

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

**MEETING AGENDA**

April 21, 2022  
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.

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**Access Code:** 418-021-613

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](mailto: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.

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NEXT RESOLUTION NO. 4858

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
  - 3.1 Minutes for the meeting of March 17, 2022

*Housing Authority of the County of Butte  
Board of Commissioners  
Agenda –Meeting of April 21, 2022  
Page 1*

- 3.2 Checks written for:
  - 3.2.1 Accounts Payable (General) – \$609,967.49
  - 3.2.2 Landlords – \$1,332,197.27
  - 3.2.3 Payroll – \$132,041.51
- 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

Meeting turned over to Executive Director, by Chair Pittman.

- 5.1 Election of Officers – Election of Chair and Vice Chair for 2022-2023.

Recommendation:

Motion

Meeting turned over to newly elected Chair by Executive Director Mayer

- 5.2 Receive and File Proposed Agency Annual Plan – Authorize publication Notice for review and schedule Public Hearing on June 16, 2022 for adoption of Agency Plan.

Recommendation:

Receive and File

- 5.3 Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) – Schedule Public Hearing on June 16, 2022 for adoption of ACOP and AP.

Recommendation:

Receive Draft ACOP and Section 8 AP, authorize publication of Public Notice for public review and comment (minimum 45 days required) and schedule public hearing for receipt of comment and final adoption of documents on June 16, 2022

5.4 HACB Credit Rating – Standard & Poor’s Annual Update.

Recommendation:

Information/Discussion

5.5 Development Activity – Status Review

Recommendation:

Information/Discussion

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

8.1 NAHRO Online Washington D.C. Legislative Conference March 28-30, 2022 – Report by Executive Director Mayer, Commissioner Crowe and Commissioner Sayles-Lambert.

9. REPORTS FROM COMMISSIONERS

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

12. COMMISSIONERS’ CALENDAR

- **Next Meeting – May 19, 2022**
- **NAHRO Commissioner Fundamentals Virtual Classroom – May 17-19, 2022**
- **2022 PSWRC-NAHRO – Virtual Annual Conference – May 24-25, 2022**
- **NAHRO Commissioner Fundamentals Virtual Classroom – July 12-14, 2022**

13. ADJOURNMENT

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

**MEETING MINUTES OF March 17, 2022**

*The meeting was conducted via teleconference, web-conference and in person, as noticed.*

Board Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:06 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Robert Crowe, Larry Hamman, David Pittman, Sarah Richter, and Regina Sayles-Lambert. Commissioners Alford, Crowe, Hamman, and Pittman attended in person. Commissioners Richter and Sayles-Lambert 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 Housing Manager; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Personnel – The proposed modification to the Flexible Spending Account (FSA), administered through Benefit Resource, Inc, would provide for prior year FSA rollover funds to be available two business days after the 15<sup>th</sup> of the month following the end of the prior year plan, making them available sooner than current plan policy. This modification would be made retroactive to January 1, 2022, consistent with the FSA plan year.

*Housing Authority of the County of Butte  
Board of Commissioners  
Minutes – Meeting of March 17, 2022  
Page 1*



**\*RESOLUTION NO. 4856\***

Commissioner Hamman moved that Resolution No. 4856 be adopted by reading of title only: “SECTION 125 CAFETERIA PLAN – FLEXIBLE SPENDING ACCOUNT”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.2 Sunrise Village Senior Apartments, Gridley – Sunrise Village Senior Apartments is a development project located in Gridley. Pacific West Communities (PWC) entered into a Memorandum of Understanding with HACBs nonprofit instrumentality BCAHDC to develop thirty-seven (37) affordable housing units for seniors. PWC has requested the HACB approve a monthly utility allowance schedule specific to the development based on the use of the CTCAC sanctioned California Utility Allowance Calculator (CUAC), where building utility allowances are calculated by a California CUAC certified engineer. The requested action is consistent with HACB establishment of utility allowances at other LIHTC regulated properties. To date the HACB has approved the use of CUAC at four other developments.

**\*RESOLUTION NO. 4857\***

Commissioner Hamman moved that Resolution No. 4857 be adopted by reading of title only: “SUNRISE VILLAGE SENIOR APARTMENTS, GRIDLEY – UTILITY ALLOWANCES”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.3 Development Activity –Executive Director Mayer provided an update to ongoing agency-related development activity, including a summary spreadsheet and detailed memo identifying all current known affordable housing development projects in Butte and Glenn Counties.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Chair Pittman shared details regarding the expansion of resources and services planned by the Oroville Rescue Mission (ORM). He described new resources making for a “homeless village”, via Mission Esperanza, next door, that will provide safe parking, a tent area, and 30 pallet shelters, complementing ORM’s existing shelter and day services. Also, Suzi Kochems, former Homeless Solutions Coordinator, City of Chico, has been retained by the City of Oroville to be a Housing Navigator. Executive Director Mayer expressed support for ORM’s work in Oroville, citing long involvement with the Continuum of Care.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS’ CALENDAR

- **NAHRO Online Washington Conference – March 28-30, 2022**
- **Next Meeting – April 21, 2022**
- **PSWRC-NAHRO – Virtual Conference – May 24-25, 2022**
- **NAHRO Commissioner Fundamentals Virtual Classroom – July 12-14, 2022**

13. ADJOURNMENT

Commissioner Crowe moved that the meeting be adjourned. Commissioner Alford seconded. The meeting was adjourned at 3:10 p.m.

Dated: March 17, 2022.

ATTEST:

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David Pittman, Board Chair

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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
3/1/2022	155798	Gridley Municipal Utilities	\$383.00
3/1/2022	155799	P G & E	\$711.00
3/4/2022	155800	A-1 Appliance	\$1,608.54
3/4/2022	155801	America's Discount Furniture	\$2,781.00
3/4/2022	155802	Basis Architecture & Consulting, Inc.	\$6,719.00
3/4/2022	155803	Biggs Municipal Utilities	\$2,596.28
3/4/2022	155804	CALIFORNIA WATER SERVICE	\$5,464.85
3/4/2022	155805	CIC	\$115.50
3/4/2022	155806	CITY OF CHICO (22332)	\$1,606.65
3/4/2022	155807	COMCAST CABLE	\$230.59
3/4/2022	155808	Caminar	\$500.00
3/4/2022	155809	Void / Catherine Vagas	\$0.00
3/4/2022	155810	Void / Catherine Vagas	\$0.00
3/4/2022	155811	Creative Composition, Inc.	\$110.47
3/4/2022	155812	Douglas DeSoto	\$443.65
3/4/2022	155813	EAGLE SECURITY SYSTEMS	\$44.95
3/4/2022	155814	Gridley Municipal Utilities	\$953.96
3/4/2022	155815	Grimes Heating & Air Inc	\$121,930.20
3/4/2022	155816	Illustratus	\$117.00
3/4/2022	155817	MAINTENANCE PLUS	\$8,947.37
3/4/2022	155818	Michael's Mechanical Heating & AC	\$4,031.32
3/4/2022	155819	Modular Air Systems	\$1,350.00
3/4/2022	155820	OFFICE DEPOT INC	\$252.50
3/4/2022	155821	Pitney Bowes	\$185.01
3/4/2022	155822	R&D Mfg. & Machine Co. dba	\$225.00
3/4/2022	155823	RSC Associates, Inc	\$595.29
3/4/2022	155824	S.E.C. 5 Private Security dba	\$1,332.00
3/4/2022	155825	Susie Torres-Agustin	\$2,000.84
3/4/2022	155826	US Bank	\$223.08
3/4/2022	155827	Vaden Hoffman	\$1,000.00
3/4/2022	155828	Valero Fleet	\$1,043.24
3/4/2022	155829	Verizon Wireless	\$1,273.59
3/4/2022	155830	Youth For Change	\$25.00
3/4/2022	155831	Yuba City	\$211.00
3/4/2022	155832	Catherine Vargas	\$79.56
3/4/2022	155833	Catherine Vargas	\$40.00
3/9/2022	155834	Secretary of State	\$40.00
3/11/2022	155836	Access Information Holdings, LLC.	\$98.11
3/11/2022	155837	Advanced Document	\$647.72

3/11/2022	155838	Armed Guard Private Security, Inc	\$300.00
3/11/2022	155839	Awards Company	\$161.84
3/11/2022	155840	Baker Distributing Company, Inc.	\$176.11
3/11/2022	155841	CALIFORNIA WATER SERVICE	\$73.42
3/11/2022	155842	COMCAST CABLE	\$359.43
3/11/2022	155843	Catherine Vargas	\$47.50
3/11/2022	155844	Chico Valley View Partners, LP	\$500.00
3/11/2022	155845	Clean Master	\$4,785.00
3/11/2022	155846	E Center	\$120.61
3/11/2022	155847	EAGLE SECURITY SYSTEMS	\$87.70
3/11/2022	155848	GUZI-WEST Inspection and Consulting. LLC	\$859.36
3/11/2022	155849	Golden State Risk Management Authority	\$35,802.00
3/11/2022	155850	Gregory P. Einhorn	\$1,100.00
3/11/2022	155851	Holden Law Group	\$2,640.00
3/11/2022	155852	InterWest Insurance Services, LLC	\$725.00
3/11/2022	155853	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$1,095.10
3/11/2022	155854	Johnny's Lock & Safe	\$32.18
3/11/2022	155855	LES SCHWAB TIRES	\$864.88
3/11/2022	155856	LOWE'S	\$59.77
3/11/2022	155857	MAINTENANCE PLUS	\$1,587.55
3/11/2022	155858	MRI Software LLC	\$2,552.46
3/11/2022	155859	NAHRO	\$1,016.00
3/11/2022	155860	Neal Road Recycling & Waste	\$10.00
3/11/2022	155861	Nor-Cal Landscape Maintenance dba	\$11,420.00
3/11/2022	155862	OPER. ENG. LOCAL #3	\$767.00
3/11/2022	155863	P G & E	\$5,790.22
3/11/2022	155864	Plan B Professional Answering Services	\$128.80
3/11/2022	155865	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$13.66
3/11/2022	155866	ROTO-ROOTER OROVILLE	\$275.00
3/11/2022	155867	RSC Associates, Inc	\$79.38
3/11/2022	155868	Riebes Auto Parts	\$5.08
3/11/2022	155869	SPRINT	\$65.46
3/11/2022	155870	Sherwin-Williams Company	\$1,497.42
3/11/2022	155871	Squyres Fire Protection, Inc.	\$177.96
3/11/2022	155872	United States Postal Service (CMRS-FP)	\$2,500.00
3/11/2022	155873	Uriel Chavez-Anguiano	\$1,127.10
3/11/2022	155874	WASTE MANAGEMENT	\$2,364.67
3/15/2022	2165	Benefit Resource, Inc.	\$125.00
3/18/2022	155875	A-1 Appliance	\$810.79
3/18/2022	155876	AT&T	\$70.89
3/18/2022	155877	Brian L. Nguyen	\$135.00
3/18/2022	155878	Brian L. Nguyen	\$90.00
3/18/2022	155879	CDW Government, Inc.	\$792.00
3/18/2022	155880	CHWCA	\$23,325.00
3/18/2022	155881	COMCAST CABLE	\$491.01

3/18/2022	155882	Candelario Ace Hardware dba	\$32.14
3/18/2022	155883	Charles Alford	\$50.00
3/18/2022	155884	Climate & Energy Solutions	\$89.00
3/18/2022	155885	Creative Composition, Inc.	\$155.51
3/18/2022	155886	Cypress Dental Administrators	\$3,665.01
3/18/2022	155887	David Pittman	\$50.00
3/18/2022	155888	ENTERPRISE-RECORD	\$206.34
3/18/2022	155889	FedEx	\$57.78
3/18/2022	155890	Gary Quiring	\$900.00
3/18/2022	155891	HD Supply Facilities Maintenance, Ltd.	\$663.53
3/18/2022	155892	HMR Architects, Inc.	\$15,620.99
3/18/2022	155893	Larry Hamman	\$50.00
3/18/2022	155894	Larry Hamman	\$35.10
3/18/2022	155895	MES VISION	\$453.41
3/18/2022	155896	Nacho's Electric (dba)	\$127.50
3/18/2022	155897	OFFICE DEPOT INC	\$956.89
3/18/2022	155898	P G & E	\$565.11
3/18/2022	155899	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$8,049.36
3/18/2022	155900	RENTAL GUYS	\$151.14
3/18/2022	155901	Regina Sayles-Lambert	\$50.00
3/18/2022	155902	Robert R Crowe	\$50.00
3/18/2022	155903	Sarah Richter	\$50.00
3/18/2022	155904	Sheraton Real Estate Managment	\$500.00
3/18/2022	155905	Slakey Brothers, Inc.	\$56.57
3/18/2022	155906	Staples Business Credit	\$2,048.88
3/18/2022	155907	Susanne Kemp	\$402.95
3/18/2022	155908	TIAA,FSB	\$143.72
3/18/2022	155909	The Bank of New York Mellon Trust Co NA	\$159,517.47
3/18/2022	155910	Void / The Home Depot Credit Services	\$0.00
3/18/2022	155911	Void / The Home Depot Credit Services	\$0.00
3/18/2022	155912	Void / The Home Depot Credit Services	\$0.00
3/18/2022	155913	Void / The Home Depot Credit Services	\$0.00
3/18/2022	155914	Void / The Home Depot Credit Services	\$0.00
3/18/2022	155915	The Home Depot Credit Services	\$2,890.60
3/18/2022	155916	Thermalito Irrigation	\$360.08
3/18/2022	155917	Unum Life Insurance Company	\$955.72
3/18/2022	155918	Vaught Inc.	\$1,000.00
3/18/2022	155919	WASTE MANAGEMENT	\$1,841.48
3/18/2022	155920	Youth For Change	\$1,800.00
3/25/2022	155929	Advanced Document	\$313.42
3/25/2022	155930	Basis Architecture & Consulting, Inc.	\$5,281.00
3/25/2022	155931	Brian L. Nguyen	\$120.00

3/25/2022	155932	Brian L. Nguyen	\$165.00
3/25/2022	155933	Brian L. Nguyen	\$90.00
3/25/2022	155934	Bull's Eye Windshield Repair&Replacement	\$381.39
3/25/2022	155935	CALIF. WTR. SER. ORO	\$1,392.35
3/25/2022	155936	COMCAST CABLE	\$116.94
3/25/2022	155937	Carle, Mackie, Power & Ross LLP	\$13,500.00
3/25/2022	155938	Chico Turf Plus, LLC	\$225.00
3/25/2022	155939	FLOORS by RAY	\$1,957.00
3/25/2022	155940	FedEx	\$271.79
3/25/2022	155941	Gridley Municipal Utilities	\$1,032.04
3/25/2022	155942	HD Supply Facilities Maintenance, Ltd.	\$3,238.73
3/25/2022	155943	Hignell, Inc. dba Experts in Your Home	\$10,068.00
3/25/2022	155944	JACKSONS GLASS CO, INC.	\$495.77
3/25/2022	155945	Matthew Davis*S8PB	\$24.00
3/25/2022	155946	Nan McKay & Associates, Inc.	\$150.00
3/25/2022	155947	Neal Road Recycling & Waste	\$49.06
3/25/2022	155948	Orland Pacific Associates ACA Ltd Prtp	\$500.00
3/25/2022	155949	P G & E	\$959.90
3/25/2022	155950	RSC Associates, Inc	\$167.78
3/25/2022	155951	Sierra Pacific Management Company Inc.	\$1,000.00
3/25/2022	155952	Towne Carpet dba	\$2,958.00
3/25/2022	155953	US Bank	\$150.15
3/25/2022	155954	Umpqua Bank	\$1,122.60
3/25/2022	155955	WASTE MANAGEMENT	\$1,798.21
3/25/2022	155956	WCP Solutions	\$583.65
3/25/2022	155957	Wike Restoration, Inc.	\$62,897.94
3/25/2022	155958	Youth For Change	\$25.00
3/25/2022	155959	Yuba City	\$76.00
3/30/2022	155960	Baker Distributing Company, Inc.	\$136.21
3/30/2022	155961	Brian L. Nguyen	\$90.00
3/30/2022	155962	Brian L. Nguyen	\$60.00
3/30/2022	155963	CALIFORNIA WATER SERVICE	\$6,443.55
3/30/2022	155964	COMCAST CABLE	\$230.59
3/30/2022	155965	Douglas DeSoto	\$443.65
3/30/2022	155966	FedEx	\$500.13
3/30/2022	155967	GUZI-WEST Inspection and Consulting. LLC	\$453.19
3/30/2022	155968	HD Supply Facilities Maintenance, Ltd.	\$696.80
3/30/2022	155969	Hollbrooks Clearance Center	\$2,574.93
3/30/2022	155970	S.E.C. 5 Private Security dba	\$1,232.00
3/30/2022	155971	TPx Communications	\$978.55
3/30/2022	155972	US Bank	\$223.08
3/30/2022	155973	Valero Fleet	\$1,107.21
3/30/2022	155974	Verizon Wireless	\$1,293.53
3/30/2022	155975	Youth For Change	\$1,922.45
		<b>TOTAL</b>	<b>\$609,967.49</b>

**Housing Authority of the County of Butte**  
***BALANCE SHEET***  
**February, 2022**

	<b>Cumulative</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash - Unrestricted	2,999,012.94
Cash - Other Restricted	1,231,650.90
Cash - Tenant Security Deposits	345,946.28
Accounts Receivable - HUD	7,340.46
Accounts Receivable - Other Gov	1,128.78
Accounts Receivable - Misc	255,532.28
Accounts Receivable - Tenants	120,848.04
Accounts Receivable - Fraud	0.00
Note Receivable - Current Portion	-7,805.00
Accrued Interest Receivable	58,645.32
Investments - Unrestricted	1,825,827.67
Investments - Restricted	11,364,397.11
Inventories	27,639.73
Prepaid Expenses	605,989.37
Inter-program Due From	-272,270.49
<b>Total Current Assets</b>	<b>18,563,883.39</b>
<b>Fixed Assets</b>	
Fixed Assets & Accumulated Depreciation	26,903,783.10
<b>Total Fixed Assets</b>	<b>26,903,783.10</b>
<b>Other Non-Current</b>	
Notes Loans & Mortgages Receivable	1,965,371.97
Deferred Outflows - GASB 68 & 75	698,586.92
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,820,116.82
<b>Total Other Non-Current</b>	<b>6,484,085.71</b>
<b>TOTAL ASSETS</b>	<b>51,951,752.20</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts payable	178,019.12
Accrued Payroll Liabilities	211,114.09
Accrued Interest Payable	421,836.99
Tenant Security Deposits	333,210.82
Deferred Revenue	62,866.09
Payable to HUD	0.00
Long Term Debt - Current Portion	336,738.01
Accrued Liabilities - Other	597,223.54
Inter-program Due To General Fund	121,969.82
<b>Total Current Liabilities</b>	<b>2,262,978.48</b>
<b>Long-Term Liabilities</b>	
Deferred Inflows - GASB 68 & 75	117,718.00
Other Post Retirement Ben-Net GASB 75	243,914.00
Unfunded Pension Liabilty - GASB 68	3,733,706.00
Long-Term Debt	13,448,898.80
Non-Current Liability- Other (FSS)	44,268.62
<b>Total Long-Term Liabilities</b>	<b>17,588,505.42</b>
<b>TOTAL LIABILITIES</b>	<b>19,851,483.90</b>
<b>NET POSITION</b>	
Beginning Net Position	29,569,518.26
Retained Earnings	2,530,750.04
<b>TOTAL NET POSITION</b>	<b>32,100,268.30</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>51,951,752.20</b>

