	817.23	810.00	(7.23)	(0.89)	1,080.00
6521-0000 - Grounds Supplies	0.00	75.00	75.00	100.00	227.75	2,695.00	2,467.25	91.54	2,920.00

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
6522-0000 - Grounds Contract	4,850.00	1,825.00	(3,025.00)	(165.75)	19,120.00	16,425.00	(2,695.00)	(16.40)	21,900.00
6541-0000 - Maintenance Supplies	5,001.28	750.00	(4,251.28)	(566.83)	18,544.26	6,750.00	(11,794.26)	(174.72)	9,000.00
6545-0000 - Repairs Contract General	120.00	400.00	280.00	70.00	21,152.07	3,600.00	(17,552.07)	(487.55)	4,800.00
6546-0000 - Repairs Contract Electric	0.00	0.00	0.00	0.00	0.00	600.00	600.00	100.00	800.00
6547-0000 - Repairs - Contract - HVAC	499.54	0.00	(499.54)	(100.00)	754.00	1,500.00	746.00	49.73	1,500.00
6548-0000 - Repairs - Contract - Plumbing	0.00	208.00	208.00	100.00	3,426.79	2,152.00	(1,274.79)	(59.23)	2,776.00
6552-0000 - Uniforms	0.00	0.00	0.00	0.00	300.63	250.00	(50.63)	(20.25)	500.00
6580-0000 - Maintenance Equipment Expense	0.00	0.00	0.00	0.00	0.00	829.97	829.97	100.00	829.97
6581-0000 - Appliance Repair	38.60	210.00	171.40	81.61	1,512.90	1,890.00	377.10	19.95	2,520.00
6582-0000 - Lock and Key Expense	0.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00
6586-0000 - Fire and Safety Systems	0.00	2,097.60	2,097.60	100.00	1,419.90	3,052.80	1,632.90	53.48	3,530.40
6991-0000 - Pool Supplies	339.58	175.00	(164.58)	(94.04)	1,300.03	1,155.00	(145.03)	(12.55)	1,260.00
6992-0000 - Pool Contract	265.37	267.00	1.63	0.61	2,590.83	2,403.00	(187.83)	(7.81)	3,204.00
TOTAL OPERATING & MAINT. EXPS.	12,940.01	6,530.60	(6,409.41)	(98.14)	75,463.23	49,709.77	(25,753.46)	(51.80)	64,316.37
TURNOVER COSTS									
6531-0000 - Cleaning Sup-	0.00	0.00	0.00	0.00	592.43	300.00	(292.43)	(97.47)	400.00

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
plies									
6532-0000 - Cleaning Contract	2,717.64	483.33	(2,234.31)	(462.27)	4,667.64	4,349.97	(317.67)	(7.30)	5,799.96
6561-0000 - Decorator Supplies	696.42	0.00	(696.42)	(100.00)	5,843.75	1,125.00	(4,718.75)	(419.44)	1,500.00
6562-0000 - Decorator Contract Services	0.00	0.00	0.00	0.00	0.00	300.00	300.00	100.00	300.00
TOTAL TURNOVER COSTS	3,414.06	483.33	(2,930.73)	(606.36)	11,103.82	6,074.97	(5,028.85)	(82.77)	7,999.96
MARKETING									
6212-0000 - Collateral Materials/Brand Identity	83.80	87.00	3.20	3.67	1,106.66	1,033.00	(73.66)	(7.13)	1,294.00
6216-0000 - Promotions and Promotional Items	0.00	0.00	0.00	0.00	110.48	156.00	45.52	29.17	156.00
6290-0000 - Miscellaneous Renting Expense	10.04	98.00	87.96	89.75	128.49	526.00	397.51	75.57	740.00
6981-0000 - Resident Supplies	0.00	70.00	70.00	100.00	323.16	890.00	566.84	63.68	1,100.00
TOTAL MARKETING	93.84	255.00	161.16	63.20	1,668.79	2,605.00	936.21	35.93	3,290.00
ADMINISTRATIVE EXPENSES									
6280-0000 - Credit Reports and Fees	0.00	11.00	11.00	100.00	1.40	99.00	97.60	98.58	132.00
6311-0000 - Office Expenses	466.05	594.00	127.95	21.54	6,505.28	6,311.00	(194.28)	(3.07)	8,093.00
6312-0000 - Copy Machine	297.25	132.00	(165.25)	(125.18)	1,323.88	1,188.00	(135.88)	(11.43)	1,584.00
6313-0000 - Postage	2.04	37.00	34.96	94.48	135.41	333.00	197.59	59.33	444.00

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
6316-0000 - Travel/Mileage	108.53	100.00	(8.53)	(8.53)	405.89	1,450.00	1,044.11	72.00	2,300.00
6316-0003 - Training	543.49	0.00	(543.49)	(100.00)	1,122.49	1,270.00	147.51	11.61	1,583.00
6316-0004 - Training - New Employee Orientation	0.00	0.00	0.00	0.00	814.41	0.00	(814.41)	(100.00)	0.00
6340-0000 - Legal Expense	0.00	0.00	0.00	0.00	0.00	2,400.00	2,400.00	100.00	2,400.00
6350-0000 - Auditing	750.00	0.00	(750.00)	(100.00)	12,940.00	12,000.00	(940.00)	(7.83)	12,000.00
6355-0001 - Administrative Fees	0.00	0.00	0.00	0.00	0.00	2,250.00	2,250.00	100.00	2,250.00
6360-0000 - Telephone	1,094.13	869.00	(225.13)	(25.90)	8,969.60	7,821.00	(1,148.60)	(14.68)	10,428.00
6380-0000 - Advertising - Employees	0.00	0.00	0.00	0.00	385.00	0.00	(385.00)	(100.00)	0.00
6385-0000 - Dues and Memberships	0.00	270.00	270.00	100.00	1,040.00	450.00	(590.00)	(131.11)	450.00
6390-0000 - Miscellaneous	0.00	200.00	200.00	100.00	259.99	740.00	480.01	64.86	740.00
6391-0000 - Licenses	0.00	150.00	150.00	100.00	0.00	150.00	150.00	100.00	150.00
6392-0000 - Bank Charges	244.19	355.00	110.81	31.21	2,225.88	3,195.00	969.12	30.33	4,260.00
TOTAL ADMINISTRATIVE EXPENSES	3,505.68	2,718.00	(787.68)	(28.98)	36,129.23	39,657.00	3,527.77	8.89	46,814.00
TOTAL EXPENSES	44,021.62	33,088.93	(10,932.69)	(33.04)	318,766.99	310,571.74	(8,195.25)	(2.63)	407,279.33
NET OPERATING INCOME	37,982.95	47,133.07	(9,150.12)	(19.41)	392,049.74	405,545.26	(13,495.52)	(3.32)	551,242.67
REPLACEMENT RESERVE/OTHER ESCROWS									
1316-0000 - Escrow - Replacement Reserve	2,332.50	2,333.00	0.50	0.02	20,992.50	20,997.00	4.50	0.02	27,996.00

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
TOTAL REPLACEMENT RESERVE/OTHER ESCROWS	2,332.50	2,333.00	0.50	0.02	20,992.50	20,997.00	4.50	0.02	27,996.00
DEBT SERVICE									
2320-0000 - Mortgage Payable 1st Mortgage	5,000.00	5,000.00	0.00	0.00	45,000.00	45,000.00	0.00	0.00	60,000.00
6820-0000 - Interest on Mortgage	10,848.13	10,848.12	(0.01)	0.00	98,108.14	98,108.12	(0.02)	0.00	130,652.48
6824-0000 - Interest on Mortgage - 4th	1,297.17	1,375.57	78.40	5.69	11,674.53	12,393.49	718.96	5.80	16,611.92
6828-0000 - Service Fee	5,959.17	5,995.66	36.49	0.60	53,937.50	54,119.99	182.49	0.33	72,080.45
TOTAL DEBT SERVICE	23,104.47	23,219.35	114.88	0.49	208,720.17	209,621.60	901.43	0.43	279,344.85
MISCELLANEOUS									
6890-0000 - Miscellaneous Financial Exp	416.67	416.67	0.00	0.00	3,750.03	6,250.03	2,500.00	39.99	10,000.04
6892-0000 - Trustee Fees	283.33	283.33	0.00	0.00	2,549.97	2,549.97	0.00	0.00	3,399.96
TOTAL MISCELLANEOUS	700.00	700.00	0.00	0.00	6,300.00	8,800.00	2,500.00	28.40	13,400.00
CAPITAL EXPENDITURES									
1415-0002 - Landscape and Land Improvements	0.00	0.00	0.00	0.00	14,480.00	14,500.00	20.00	0.13	14,500.00
1431-0000 - Building Improvements	0.00	0.00	0.00	0.00	1,984.13	0.00	(1,984.13)	(100.00)	0.00
1431-0002 - Building Improvements	0.00	0.00	0.00	0.00	0.00	12,555.00	12,555.00	100.00	12,555.00
1440-0002 - Carpet/Flooring	0.00	2,000.00	2,000.00	100.00	(1,019.04)	10,000.00	11,019.04	110.19	14,000.00