**Housing Authority of the County of Butte  
CONSOLIDATED INCOME STATEMENT**

**February 28, 2022**

**YTD %  
41.67**

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Net Dwelling Rent	393,628	316,094	77,534	2,002,146	3,793,131	-1,790,985	52.78
Tenant Charges	3,528	5,074	-1,546	30,702	60,890	-30,188	50.42
Laundry Revenue	2,732	2,693	39	14,885	32,320	-17,435	46.05
HUD Grant Revenue	1,358,763	1,818,169	-459,406	7,093,864	21,818,026	-14,724,162	32.51
Other Grant Revenue	-38,269	35,000	-73,269	-190,527	420,000	-610,527	-45.36
Mortgage Interest Income	6,318	6,364	-47	31,588	76,369	-44,781	41.36
Fraud Recovery	5,268	4,167	1,101	30,766	50,000	-19,234	61.53
Other Income	28,356	50,558	-22,202	189,915	606,700	-416,785	31.30
Investment Income-unrestricted	307	2,246	-1,939	1,122	26,952	-25,830	4.16
Investment Income-restricted	249	108	141	1,241	1,296	-55	95.72
<b>TOTAL REVENUES</b>	<b>1,760,879</b>	<b>2,240,474</b>	<b>-479,595</b>	<b>9,205,701</b>	<b>26,885,684</b>	<b>-17,679,983</b>	<b>34.24</b>
Administrative Employee Salaries	301,420	134,300	167,119	1,172,042	1,611,605	-439,563	72.73
Audit Fee	0	2,816	-2,816	1,328	33,787	-32,459	3.93
Advertising & Marketing	176	1,811	-1,635	2,434	21,726	-19,292	11.21
Payroll Taxes and Benefits - Admin	96,108	64,590	31,518	461,431	775,084	-313,653	59.53
Office Expenses	23,239	22,969	270	150,275	275,633	-125,358	54.52
Legal Expenses	0	4,358	-4,358	5,889	52,300	-46,412	11.26
Travel	199	1,633	-1,434	1,745	19,600	-17,855	8.90
Allocated Overhead	0	95,648	-95,648	250	1,147,781	-1,147,531	0.02
Other Admin. Expenses	29,695	46,459	-16,764	191,616	557,504	-365,888	34.37
<b>Total Operating Admin. Costs</b>	<b>450,837</b>	<b>374,585</b>	<b>76,252</b>	<b>1,987,010</b>	<b>4,495,020</b>	<b>-2,508,010</b>	<b>44.20</b>
Tenant Service-Salaries	3,679	8,375	-4,697	22,436	100,500	-78,064	22.32
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	1,696	3,512	-1,816	13,405	42,144	-28,739	31.81
Tenant Services - Misc	13,822	2,947	10,875	70,017	35,365	34,652	197.99
<b>Total Tenant Services</b>	<b>19,196</b>	<b>14,834</b>	<b>4,362</b>	<b>105,858</b>	<b>178,009</b>	<b>-72,151</b>	<b>59.47</b>
Water	9,257	18,318	-9,061	68,151	219,820	-151,669	31.00
Electricity	12,877	9,118	3,758	41,421	109,421	-68,000	37.85
Gas	4,423	1,845	2,579	10,986	22,139	-11,153	49.62
Sewer	16,718	17,666	-948	85,848	211,993	-126,145	40.50
<b>Total Utilities-Project</b>	<b>43,275</b>	<b>46,948</b>	<b>-3,673</b>	<b>206,405</b>	<b>563,373</b>	<b>-356,968</b>	<b>36.64</b>
Maintenance Salaries	45,559	35,879	9,680	200,918	430,546	-229,628	46.67
Maintenance Materials	6,785	12,594	-5,809	42,043	151,130	-109,087	27.82
Maintenance Contract Costs	75,009	76,153	-1,144	472,693	913,832	-441,139	51.73
Payroll Taxes and Benefits - Maint	4,074	17,829	-13,755	64,352	213,948	-149,596	30.08
<b>Total Maintenance Costs</b>	<b>131,427</b>	<b>142,455</b>	<b>-11,028</b>	<b>780,006</b>	<b>1,709,456</b>	<b>-929,450</b>	<b>45.63</b>
Protective Services	2,596	4,783	-2,188	18,931	57,400	-38,469	32.98
Insurance-Liab/Property/Auto	34,308	33,490	818	171,553	401,875	-230,322	42.69
Other General Expenses	3,353	8,100	-4,748	375,060	97,200	277,860	385.86
PILOT	9,423	11,785	-2,362	52,250	141,418	-89,168	36.95
Bad Debts-Tenant	0	6,488	-6,488	45,503	77,850	-32,347	58.45
Interest Expense	26,247	31,532	-5,285	132,016	378,386	-246,370	34.89
<b>Total Other Operating Expenses</b>	<b>75,926</b>	<b>96,177</b>	<b>-20,252</b>	<b>795,312</b>	<b>1,154,129</b>	<b>-358,817</b>	<b>68.91</b>
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,287,140	1,476,718	-189,578	6,315,877	17,720,620	-11,404,743	35.64
HAP - Ports IN	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
<b>Total Other Costs</b>	<b>1,287,140</b>	<b>1,476,718</b>	<b>-189,578</b>	<b>6,315,877</b>	<b>17,720,620</b>	<b>-11,404,743</b>	<b>35.64</b>
<b>TOTAL EXPENSES</b>	<b>2,007,801</b>	<b>2,151,717</b>	<b>-143,917</b>	<b>10,190,468</b>	<b>25,820,607</b>	<b>-15,630,139</b>	<b>39.47</b>
<b>RETAINED EARNINGS</b>	<b>-246,922</b>	<b>88,756</b>	<b>-335,678</b>	<b>-984,768</b>	<b>1,065,077</b>	<b>-2,049,845</b>	<b>-92.46</b>
+/- Replacement Reserves (net)	-3,745	-3,675	-70	-18,725	-44,100	25,375	42.46
+/- Transfers / USDA Grant	0	0	0	289,275	0	289,275	0.00
- Debt Service Payments (Bond & USDA)	-15,628	-24,480	8,852	-90,698	-293,758	203,060	30.88
+/- Gain/Loss on PARS Trust Account	-39,706	4,308	-44,014	-45,275	51,700	-96,975	-87.57
- Capitalized Assets & Work in Progress	-156,362	-67,266	-89,097	-652,984	-807,187	154,203	80.90
- Accrued Interest	-5,700	0	-5,700	-28,906	0	-28,906	0.00
<b>NET CASH FLOW</b>	<b>-468,062</b>	<b>-2,356</b>	<b>-465,707</b>	<b>-1,532,081</b>	<b>-28,268</b>	<b>-1,503,813</b>	<b>5,419.84</b>
Depreciation & Amortization	149,695	0	149,695	748,474	0	748,474	0.00

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**Housing Authority of the County of Butte**  
**FARM LABOR HOUSING - R&E RD FORMAT**

February 28, 2022

YTD %  
41.67

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	117,326	42,960	74,367	626,438	515,514	110,924	121.52
Tenant Charges	0	200	-200	0	2,400	-2,400	0.00
Laundry Revenue	0	217	-217	1,047	2,600	-1,553	40.25
Investment Income-unrestricted	2	17	-14	7	200	-194	3.25
Investment Income-restricted	15	100	-85	81	1,200	-1,119	6.79
Federal Grant Revenue	-38,269	35,000	-73,269	-190,527	420,000	-610,527	-45.36
Other Income	0	0	0	157	0	157	0.00
<b>TOTAL REVENUES</b>	<b>79,074</b>	<b>78,493</b>	<b>582</b>	<b>437,203</b>	<b>941,914</b>	<b>-504,711</b>	<b>46.42</b>
Maintenance & Repairs Payroll	3,822	4,500	-678	30,070	54,000	-23,930	55.68
Maintenance & Repairs Supply	3,502	1,250	2,252	7,052	15,000	-7,948	47.01
Maintenance & Repairs Contracts	2,291	15,065	-12,773	13,408	180,775	-167,367	7.42
Painting	0	0	0	0	0	0	0.00
Grounds	7,186	0	7,186	41,832	0	41,832	0.00
Security Services	844	2,017	-1,173	7,318	24,200	-16,882	30.24
Capital Budget items	0	0	0	0	0	0	0.00
Other Operating Expenses	17	0	17	17	0	17	0.00
<b>Sub-Total Maint. &amp; Operations</b>	<b>17,662</b>	<b>22,831</b>	<b>-5,169</b>	<b>99,696</b>	<b>273,975</b>	<b>-174,279</b>	<b>36.39</b>
Electricity	3,345	2,917	428	11,447	35,000	-23,553	32.70
Water	196	2,667	-2,471	1,816	32,000	-30,184	5.68
Sewer	0	1,583	-1,583	6,395	19,000	-12,605	33.66
Fuel (Gas/Propane)	206	583	-377	1,616	7,000	-5,384	23.09
Garbage & Trash Removal	-2,997	0	-2,997	8,074	0	8,074	0.00
<b>Sub-Total Utilities</b>	<b>750</b>	<b>7,750</b>	<b>-7,000</b>	<b>29,348</b>	<b>93,000</b>	<b>-63,652</b>	<b>31.56</b>
Site Mgmt Payroll	5,223	8,250	-3,027	21,897	99,000	-77,103	22.12
Project Auditing Exp	0	338	-338	0	4,053	-4,053	0.00
Project Bookkeeping/Accounting	0	792	-792	974	9,500	-8,526	10.25
Legal Expenses	0	208	-208	0	2,500	-2,500	0.00
Advertising	125	375	-250	806	4,500	-3,694	17.91
Telephone	397	0	397	1,825	0	1,825	0.00
Office Supplies	1,500	167	1,333	4,990	2,000	2,990	249.51
Office Furniture & Equipment	0	0	0	0	0	0	0.00
Training Expense	23	71	-48	1,628	850	778	191.54
Health Ins & Other Emp Benefits	8	3,405	-3,398	6,465	40,863	-34,398	15.82
Payroll Taxes	1,143	2,767	-1,624	6,442	33,209	-26,767	19.40
Workman's Comp	372	606	-234	3,131	7,277	-4,146	43.02
Other Admin. Expenses	400	1,783	-1,384	3,920	21,401	-17,481	18.32
<b>Sub-Total Administrative</b>	<b>9,191</b>	<b>18,763</b>	<b>-9,572</b>	<b>52,077</b>	<b>225,153</b>	<b>-173,076</b>	<b>23.13</b>
PILOT (Special Assessments)	1,313	2,118	-805	7,169	25,410	-18,241	28.21
Insurance-Property & Liability	3,085	3,464	-379	15,425	41,569	-26,144	37.11
Insurance-Other	7,917	7,575	342	39,583	90,900	-51,317	43.55
<b>Sub-Total Taxes &amp; Insurance</b>	<b>12,315</b>	<b>13,157</b>	<b>-842</b>	<b>62,178</b>	<b>157,879</b>	<b>-95,701</b>	<b>39.38</b>
<b>TOTAL EXPENSES</b>	<b>39,917</b>	<b>62,501</b>	<b>-22,583</b>	<b>243,300</b>	<b>750,007</b>	<b>-506,707</b>	<b>32.44</b>
<b>RETAINED EARNINGS</b>	<b>39,157</b>	<b>15,992</b>	<b>23,165</b>	<b>193,903</b>	<b>191,907</b>	<b>1,996</b>	<b>101.04</b>
- Reserve Capital Expenditures	2,904	0	2,904	4,102	0	4,102	0.00
- Debt Payments	12,559	12,559	0	75,354	150,703	-75,349	50.00
- Miscellaneous Expenses	0	417	-417	45,503	5,000	40,503	910.05
- Asset Mgt Fee	6,510	0	6,510	32,937	0	32,937	0.00
-/+ Change in Reserves Bal.(-interest)	-2,875	-2,975	100	-14,376	-35,700	21,324	40.27
<b>NET CASH FLOW</b>	<b>14,308</b>	<b>42</b>	<b>14,266</b>	<b>21,632</b>	<b>504</b>	<b>21,128</b>	<b>4,292.02</b>

**Housing Authority of the County of Butte**  
**SECTION 8 INCOME STATEMENT W/CARES ACT**  
**February 28, 2022**

**YTD %**  
**41.67**

	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	1,358,763	1,627,014	-268,251	6,886,392	19,524,163	-12,637,771	35.27
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	71	150	-79	237	1,800	-1,564	13.14
Investment Income-restricted	-19,847	4,167	-24,013	-22,630	50,000	-72,630	-45.26
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	5,268	4,167	1,101	30,766	50,000	-19,234	61.53
Other Income	512	625	-113	513	7,500	-6,987	6.84
<b>TOTAL REVENUES</b>	<b>1,344,767</b>	<b>1,636,122</b>	<b>-291,355</b>	<b>6,895,277</b>	<b>19,633,463</b>	<b>-12,738,186</b>	<b>35.12</b>
Administrative Employee Salaries	41,893	65,529	-23,636	256,778	786,345	-529,567	32.65
Audit Fee	0	1,675	-1,675	0	20,100	-20,100	0.00
Advertising & Marketing	0	417	-417	1,554	5,000	-3,446	31.09
Admin. Fringe Benefits & Taxes	19,376	28,871	-9,495	118,018	346,450	-228,432	34.06
Office Expenses	8,048	12,216	-4,167	56,245	146,586	-90,341	38.37
Legal Expenses	0	1,250	-1,250	4,065	15,000	-10,935	27.10
Travel	0	350	-350	0	4,200	-4,200	0.00
Allocated Overhead	0	39,114	-39,114	259,683	469,362	-209,679	55.33
Other Admin. Expenses	1,357	21,438	-20,081	16,603	257,255	-240,652	6.45
<b>Total Operating Admin. Costs</b>	<b>70,674</b>	<b>170,858</b>	<b>-100,184</b>	<b>712,947</b>	<b>2,050,298</b>	<b>-1,337,351</b>	<b>34.77</b>
Tenant Service-Salaries	0	4,000	-4,000	0	48,000	-48,000	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	1,944	-1,944	0	23,322	-23,322	0.00
Resident Services	6,025	0	6,025	52,930	0	52,930	0.00
<b>Total Tenant Services</b>	<b>6,025</b>	<b>5,944</b>	<b>82</b>	<b>52,930</b>	<b>71,322</b>	<b>-18,392</b>	<b>74.21</b>
Water	63	133	-70	342	1,600	-1,258	21.39
Electricity	1,921	1,092	829	4,622	13,100	-8,478	35.28
Gas	562	83	479	745	1,000	-255	74.50
Sewer	19	125	-106	94	1,500	-1,406	6.29
<b>Total Utilities-Project</b>	<b>2,566</b>	<b>1,433</b>	<b>1,133</b>	<b>5,803</b>	<b>17,200</b>	<b>-11,397</b>	<b>33.74</b>
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	786	594	191	1,504	7,130	-5,626	21.09
Maintenance Contract Costs	362	917	-555	7,565	11,000	-3,435	68.77
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
<b>Total Maintenance Costs</b>	<b>1,147</b>	<b>1,511</b>	<b>-363</b>	<b>9,069</b>	<b>18,130</b>	<b>-9,061</b>	<b>50.02</b>
Protective Services	163	267	-104	1,808	3,200	-1,392	56.50
Insurance-Liab/Property/Auto	374	433	-59	1,872	5,200	-3,328	36.00
Other General Expenses	1,670	5,167	-3,497	8,639	62,000	-53,361	13.93
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
<b>Total Other Operating Expenses</b>	<b>2,207</b>	<b>5,867</b>	<b>-3,660</b>	<b>12,319</b>	<b>70,400</b>	<b>-58,081</b>	<b>17.50</b>
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,269,074	1,459,677	-190,603	6,220,827	17,516,120	-11,295,293	35.51
Fraud Losses	0	0	0	0	0	0	0.00
<b>Total Other Costs</b>	<b>1,269,074</b>	<b>1,459,677</b>	<b>-190,603</b>	<b>6,220,827</b>	<b>17,516,120</b>	<b>-11,295,293</b>	<b>35.51</b>
<b>TOTAL EXPENSES</b>	<b>1,351,693</b>	<b>1,645,289</b>	<b>-293,596</b>	<b>7,013,895</b>	<b>19,743,470</b>	<b>-12,729,575</b>	<b>35.53</b>
<b>RETAINED EARNINGS</b>	<b>-6,926</b>	<b>-9,167</b>	<b>2,241</b>	<b>-118,618</b>	<b>-110,007</b>	<b>-8,611</b>	<b>107.83</b>
Assets Purchased	0	0	0	0	0	0	0.00
<b>NET CASH FLOW</b>	<b>-6,926</b>	<b>-9,167</b>	<b>2,241</b>	<b>-118,618</b>	<b>-110,007</b>	<b>-8,611</b>	<b>107.83</b>

**Housing Authority of the County of Butte**  
**PUBLIC HOUSING-ALL INCOME STATEMENT**  
**February 28, 2022**

**YTD %**  
**41.67**

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	130,472	125,685	4,787	655,779	1,508,220	-852,441	43.48
Tenant Charges	1,998	3,333	-1,336	21,806	40,000	-18,194	54.51
Laundry Revenue	1,413	1,333	80	7,434	16,000	-8,566	46.46
HUD Grant Revenue	104,580	104,793	-213	225,290	1,257,518	-1,032,228	9.60
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	191	383	-192	639	4,600	-3,961	13.88
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	2,023	2,400	-377	84.31
<b>TOTAL REVENUES</b>	<b>238,655</b>	<b>235,728</b>	<b>-9,104</b>	<b>912,971</b>	<b>2,828,738</b>	<b>-1,915,767</b>	<b>28.58</b>
Administrative Employee Salaries	31,685	33,333	-1,648	171,084	400,000	-228,916	42.77
Audit Fee	0	267	-267	0	3,200	-3,200	0.00
Advertising & Marketing	0	750	-750	0	9,000	-9,000	0.00
Admin. Fringe Benefits & Taxes	24,468	17,767	6,701	116,283	213,200	-96,917	54.54
Office Expenses	5,324	5,000	324	28,966	60,000	-31,034	48.28
Legal Expenses	0	1,250	-1,250	939	15,000	-14,061	6.26
Travel	0	235	-235	0	2,825	-2,825	0.00
Allocated Overhead	0	37,823	-37,823	274,702	453,871	-179,169	60.52
Other Admin. Expenses	1,940	4,870	-2,930	17,097	58,441	-41,344	29.25
<b>Total Operating Admin. Costs</b>	<b>63,417</b>	<b>101,295</b>	<b>-37,878</b>	<b>609,071</b>	<b>1,215,537</b>	<b>-606,466</b>	<b>50.11</b>
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	596	8,625	-8,029	6.91
<b>Total Tenant Services</b>	<b>117</b>	<b>719</b>	<b>-602</b>	<b>596</b>	<b>8,625</b>	<b>-8,029</b>	<b>6.91</b>
Water	5,404	10,833	-5,429	45,084	130,000	-84,916	34.68
Electricity	3,842	2,417	1,426	10,215	29,000	-18,785	35.22
Gas	2,025	500	1,525	3,851	6,000	-2,149	64.19
Sewer	9,861	10,108	-247	49,360	121,300	-71,940	40.69
<b>Total Utilities-Project</b>	<b>21,132</b>	<b>23,858</b>	<b>-2,726</b>	<b>108,510</b>	<b>286,300</b>	<b>-177,790</b>	<b>37.90</b>
Maintenance Salaries	21,429	25,833	-4,404	128,446	310,000	-181,554	41.43
Maintenance Materials	1,610	10,417	-8,807	28,706	125,000	-96,294	22.97
Maintenance Contract Costs	16,743	27,429	-10,685	98,850	329,145	-230,295	30.03
Maintenance Fringe Benefits	19	14,467	-14,447	51,611	173,600	-121,989	29.73
<b>Total Maintenance Costs</b>	<b>39,801</b>	<b>78,145</b>	<b>-38,344</b>	<b>307,613</b>	<b>937,745</b>	<b>-630,132</b>	<b>32.80</b>
Protective Services	1,524	2,333	-809	9,082	28,000	-18,918	32.44
Insurance-Liab/Property/Auto	15,676	16,021	-345	78,381	192,250	-113,869	40.77
Other General Expenses	0	250	-250	226	3,000	-2,774	7.52
PILOT	8,110	9,375	-1,265	45,077	112,500	-67,423	40.07
Bad Debts-Tenant	0	4,167	-4,167	0	50,000	-50,000	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
<b>Total Other Operating Expenses</b>	<b>25,311</b>	<b>32,146</b>	<b>-6,835</b>	<b>132,766</b>	<b>385,750</b>	<b>-252,984</b>	<b>34.42</b>
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
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL EXPENSES</b>	<b>149,778</b>	<b>236,163</b>	<b>-86,385</b>	<b>1,158,556</b>	<b>2,833,957</b>	<b>-1,675,401</b>	<b>40.88</b>
<b>RETAINED EARNINGS</b>	<b>88,877</b>	<b>-435</b>	<b>-77,281</b>	<b>-245,585</b>	<b>-5,219</b>	<b>-240,366</b>	<b>0.00</b>
Capital Fund Transfers In	0	1,667	-1,667	0	20,000	-20,000	0.00
Capitalized Assets & Work in Progress	0	0	0	30,384	0	30,384	0.00
<b>NET CASH FLOW</b>	<b>88,877</b>	<b>1,232</b>	<b>-78,948</b>	<b>-215,201</b>	<b>14,781</b>	<b>-229,982</b>	<b>0.00</b>