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
1446-0002 - Computers	0.00	0.00	0.00	0.00	375.37	2,968.00	2,592.63	87.35	2,968.00
1461-0002 - Furniture & Fixtures	0.00	0.00	0.00	0.00	1,639.69	6,123.00	4,483.31	73.22	6,123.00
1486-0000 - Appliances	1,516.80	0.00	(1,516.80)	(100.00)	12,016.14	6,400.00	(5,616.14)	(87.75)	6,400.00
TOTAL CAPITAL EXPENDITURES	1,516.80	2,000.00	483.20	24.16	29,476.29	52,546.00	23,069.71	43.90	56,546.00
MORTGAGOR EXPENSES									
7115-0000 - Non Profit Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
7135-0000 - Asset Management Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,940.00
7153-0000 - Administration Fee Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,500.00
TOTAL MORTGAGOR EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,440.00
PROFIT/LOSS	10,329.18	18,880.72	(8,551.54)	(45.29)	126,560.78	113,580.66	12,980.12	11.42	132,515.82
Additional Adjustments to Cash Flow									
Accounts Payable	(118.50)	0.00	(118.50)	(100.00)	(9,500.10)	0.00	(9,500.10)	(100.00)	0.00
Resident Accounts Receivable	(2,377.00)	0.00	(2,377.00)	(100.00)	(35,799.45)	0.00	(35,799.45)	(100.00)	0.00
Subsidy Accounts Receivable	308.23	0.00	308.23	(100.00)	(266.74)	0.00	(266.74)	(100.00)	0.00
Other Accounts Receivable	0.00	0.00	0.00	0.00	11,500.00	0.00	11,500.00	(100.00)	0.00
Prepaid Expenses	2,558.33	0.00	2,558.33	(100.00)	(9,228.72)	0.00	(9,228.72)	(100.00)	0.00
Prepaid Rent	(777.23)	0.00	(777.23)	(100.00)	2,207.75	0.00	2,207.75	(100.00)	0.00
Net Accruals	(4,176.80)	0.00	(4,176.80)	(100.00)	(11,422.12)	0.00	(11,422.12)	(100.00)	0.00
Accrued Interest on Deferred Loans	1,297.17	1,375.57	(78.40)	(5.69)	11,674.53	12,393.49	(718.96)	(5.80)	16,611.92

Harvest Park - 1649

Budget Comparison

September 30, 2021

	Month Ending 09/30/2021				Year to Date 09/30/2021				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
Distributions to Owners	0.00	0.00	0.00	0.00	(202,822.00)	0.00	(202,822.00)	(100.00)	0.00
Escrow Tax	(13.68)	(14.00)	0.32	2.28	(42.68)	(126.00)	83.32	66.12	(168.00)
Escrow Insurance	(3,740.12)	(2,475.00)	(1,265.12)	(51.11)	6,719.01	(21,600.00)	28,319.01	131.10	(29,025.00)
Escrow Other	0.00	(8.00)	8.00	100.00	(11.19)	(72.00)	60.81	84.45	(96.00)
Total Additional Adjustments to Cash Flow	<u>(7,039.60)</u>	<u>(1,121.43)</u>	<u>(5,918.17)</u>	<u>(527.73)</u>	<u>(236,991.71)</u>	<u>(9,404.51)</u>	<u>(227,587.20)</u>	<u>(2,419.97)</u>	<u>(12,677.08)</u>
Total Net Adjusted Cash Flow	<u>3,289.58</u>	<u>17,759.29</u>	<u>(14,469.71)</u>	<u>(81.47)</u>	<u>(110,430.93)</u>	<u>104,176.15</u>	<u>(214,607.08)</u>	<u>(206.00)</u>	<u>119,838.74</u>
Net Change in Cash from TB	<u>3,289.58</u>	<u>0.00</u>	<u>3,289.58</u>	<u>100.00</u>	<u>(110,430.93)</u>	<u>0.00</u>	<u>(110,430.93)</u>	<u>100.00</u>	<u>0.00</u>
Variance	<u>0.00</u>	<u>(17,759.29)</u>	<u>17,759.29</u>	<u>100.00</u>	<u>0.00</u>	<u>(104,176.15)</u>	<u>104,176.15</u>	<u>100.00</u>	<u>(119,838.74)</u>

Date: 10/15/2021

MEMO

To: HACB Board of Commissioners

From: Tina Rose, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for Sept 2021

Program Statistics for Period Ending	Sept 2021	Sept 2020
Number of participants as of last day of the month	41	45
Number of Orientation Briefings	0	1
Number of signed contracts	0	0
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	1
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)	7	10
Number of participants with new employment (YTD)	5	7
Number of participants with escrow accounts	24	26
Number of participants currently escrowing	15	16
Amount disbursed from escrow account	\$0.00	\$8,152.21
Balance of Escrow Account	\$108,994.20	\$116,341.40

FSS FY 2019 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2021)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	41
Number of FSS participants identified as a person with disabilities	13
Number of FSS participants employed	28
Number of FSS participants in training programs	6
Number of FSS participants enrolled in higher/adult education	3
Number of FSS participants enrolled in school and employed	1
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	1
Number of FSS families moved to home-ownership	0

HACB CoC Programs: A Report to the Board of Commissioners for the Month of September 2021

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	09/2021 Enrollment	09/2021 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/30 - 9/30/21	\$48,480.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	5	\$3,508.00	\$6,610.00
SEARCH III- SHP	7/1/21 - 6/30/22	\$32,544.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	3	\$1,039.00	\$29,427.00
SEARCH II - PHB	7/1/21 - 6/30/22	\$32,544.00	BCBH	BCBH	3	Unaccompanied adults, chronically homeless with SMI	Chico	2	\$499.00	\$31,043.00
City of Chico - LGP	7/1/21 - 6/30/22	\$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	7/1/21 - 6/30/22	\$130,000.00	City of Chico	SSA	30	Low-income, under case management with self-sufficiency plan	Butte County	12	\$10,199.19	\$102,278.73
BHHAP/Security Deposit	7/1/21 - 6/30/22	\$3,426.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$3,426.00
BHHAP/ASOC	7/1/21 - 6/30/22	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$300.00	\$20,341.00
Totals		\$280,285.00			58			24	\$15,545.19	\$202,125.73

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: 10/04/2021

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

October 15, 2021

Memo

To: Board of Commissioners

From: Hope Stone, Finance Director

Subject: Resolution Number 4843
Write-Off of Uncollectible Accounts Receivable, as of September 30, 2021

Annually, at fiscal year-end, accounts receivable balances are written off the Balance Sheet for vacated participant and landlord accounts for which HACB has not received a payment for ninety (90) days or more. These balances represent uncollectable tenant rent, repayment agreements, and other charges for July 1, 2020 through June 30, 2021. To provide some perspective, below is a chart comparing 2021 to the past four years, along with the five-year averages.

Year	Public Housing	Farm Labor Housing	Housing Authority Owned	Housing Choice Voucher	VASH Security Deposits	Total
2021	\$ 41,110	\$ 1,660	\$ -	\$ 29,642	\$ -	\$ 72,413
2020	\$ 74,034	\$ 10,765	\$ 8,428	\$ 18,480	\$ 500	\$ 112,207
2019	\$ 71,784	\$ 264	\$ 5,164	\$ 14,024	\$ -	\$ 91,236
2018	\$ 37,988	\$ 7,617	\$ 17,550	\$ 24,004	\$ -	\$ 87,159
2017	\$ 11,312	\$ 1,984	\$ 16,151	\$ 50,861	\$ -	\$ 80,308
Averages	\$ 47,246	\$ 4,458	\$ 9,459	\$ 27,402	\$ 100	\$ 88,665

The amount written off the Balance Sheet is not the same as Bad Debt and Allowance for Doubtful Accounts (ADA), which are calculated as a percentage of the total Tenant Accounts Receivable. The process of recording the ADA does not require Board action; its purpose is to account for potentially uncollectible amounts, and not to write-off the debt.

These write-off accounts have been, or will be, sent to a Collection Agency for further action.

If you have any questions I will be happy to answer them at the Board Meeting.

Recommendation: adoption of Resolution No. 4843

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
RESOLUTION NO. 4843
WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE**

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to hereby authorize the following accounts receivable amounts to be written off the Balance Sheet as uncollectible as of September 30, 2021:

PROJECT	# of UNITS	RENT	OTHER CHARGES	TOTAL
<u>PUBLIC HOUSING:</u> Balances from 07/01/2020 to 06/30/2021				
BIGGS (43-02A, 02B)	2	\$874.32	\$1,058.79	\$1,933.11
CHICO (43-3)	3	\$9,138.72	\$4,886.27	\$14,024.99
CHICO (43-13)	0	\$0.00	\$0.00	\$0.00
GRIDLEY (43-01A, 01B, 04)	3	\$1,415.02	\$804.11	\$2,219.13
OROVILLE (43-14)	2	\$11,162.63	\$8,003.77	\$19,166.40
OROVILLE (43-15)	1	<u>\$1,885.78</u>	<u>\$1,881.05</u>	<u>\$3,766.83</u>
TOTAL PUBLIC HOUSING:		<u>\$24,476.47</u>	<u>\$16,633.99</u>	<u>\$41,110.46</u>
<u>FARM LABOR HOUSING:</u> Balances from 07/01/2020 to 06/30/2021				
GRIDLEY	3	<u>\$1,473.15</u>	<u>\$187.15</u>	<u>\$1,660.30</u>
TOTAL FARM LABOR HOUSING:		<u>\$1,473.15</u>	<u>\$187.15</u>	<u>\$1,660.30</u>
<u>HOUSING AUTHORITY OWNED:</u> Balances from 07/01/2020 to 06/30/2021				
LOCUST ST APTS	0	\$0.00	\$0.00	\$0.00
PARK PLACE APTS	0	\$0.00	\$0.00	\$0.00
KATHY CT APTS	0	\$0.00	\$0.00	\$0.00
ALAMONT APTS	0	\$0.00	\$0.00	\$0.00
EVANSWOOD ESTATES	0	\$0.00	\$0.00	\$0.00
LINCOLN APTS	0	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL AUTHORITY OWNED:		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<u>HOUSING CHOICE VOUCHER PROGRAM: (SEC 8):</u> Balances from 07/01/2020 to 06/30/2021				
TENANTS	15	\$29,642.00	\$0.00	\$29,642.00
LANDLORDS	0	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL SECTION 8:		<u>\$29,642.00</u>	<u>\$0.00</u>	<u>\$29,642.00</u>
GRAND TOTAL:			<u>\$72,412.76</u>	

Date: October 21, 2021

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
RESOLUTION NO. 4844
SECTION 125 CAFETERIA PLAN – FLEXIBLE SPENDING ACCOUNT

WHEREAS, by means of Resolution 4283, effective June 1, 2008, the Housing Authority of the County of Butte (HACB) established its IRS Section 125 Cafeteria Plan (Plan) for the benefit of its employees; and

WHEREAS, effective July 1, 2011, HACB adopted the Housing Authority of the County of Butte Flexible Benefit Plan (Plan) through Benefit Resource, Inc. for the benefit of its employees; and

WHEREAS, pursuant to Section 8.1 of the Plan, as Plan Administrator, the HACB may amend the Plan at any time by means of written action; and

WHEREAS, the Plan includes a Medical Flexible Spending Account (FSA) benefit, whereby employees may make pre-tax contributions to an FSA account for purposes of medical expense; and

WHEREAS, the Internal Revenue Service (IRS) establishes limits to employee contributions to FSA accounts; and

WHEREAS, IRS has authorized an increase in FSA contribution amounts from 2020 to 2021, whereby FSA contributions can be increased from \$2,700 to \$2,750 annually and rollover amounts were increased from \$550 to \$570; and

WHEREAS, the HACB has authority to set FSA contribution amounts up to the statutory maximum;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Butte, as IRS Section 125 Cafeteria Plan Administrator, to hereby establish a \$2,750 limit to employee contributions and \$570 maximum rollover amount made under HACB's IRS Section 125 Cafeteria Plan's Medical Flexible Spending Account benefit, for the 2022 Plan year, commencing January 1, 2022. All other Plan benefits remain in effect without modification.

Laura Moravec, Board Chair

I HEREBY CERTIFY that the foregoing is a true and exact copy of Resolution 4844, adopted by the Board of Commissioners of the Housing Authority of the County of Butte, and that such resolution has not been amended, modified, or revoked and remains in full force and effect.

IN WITNESS WHEREOF, I have signed this Certificate dated as of October 21, 2021.

ATTEST:

Edward S. Mayer, Secretary

October 15, 2021

MEMO

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Strategic Asset Plan – Asset Repositioning Status update



1200 Park Ave Apartments



Walker Commons Apartments



Chico Commons Apartments

Our repositioning contractor, the California Affordable Housing Agency (CalAHA) has been authorized to initiate Investment-grade Physical Needs Assessments of the three (3) properties. This work will be foundational to next steps, including appraisals, determination and costing of the scope-of-work, financing of the improvements, and finally, physical renovation work. is being considered this month by the Boards of both Butte County Affordable Housing Development Corporation (BCAHDC) and Banyard Management (Banyard).

Repositioning work includes assessment of the properties from an “owner’s perspective” regarding capital improvements. The work includes:

- Analysis of the ability to leverage the properties for proceeds in support of assessed capital improvement work.
- Conventional commercial financing, bond-financing, and sale-leaseback financing approaches will be evaluated.
- Determination of the financing approach most appropriate, striking a balance between mid-term need and flexibility, and long-term financing opportunity.
- Execution of the financing and build-out the improvements.