**Housing Authority of the County of Butte**  
**CAPITAL FUNDS INCOME STATEMENT**

February 28, 2022

YTD %  
**41.67**

	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	15,620	76,114	-60,494	64,161	913,365	-849,204	5.31
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
<b>TOTAL REVENUES</b>	<b>15,620</b>	<b>76,114</b>	<b>-60,494</b>	<b>64,161</b>	<b>913,365</b>	<b>-849,204</b>	<b>5.31</b>
Administrative Employee Salaries	3,101	3,380	-279	14,956	40,560	-25,604	36.87
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	1,431	1,802	-371	3,991	21,618	-17,627	18.46
Office Expenses	66	542	-476	422	6,500	-6,078	6.49
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	94	-94	0	1,125	-1,125	0.00
Allocated Overhead	1,698	1,698	0	16,596	20,375	-3,779	73.12
Other Admin. Expenses	0	0	0	0	0	0	0.00
<b>Total Operating Admin. Costs</b>	<b>6,296</b>	<b>7,515</b>	<b>-1,220</b>	<b>35,965</b>	<b>90,178</b>	<b>-54,213</b>	<b>38.00</b>
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
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
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
<b>Total Utilities-Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
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	14,719	0	14,719	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,719</b>	<b>0</b>	<b>14,719</b>	<b>0.00</b>
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
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
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
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL EXPENSES</b>	<b>6,296</b>	<b>7,515</b>	<b>-1,220</b>	<b>50,684</b>	<b>90,178</b>	<b>-39,494</b>	<b>54.32</b>
<b>RETAINED EARNINGS</b>	<b>9,324</b>	<b>68,599</b>	<b>-59,274</b>	<b>13,477</b>	<b>823,187</b>	<b>-809,710</b>	<b>-0.05</b>
Transfers to PH	0	-1,667	1,667	0	-20,000	20,000	0.00
Capital Assets	123,136	66,932	56,204	129,786	803,187	-673,401	16.16
<b>NET CASH FLOW</b>	<b>-113,812</b>	<b>0</b>	<b>-113,812</b>	<b>-116,309</b>	<b>0</b>	<b>-116,309</b>	<b>0.00</b>

**Housing Authority of the County of Butte**  
**ROSS GRANT (FSS) INCOME STATEMENT**  
**February 28, 2022**

**YTD %**  
**41.67**

	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	5,000	5,944	-944	30,289	71,322	-41,033	35.46
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
<b>TOTAL REVENUES</b>	<b>5,000</b>	<b>5,944</b>	<b>-944</b>	<b>30,289</b>	<b>71,322</b>	<b>-41,033</b>	<b>35.46</b>
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
<b>Total Operating Admin. Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
Tenant Service-Salaries	3,679	4,375	-696	22,436	52,500	-30,064	42.74
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	1,696	1,569	127	13,558	18,822	-5,264	72.03
Resident Services	0	0	0	0	0	0	0.00
<b>Total Tenant Services</b>	<b>5,374</b>	<b>5,944</b>	<b>-569</b>	<b>35,994</b>	<b>71,322</b>	<b>-35,328</b>	<b>50.47</b>
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
<b>Total Utilities-Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
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
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
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
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
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
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL EXPENSES</b>	<b>5,374</b>	<b>5,944</b>	<b>-569</b>	<b>35,994</b>	<b>71,322</b>	<b>-35,328</b>	<b>50.47</b>
<b>RETAINED EARNINGS</b>	<b>-374</b>	<b>0</b>	<b>-374</b>	<b>-5,705</b>	<b>0</b>	<b>-5,705</b>	<b>0.00</b>
Assets Purchased	0	0	0	0	0	0	0.00
<b>NET CASH FLOW</b>	<b>-374</b>	<b>0</b>	<b>-374</b>	<b>-5,705</b>	<b>0</b>	<b>-5,705</b>	<b>0.00</b>

**Housing Authority of the County of Butte  
SHELTER PLUS CARE - ALL GRANTS**

**February 28, 2022**

**YTD %  
41.67**

	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	2,352	4,305	-1,953	15,285	51,658	-36,373	25.04
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
<b>TOTAL REVENUES</b>	<b>2,352</b>	<b>4,305</b>	<b>-1,953</b>	<b>15,285</b>	<b>51,658</b>	<b>-36,373</b>	<b>25.04</b>
Administrative Employee Salaries	180	100	80	1,878	1,200	678	156.47
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	82	53	29	1,199	640	559	187.27
Office Expenses	0	27	-27	3	318	-315	0.80
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
<b>Total Operating Admin. Costs</b>	<b>262</b>	<b>180</b>	<b>83</b>	<b>3,079</b>	<b>2,158</b>	<b>921</b>	<b>142.66</b>
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
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
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
<b>Total Utilities-Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
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
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
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
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	2,360	4,125	-1,765	12,477	49,500	-37,023	25.21
Fraud Losses	0	0	0	0	0	0	0.00
<b>Total Other Costs</b>	<b>2,360</b>	<b>4,125</b>	<b>-1,765</b>	<b>12,477</b>	<b>49,500</b>	<b>-37,023</b>	<b>25.21</b>
<b>TOTAL EXPENSES</b>	<b>2,622</b>	<b>4,305</b>	<b>-1,683</b>	<b>15,556</b>	<b>51,658</b>	<b>-36,102</b>	<b>30.11</b>
<b>RETAINED EARNINGS</b>	<b>-270</b>	<b>0</b>	<b>-270</b>	<b>-272</b>	<b>0</b>	<b>-272</b>	<b>0.00</b>
Capital Fund Transfers	0	0	0	0	0	0	0.00
<b>NET CASH FLOW</b>	<b>-270</b>	<b>0</b>	<b>-270</b>	<b>-272</b>	<b>0</b>	<b>-272</b>	<b>0.00</b>

HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM  
CALENDAR YEAR 2022

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	1,008,621	1,008,621											1,008,621
BEG. INVESTED IN CAPITAL ASSETS	87,296	87,296											87,296
HUD ADMIN FEE REVENUE	146,298	146,298											292,596
FRAUD RECOVERY	4,067	2,634											6,701
INTEREST INCOME / GAIN or LOSS INV	43,540	-19,782											23,758
DEPRECIATION (reduces Capital Assets)	-2,826	-2,826											-5,652
BAD DEBT-ADMIN / OPEB YE Adj	0	0											0
ADMINISTRATIVE EXPENDITURES	-79,264	-66,562											-145,826
ENDING ADMIN RESERVE BALANCE	1,207,732	1,155,679	0	0	0	0	0	0	0	0	0	0	1,267,494
YTD Change in Admin.	111,815	59,762											171,577
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	270,216	270,216											270,216
HUD HAP REVENUE	1,186,501	1,208,465											2,394,966
FRAUD RECOVERY	4,067	2,634											6,701
FSS FORFEITURES	0	512											512
BAD DEBT-HAP	0	0											0
HOUSING ASSISTANCE PAYMENTS	-1,202,684	-1,144,717											-2,347,401
ENDING HAP RESERVE BALANCE	258,100	337,110	0	0	0	0	0	0	0	0	0	0	324,994
YTD Change in HAP	-12,116	66,894											54,778
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											3,129,976
HAP EXPENDITURES (Current Month)	1,209,858	1,223,406											2,433,264
CY 2020 HAP BUDGET UTILIZATION	77%	78%											78%
BUDGET AVAILABLE (YTD)	1,564,988	3,129,976											3,129,976
TOTAL HAP EXPENDITURES (YTD)	1,209,858	2,433,264											2,433,264
BUDGET REMAINING (YTD)	355,130	696,712	-	-	-	-	-	-	-	-	-	-	696,712
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,957	1,984											3,941
UNIT MONTH'S AVAILABLE	2,236	2,236											4,472
OVER or (UNDER) LEASED	-279	-252											-531
CY 2022 VOUCHER UTILIZATION	88%	89%											88%
CY 2021 VOUCHER UTILIZATION	84%	84%											87%
CY 2022 AVERAGE HAP	618	617											617
CY 2021 AVERAGE HAP	637	631											627

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

**HOUSING CHOICE VOUCHER (SECTION 8)**

**UTILIZATION SUMMARY REPORT**

**ROLLING 12 MONTH ANALYSIS**

UNITS LEASED SUMMARY	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21	OCT'21	SEP'21	AUG'21	JUL'21	JUN'21	MAY'21
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1830	1813	1802	1777	1773	1772	1774	1765	1746	1754	1777	1767
VOUCHER UTILIZATION %	93.61%	92.74%	92.17%	90.90%	90.69%	90.64%	90.74%	90.28%	89.31%	89.72%	90.90%	90.38%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	65	65	65	65	65	65	65	67	66	68	68	67
VOUCHER UTILIZATION %	74.71%	74.71%	74.71%	74.71%	74.71%	74.71%	74.71%	77.01%	75.86%	78.16%	78.16%	77.01%
VASH												
ACC UNIT MONTHS	194	194	194	194	194	194	194	194	194	194	194	194
CURRENT LEASED	113	112	113	111	112	115	113	111	111	114	116	112
VOUCHER UTILIZATION %	58.25%	57.73%	58.25%	57.22%	57.73%	59.28%	58.25%	57.22%	57.22%	58.76%	59.79%	57.73%
TOTAL												
ACC UNIT MONTHS	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236
CURRENT LEASED	2008	1990	1980	1953	1950	1952	1952	1943	1923	1936	1961	1946
VOUCHER UTILIZATION %	89.80%	89.00%	88.55%	87.34%	87.21%	87.30%	87.30%	86.90%	86.00%	86.58%	87.70%	87.03%

HAP SUMMARY*	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21	OCT'21	SEP'21	AUG'21	JUL'21	JUN'21	MAY'21
ACC BUDGET	\$ 1,617,378	\$ 1,617,378	\$ 1,617,378	\$ 1,617,378	\$ 1,628,598	\$ 1,628,598	\$ 1,628,598	\$ 1,628,598	\$ 1,628,598	\$ 1,628,598	\$ 1,628,598	\$ 1,628,598
ACTUAL HAP	\$ 1,247,180	\$ 1,260,241	\$ 1,223,243	\$ 1,213,002	\$ 1,201,240	\$ 1,202,952	\$ 1,191,508	\$ 1,162,273	\$ 1,152,365	\$ 1,147,305	\$ 1,206,177	\$ 1,229,097
PER UNIT COST	\$ 621	\$ 633	\$ 618	\$ 621	\$ 616	\$ 616	\$ 610	\$ 598	\$ 599	\$ 593	\$ 615	\$ 632
BUDGET UTILIZATION %	77.11%	77.92%	75.63%	75.00%	73.76%	73.86%	73.16%	71.37%	70.76%	70.45%	74.06%	75.47%

ACTIVITY SUMMARY	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21	OCT'21	SEP'21	AUG'21	JUL'21	JUN'21	MAY'21
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	31	32	30	30	30	34	34	36	40	41	72	85
ZERO HAP	19	23	19	15	15	14	16	24	17	17	17	14
UTILITY ASSISTANCE PAYMENTS	96	95	84	70	80	82	69	57	57	56	51	51
NEW ADMISSIONS	**	25	31	30	30	24	27	31	40	28	24	45
INITIAL VOUCHERS SEARCHING	252	242	232	223	222	170	195	242	291	277	283	326
ACTUAL/ESTIMATED EOP	20	9	16	13	9	21	14	17	18	24	49	29
REMAIN ON WAITING LIST	1892	2182	2296	2429	2668	2819	2963	3112	3355	3940	4226	1814

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

\*\*No data.



**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
VACANCY REPORT AS OF THE 1ST OF THE MONTH  
2022**

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	116*	7	2	24	20	10	30	30	0 (12)	18	40	174	%
Apr-22	12**	1	0	0	0	0	0	0	12***	0	0	0	100.0%
Mar-22	12**	2	0	0	0	0	0	0	12***	0	1	1	99.4%
Feb-22	12**	2	0	0	1	0	0	0	12***	2	2	5	97.1%
Jan-22	13**	1	0	0	1	0	1	2	12***	2	0	6	96.6%
Dec-21	11**	1	0	0	1	0	0	2	12***	1	1	5	97.1%
Nov-21	11**	1	0	0	2	0	0	4	12***	0	1	7	96.0%
Oct-21	15**	0	0	0	1	0	0	3	12***	0	1	5	97.1%
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%

\* Unit count adjusted by units offline - (16) uninhabitable and (9) less units due to rehab reconfiguration.

\*\* Vacancy rate does not include units offline for construction; (10) 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	%
Apr-22	1	1	5	0	2	1	2	12	96.5%
Mar-22	2	1	4	0	2	3	1	13	96.2%
Feb-22	1	0	5	0	2	3	0	11	96.8%
Jan-22	1	0	5	1	1	2	0	10	97.1%
Dec-21	0	0	5	0	0	1	0	6	98.3%
Nov-21	1	0	5	1	0	1	0	8	97.7%
Oct-21	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%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Apr-22	1
Mar-22	2
Feb-22	1
Jan-22	3
Dec-21	3
Nov-21	0
Oct-21	0
Sep-21	1
Aug-21	2
Jul-21	3
Jun-21	5
May-21	3
Apr-21	3

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Apr-22	4	0	1	1
Mar-22	5	0	1	1
Feb-22	1	0	0	2
Jan-22	2	0	0	0
Dec-21	3	0	0	0
Nov-21	3	0	2	0
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

## Public Housing

### Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	17 Transfer list	6+	285	6+	223	6+
2	204	4+			130	4+
3	60	1+	46	1+	49	2+
4	27	5+			15	4+
5					3	5+

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

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

### Waiting List: Number of ADA Requested Units

Bedroom Size	Chico	# PH	Oroville	# PH	Gridley/Biggs	# PH
1	0	3	31		16	2
2	4	7			3	
3	0	2	1	6	1	
4	0	4+			0	
5					0	

## MEMO

Date: April 15, 2022

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of April 15, 2022, the status of HACB construction activity follows:

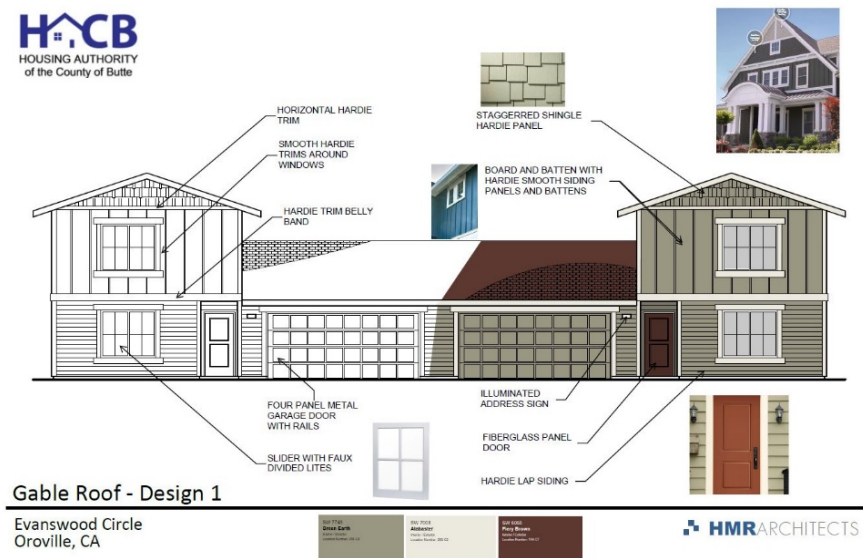
- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; Seven (7) units have been completed during the 2021/2022 fiscal year to date; 133 of 232 Public Housing units have been completed overall
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project programing and bidding planned for 2022 Year.
- Public Housing – Landscape Improvements (43-13) Shelton Oaks and Rhodes Terrace, Chico. 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. This project has been placed on “hold” until a later date to prioritize ongoing needed HVAC replacements at the Gridley and Chico CMU Units.
- Public Housing – HVAC System Replacements (43-01, 02), Gridley and Biggs. A project has been organized to replace a total of twenty (20) roof mounted gas/electric package HVAC units which have reached the end of their useful life. Project complete.
- Public Housing – HVAC System Replacements (43-01, 03), Gridley and Chico. A project has been organized to replace a total of forty-two (42) roof mounted gas/electric package HVAC units which have reached the end of their useful life. This project is currently out to public bid with expected board review and contract authorization at the May Board meeting.
- Public Housing – Accessibility Improvements (43-10) Winston Gardens, Oroville. A project is being organized to update three residential units to full accessibility standards, and update the community building to full accessibility standards. HMR Architects has been contracted to provide architectural and engineering designs for this project. Architectural and Engineering design development is underway with first draft floor plans under review.
- Gridley Farm Labor Housing – HACB continued to outreach to USDA-RD for funding to carry out unit rehab work. HACB is investigating application for State Joe Serna Jr. Farmworker Housing funds, which may provide up to \$10 million per application.

*April 15, 2022  
HACB Construction Status Memo  
pg. 1*

- Gridley Farm Labor Housing's Commercial Structures- A project has been organized to address partial siding replacement, select exterior door replacement and full exterior paint of the four (4) buildings occupied by E. Center and Mi C.A.S.A. All planned work is subject to lead abatement protocols. Lead Abatement, siding replacements and exterior painting work is complete. Due to supply chain issues, replacement doors, gutters, and window installations have been delayed and will be installed over the next few weeks.
- HACB Main Office, Chico – Safety and Security Improvements. A project was organized to address virus mitigation and building security improvements at the 2039 Forest Avenue office. Project construction is substantially complete with final project work currently in process.
- 2020A Bond Renovations - Renovation work to be accomplished at the six (6) properties financially leveraged by the Bond issuance.
  - 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. (HMR) has been contracted to provide architecture for the 2020A Bond Renovation beginning with three (3) major rehab efforts, involving the remediation of the stucco siding at Evanswood Apartments, Oroville, reconstruction of the stair access and balcony assemblies at the Lincoln Apartments, Chico and Community Room and site accessibility improvements at Park Place Apartments, Oroville.