Both Banyard Management, Managing General Partner of Chico Commons Apartments, and Butte County Affordable Housing Development Corporation (BCAHDC), Managing General Partner of 1200 Park Avenue Apartments and Walker Commons Apartments, have authorized retention of CalAHA to perform the work. HACB is Investor Limited Partner in all three properties.

October 15, 2021

Memo

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Development Activity – Status

Project-based Section 8 Vouchers (313 vouchers committed to date – 14% of program) - the HACB is organizing to issue a Request for Proposals (RFP) for the project-basing of 100-150 Section 8 Housing Choice Vouchers. Proposals will be sought from providers of new affordable housing developments serving special needs populations (seniors, disabled, veterans, etc.) in Butte and Glenn Counties, and families in Chico. The RFP will be issued around the first of November, applications due by the first of December, and awards made at the December meeting of the Board of Commissioners. The RFP is intended to capture ongoing disaster-response-related development activity by way of increasing housing opportunity for Section 8 participants. This RFP will likely be the last project-based voucher RFP issued by the HACB, as project-based voucher limits are being approached.

The following outlines status of HACB-related affordable housing development activity in Butte and Glenn Counties, mostly the same as provided last month. Four (4) projects have seen their Construction Loans close and are under construction, one in Chico, two in Oroville, and one in Gridley. One (1) project is scheduled for its Construction Loan close in mid-September:

North Creek Crossings Apts I, Chico (106 units, family, AHDC/BCAHDC. Lender: Wells Fargo. LIHTC Investor: R4 Capital) – located in Meriam Park, this project is under construction, with delivery of units scheduled for the end of 2022. HACB has committed 25 Section 8 project-based vouchers to this project.

North Creek Crossings Apts II, Chico (60 units, family, AHDC/BCAHDC) – application for the second round of 9% Disaster tax credits was made in July. CDBG-DR funds have now also been applied for. HACB has committed 14 Section 8 project-based vouchers to this project.

Deer Creek Apts I, Chico (156 units, family, The Pacific Companies/BCAHDC. Lender: Bank of America/CitiBank. LIHTC Investor: Bank of America) – located at the southeast corner of Bruce Road and Highway 32, advancement of this project has been delayed because of environmental concerns requiring resolution. On behalf of the partnership, BCAHDC has submitted environmental remediation documents to the City for environmental clearance.

Deer Creek Apts II, Chico (48 units, family, The Pacific Companies/BCAHDC?) – application for the second round of 9% Disaster tax credits was made in July.

Park Ave Apts, Chico (59 units, formerly homeless singles, Jamboree/BCAHDC. Lender: Banner Bank. LIHTC Investor, CREA) – located across Park Avenue from HACB/BCAHDC’s 1200 Park Avenue Apartments, this last month saw the project construction closing, with the Notice to Proceed issued to the contractor. Work will commence with temporary relocation of the Verizon cell tower, and demolition of the old Jesus Center building, Chico’s historic “Ice House”.. Occupancy is scheduled for the Summer of 2023. HACB has committed 43 Section 8 project-based vouchers to this project.

Creekside Place Apts, Chico (101 units, seniors, CHIP) – located across the street from Marsh Elementary School at Humboldt and Notre Dame, the project has closed and is under construction. Delivery is scheduled for the Spring of 2023. HACB has committed 100 Section 8 project-based vouchers to the project.

Riverbend Apts I, Oroville (72 units, family, The Pacific Companies/BCAHDC. Lender: Union Bank. LIHTC Investor: CREA) – located at the intersection of Nelson Avenue and Table Mountain Boulevard, the project has closed and is under construction. Delivery of units is scheduled for the Summer of 2022.

Riverbend Apts II, Oroville (48 units, family, The Pacific Companies/BCAHDC?) – application for the second round of 9% Disaster tax credits was made in July.

Mitchell Ave Apts I, Oroville (36 units, seniors, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank. LIHTC Investor: Redstone) – located immediately to the west of HACB’s Winston Garden Public Housing property, the project has closed and is under construction. Delivery of units is scheduled for the Spring of 2022.

Prospect View Apts, Oroville (40 units, formerly homeless singles, The Pacific Companies/BCAHDC) – located next to the County Clerk and Recorder’s office on Nelson Avenue, the project secured approvals from the City of Oroville and a State NPLH commitment from Butte County. Application for the second round of tax credits was made in July, we have just learned of the funding award. HACB has made a commitment of 39 Section 8 project-based vouchers to this project.

Fogg Ave Apts, Oroville (16-18 units, singles, HACB) – located immediately to the east of HACB’s Hammon Park Public Housing property off of Nelson Avenue, feasibility work has been advanced, analyzing both manufactured and stick-built development approaches. The two approaches are still being compared. The next step is to evaluate the approach with a local provider of manufactured home product, one who actually has access to a delivery pipeline. CDBG-DR monies are being contemplated for partial funding of this development.

Ford Oaks Apts, Gridley (36 units, family, The Pacific Companies/BCAHDC. Lender: Umpqua Bank. LIHTC Investor: CREA) – located on Ford Avenue near the Gridley Springs I&II Apts, the

project closed its construction financing and is under construction. Delivery of units is scheduled for the Spring of 2022.

Sunrise Village Apts, Gridley (37 units, seniors, The Pacific Companies/BCAHDC) – with CDBG funds secured from the City, and MHP funds from the State, shifting State program policy pushed finalization of financing. Application for the second round of 9% LIHTC Disaster credits was made in July. Because of State policy favoring funding of projects that had already secured MHP funding, the application is considered very competitive.

Kathy Court Apts, Paradise (12 units, family, HACB) – burned to the ground in 2018's Camp Fire Disaster, this property is being re-built. The site survey has been completed, and the architect procured. Basis Architecture has completed preliminary design work, and is proceeding with design development work in anticipation of permit submittal. Timely permit submittal will "grandfather" the property's previous use. While funding has not been finalized, it is anticipated the project can be substantially completed using 2020A Bond funds, PG&E Claim settlement proceeds, and CDBG-DR monies. P&L Insurance is being sought – the previous provider denied renewal of coverage. The project is tentatively scheduled for construction in the Spring of 2022, with lease-up scheduled for early 2023.

Liberty Bell Apts, Orland (32 units, seniors, The Pacific Companies/BCAHDC) – this project has secured local HOME program funds, and will applied for 4% LIHTC's in the September funding competition. The project is on schedule for delivery in the Fall of 2022. HACB has committed 31 Section 8 project-based vouchers to this project.

Woodward Apts, Orland (36 units, family, The Pacific Companies/BCAHDC) – this project has secured State MHP funding, and is targeting application for 4% LIHTC's in the September funding competition. Like Liberty Bell Apts, the project is also on scheduled for delivery in the fall of 2022. HACB has committed 25 Section 8 project-based vouchers to this project.

HACB's non-profit development instrumentality, BCAHDC, has entered into Memorandums of Understanding with The Pacific Companies for development of two additional properties, one in Chico, the **Oleander Community Housing Apartments**, serving homeless singles and SMI clients, and the first phase of the **Orchard View Apartments**, Gridley, serving families.