#### Evanswood Estates Apartments:

- HMR has completed 100% Contract and Construction documents.
- Project has received City of Oroville Permit Approval.
- Project Bid Manual in preparation, bidding scheduled in May.



*Evanswood Estates Apts., Oroville –Planning Submittal Color Rendering*

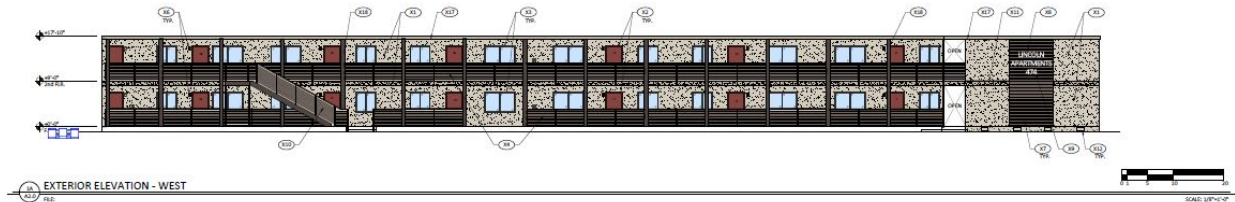
*April 15, 2022*

*HACB Construction Status Memo*

*pg. 2*

### Lincoln Apartments, Chico:

- Design Development near completion, Contract Documents 95% complete.
- Project design submitted for jurisdictional planning review; comments received; updates and revisions underway.



*Lincoln Apts., Chico –Planning Submittal Color Rendering*

### Park Place Apartments, Oroville:

- Architectural and engineering design development is underway. Draft Community Room floor plans have been received and are under review.
- Kathy Court Apts, Paradise – Rebuild of Kathy Court Apts, 12-unit, two story apartment building consisting of 2 one-bedroom, 8 two-bedroom, and 2 three-bedroom residential units.
    - First round plan check comments have been received and from the Town and Project Construction Documents updates and revisions have now been resubmitted for second plan check review. Project color rendering have been received and approved for submittal for planning review. See attached final color renderings below.
    - 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.



*Kathy Court Apts., Paradise – Planning Submittal Color Rendering – front*

April 15, 2022  
HACB Construction Status Memo  
pg. 3

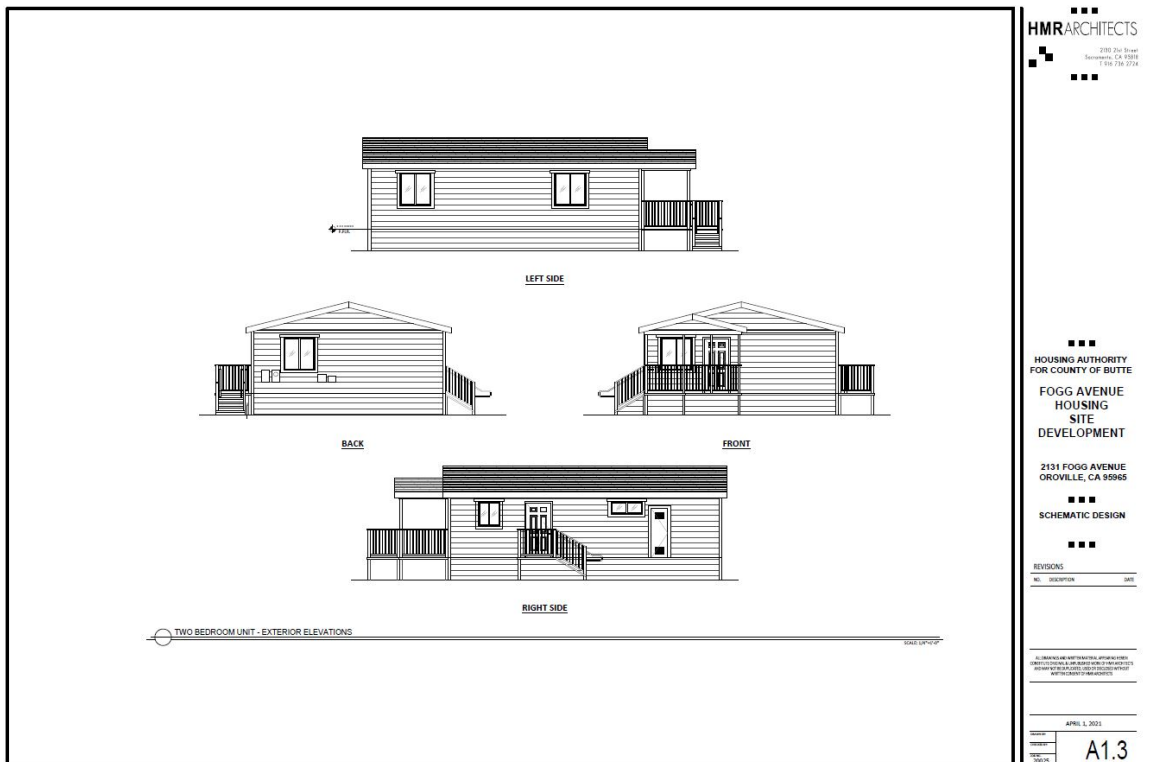
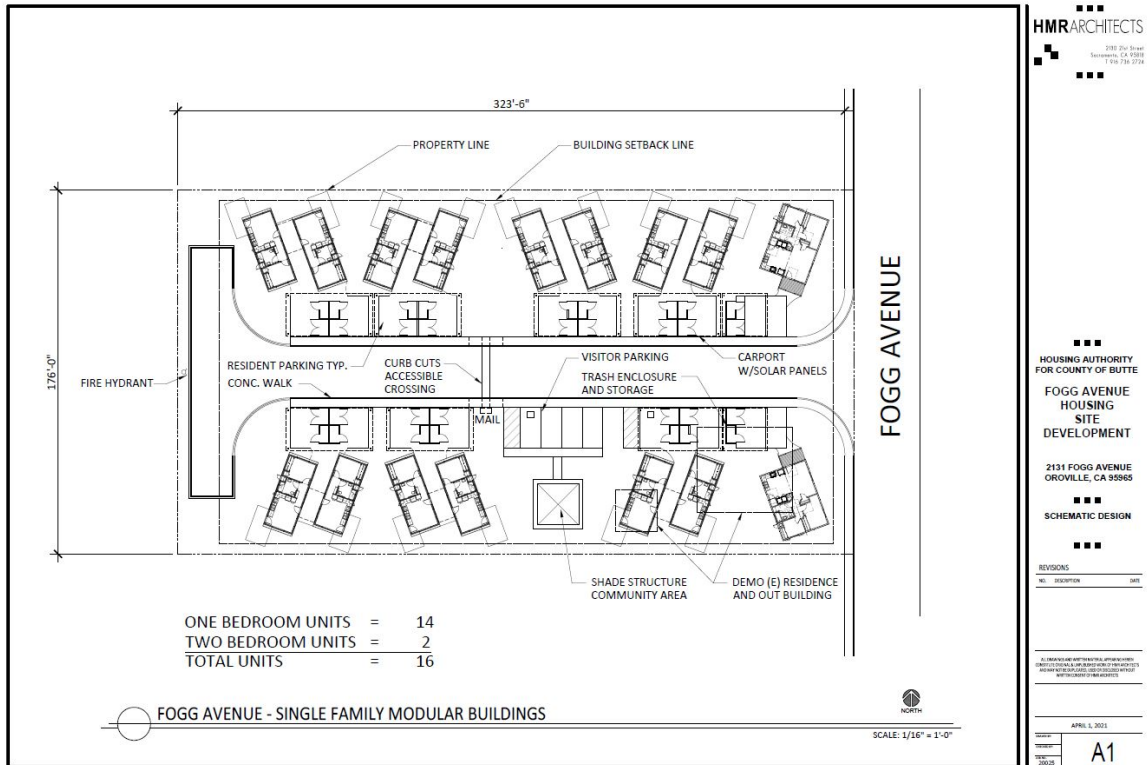


*Kathy Court Apts., Paradise – Planning Submittal Color Rendering - rear*

- 2131 Fogg Avenue, Oroville – Development Initiative (1+ acre lot with single-family home).

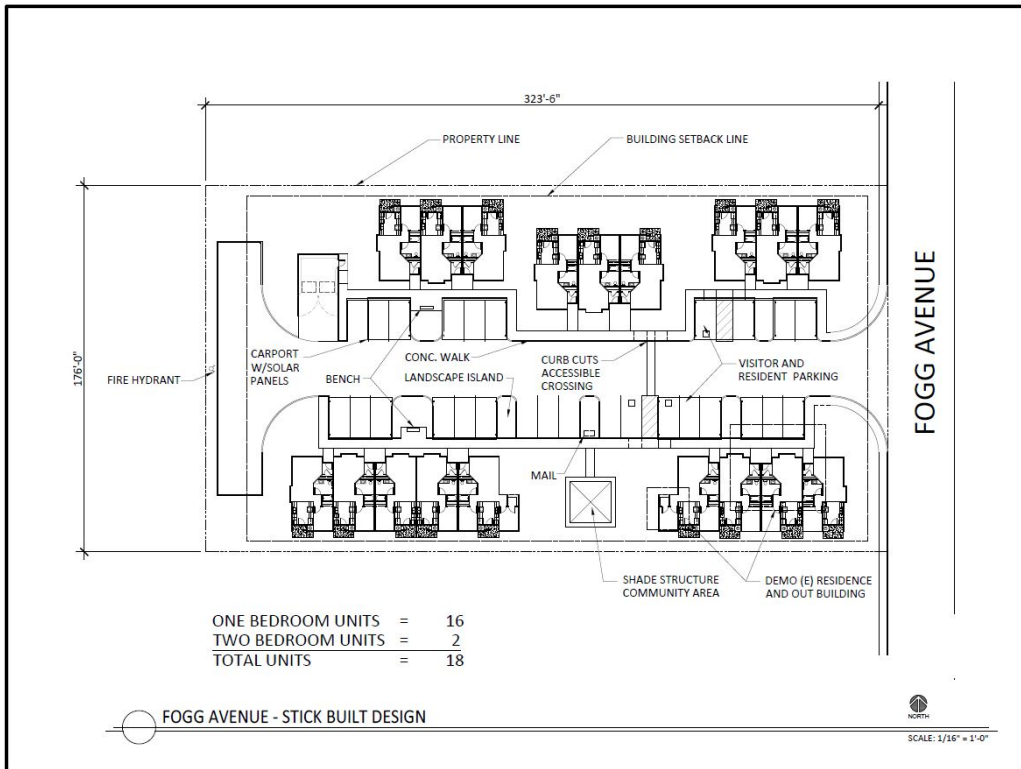
Two build-out approaches are being evaluated:

- 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).
- Cost analysis of the two approaches resulted in roughly equivalent total cost per unit delivered, because of foundation, site, and utility consideration trade-offs. The traditional site-built approach was slightly favored because of its familiarity to local bidders and builders, supply chain control, and its net delivery of more units, with simpler utility, site and foundation requirements. The possible spoiler would be application of Prevailing Wage rates, not required for off-site work. Ongoing maintenance costs point to the traditional multi-family approach.
- This initiative has been placed on “hold” in deferment to other development and asset management activities.



April 15, 2022  
HACB Construction Status Memo  
pg. 5





HOUSING AUTHORITY  
FOR COUNTY OF BUTTE

FOGG AVENUE  
HOUSING  
SITE  
DEVELOPMENT

2131 FOGG AVENUE  
OROVILLE, CA 95965

SCHEMATIC DESIGN

REVISIONS	NO.	DESCRIPTION	DATE

APRIL 1, 2021

A2



HOUSING AUTHORITY  
FOR COUNTY OF BUTTE

FOGG AVENUE  
HOUSING  
SITE  
DEVELOPMENT

2131 FOGG AVENUE  
OROVILLE, CA 95965

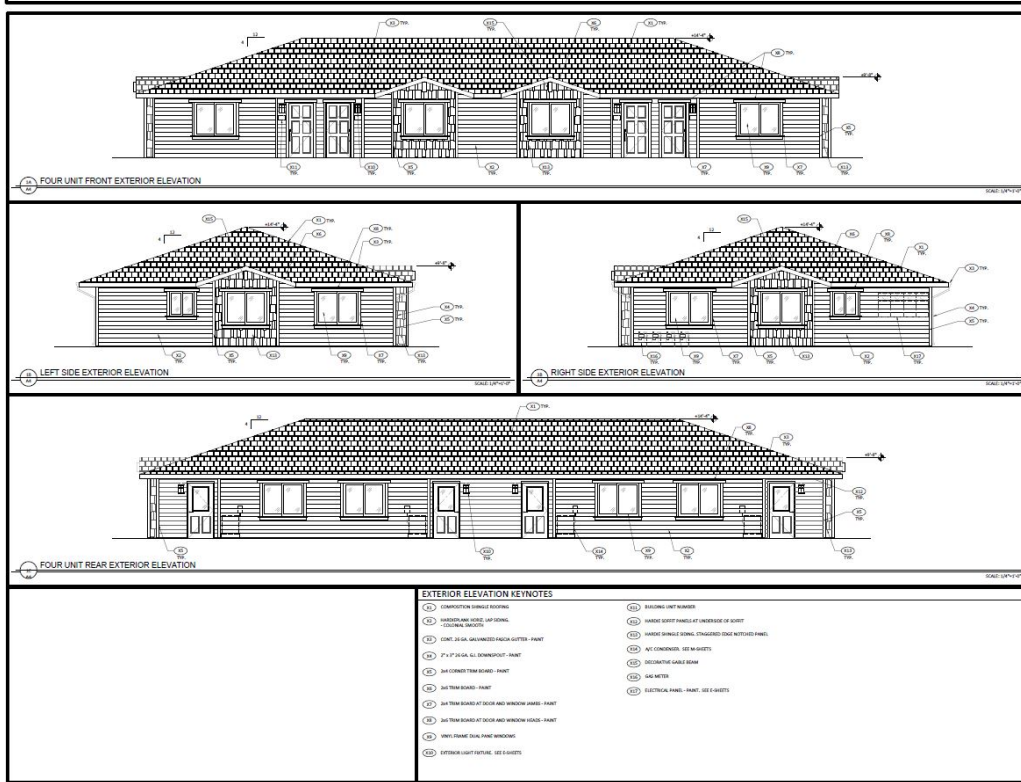
SCHEMATIC DESIGN

REVISIONS	NO.	DESCRIPTION	DATE

EXTERIOR ELEVATIONS

APRIL 1, 2021

A2.1



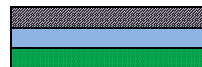
April 15, 2022  
HACB Construction Status Memo  
pg. 6



12 Month HACB Project Schedule - April 15, 2022

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
	<b>FLH</b>														
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												
	<b>Public Housing</b>														
2		Energy Performance - Electrical	\$254,380.00												
1		HVAC Replacement (43-01,03)	\$378,648.00												
1		ADA Unit Replacements and Community Room Improvements (43-10)	\$513,000.00												
1		ACM Tile Abatement	\$58,484.00												
1		Landscape Improvements (43-13) Shelton Oaks and Rhodes Terrace	\$448,970.00												
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												
	<b>Chico Commons</b>														
	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												
	<b>Walker Commons</b>														
	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												
	<b>DAC's Reports</b>														
1		Update ALL reports in ALL projects	\$1,200.00												
	<b>Evanswood Apts</b>														
		Architecture: Exterior Stucco and Siding Improvement Project	\$93,900.00												
		Construction: Exterior Stucco and Siding Improvement Project	\$3,009,181.32												
	<b>Lincoln Apts.</b>														
		Architecture: Exterior Stairway and Balcony Imp Project	\$155,500.00												
		Construction: Exterior Stairway and Balcony Imp Project	\$1,839,910.68												
	<b>Alamont Apts.</b>		Subject to 2020A Bond												
	<b>Park Place Apts.</b>		Subject to 2020A Bond												
		Architecture: Community Room and Site ADA Imp	\$122,500.00												
		Construction: Community Room and Site ADA Imp	\$605,000.00												
	<b>Cordillera Apts.</b>		Subject to 2020A Bond												
	<b>Locust Apts.</b>		Subject to 2020A Bond												
	<b>Kathy Court Apts.</b>														
		Dev. Site Plan and Survey	\$15,813.00												
		Dev. Architecture	\$355,555.00												
		Dev. CDBG-DR Funding and Environmental Review	\$100,000.00												
		Dev. Construction	\$4,298,824.00												
	<b>2131 Fogg Avenue</b>														
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												
	<b>2039 Forest Avenue</b>														
1		Virus Mitigation and Security Improvements	\$259,535.12												
<b>Total next 12 months</b>			<b>\$19,401,895.12</b>												

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: April 15, 2022

To: Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

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

This Capital Fund is 57% obligated and 52% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing, seventeen (17) 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. Complete.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **HVAC Replacements – Biggs (43-2A)** Replace Five (5) HVAC units. Complete.
- **HVAC Replacements – 43-01**, Replace one (1) package HVAC unit. Complete.
- **HVAC Replacements – 43-03**, Replace one (1) package HVAC unit. Underway.
- **HVAC Replacements – Gridley and Biggs (43-1A,1B,04 and 43-2A,2B)** Replace twenty (20) HVAC units. Complete
- **HVAC Replacements – Gardella (43-14)** Replace one (1) split system Furnace. Complete.
- **HVAC Replacements – Gridley and Chico (43-1A,1B,04 and 43-03)** Replace forty-two (42) package HVAC units. Project currently out to Public Bid with expected board review and contract authorization at the May Board meeting. Obligation of these funds should fully obligate Cap Fund 501-19 funds.
- **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 received one bid during recent re-bid. The bid received came in well over budget is not recommended for award at this time. This project will be tabled until a later date to prioritize ongoing needed HVAC replacements at the Gridley and Chico properties listed above.
- **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.

April 15, 2022  
HUD Public Housing Capital Fund Report  
pg. 1

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

This Capital Fund is 21% obligated and 17% 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 received one bid during recent re-bid. The bid received came in well over budget is not recommended for award at this time. This project will be tabled until a later date to prioritize ongoing needed HVAC replacements at the Gridley and Chico properties
- **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.
- **Exterior Paint** – Select, Concrete Block Units, in planning
- **Community Room Improvements** – Winston Gardens (43-10), Community Room accessibility and water distribution improvements, architecture for this project is underway. The majority of Capital Fund 501-20 monies are anticipated to be obligated in support of this work.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units and the community room to be upgraded to full accessibility standards, architecture for this project is underway.
- **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.

*April 15, 2022  
HUD Public Housing Capital Fund Report  
pg. 2*

- **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.
- **Community Room Improvements** – Winston Gardens (43-10), Community Room accessibility and water distribution improvements, architecture for this project is underway
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units and the community room to be upgraded to full accessibility standards, architecture for this project is underway.