Butte and Glenn County Affordable Housing Development Activity

October 14, 2021

						Funding Round	Housing Authority Vouchers	Close	Delivery
TPC/BCA HDC	City	Units	Serves	Funding					
Sunrise Village Apts.	Gridley	37	Seniors	MHP	9% Disaster LIHTC's II	Jul 2021	36	May 2022	December 2022
Riverbend Apts. Phase 1	Oroville	72	Family		9% Disaster LIHTC's	Jul 2020		06/07/2021	Summer 2022
Riverbend Apts. Phase 2	Oroville	48	Family		9% Disaster LIHTC's II	Jul 2022			December 2023
Liberty Bell Apts.	Orland	32	Seniors	HOME, MDAP	4% LIHTC's	Sep 2021	31	May 2022	Fall 2022
Woodward Apts.	Orland	36	Family	MHP	4% LIHTC's	Sep 2021	25	May 2022	Fall 2022
8th Street	Orland	40	HUD-VASH	TBD			39		TBD
Mitchell Ave Apts Phase I	Oroville	36	Seniors		9% Disaster LIHTC's	Jul 2020		05/11/2021	Spring 2022
Mitchell Ave Apts Phase II	Oroville	35	Seniors		9% Disaster LIHTC's II	Jul 2021		Feb 2022	TBD
Ford Oaks Apts	Gridley	36	Family		9% Disaster LIHTC's	Jul 2020		5/27/2021	Spring 2022
Deer Creek Apts Phase I	Chico	156	Family		9% Disaster LIHTC's	Jul 2020		Jan 2022	Spring 2023
Deer Creek Apts Phase II	Chico	48	Family		9% Disaster LIHTC's II	Jul 2021		Mar 2022	December 2022
Prospect View	Oroville	40	Singles PSH	NPLH	9% Disaster LIHTC's II	Jul 2021	39	May 2022	December 2022
Orchard View Apts Phase I	Gridley	48	Family	CDBG-DR	9% LIHTC's	Mar 2022		Nov 2022	December 2023
Orchard View Apts Phase II	Gridley	48	Family	CDBG-DR	9% LIHTC's	Mar 2022			
Orchard View Apts Phase II	Gridley	48	Family	CDBG-DR	9% LIHTC's	Mar 2022			
Oleander Community Housing Apts	Chico	38	Singles/PSH	NPLH, CDBG-DR	9% LIHTC's	Oct-21		Mar 2023	
AHDC/BCA HDC									
North Creek Crossing Apts., Phase I	Chico	106	Family		9% Disaster LIHTC's	Jul 2020	26	06/17/2021	December 2022
North Creek Crossing Apts., Phase II	Chico	60	Family		9% Disaster LIHTC's II	Jul 2021	13		Spring 2023
Bar Triangle	Chico	70	Family	CDBG-DR	9% LIHTC's	Mar 2022			
Jamboree/BCA HDC									
1297 Park Ave. Apts.	Chico	59	Singles/PSH		9% Disaster LIHTC's	Jul 2020	43	Oct 8, 2021	Spring 2023
HACB									
Kathy Court Apts - rebuild	Paradise	12	Family	Bond Proceeds, PG&E Claim, CDBG-DR?					Fall 2022
Fogg Ave Apts	Oroville	16	Singles	TBD	CDBG-DR?				Fall 2023
HACB/BCA HDC Summary:		1121	total units	13 projects		696	213		Vouchers
		465	9% Disaster Credit units - round 1						
		208	9% Disaster Credit units - round 2 (pending award)						
OTHER									
CHIP									
Creekside Place Apts	Chico	101	Seniors/PSH	NPLH, City	9% Disaster LIHTC's	Jul 2020	100	5/5/2021	December 2022
Paradise Community Village - rebuild	Paradise	36	Family		Cash				Now Leasing
Rural Communities Housing Development Corporation									
Glenn County NPLH	Willows	32	Singles/PSH	NPLH (15)	9% LIHTC				
North Valley Housing Trust									
Base Camp II	Oroville	18	Singles/PSH						
Veterans Housing Development Corp									
City Corporation Yard, Phase I	Oroville	40	HUD-VASH						
City Corporation Yard, Phase II	Oroville	40	Veterans						
Moe West - Impact									
Paradise Gardens III - rebuild	Paradise	48	Senior		9% Disaster LIHTC's II	Jul 2021			
Willow Partners									
Sierra Heights Apts II	Oroville	48	Senior		9% Disaster LIHTC's	Jul 2020			June 2022
Oroville Heights Apts II	Oroville	40	Family		9% Disaster LIHTC's	Jul 2020			July 2022
Domus - Newport Partners									
Lava Ridge Apts, 2796 Native Oaks Dr.	Chico	98	Family		9% Disaster LIHTC's	Jul 2020			
Tonea Way Apts, 184 Tonea Way	Chico	104	Seniors		9% Disaster LIHTC's II	Jul 2021			
K2 Development									
Bruce Village Commons, 1993 Bruce Rd	Chico	60	Senior		9% Disaster LIHTC's	Jul 2020		Aug 2021	Spring 2023
Olive Ranch Apts. I, Table Mtn & Grand	Oroville	84	Family		9% Disaster LIHTC's	Jul 2020		Feb 2021	Late 2022
Olive Ranch Apts. II	Oroville	83	Family		9% Disaster LIHTC's	Jul 2020		Aug 2021	Spring 2023
Olive Ranch Apts. III	Oroville	51	Seniors		9% Disaster LIHTC's II	Jul 2021			
Mono Apartments, 122 Mono Ave	Oroville	47	Family		9% Disaster LIHTC's II	Jul 2021			
CRP Affordable									
Senator Conness Apartments	Chico	162	Family		9% Disaster LIHTC's	Jul 2020			

Pipeline Projects: 2,213 units @ \$350K ea = \$ 774,550,000 est. 313 Section 8 Vouchers committed

1,141 9% Disaster LIHTC units - round 1
506 9% Disaster LIHTC's - Round 2 (pending award)

Legend:

AHDC - Affordable Housing Development Corporation, Clovis, CA (Private LIHTC Developer)

BCA HDC - Butte County Affordable Housing Development Corporation (non-profit instrumentality of the Housing Authority of the County of Butte)

CHIP - Community Housing Improvement Program, Chico, CA

Jamboree - Jamboree Housing Corporation, Irvine, CA (non-profit LIHTC Developer)

PWC - The Pacific Companies, Boise, ID (private LIHTC Developer)

Source: Housing Authority of the County of Butte