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

This Capital Fund is 91% obligated and 29% expended

- **Carbon Monoxide Replacement** – Amp wide replacement of aging Carbon Monoxide detectors in all Public Housing units. Project replacements are underway.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 4-15-2022

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

			501-19 (Revision #1, 06-30-2021)				501-20				501-21				Totals		
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																
	Total Non-CGP Funds																
1	100	Reserved Budget	4,455.00	-											-	-	-
2	1406	Operations (20%)	28,811.00	28,811.00			90,000.00		90,000.00	90,000.00	27,875.00				146,686.00	90,000.00	56,686.00
3	1408	Management Improvements	2,000.00	2,000.00			2,000.00				5,000.00				9,000.00	-	9,000.00
4	1410	Administration (10%)	80,842.00	81,287.00	81,287.00	81,287.00	87,533.00		87,533.00	51,062.22	91,336.00		91,336.00		260,156.00	132,349.22	127,806.78
5	1480	Audit	2,000.00	2,000.00			2,000.00				2,000.00				6,000.00	-	6,000.00
7	1480	Fees and Costs	75,120.00	75,120.00	48,661.23	34,713.75	90,000.00				75,000.00				240,120.00	34,713.75	205,406.25
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment															
17	1480	Relocation Costs	616,153.00	620,163.00	331,791.92	308,176.12	600,306.00		9,150.77	9,150.77	712,154.00				1,932,623.00	317,326.89	1,615,296.11
16	1492	Move to Work Demonstration	3,500.00	3,500.00			3,500.00								7,000.00	-	7,000.00
18	1501	Moving To Work Demonstration													-	-	-
19	1503	Collator Exp/Debt Srvc													-	-	-
20	1504	RAD-CFP													-	-	-
21	9000	RAD Investment Activity													-	-	-
22	9001	Debt Reserves													-	-	-
23	9002	Bond Debt Obligation													-	-	-
24	9900	Post Audit Adjustment													-	-	-
			812,881.00	812,881.00	461,740.15	424,176.87	875,339.00	-	186,683.77	150,212.99	913,365.00	-	91,336.00	-	2,601,585.00	574,389.86	2,027,195.14
					57%	52%			21%	17%			10%	0%			

## HUD Low Income Public Housing

## Capital Fund Program Summary - Projects Proposed or Under Contract

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 Audit	1480 Fees and Cost	1480 General Capital Activity	1480 Relocation Costs	Totals	"UC" Under Contract
Acct Code	Cash Available as of 4-15-2022	-	56,686.00	9,000.00	127,806.78	6,000.00	205,406.25	1,615,296.11	7,000.00	2,027,195.14	
	501-19 , 501-20, 501-21 Funding										
100	Reserved Budget	-								-	
1406	Operations		56,686.00							56,686.00	
1408	Management Improvements			9,000.00						9,000.00	
1411	Audit Cost Cap Fund					6,000.00				6,000.00	
1410	Administration				127,806.78					127,806.78	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						196,289.31			196,289.31	
1430	Fees and Costs: CAP Fund Environmental Review ECORP						9,116.94			9,116.94	Complete
1430	Fees and Costs: 43-13 Landscape Imp Shelton and Rhodes										UC
1450	Tree Maintenance- Amp Wide							-		-	Complete
1450	Parking and Driveway Asphalt and Concrete Site Imp							-		-	Complete
1450	115 Nelson Ave Door and Window Security							-		-	Complete
1460	Dwelling Structures									-	
1465	Dwelling Equipment - 43-03 HVAC Repl							-		-	Complete
1465	Dwelling Equipment - 43-01,02 HVAC Repl							13,547.80		13,547.80	Complete
1470	Non-Dwelling Structures									-	
1475	Non-Dwelling Equipment									-	
1485	Demolition									-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment							1,601,748.31		1,601,748.31	
1495	Relocation Costs								7,000.00	7,000.00	
1502	Contingency									-	
										2,027,195.14	Total

## MEMO

Date: April 15, 2022

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 April 1, 2022, there are a total of (79) occupied units. Additionally, there are (9) that have been kept offline pending the next phase of rehab work, and (16) units have been deemed uninhabitable because of their age, condition, and relative high price (a function of the USDA's operational system); so consequently, there are (12) units available for occupancy. There are currently (8) applicants on the waiting list. There are (2) current Farm Labor eligible families that will be transferred this month, one will transfer to vacant remodeled unit and the other will transfer to a vacant Demo unit which will better accommodate the household size. AWI staff is running an advertisement in the local Spanish radio station and will be purchasing banners that will be installed at the front of the property to attract more applicants. There's (1) "intent to vacate" notice, from a household that is over-income, and no unlawful detainers at this time.

Large potholes on the property were repaired by Big S Asphalt on March 10, 2022. The fence that was damaged back in November, 2021 due to a vehicle accident was repaired last month.

On-site security reports no significant issues on the property at this time. AWI recently hired a new full-time maintenance worker (Zachary) who they feel will be a great fit for the property. The GFLH property currently has (2) maintenance people, one full-time and one part-time, working on vacancy make-readies and work orders. Chavarria's Landscaping is currently servicing the landscaping needs of the property.

Monthly food distribution was held on April 12, 2022 from 3-6 pm in the Community Room. The food was pre-packaged and distributed by Mi CASA staff, still wearing PPE. The NVCSS Promotores Dual Language Learning (DLL) program continues to operate out of the Community Room; they're currently working with (6) families. Promotores staff is outreaching to all residents, and have even changed their program hours to earlier in the day in the hopes of increasing participation. Staff from the Butte County Health Department hosted a Covid vaccination clinic last month and distributed test kits to all residents that attended free of charge.

Mi C.A.S.A.'s Spring Session of classes is ongoing and staff is reporting (25-30) students in attendance on a daily basis. The Mi C.A.S.A. program continues to operate under COVID-19 pandemic protocols. Classes have commenced after exterior improvements to the Mi C.A.S.A. building, which included siding repairs, painting, new entry doors, and a new swamp cooler.

Additional funds are being sought to continue property building renovation. The USDA is not a factor at this time, offering no coherent path forward. 2022 rehab activity is forgone. State Joe Serna Jr. Farmworker Housing program funds are being investigated as an alternative.

Renovation/demolition/historic preservation of the historically significant 1930's era wooden units is under consideration.

Exterior improvements to the four (4) commercial lease buildings, including the E Center and Mi CASA structures, which includes lead paint abatement, limited siding replacement and painting, is now substantially complete, only waiting installation of back-ordered doors. The E Center is seeking to spend grant funds to improve roof conditions on two of the buildings they occupy.

The property's flood insurance was cancelled, now that FEMA revised flood plain maps, removing the property from the flood zone, the objective of the levee reconstruction work. The cost of flood insurance was \$104,552 per year. We have received prorated insurance reimbursement of this past year's premium. The above savings will provide room in an operating budget that has become increasingly challenged, in part because of the significant increases in flood insurance premiums seen over the past number of years.



Gridley Farm Labor 645  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 97,132.00	\$ 97,243.00	\$ (111.00)	\$ 585,297.00	\$ 583,458.00	\$ 1,839.00
Vacancies	(17,445.00)	(19,283.50)	1,838.50	(110,159.00)	(115,701.00)	5,542.00
Total Tenant Rent	<u>\$ 79,687.00</u>	<u>\$ 77,959.50</u>	<u>\$ 1,727.50</u>	<u>\$ 475,138.00</u>	<u>\$ 467,757.00</u>	<u>\$ 7,381.00</u>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 216.66	\$ (216.66)	\$ 1,046.62	\$ 1,300.00	\$ (253.38)
Interest Income	2.73	16.66	(13.93)	5.32	100.00	(94.68)
Restricted Reserve Interest Income	.48	0.00	.48	1.20	0.00	1.20
Other Tenant Income	\$ 231.25	\$ 200.00	\$ 31.25	\$ 111.25	\$ 1,200.00	\$ (1,088.75)
Other Project Income	<u>\$ 234.46</u>	<u>\$ 433.32</u>	<u>\$ (198.86)</u>	<u>\$ 1,164.39</u>	<u>\$ 2,600.00</u>	<u>\$ (1,435.61)</u>
Total Project Income	<u><u>\$ 79,921.46</u></u>	<u><u>\$ 78,392.82</u></u>	<u><u>\$ 1,528.64</u></u>	<u><u>\$ 476,302.39</u></u>	<u><u>\$ 470,357.00</u></u>	<u><u>\$ 5,945.39</u></u>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 20,680.60	\$ 20,331.23	\$ 349.37	\$ 116,583.78	\$ 121,987.50	\$ (5,403.72)
Utilities (From Pg 2)	5,287.58	10,250.00	(4,962.42)	18,833.45	61,500.00	(42,666.55)
Administrative (From Pg 2)	13,063.53	11,304.50	1,759.03	111,291.56	67,827.00	43,464.56
Taxes & Insurance (From Pg 2)	13,763.00	13,763.00	0.00	82,578.00	82,578.00	0.00
Other Taxes & Insurance (Fr Page 2)	1,371.40	6,169.66	(4,798.26)	9,227.45	37,018.00	(27,790.55)
Other Project Expenses	2,253.71	1,095.82	1,157.89	12,028.71	6,575.00	5,453.71
Total O&M Expenses	<u>\$ 56,419.82</u>	<u>\$ 62,914.21</u>	<u>\$ (6,494.39)</u>	<u>\$ 350,542.95</u>	<u>\$ 377,485.50</u>	<u>\$ (26,942.55)</u>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$ .37	\$ 75,353.76	\$ 75,351.50	\$ 2.26
Transfer - Reserves	\$ 2,875.00	\$ 2,875.00	\$ 0.00	\$ 17,250.00	\$ 17,250.00	\$ 0.00
Total Mortgage & Owner's Exp.	<u>\$ 15,433.96</u>	<u>\$ 15,433.59</u>	<u>\$ .37</u>	<u>\$ 92,603.76</u>	<u>\$ 92,601.50</u>	<u>\$ 2.26</u>
Total Project Expenses	<u><u>\$ 71,853.78</u></u>	<u><u>\$ 78,347.80</u></u>	<u><u>\$ (6,494.02)</u></u>	<u><u>\$ 443,146.71</u></u>	<u><u>\$ 470,087.00</u></u>	<u><u>\$ (26,940.29)</u></u>
Net Profit (Loss)	<u><u>\$ 8,067.68</u></u>	<u><u>\$ 45.02</u></u>	<u><u>\$ 8,022.66</u></u>	<u><u>\$ 33,155.68</u></u>	<u><u>\$ 270.00</u></u>	<u><u>\$ 32,885.68</u></u>
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (.48)	\$ 0.00	\$ (.48)	\$ (1.20)	\$ 0.00	\$ (1.20)
T & I Transfers	(13,765.73)	0.00	(13,765.73)	(70,954.32)	0.00	(70,954.32)
Other Cash Changes	(6,160.00)	0.00	(6,160.00)	(500.00)	0.00	(500.00)
Sec Dep Owner Held	(859.00)	0.00	(859.00)	(644.00)	0.00	(644.00)
Rent Annuity	38,748.00	0.00	38,748.00	229,275.00	0.00	229,275.00

Gridley Farm Labor 645  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rent Subsidy	\$ (38,748.00)	\$ 0.00	\$ (38,748.00)	\$ (229,275.00)	\$ 0.00	\$ (229,275.00)
Tenant Receivables	(1,541.00)	0.00	(1,541.00)	(11,102.55)	0.00	(11,102.55)
Other Receivables	11,983.25	0.00	11,983.25	57,492.50	0.00	57,492.50
Rental Assistance	(479.00)	0.00	(479.00)	11,332.96	0.00	11,332.96
Accounts Payable - Trade	3,373.88	0.00	3,373.88	7,043.32	0.00	7,043.32
Accrued Property Taxes	2,117.50	0.00	2,117.50	12,705.00	0.00	12,705.00
Prepaid Rents	0.00	0.00	0.00	(6,112.49)	0.00	(6,112.49)
Partner's Equity	(3,205.00)	0.00	(3,205.00)	22,795.00	0.00	22,795.00
Total Other Cash Flow Items	<u>\$ (8,535.58)</u>	<u>\$ 0.00</u>	<u>\$ (8,535.58)</u>	<u>\$ 22,054.22</u>	<u>\$ 0.00</u>	<u>\$ 22,054.22</u>
Net Operating Cash Change	<u><u>\$ (467.90)</u></u>	<u><u>\$ 45.02</u></u>	<u><u>\$ (512.92)</u></u>	<u><u>\$ 55,209.90</u></u>	<u><u>\$ 270.00</u></u>	<u><u>\$ 54,939.90</u></u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Account - FFB	\$ 0.00	\$ 55,209.90	\$ 55,209.90
Tax & Insurance - FFB	0.00	70,954.32	70,954.32
Reserve - FFB	0.00	17,251.20	17,251.20
Payables & Receivables:			
Accounts Payable - Trade	0.00	7,043.32	7,043.32
Rents Receivable - Current Tenants	1,786.97	12,889.52	11,102.55
Prepaid Rents	(6,112.49)	0.00	6,112.49

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 4,437.16	\$ 4,500.00	\$ (62.84)	\$ 26,984.19	\$ 27,000.00	\$ (15.81)
Janitorial/Cleaning Supplies	0.00	0.00	0.00	387.99	0.00	387.99
Plumbing Repairs	1,235.00	0.00	1,235.00	4,447.50	0.00	4,447.50
Painting & Decorating	10.78	0.00	10.78	506.11	0.00	506.11
Repairs & Maintenance - Supply	1,743.40	1,250.00	493.40	8,974.45	7,500.00	1,474.45
Repairs & Maintenance - Contract	3,763.11	1,166.66	2,596.45	12,204.43	7,000.00	5,204.43
Grounds Maintenance	7,944.15	8,000.00	(55.85)	49,776.46	48,000.00	1,776.46
Pest Control Service	0.00	1,000.00	(1,000.00)	0.00	6,000.00	(6,000.00)
Fire/Alarm Services	0.00	1,016.66	(1,016.66)	1,008.69	6,100.00	(5,091.31)
Security Service	1,547.00	0.00	1,547.00	7,791.00	0.00	7,791.00
Capital Improvements - Other	0.00	2,006.25	(2,006.25)	906.19	12,037.50	(11,131.31)
Capital Improvements - Appliance	0.00	558.34	(558.34)	0.00	3,350.00	(3,350.00)
Capital Improvements - HVAC Repl	0.00	200.00	(200.00)	1,143.32	1,200.00	(56.68)
Capital Improvements - Water Heat	0.00	216.66	(216.66)	2,052.78	1,300.00	752.78

Gridley Farm Labor 645  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Carpet Cleaning	\$ 0.00	\$ 0.00	\$ 0.00	\$ 285.00	\$ 0.00	\$ 285.00
Cable Service	0.00	0.00	0.00	39.90	0.00	39.90
Tenant Services	0.00	416.66	(416.66)	75.77	2,500.00	(2,424.23)
Total Maint. & Operating Exp.	\$ 20,680.60	\$ 20,331.23	\$ 349.37	\$ 116,583.78	\$ 121,987.50	\$ (5,403.72)
Utilities:						
Electricity	\$ 311.21	\$ 2,666.66	\$ (2,355.45)	\$ 7,790.45	\$ 16,000.00	\$ (8,209.55)
Water	0.00	2,916.66	(2,916.66)	321.05	17,500.00	(17,178.95)
Sewer	0.00	1,583.34	(1,583.34)	0.00	9,500.00	(9,500.00)
Heating Fuel/Other	2,734.36	583.34	2,151.02	3,886.61	3,500.00	386.61
Garbage & Trash Removal	2,242.01	2,500.00	(257.99)	6,835.34	15,000.00	(8,164.66)
Total Utilities	\$ 5,287.58	\$ 10,250.00	\$ (4,962.42)	\$ 18,833.45	\$ 61,500.00	\$ (42,666.55)
Administrative:						
Manager's Salary	\$ 4,906.28	\$ 8,166.66	\$ (3,260.38)	\$ 23,005.93	\$ 49,000.00	\$ (25,994.07)
Management Fees	6,510.00	0.00	6,510.00	39,447.00	0.00	39,447.00
Bad Debt Expense	1,309.50	416.66	892.84	46,812.13	2,500.00	44,312.13
Auditing	337.75	337.75	0.00	2,026.50	2,026.50	0.00
Bookkeeping Fees	0.00	875.00	(875.00)	0.00	5,250.00	(5,250.00)
Legal	0.00	208.34	(208.34)	0.00	1,250.00	(1,250.00)
Other Administrative Expenses	0.00	1,300.09	(1,300.09)	0.00	7,800.50	(7,800.50)
Total Administrative Expense	\$ 13,063.53	\$ 11,304.50	\$ 1,759.03	\$ 111,291.56	\$ 67,827.00	\$ 43,464.56
Taxes & Insurance Reserve For:						
Special Assessments	\$ 2,117.50	\$ 2,117.50	\$ 0.00	\$ 12,705.00	\$ 12,705.00	\$ 0.00
Property Insurance	2,934.25	2,934.25	0.00	17,605.50	17,605.50	0.00
Other Insurance	8,711.25	8,711.25	0.00	52,267.50	52,267.50	0.00
Total Taxes & Insurance Expense	\$ 13,763.00	\$ 13,763.00	\$ 0.00	\$ 82,578.00	\$ 82,578.00	\$ 0.00
Other Taxes & Insurance:						
Payroll Taxes	\$ 945.92	\$ 1,128.41	\$ (182.49)	\$ 5,705.15	\$ 6,770.50	\$ (1,065.35)
Sales Tax Expense	0.00	0.00	0.00	57.22	0.00	57.22
Other Taxes, Fees & Permits	31.69	0.00	31.69	1,094.95	0.00	1,094.95
Worker's Compensation Insurance	384.51	774.25	(389.74)	2,302.06	4,645.50	(2,343.44)
Personnel Medical Insurance	9.28	4,267.00	(4,257.72)	68.07	25,602.00	(25,533.93)
Total Other Taxes & Insurance	\$ 1,371.40	\$ 6,169.66	\$ (4,798.26)	\$ 9,227.45	\$ 37,018.00	\$ (27,790.55)
Other Project Expenses						
Telephone & Answering Service	\$ 418.13	\$ 450.00	\$ (31.87)	\$ 1,078.71	\$ 2,700.00	\$ (1,621.29)
Internet Service	0.00	0.00	0.00	339.80	0.00	339.80
Advertising	140.00	375.00	(235.00)	945.99	2,250.00	(1,304.01)
Office Supplies & Expense	659.37	166.66	492.71	5,508.98	1,000.00	4,508.98
Postage	45.66	0.00	45.66	230.40	0.00	230.40

Gridley Farm Labor 645  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Toner/Copier Expense	\$ 185.01	\$ 0.00	\$ 185.01	\$ 325.51	\$ 0.00	\$ 325.51
Office Furniture & Equipment Expe	0.00	0.00	0.00	1,113.23	0.00	1,113.23
Travel & Promotion	469.62	0.00	469.62	2,068.07	0.00	2,068.07
Training Expense	312.92	104.16	208.76	312.92	625.00	(312.08)
Credit Checking	23.00	0.00	23.00	75.50	0.00	75.50
Employee Meals	0.00	0.00	0.00	29.60	0.00	29.60
Total Other Project Expenses	<u>\$ 2,253.71</u>	<u>\$ 1,095.82</u>	<u>\$ 1,157.89</u>	<u>\$ 12,028.71</u>	<u>\$ 6,575.00</u>	<u>\$ 5,453.71</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$ .37	\$ 75,353.76	\$ 75,351.50	\$ 2.26
Transfer - Reserves	\$ 2,875.00	\$ 2,875.00	\$ 0.00	\$ 17,250.00	\$ 17,250.00	\$ 0.00
Total Mortgage & Owner's Exp.	<u>\$ 15,433.96</u>	<u>\$ 15,433.59</u>	<u>\$ .37</u>	<u>\$ 92,603.76</u>	<u>\$ 92,601.50</u>	<u>\$ 2.26</u>
Total Expenses	<u>\$ 71,853.78</u>	<u>\$ 78,347.80</u>	<u>\$ (6,494.02)</u>	<u>\$ 443,146.71</u>	<u>\$ 470,087.00</u>	<u>\$ (26,940.29)</u>
Total Authorized Reserves	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

## MEMO

Date: April 15, 2022

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
- 1744 Laurel St, Chico (1 single family house)

*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 April there is (0) vacancy. RSC's monthly narrative reviews the two (2) households that failed to pay rent for previous months and possible unlawful detainers that may needed to be filed. The property continues to perform consistently. Modest improvement work is being planned regarding bond-finance-identified needs.

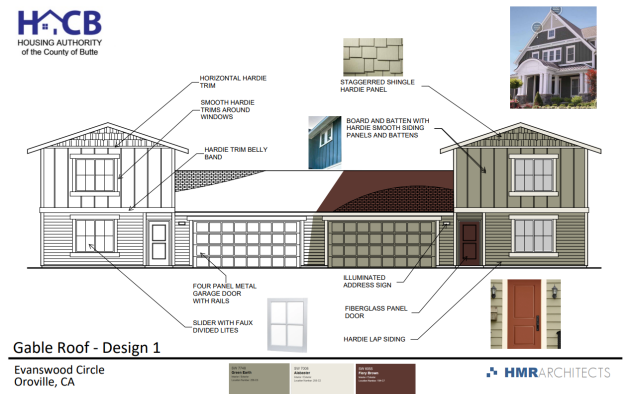
**Cordillera/Cameo Apartments, Chico** - The property currently has zero (0) vacancy. All rents were collected for the month, with the exception of one of the Behavioral Health-occupied units.



### Evanswood Estates Apartments, Oroville

– This property currently has no vacancies. All monthly rents have been collected. HMR Architects-designed exterior siding replacement improvement plans are now approved, bids will be solicited. Residents will be noticed and engaged regarding the improvement work. The work will be

completed in 2022 using Series 2020A bond proceeds.



The two units that burned last year have now been fully restored and re-occupied.

**Gridley Springs II**, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has one (1) vacancy; with no 30-day notices to vacate. Third party property management is awaiting rents for four (4) households under the Rent Relief Payments Program. The property continues to perform above budget - both YTD income and operating expenses are better than budgeted. Property Management completed its annual interior inspections of all units.

**Kathy Court Apartments, Paradise** – Kathy Court, burnt to the ground in the Camp Fire, saw Building Permit Application comment from the Town of Paradise, which are now being processed. Upon Town Permit approval, bidding and financing will commence. Use of State-administered CDBG-Disaster Recovery monies, available through the Town of Paradise, are anticipated to finance 40% of the development cost. Other affordable housing resources, as well as conventional financing, will be considered in assembling the finance package. Property and Liability insurance remains problematic, with the industry

unstable and policies expensive, if not unavailable; a State legislative “fix” is being pursued by stakeholder parties.



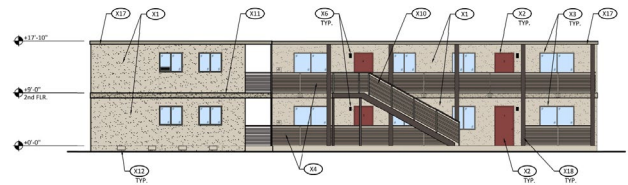
*Rendering of front of Building*





**Lincoln Apartments, Chico** – Lincoln Apartments has zero (0) vacancies as of the 1<sup>st</sup> of April. All rents have been paid. RSC notes in their monthly narrative the installation of bond-funded Capital Improvements, including water heaters, a refrigerator, exhaust hoods and GFCI installation. HMR Architects has developed

plans for building upgrades, focusing on the exterior walkways, stairways, and railing assemblies, windows, and heating and cooling systems. Exterior painting will follow the walkway improvements. Walkway work and parking lot repair will occur in 2022. Building rehab plans are in process of permitting. Solicitation of bids will follow. Improvements are to be paid by means of the Series 2020A Bond proceeds.



*Proposed Exterior Improvements – Rails, Decks, Stairways, and Paths of Travel*



**Locust Apartments, Chico** - The property continues to have zero (0) vacancy, as of the 1<sup>st</sup> of the month. All rents were paid, with the exception of one partial rent whose household has applied to the RRP. With the property's continued low vacancy loss, the property is performing better than budget.



**Park Place Apartments, Oroville** – The property has zero (0) vacancy as of the first of April. RSC's narrative reviews the monthly turnover. One unit that has not paid rent for one month, another unit owes partial rent with RSC is following up. With low vacancy loss, the property performs consistently. Bond-funded Capital Improvements include equipment replacements, gazebo replacement, Community Room renovation, and planning for site paths of travel and accessibility.

**2131 Fogg Ave, Oroville** – The single-family house is occupied, with rent paid. The site has been schematically explored, resulting in 16- and 18-unit 1-BR development approaches, utilizing manufactured and stick-built methods, respectively. Development is on hold.

**1744 Laurel St, Chico** – This single family 2-bedroom 1 bath house is occupied. The rent is current for the month.





April 7, 2022

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

RE: March 2022 HACB Monthly Financial Package

Dear Mr. Mayer:

Below is a summary of the March 2022 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. 2021/2022 Performance Review
9. Capital Improvement Summary

### **1519 Locust Apartments**

#### **Monthly Highlights:**

- **Occupancy** - 100% at the end of March.
- **Rent collection**
  - ✓ Partial rent was collected from unit #5 who has applied for the ERA Program assistance. All other tenants paid in full.

Mr. Ed Mayer, Executive Director  
Chico, California

### **Alamont Apartments**

#### **Monthly Highlights**

- **Occupancy** – 100% at the end of March.
- **Rent collection**
  - ✓ Unit #1 has made no payments for the last five months and has applied for rental assistance through Housing is Key. We will file for an unlawful detainer in April after COVID eviction protection expires on March 31<sup>st</sup>.
  - ✓ Unit #22 has not paid rent and we are pursuing an unlawful detainer
  - ✓ All other units paid in full.

### **Cordillera/Cameo Drive Apartments**

#### **Monthly Highlights:**

- **Occupancy** – 100% at the end of March. There was a new move in on March 23<sup>rd</sup> for unit #49-1.
- **Rent collection**
  - ✓ #49-3A waiting on payment from Behavioral Health to cover the rent.
  - ✓ All other units paid in full.

### **Evanswood Apartments**

#### **Monthly Highlights:**

- **Occupancy** – 100% as of the end of March. The reconstruction of the fire damaged units (#28 and #71) is completed. New residents moved into unit #71 on April 1<sup>st</sup> and new residents moved into unit #28 on April 15<sup>th</sup>.
- **Rent Collection**
  - ✓ All past due rents from February have been paid in full.
  - ✓ All other units paid in full.

### **Evanswood #21, #25, and #33**

#### **Monthly Highlights**

- **Occupancy** – 100% at the end of March.
- **Rent Collection** – 100% of rent was collected.
- **Maintenance expense** – we had the roof repaired on unit #33. The damaged was caused by strong winds.

### **Kathy Court Apartments**

**Monthly Highlights:** none at this time.

Mr. Ed Mayer, Executive Director  
Chico, California

### **Lincoln Apartments**

#### **Monthly Highlights:**

- **Occupancy** – 100% as of the end of March.
- **Rent Collection** – All units paid in full.
- **Capital improvements**
  - ✓ Included replacing water heaters, exhaust hoods and installing GFCI outlets in units: 2, 4, 5, 6, 8, 9, 15, 16, 17, and 19

### **Park Place Apartments**

#### **Monthly Highlights:**

- **Occupancy** – The resident of unit #9 moved out on March 27<sup>th</sup> and a new resident moved in on April 1<sup>st</sup>.
- **Rent Collection**
  - ✓ Unit #16 made no payment in March.
  - ✓ Unit #18 made a partial payment.
  - ✓ All other units paid in full.
- **Capital improvements:**
  - ✓ Unit #34 – 2020A Bond capital projects – carpeting, interior paint.
  - ✓ Unit #1 – 2020A Bond capital project – vinyl, interior paint, fans, exhaust hood and CGCI outlets.
  - ✓ Unit #9 – 2020A Bond capital project – carpeting and vinyl

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

### April 2022

#### Property Status:

1. GSI is 1 vacant unit, Zero notices to vacate
2. GSII is 1 vacant unit, Zero notices to vacate.
3. GSI had a Lender (Bonneville) physical property inspection on 03/02/2022, with NO findings or issues.
4. GSI HCD audit was re-scheduled (again) to be completed remotely in May 2022 for the file portion, the physical inspection was completed on 02/25/2022 with NO findings or issues.
5. CA-COVID Relief has approved GSII for rental payment assistance for units 02, 04,11,16. No payments have been received.
6. CA-COVID Relief has approved GSI for rental payment assistance for unit 31. No payment has been received.

Sincerely,  
Mac Upshaw



**HACB GRIDLEY SPRINGS II**  
**As of**  
**March 31, 2022**

<b>CASH SUMMARY - Operating Account</b>	<b>MARCH</b>		<b>6 months YTD</b>	
	<b>2022</b>	<b>%%</b>	<b>2022</b>	<b>%%</b>
Total Rent Revenue	16,593.00	100.00%	96,205.50	100.00%
Vacancies	(662.00)	-3.99%	(662.00)	-0.69%
Net Rental Revenue	15,931.00	96.01%	95,543.50	99.31%
Other Income	3.96	0.02%	170.12	0.18%
<b>Total Revenue</b>	<b>15,934.96</b>	<b>96.03%</b>	<b>95,713.62</b>	<b>99.49%</b>
<b>Expenses:</b>				
Administrative Expenses	2,764.87	16.66%	18,135.99	18.85%
Utilities	1,362.57	8.21%	12,073.30	12.55%
Operating & Maintenance	2,323.47	14.00%	23,097.12	24.01%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	737.41	4.44%	4,554.80	4.73%
<b>Total Expenses</b>	<b>7,188.32</b>	<b>38.88%</b>	<b>57,861.21</b>	<b>44.59%</b>
<b>Net Operating Income</b>	<b>8,746.64</b>	<b>22.21%</b>	<b>37,852.41</b>	<b>36.56%</b>
Interest and Finance Expense	545.08	3.28%	3,390.48	3.52%
Replacement Costs	374.93	2.26%	374.93	0.39%
<b>Net Cash Flow from Operations</b>	<b>7,826.63</b>		<b>34,087.00</b>	
<b>Plus (Minus)</b>				
Interest Income	(3.96)		(20.58)	
Unpaid Rent Collected (Owed)	3,598.00		(3,672.60)	
Prepaid Rent Received (Absorbed)	(108.00)		(144.00)	
Prepaid Insurance Expense	0.00		0.00	
Security Deposits Received (Refunded)	(520.00)		(520.00)	
Accrued Interest (Payment)	545.08		3,270.48	
<b>Net Cash Increase (Decrease)</b>	<b>11,337.75</b>		<b>33,000.30</b>	
<b>Beginning of Period Cash Balance</b>	<b>50,458.10</b>		<b>33,053.00</b>	
Contributions (Distributions) to Owner	0.00		0.00	
Transfer from (to) Impound Account	(401.33)		(2,408.78)	
Transfer From (to) Replacement Reserves	(450.00)		(2,700.00)	
Transfer from (to) Security account	0.00		0.00	
<b>Ending Cash Balance - Operating Account</b>	<b>\$60,944.52</b>		<b>\$60,944.52</b>	
<b>- Replacement Reserve</b>			<b>\$111,903.90</b>	
<b>- Tax and Insurance Impounds</b>			<b>\$49,574.98</b>	
<b>- Security Deposit Accounts</b>			<b>\$14,860.23</b>	

	<b>Current Month</b>	<b>UNIT STATUS</b>	<b>Current Month</b>
<b>TENANT RECEIVABLES</b>			
<b>Rent and Rent Related Receivables</b>			
Balance at Beginning of Month	7,431.00	Total Units	24
Uncollected (Collected) During Month	1,995.00	Vacant units at beginning of month	0
Written off to Bad Debts	0.00	Plus Units vacated during month	1
Balance at End of Month	<u>\$9,426.00</u>	Less move ins and deposits to hold	0
		Vacant units at end of month	<u>1</u>

**Balance Sheet**  
**HACB GRIDLEY SPRINGS II**  
**As of**  
**March 31, 2022**

**\*\*\* ASSETS \*\*\***

Petty Cash	250.00	
Cash - Operating	60,944.52	
Cash - Replacement Reserve	111,903.90	
Cash - Impound Account	49,574.98	
Cash - Security Deposit Account	14,860.23	
<b>Total Cash</b>		<b>237,533.63</b>

**ACCOUNTS RECEIVABLE**

Tenant Rent Receivable	5,828.00	
<b>Total Accounts Receivable</b>		<b>5,828.00</b>

**Prepaid Property Insurance**

	0.00	
<b>Total Prepaid Expenses</b>		<b>0.00</b>

<b>Total Current Assets</b>		<b>243,361.63</b>
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**CAPITAL IMPROVEMENTS**

Land	55,276.00	
Building	497,483.59	
Improvements	421,449.94	
Accumulated Depreciation	(219,793.41)	
<b>Total Fixed Assets</b>		<b>754,416.12</b>
<b>TOTAL ASSETS</b>		<b>997,777.75</b>

**\*\*\* LIABILITIES \*\*\***

Accrued Interest-SHRA	101,409.65	
Security Deposit Liability	14,339.00	
Prepaid Rent Revenue	8.00	
<b>Total Current Liabilities</b>		<b>115,756.65</b>

Note Payable	218,032.00	
<b>Total Long Term Liabilities</b>		<b>218,032.00</b>
<b>Total Liabilities</b>		<b>333,788.65</b>

**\*\*\* OWNER'S EQUITY \*\*\***

Partner's Equity (CF Distributions)	684,336.63	
AGP Cash Flow Distributions	(56,413.00)	
Retained Earnings	(131,098.21)	
Owner Contributions/Distribution	133,076.68	
Current Year Net Income (Loss)	34,087.00	
<b>Total Equity</b>		<b>663,989.10</b>

<b>Total Liabilities &amp; Equity</b>	<b>997,777.75</b>
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**Income Statement**  
**HACB GRIDLEY SPRINGS II**  
**As of**  
**March 31, 2022**

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>*** REVENUES ***</b>						
Rent Revenue - Gross Potential						
Apartment Rents	15,641.00	16,020.00	(379.00)	90,631.50	96,120.00	(5,488.50)
Tenant Assistance Payments	952.00	0.00	952.00	5,574.00	0.00	5,574.00
<b>Total Revenue</b>	<b>16,593.00</b>	<b>16,020.00</b>	<b>573.00</b>	<b>96,205.50</b>	<b>96,120.00</b>	<b>85.50</b>
Apartment Vacancies	(662.00)	(320.00)	(342.00)	(662.00)	(1,922.40)	1,260.40
<b>Total Vacancies</b>	<b>(662.00)</b>	<b>(320.00)</b>	<b>(342.00)</b>	<b>(662.00)</b>	<b>(1,922.40)</b>	<b>1,260.40</b>
<b>NET RENTAL REVENUE</b>	<b>15,931.00</b>	<b>15,700.00</b>	<b>231.00</b>	<b>95,543.50</b>	<b>94,197.60</b>	<b>1,345.90</b>
Interest Income-Other Cash	3.74	3.00	0.74	19.72	18.00	1.72
Interest Income-Sec Deposits	0.22	0.00	0.22	0.86	0.00	0.86
<b>Total Financial Revenue</b>	<b>3.96</b>	<b>3.00</b>	<b>0.96</b>	<b>20.58</b>	<b>18.00</b>	<b>2.58</b>
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	625.00	(625.00)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	0.00	0.00	0.00	0.00	0.00
Laundry Revenue	0.00	90.00	(90.00)	149.54	540.00	(390.46)
<b>Total Other Revenue</b>	<b>0.00</b>	<b>215.00</b>	<b>(215.00)</b>	<b>149.54</b>	<b>1,165.00</b>	<b>(1,015.46)</b>
<b>TOTAL REVENUE</b>	<b>15,934.96</b>	<b>15,918.00</b>	<b>16.96</b>	<b>95,713.62</b>	<b>95,380.60</b>	<b>333.02</b>
<b>*** EXPENSES ***</b>						
<b>Administrative Expenses</b>						
Advertising and Promotions	0.00	15.00	(15.00)	0.00	90.00	(90.00)
Credit Reports	0.00	5.00	(5.00)	28.00	30.00	(2.00)
Uniforms	0.00	0.00	0.00	0.00	0.00	0.00
IT Support Services	128.00	128.00	0.00	768.00	768.00	0.00
Telephone/Answering Service	80.02	70.00	10.02	256.18	420.00	(163.82)
Consulting/Purchased Services	0.00	0.00	0.00	558.55	0.00	558.55
Postage and Mailing	0.00	0.00	0.00	53.88	0.00	53.88
Administrative Expense/Office Personnel	0.00	0.00	0.00	91.67	0.00	91.67
Office Supplies/Expenses	13.18	439.00	(425.82)	835.83	1,956.00	(1,120.17)
Dues and Subscriptions	0.00	0.00	0.00	64.29	0.00	64.29
Management Fee	1,035.00	1,080.00	(45.00)	6,210.00	6,480.00	(270.00)
Manager Salaries	1,508.67	1,342.00	166.67	9,096.01	8,260.00	836.01
Education/Registration fees	0.00	100.00	(100.00)	53.58	600.00	(546.42)
Legal Expense	0.00	63.00	(63.00)	0.00	372.00	(372.00)
Auditing Fees	0.00	0.00	0.00	0.00	4,000.00	(4,000.00)
Television/Cable Expense	0.00	0.00	0.00	120.00	0.00	120.00
<b>Total Administrative Expenses</b>	<b>2,764.87</b>	<b>3,242.00</b>	<b>(477.13)</b>	<b>18,135.99</b>	<b>22,976.00</b>	<b>(4,840.01)</b>
<b>Utility Expenses</b>						
Electricity	226.57	310.00	(83.43)	1,634.55	1,860.00	(225.45)
Water	217.54	500.00	(282.46)	1,928.95	3,000.00	(1,071.05)
Gas	113.65	50.00	63.65	406.17	300.00	106.17
Sewer	804.81	820.00	(15.19)	4,829.02	4,920.00	(90.98)
Garbage and Trash Removal	0.00	500.00	(500.00)	3,274.61	3,000.00	274.61
<b>Total Utility Expenses</b>	<b>1,362.57</b>	<b>2,180.00</b>	<b>(817.43)</b>	<b>12,073.30</b>	<b>13,080.00</b>	<b>(1,006.70)</b>
<b>Operating &amp; Maintenance Expense</b>						
Clean and Repair Apartment	0.00	0.00	0.00	0.00	0.00	0.00
Cleaning Supplies	0.00	0.00	0.00	16.01	0.00	16.01
Exterminating Contract	0.00	0.00	0.00	439.65	0.00	439.65
Tree Service	0.00	0.00	0.00	0.00	0.00	0.00
Grounds Contract	0.00	0.00	0.00	5,000.00	0.00	5,000.00
Grounds Maintenance and Supplies	0.00	0.00	0.00	1,409.00	0.00	1,409.00
Maintenance Personnel	1,296.09	1,342.00	(45.91)	8,900.14	8,048.00	852.14
Repair Materials	992.28	1,667.00	(674.72)	4,745.80	9,998.00	(5,252.20)
Repair Contract/Vendor Labor	0.00	1,825.00	(1,825.00)	0.00	10,950.00	(10,950.00)
Electrical Repair and Supplies	0.00	0.00	0.00	734.00	0.00	734.00
HVAC Repair/Maintenance	0.00	1,667.00	(1,667.00)	1,338.51	9,998.00	(8,659.49)
Appliance Repair and Maintenance	0.00	0.00	0.00	334.99	0.00	334.99
Plumbing Repair and Supplies	0.00	0.00	0.00	117.86	0.00	117.86
Gas, Oil and Mileage	35.10	0.00	35.10	61.16	0.00	61.16
Fire Protection Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating &amp; Maint Expenses</b>	<b>2,323.47</b>	<b>6,501.00</b>	<b>(4,177.53)</b>	<b>23,097.12</b>	<b>38,994.00</b>	<b>(15,896.88)</b>

**Income Statement**  
**HACB GRIDLEY SPRINGS II**  
**As of**  
**March 31, 2022**

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Taxes &amp; Insurance Expenses</b>						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	306.47	318.00	(11.53)	2,024.58	1,910.00	114.58
Property & Liability Insurance	0.00	150.00	(150.00)	0.00	900.00	(900.00)
Worker's Compensation	197.76	221.00	(23.24)	1,072.21	1,324.00	(251.79)
Health/Dental Insurance	233.18	193.00	40.18	1,458.01	1,152.00	306.01
Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Taxes &amp; Insurance Expenses</b>	<b>737.41</b>	<b>882.00</b>	<b>(144.59)</b>	<b>4,554.80</b>	<b>5,286.00</b>	<b>(731.20)</b>
<b>TOTAL EXPENSES</b>	<b>7,188.32</b>	<b>12,805.00</b>	<b>(5,616.68)</b>	<b>57,861.21</b>	<b>80,336.00</b>	<b>(22,474.79)</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>8,746.64</b>	<b>3,113.00</b>	<b>5,633.64</b>	<b>37,852.41</b>	<b>15,044.60</b>	<b>22,807.81</b>
<b>Interest &amp; Finance Expense</b>						
Mortgage Interest	545.08	0.00	545.08	3,270.48	0.00	3,270.48
Bank Fees	0.00	0.00	0.00	120.00	0.00	120.00
<b>Total Interest &amp; Finance Expense</b>	<b>545.08</b>	<b>0.00</b>	<b>545.08</b>	<b>3,390.48</b>	<b>0.00</b>	<b>3,390.48</b>
<b>OPERATING PROFIT (LOSS)</b>	<b>8,201.56</b>	<b>3,113.00</b>	<b>5,088.56</b>	<b>34,461.93</b>	<b>15,044.60</b>	<b>19,417.33</b>
<b>Replacements</b>						
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	0.00	0.00	0.00
Appliance Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Furniture/Equipment Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Carpet/Flooring 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 Equip Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Door/Screen Repair/Replacement	374.93	0.00	374.93	374.93	0.00	374.93
<b>Total Cost of Replacements</b>	<b>374.93</b>	<b>0.00</b>	<b>374.93</b>	<b>374.93</b>	<b>0.00</b>	<b>374.93</b>
<b>NET CASH FLOW FROM OPERATIONS</b>	<b>7,826.63</b>	<b>3,113.00</b>	<b>4,713.63</b>	<b>34,087.00</b>	<b>15,044.60</b>	<b>19,042.40</b>



## MEMO

Date: April 15, 2022

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – LIHTC Properties

- Chico Commons Apartment, Chico (72 units, LIHTC, Family)
- Walker Commons Apartments, Chico (56 units, LIHTC, senior/disabled)
- 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.*

**Chico Commons Apartments, Chico** (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) – There currently is (1) vacancy as of the 1<sup>st</sup> of April with an application pending for approval. Turnover for the month consisted of one move out and two move-ins. There is one 30-day notice/termination in the process. Unpaid rents were 8% of collections, which involved eight (8) households. In their monthly narrative, AWI breaks down unpaid rents, and associated payments thru California's Rent Relief Program. Numerous residents are seeking rent funds thru the RRP and AWI is again starting to see an increase in unpaid rents. The RRP was closed March 31, 2022 and 3<sup>rd</sup> party property management will be able to file Unlawful Detainers for households who have not applied for the RRP. New bark will be installed in the playground areas. Bids for dumpster enclosure gates, are being sought. The

property continues to operate subject to pandemic protocols, with leasing dynamics being watched carefully – please find AWI's narrative property report and financials, following. The property is subject to repositioning, involving refinancing, capital improvements, and replacements. CalAHA has been retained to provide repositioning capacity, and will start the work with completion of an Investment Grade Physical Needs Assessment of the property.





**Walker Commons Apartments**, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property has two (2) vacancies as of the beginning of April. There is one thirty (30) day notice. *100% of the rent was collected for March. April rent there are four residents who still owe rent but AWI is in the process of collecting.* The complex is continuing to operate under pandemic protocols. Several locations seeing water intrusion have been

repaired, locations not associated with the new roofing, but with fascia and siding details. Gutters, downspouts and fascia boards will be replaced in 2022. The CAA food distribution program will commence soon as AWI coordinates this benefit for all residents. 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 refinance, 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. An IGPNA inspection of the property occurred the later part of December 2021. The property generates significant amounts of surplus cash, which will help with renovations, but which aggravate HACB's Investor Limited Partner Capital Account.

**Gridley Springs I Apartments**, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There is one (1) vacancy as of this memo and no 30-day notices to vacate. One unit has been approved for the Rent Relief Program for unpaid rent. The property lender had a scheduled inspection on March 2<sup>nd</sup> with “no” findings or issues. The annual HCD file audit was rescheduled again for May 2022; the physical inspection was performed in February with no issues or 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 five (5) vacancies with pending applications for four (4) units in the process for approval. There are no thirty notices to vacate and or rental terminations. There is one (1) household who still owes February and back rent who has applied for California Rent Relief. AWI is waiting for payment from the RRP. Unpaid April rent consists of seven (7) units as described in the AWI monthly narrative. 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 - a trial is anticipated. The flat roofs assessment has been completed, replacements being hindered by weather and contractor scheduling. AWI is following up in one flat roof area with a local roof vendor since a leak was experienced. Pigeon abatement, replacement of elevator floors, and striping of the parking garages are all in the works with bids and or completion. Common area lighting is also being addressed by AWI. Property planting of trees and shrubs is being addressed on the Park Ave street side. The Passages senior 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. The CAA food distribution program will commence on the property for all residents. Please find AWI's monthly financials and property manager monthly narrative following. The property is subject to repositioning, involving refinancing and capital improvements. CalAHA has been retained to provide repositioning capacity, and has started with the work with completion of Investment Grade Physical Needs Assessment of the property. An IGPNA inspection of the property occurred the later part of December 2021.



**Harvest Park Apartments**, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has one (1) vacancy with an application in process. We do have two (2) 30-day notices to vacate. The Harvest Park financials outlines the current unpaid rent YTD which amounts to \$50, 579.99. Please note the larger amount of unpaid rents the households have applied for rent relief thru the California Rent Relief Program. The property continues operations per budget. Please find WINN Residential Owner's Report following.

## Chico Commons Apartments March 2022



Separate Variance Report explaining budget differences and expenditures.

### Updates:

Chico Commons currently has one vacant. One move-out and two move-in's during the month of March

Vacancies:

- Unit #23– is nearly market ready with an applicant close to an approval.

Upcoming Vacancies:

- Unit #35 Termination in process.

Outstanding March rents is 8%. The application phase of the CA Rent Relief Program has closed. Funds will continue to flow in for those that filed before the deadline. Details of household's owing more than current rent below:

- **Unit #8; Balance \$2,338** following up to find out if the resident requested additional \$.
- **Unit #10; Balance \$2,261** Resident received \$3868. Recertification Submitted.
- **Unit #12; Balance \$347** Application has gone inactive.
- **Unit #14; Balance \$3,277** following up to find out if the resident requested additional \$.
- **Unit #16; Balance \$4,020** Resident received \$13997 and is approved for \$3002 more.
- **Unit #18; Balance \$3,161** following up to find out if the resident requested additional \$.
- **Unit #53; Balance \$1,576** Resident approved for \$905
- **Unit #63; Balance \$2,852** Resident received \$3027.99 and is approved for \$2130 more

**Total approved funds to date through the rent relief program is \$68,012.17.**

265907	Chico Commons LP	Landlord: Rental	2020	\$68,012.17	\$65,010.17	\$3,002.00	<a href="#">View</a>
		Assistance					

(530) 745-6170 tel AWI Management Corporation  
(530) 745-6171 fax 120 Center Street  
www.awimc.com Auburn CA 95603



AWI Management Corporation is an Equal Opportunity provider.



April 25<sup>th</sup> – 29<sup>th</sup> is National Playground Safety Awareness Week! Fresh bark will be ordered and installed by the Maintenance Tech. The slide and padding cover on the steps needs replacement, bids in process.

Several tree stumps by the playground and the back of the office have been removed. Staff is still waiting for an estimate to replace all sprinkler's currently posing a trip hazard to pop up sprinklers.

The power washing of all breezeways & trash enclosures is complete. The re-paint of walkways with non-slip prevention paint is scheduled for 04/17/22.

Staff is seeking estimates to replace the first trash enclosure by the property entrance. Waiting for vendors to send the bids.

Staff is seeking estimates to replace the two property directory signs.

The efforts to encourage residents to clean up porches and patios is ongoing. Staff completes an inspection each Monday, followed by a detailed update w/ pictures to the Regional Manager.

Chico Commons 549  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 66,669.00	\$ 61,820.00	\$ 4,849.00	\$ 195,903.00	\$ 185,460.00	\$ 10,443.00
Vacancies	(1,773.00)	(2,472.84)	699.84	(5,321.00)	(7,418.50)	2,097.50
Rent Adjustments	(557.00)	(245.84)	(311.16)	318.94	(737.50)	1,056.44
Manager's Unit	(796.00)	(796.00)	0.00	(2,388.00)	(2,388.00)	0.00
<b>Total Tenant Rent</b>	<b>\$ 63,543.00</b>	<b>\$ 58,305.32</b>	<b>\$ 5,237.68</b>	<b>\$ 188,512.94</b>	<b>\$ 174,916.00</b>	<b>\$ 13,596.94</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 675.63	\$ 677.84	\$ (2.21)	\$ 2,385.63	\$ 2,033.50	\$ 352.13
Interest Income	4.70	4.75	(.05)	11.19	14.25	(3.06)
Restricted Reserve Interest Incom	18.65	0.00	18.65	58.92	0.00	58.92
Other Tenant Income	\$ 268.00	\$ 349.59	\$ (81.59)	\$ 1,257.98	\$ 1,048.75	\$ 209.23
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,720.30	\$ 0.00	\$ 2,720.30
<b>Other Project Income</b>	<b>\$ 966.98</b>	<b>\$ 1,032.18</b>	<b>\$ (65.20)</b>	<b>\$ 6,434.02</b>	<b>\$ 3,096.50</b>	<b>\$ 3,337.52</b>
<b>Total Project Income</b>	<b>\$ 64,509.98</b>	<b>\$ 59,337.50</b>	<b>\$ 5,172.48</b>	<b>\$ 194,946.96</b>	<b>\$ 178,012.50</b>	<b>\$ 16,934.46</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 21,110.34	\$ 21,872.61	\$ (762.27)	\$ 52,261.12	\$ 65,617.75	\$ (13,356.63)
Utilities (From Pg 2)	7,803.10	8,644.02	(840.92)	21,441.66	25,932.00	(4,490.34)
Administrative (From Pg 2)	7,820.30	8,925.27	(1,104.97)	21,941.80	26,775.75	(4,833.95)
Taxes & Insurance (From Pg 2)	1,575.33	2,443.59	(868.26)	4,725.99	7,330.75	(2,604.76)
Other Taxes & Insurance (Fr Page	818.90	2,715.50	(1,896.60)	4,375.19	8,146.50	(3,771.31)
Other Project Expenses	1,516.25	1,588.34	(72.09)	3,653.28	4,765.00	(1,111.72)
<b>Total O&amp;M Expenses</b>	<b>\$ 40,644.22</b>	<b>\$ 46,189.33</b>	<b>\$ (5,545.11)</b>	<b>\$ 108,399.04</b>	<b>\$ 138,567.75</b>	<b>\$ (30,168.71)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$ .01	\$ 7,812.51	\$ 7,812.50	\$ .01
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 3,240.00	\$ 3,240.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	7,500.00	7,500.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 6,184.17</b>	<b>\$ 6,184.16</b>	<b>\$ .01</b>	<b>\$ 18,552.51</b>	<b>\$ 18,552.50</b>	<b>\$ .01</b>
<b>Total Project Expenses</b>	<b>\$ 46,828.39</b>	<b>\$ 52,373.49</b>	<b>\$ (5,545.10)</b>	<b>\$ 126,951.55</b>	<b>\$ 157,120.25</b>	<b>\$ (30,168.70)</b>
<b>Net Profit (Loss)</b>	<b>\$ 17,681.59</b>	<b>\$ 6,964.01</b>	<b>\$ 10,717.58</b>	<b>\$ 67,995.41</b>	<b>\$ 20,892.25</b>	<b>\$ 47,103.16</b>
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (17.35)	\$ 0.00	\$ (17.35)	\$ (57.62)	\$ 0.00	\$ (57.62)

Chico Commons 549  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
T & I Transfers	\$ (1,770.21)	\$ 0.00	\$ (1,770.21)	\$ (5,310.88)	\$ 0.00	\$ (5,310.88)
Operating Acct MMKT - FFB*	(4.49)	0.00	(4.49)	(10.31)	0.00	(10.31)
Security Deposits Held	0.00	0.00	0.00	1,300.00	0.00	1,300.00
Authorized Reserve - Other	0.00	(9,801.66)	9,801.66	0.00	(29,405.00)	29,405.00
Tenant Receivables	5,340.51	0.00	5,340.51	(10,343.96)	0.00	(10,343.96)
Other Receivables	2,200.33	0.00	2,200.33	(899.01)	0.00	(899.01)
Accounts Payable - Trade	3,176.98	0.00	3,176.98	(29,395.27)	0.00	(29,395.27)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	7,812.51	0.00	7,812.51
Total Other Cash Flow Items	<u>\$ 11,529.94</u>	<u>\$ (9,801.66)</u>	<u>\$ 21,331.60</u>	<u>\$ (36,904.54)</u>	<u>\$ (29,405.00)</u>	<u>\$ (7,499.54)</u>
Net Operating Cash Change	<u><u>\$ 29,211.53</u></u>	<u><u>\$ (2,837.65)</u></u>	<u><u>\$ 32,049.18</u></u>	<u><u>\$ 31,090.87</u></u>	<u><u>\$ (8,512.75)</u></u>	<u><u>\$ 39,603.62</u></u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 61,916.16	\$ 93,007.03	\$ 31,090.87
Operating Acct MMKT - FFB*	117,215.39	117,225.70	10.31
Tax & Insurance-FFB	2,840.05	8,150.93	5,310.88
Security Acct-FFB	43,775.00	43,775.00	0.00
Reserve Acct-FFB	71,774.45	79,307.65	7,533.20
Reserve Acct - MMKT - FFB*	200,021.06	200,045.48	24.42
Payables & Receivables:			
Accounts Payable - Trade	40,076.71	10,681.44	(29,395.27)
Rents Receivable - Current Tenants	17,872.90	25,569.89	7,696.99
Allowance for Doubtful Accounts	(5,053.99)	(2,992.00)	2,061.99
Other Tenant Charges Receivable	479.00	1,063.98	584.98

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,431.88	\$ 4,898.34	\$ (2,466.46)	\$ 9,378.65	\$ 14,695.00	\$ (5,316.35)
Janitorial/Cleaning Supplies	0.00	137.34	(137.34)	169.97	412.00	(242.03)
Plumbing Repairs	140.00	468.16	(328.16)	409.54	1,404.50	(994.96)
Painting & Decorating	0.00	508.16	(508.16)	548.97	1,524.50	(975.53)
Repairs & Maintenance - Supply	3,036.40	2,503.25	533.15	7,506.89	7,509.75	(2.86)
Repairs & Maintenance - Contract	3,062.60	1,570.59	1,492.01	9,659.21	4,711.75	4,947.46
Grounds Maintenance	1,820.00	1,552.25	267.75	5,485.00	4,656.75	828.25
Pest Control Service	815.00	695.09	119.91	1,500.00	2,085.25	(585.25)
Fire/Alarm Services	408.37	579.34	(170.97)	781.07	1,738.00	(956.93)
Capital Improvements - Other	1,627.71	5,588.59	(3,960.88)	2,597.21	16,765.75	(14,168.54)

Chico Commons 549  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - Flooring	\$ 3,912.41	\$ 1,650.00	\$ 2,262.41	\$ 8,186.41	\$ 4,950.00	\$ 3,236.41
Capital Improvements - Appliance	3,637.17	937.50	2,699.67	5,719.60	2,812.50	2,907.10
Carpet Cleaning	0.00	41.34	(41.34)	0.00	124.00	(124.00)
HVAC Repairs	119.00	651.09	(532.09)	119.00	1,953.25	(1,834.25)
Cable Service	99.80	49.91	49.89	199.60	149.75	49.85
Tenant Services	0.00	41.66	(41.66)	0.00	125.00	(125.00)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 21,110.34</b>	<b>\$ 21,872.61</b>	<b>\$ (762.27)</b>	<b>\$ 52,261.12</b>	<b>\$ 65,617.75</b>	<b>\$ (13,356.63)</b>
Utilities:						
Electricity	\$ 688.79	\$ 584.59	\$ 104.20	\$ 2,165.76	\$ 1,753.75	\$ 412.01
Water	1,745.22	2,746.09	(1,000.87)	4,815.25	8,238.25	(3,423.00)
Sewer	1,654.56	1,654.59	(.03)	4,963.68	4,963.75	(.07)
Heating Fuel/Other	1,753.11	1,643.09	110.02	5,027.83	4,929.25	98.58
Garbage & Trash Removal	1,961.42	2,015.66	(54.24)	4,469.14	6,047.00	(1,577.86)
<b>Total Utilities</b>	<b>\$ 7,803.10</b>	<b>\$ 8,644.02</b>	<b>\$ (840.92)</b>	<b>\$ 21,441.66</b>	<b>\$ 25,932.00</b>	<b>\$ (4,490.34)</b>
Administrative:						
Manager's Salary	\$ 3,260.00	\$ 3,587.34	\$ (327.34)	\$ 9,756.00	\$ 10,762.00	\$ (1,006.00)
Management Fees	3,240.00	3,240.00	0.00	9,720.00	9,720.00	0.00
Bad Debt Expense	629.00	625.00	4.00	(36.00)	1,875.00	(1,911.00)
Auditing	625.00	625.00	0.00	1,875.00	1,875.00	0.00
Legal	65.00	833.34	(768.34)	625.50	2,500.00	(1,874.50)
Other Administrative Expenses	1.30	14.59	(13.29)	1.30	43.75	(42.45)
<b>Total Administrative Expense</b>	<b>\$ 7,820.30</b>	<b>\$ 8,925.27</b>	<b>\$ (1,104.97)</b>	<b>\$ 21,941.80</b>	<b>\$ 26,775.75</b>	<b>\$ (4,833.95)</b>
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 110.25	\$ (110.25)	\$ 0.00	\$ 330.75	\$ (330.75)
Property Insurance	1,575.33	2,333.34	(758.01)	4,725.99	7,000.00	(2,274.01)
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 1,575.33</b>	<b>\$ 2,443.59</b>	<b>\$ (868.26)</b>	<b>\$ 4,725.99</b>	<b>\$ 7,330.75</b>	<b>\$ (2,604.76)</b>
Other Taxes & Insurance:						
Payroll Taxes	\$ 483.49	\$ 738.41	\$ (254.92)	\$ 2,186.56	\$ 2,215.25	\$ (28.69)
Other Taxes, Fees & Permits	68.52	192.00	(123.48)	1,305.69	576.00	729.69
Bond Premiums	0.00	73.25	(73.25)	0.00	219.75	(219.75)
Worker's Compensation Insurance	252.17	835.34	(583.17)	835.46	2,506.00	(1,670.54)
Personnel Medical Insurance	14.72	876.50	(861.78)	47.48	2,629.50	(2,582.02)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 818.90</b>	<b>\$ 2,715.50</b>	<b>\$ (1,896.60)</b>	<b>\$ 4,375.19</b>	<b>\$ 8,146.50</b>	<b>\$ (3,771.31)</b>
Other Project Expenses						
Telephone & Answering Service	\$ 506.90	\$ 164.75	\$ 342.15	\$ 848.74	\$ 494.25	\$ 354.49
Internet Service	224.84	144.84	80.00	504.54	434.50	70.04
Advertising	0.00	54.16	(54.16)	0.00	162.50	(162.50)
Office Supplies & Expense	265.57	221.00	44.57	1,135.20	663.00	472.20



Chico Commons 549  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Postage	\$ 45.87	\$ 82.09	\$ (36.22)	\$ 386.44	\$ 246.25	\$ 140.19
Toner/Copier Expense	270.15	188.09	82.06	522.44	564.25	(41.81)
Office Furniture & Equipment Expe	0.00	500.00	(500.00)	0.00	1,500.00	(1,500.00)
Travel & Promotion	22.00	70.91	(48.91)	22.00	212.75	(190.75)
Training Expense	180.92	62.50	118.42	180.92	187.50	(6.58)
Credit Checking	0.00	100.00	(100.00)	53.00	300.00	(247.00)
Total Other Project Expenses	<u>\$ 1,516.25</u>	<u>\$ 1,588.34</u>	<u>\$ (72.09)</u>	<u>\$ 3,653.28</u>	<u>\$ 4,765.00</u>	<u>\$ (1,111.72)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$ .01	\$ 7,812.51	\$ 7,812.50	\$ .01
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 3,240.00	\$ 3,240.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	7,500.00	7,500.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 6,184.17</u>	<u>\$ 6,184.16</u>	<u>\$ .01</u>	<u>\$ 18,552.51</u>	<u>\$ 18,552.50</u>	<u>\$ .01</u>
Total Expenses	<u>\$ 46,828.39</u>	<u>\$ 52,373.49</u>	<u>\$ (5,545.10)</u>	<u>\$ 126,951.55</u>	<u>\$ 157,120.25</u>	<u>\$ (30,168.70)</u>
Authorized Reserve - Other	\$ 0.00	\$ 9,801.66	\$ (9,801.66)	\$ 0.00	\$ 29,405.00	\$ (29,405.00)
Total Authorized Reserves	<u>\$ 0.00</u>	<u>\$ 9,801.66</u>	<u>\$ (9,801.66)</u>	<u>\$ 0.00</u>	<u>\$ 29,405.00</u>	<u>\$ (29,405.00)</u>

## Walker Commons March 2022



Separate Variance Report explaining budget differences and expenditures.

### Updates:

Walker Commons is currently 98% occupied

#### Vacancies

- **Unit #6** Unit turn is nearly complete with an applicant close to an approval. Nicotine damage required additional cleaning.
- **Unit #7** new move-out (deceased). Working applicants

#### Upcoming Vacancies:

- **Unit #28** – 30-day notice to vacate. Resident still in the unit.

100% of March rent was collected.

To date in April, 4 rent payments are outstanding.

**Unit #22; \$297**

**Unit #30; \$205**

**Unit #37; \$106**

**Unit #42; \$198**

Staff is working on collecting rents.

Staff currently has two bids in place to repair the two ADA sidewalks, but they are not apples to apples. Vendor revising bids.

Staff currently has two estimates for the removal of all trees on the back side of the property and to grind all stumps. Waiting for one of the vendors to add the removal of existing stumps.



Painting of the laundry room is in process prior to install of new flooring. New dryers are on hand and pending install.

New community room furniture - pending delivery.

Staff called the supplier and per the conversation they're only waiting for the couch to arrive to make the delivery.

Staff is working on coordinating and going over details with Lee to start the CAA food distribution. We are very excited to see this program implemented at Walker Commons. It will be a great benefit to many.

Walker Commons 550  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 42,550.00	\$ 37,873.00	\$ 4,677.00	\$ 127,338.00	\$ 113,619.00	\$ 13,719.00
Vacancies	(493.00)	(378.75)	(114.25)	(1,454.00)	(1,136.25)	(317.75)
Rent Adjustments	361.39	(44.16)	405.55	361.84	(132.50)	494.34
Manager's Unit	(704.00)	(708.00)	4.00	(2,112.00)	(2,124.00)	12.00
Total Tenant Rent	<u>\$ 41,714.39</u>	<u>\$ 36,742.09</u>	<u>\$ 4,972.30</u>	<u>\$ 124,133.84</u>	<u>\$ 110,226.25</u>	<u>\$ 13,907.59</u>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 173.84	\$ (173.84)	\$ 565.90	\$ 521.50	\$ 44.40
Interest Income	7.93	6.09	1.84	20.55	18.25	2.30
Restricted Reserve Interest Income	20.23	0.00	20.23	64.78	0.00	64.78
Other Tenant Income	\$ 0.00	\$ 123.75	\$ (123.75)	\$ 456.50	\$ 371.25	\$ 85.25
Other Project Income	<u>\$ 28.16</u>	<u>\$ 303.68</u>	<u>\$ (275.52)</u>	<u>\$ 1,107.73</u>	<u>\$ 911.00</u>	<u>\$ 196.73</u>
Total Project Income	<u>\$ 41,742.55</u>	<u>\$ 37,045.77</u>	<u>\$ 4,696.78</u>	<u>\$ 125,241.57</u>	<u>\$ 111,137.25</u>	<u>\$ 14,104.32</u>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 10,565.02	\$ 12,690.93	\$ (2,125.91)	\$ 25,734.81	\$ 38,072.75	\$ (12,337.94)
Utilities (From Pg 2)	2,870.21	3,258.66	(388.45)	8,771.90	9,776.00	(1,004.10)
Administrative (From Pg 2)	6,184.19	6,769.91	(585.72)	19,226.44	20,309.75	(1,083.31)
Taxes & Insurance (From Pg 2)	1,009.67	1,385.59	(375.92)	3,029.01	4,156.75	(1,127.74)
Other Taxes & Insurance (Fr Page 2)	2,403.82	3,373.98	(970.16)	8,796.04	10,122.00	(1,325.96)
Other Project Expenses	991.60	919.00	72.60	2,680.05	2,757.00	(76.95)
Total O&M Expenses	<u>\$ 24,024.51</u>	<u>\$ 28,398.07</u>	<u>\$ (4,373.56)</u>	<u>\$ 68,238.25</u>	<u>\$ 85,194.25</u>	<u>\$ (16,956.00)</u>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 3,750.00	\$ 3,750.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 1,875.00	\$ 1,875.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	2,800.02	2,800.00	.02
Total Mortgage & Owner's Exp.	<u>\$ 2,808.34</u>	<u>\$ 2,808.34</u>	<u>\$ 0.00</u>	<u>\$ 8,425.02</u>	<u>\$ 8,425.00</u>	<u>\$ .02</u>
Total Project Expenses	<u>\$ 26,832.85</u>	<u>\$ 31,206.41</u>	<u>\$ (4,373.56)</u>	<u>\$ 76,663.27</u>	<u>\$ 93,619.25</u>	<u>\$ (16,955.98)</u>
Net Profit (Loss)	<u>\$ 14,909.70</u>	<u>\$ 5,839.36</u>	<u>\$ 9,070.34</u>	<u>\$ 48,578.30</u>	<u>\$ 17,518.00</u>	<u>\$ 31,060.30</u>
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (953.57)	\$ 0.00	\$ (953.57)	\$ (64.78)	\$ 0.00	\$ (64.78)
T & I Transfers	(107.50)	0.00	(107.50)	14,379.08	0.00	14,379.08

Walker Commons 550  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Operating Acct. MMKT- FFB*	\$ (7.09)	\$ 0.00	\$ (7.09)	\$ (16.63)	\$ 0.00	\$ (16.63)
Security Deposits Held	340.00	0.00	340.00	(540.00)	0.00	(540.00)
Authorized Reserve - Other	0.00	(3,083.34)	3,083.34	0.00	(9,250.00)	9,250.00
Tenant Receivables	132.61	0.00	132.61	669.00	0.00	669.00
Other Receivables	1,634.67	0.00	1,634.67	(20,098.99)	0.00	(20,098.99)
Accounts Payable - Trade	4,520.19	0.00	4,520.19	(6,180.68)	0.00	(6,180.68)
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	3,750.00	0.00	3,750.00
Other Notes Payable	625.00	0.00	625.00	1,875.00	0.00	1,875.00
Total Other Cash Flow Items	<u>\$ 7,434.31</u>	<u>\$ (3,083.34)</u>	<u>\$ 10,517.65</u>	<u>\$ (6,228.00)</u>	<u>\$ (9,250.00)</u>	<u>\$ 3,022.00</u>
Net Operating Cash Change	<u>\$ 22,344.01</u>	<u>\$ 2,756.02</u>	<u>\$ 19,587.99</u>	<u>\$ 42,350.30</u>	<u>\$ 8,268.00</u>	<u>\$ 34,082.30</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 56,066.77	\$ 98,417.07	\$ 42,350.30
Operating Acct. MMKT- FFB*	185,043.59	185,060.22	16.63
Tax & Insurance - FFB	37,959.45	23,580.37	(14,379.08)
Security Acct-FFB	20,950.00	20,950.00	0.00
Reserve Acct-FFB	89,445.13	92,267.31	2,822.18
Reserve Acct MMKT-FFB*	345,985.70	346,028.32	42.62
Payables & Receivables:			
Accounts Payable - Trade	16,622.60	10,441.92	(6,180.68)
Rents Receivable - Current Tenants	(33.00)	(648.00)	(615.00)
Other Tenant Charges Receivable	54.00	0.00	(54.00)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,730.50	\$ 3,498.09	\$ (767.59)	\$ 8,640.00	\$ 10,494.25	\$ (1,854.25)
Janitorial/Cleaning Supplies	0.00	110.59	(110.59)	98.73	331.75	(233.02)
Plumbing Repairs	0.00	125.00	(125.00)	0.00	375.00	(375.00)
Painting & Decorating	0.00	166.66	(166.66)	36.50	500.00	(463.50)
Repairs & Maintenance - Supply	353.22	936.91	(583.69)	1,317.16	2,810.75	(1,493.59)
Repairs & Maintenance - Contract	2,307.50	1,250.00	1,057.50	4,365.19	3,750.00	615.19
Grounds Maintenance	3,150.00	1,708.34	1,441.66	8,460.00	5,125.00	3,335.00
Pest Control Service	235.00	333.34	(98.34)	705.00	1,000.00	(295.00)
Fire/Alarm Services	0.00	208.34	(208.34)	134.85	625.00	(490.15)
Capital Improvements - Other	0.00	2,078.00	(2,078.00)	58.78	6,234.00	(6,175.22)
Capital Improvements - Flooring	1,659.00	833.34	825.66	1,659.00	2,500.00	(841.00)

Walker Commons 550  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - Appliance	\$ 0.00	\$ 229.16	\$ (229.16)	\$ 0.00	\$ 687.50	\$ (687.50)
Capital Improvements - HVAC Repl	0.00	604.84	(604.84)	0.00	1,814.50	(1,814.50)
Carpet Cleaning	0.00	41.66	(41.66)	0.00	125.00	(125.00)
HVAC Repairs	0.00	200.00	(200.00)	0.00	600.00	(600.00)
Cable Service	129.80	66.66	63.14	259.60	200.00	59.60
Tenant Services	0.00	300.00	(300.00)	0.00	900.00	(900.00)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 10,565.02</b>	<b>\$ 12,690.93</b>	<b>\$ (2,125.91)</b>	<b>\$ 25,734.81</b>	<b>\$ 38,072.75</b>	<b>\$ (12,337.94)</b>
Utilities:						
Electricity	\$ 375.13	\$ 526.25	\$ (151.12)	\$ 1,172.75	\$ 1,578.75	\$ (406.00)
Water	665.93	878.41	(212.48)	1,799.89	2,635.25	(835.36)
Sewer	1,287.00	1,312.59	(25.59)	3,860.76	3,937.75	(76.99)
Heating Fuel/Other	230.75	144.00	86.75	1,004.30	432.00	572.30
Garbage & Trash Removal	311.40	397.41	(86.01)	934.20	1,192.25	(258.05)
<b>Total Utilities</b>	<b>\$ 2,870.21</b>	<b>\$ 3,258.66</b>	<b>\$ (388.45)</b>	<b>\$ 8,771.90</b>	<b>\$ 9,776.00</b>	<b>\$ (1,004.10)</b>
Administrative:						
Manager's Salary	\$ 3,039.19	\$ 3,274.91	\$ (235.72)	\$ 9,083.44	\$ 9,824.75	\$ (741.31)
Management Fees	2,520.00	2,520.00	0.00	7,560.00	7,560.00	0.00
Bad Debt Expense	0.00	208.34	(208.34)	0.00	625.00	(625.00)
Auditing	625.00	625.00	0.00	1,875.00	1,875.00	0.00
Legal	0.00	125.00	(125.00)	708.00	375.00	333.00
Other Administrative Expenses	0.00	16.66	(16.66)	0.00	50.00	(50.00)
<b>Total Administrative Expense</b>	<b>\$ 6,184.19</b>	<b>\$ 6,769.91</b>	<b>\$ (585.72)</b>	<b>\$ 19,226.44</b>	<b>\$ 20,309.75</b>	<b>\$ (1,083.31)</b>
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 10.59	\$ (10.59)	\$ 0.00	\$ 31.75	\$ (31.75)
Property Insurance	1,009.67	1,375.00	(365.33)	3,029.01	4,125.00	(1,095.99)
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 1,009.67</b>	<b>\$ 1,385.59</b>	<b>\$ (375.92)</b>	<b>\$ 3,029.01</b>	<b>\$ 4,156.75</b>	<b>\$ (1,127.74)</b>
Other Taxes & Insurance:						
Payroll Taxes	\$ 523.33	\$ 597.50	\$ (74.17)	\$ 1,967.75	\$ 1,792.50	\$ 175.25
Other Taxes, Fees & Permits	28.17	295.91	(267.74)	1,143.92	887.75	256.17
Bond Premiums	0.00	56.91	(56.91)	0.00	170.75	(170.75)
Worker's Compensation Insurance	215.74	672.91	(457.17)	661.36	2,018.75	(1,357.39)
Personnel Medical Insurance	1,636.58	1,750.75	(114.17)	5,023.01	5,252.25	(229.24)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 2,403.82</b>	<b>\$ 3,373.98</b>	<b>\$ (970.16)</b>	<b>\$ 8,796.04</b>	<b>\$ 10,122.00</b>	<b>\$ (1,325.96)</b>
Other Project Expenses						
Telephone & Answering Service	\$ 370.74	\$ 219.50	\$ 151.24	\$ 818.88	\$ 658.50	\$ 160.38
Internet Service	143.90	70.00	73.90	285.80	210.00	75.80
Advertising	0.00	16.66	(16.66)	0.00	50.00	(50.00)
Water/Coffee Service	0.00	2.09	(2.09)	0.00	6.25	(6.25)

Walker Commons 550  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Office Supplies & Expense	\$ 122.46	\$ 315.50	\$ (193.04)	\$ 1,092.28	\$ 946.50	\$ 145.78
Postage	42.08	68.25	(26.17)	155.67	204.75	(49.08)
Toner/Copier Expense	120.00	110.34	9.66	120.00	331.00	(211.00)
Travel & Promotion	0.00	33.34	(33.34)	0.00	100.00	(100.00)
Training Expense	180.92	41.66	139.26	180.92	125.00	55.92
Credit Checking	11.50	41.66	(30.16)	26.50	125.00	(98.50)
Total Other Project Expenses	<u>\$ 991.60</u>	<u>\$ 919.00</u>	<u>\$ 72.60</u>	<u>\$ 2,680.05</u>	<u>\$ 2,757.00</u>	<u>\$ (76.95)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 3,750.00	\$ 3,750.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 1,875.00	\$ 1,875.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	2,800.02	2,800.00	.02
Total Mortgage & Owner's Exp.	<u>\$ 2,808.34</u>	<u>\$ 2,808.34</u>	<u>\$ 0.00</u>	<u>\$ 8,425.02</u>	<u>\$ 8,425.00</u>	<u>\$ .02</u>
Total Expenses	<u>\$ 26,832.85</u>	<u>\$ 31,206.41</u>	<u>\$ (4,373.56)</u>	<u>\$ 76,663.27</u>	<u>\$ 93,619.25</u>	<u>\$ (16,955.98)</u>
Authorized Reserve - Other	\$ 0.00	\$ 3,083.34	\$ (3,083.34)	\$ 0.00	\$ 9,250.00	\$ (9,250.00)
Total Authorized Reserves	<u>\$ 0.00</u>	<u>\$ 3,083.34</u>	<u>\$ (3,083.34)</u>	<u>\$ 0.00</u>	<u>\$ 9,250.00</u>	<u>\$ (9,250.00)</u>



## GRIDLEY SPRINGS

### April 2022

#### Property Status:

1. GSI is 1 vacant unit, Zero notices to vacate
2. GSII is 1 vacant unit, Zero notices to vacate.
3. GSI had a Lender (Bonneville) physical property inspection on 03/02/2022, with NO findings or issues.
4. GSI HCD audit was re-scheduled (again) to be completed remotely in May 2022 for the file portion, the physical inspection was completed on 02/25/2022 with NO findings or issues.
5. CA-COVID Relief has approved GSII for rental payment assistance for units 02, 04, 11, 16. No payments have been received.
6. CA-COVID Relief has approved GSI for rental payment assistance for unit 31. No payment has been received.

Sincerely,  
Mac Upshaw





**DHI GRIDLEY SPRINGS I**  
**As of**  
**March 31, 2022**

<b>CASH SUMMARY - Operating Account</b>	<b>MARCH</b>		<b>3 months YTD</b>	
	<b>2022</b>	<b>%</b>	<b>2022</b>	<b>%</b>
Total Rent Revenue	23,850.00	100.00%	71,766.00	100.00%
Vacancies	(764.00)	-3.20%	(764.00)	-1.06%
Net Rental Revenue	23,086.00	96.80%	71,002.00	98.94%
Other Income	2.37	0.01%	744.21	1.04%
<b>Total Revenue</b>	<b>23,088.37</b>	<b>96.81%</b>	<b>71,746.21</b>	<b>99.97%</b>
<b>Expenses:</b>				
Administrative Expenses	6,187.59	25.94%	17,206.59	23.98%
Utilities	4,534.89	19.01%	8,105.65	11.29%
Operating & Maintenance	5,630.38	23.61%	14,441.87	20.12%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	2,701.59	11.33%	5,480.64	7.64%
<b>Total Expenses</b>	<b>19,054.45</b>	<b>68.57%</b>	<b>45,234.75</b>	<b>44.61%</b>
<b>Net Operating Income</b>	<b>4,033.92</b>	<b>42.62%</b>	<b>26,511.46</b>	<b>31.42%</b>
Interest and Finance Expense	1,316.19	5.52%	3,917.58	5.46%
Replacement Costs	2,498.84	10.48%	2,498.84	3.48%
<b>Net Cash Flow from Operations</b>	<b>218.89</b>		<b>20,095.04</b>	
<b>Plus (Minus)</b>				
Interest Income	(2.37)		(7.47)	
Unpaid Rent Collected (Owed)	1,739.00		1,062.00	
Unpaid Subsidy Rent Collected (Owed)	1,910.00		(11,526.02)	
Prepaid Expenses	775.53		2,326.63	
Impound/Escrow Funds	(3,050.14)		(9,150.42)	
Prepaid Rent Received (Absorbed)	187.00		444.00	
Security Deposits Received (Refunded)	57.00		85.00	
Mortgage Principle payment	(2,698.17)		(8,090.50)	
<b>Net Cash Increase (Decrease)</b>	<b>(863.26)</b>		<b>(4,761.74)</b>	
<b>Beginning of Period Cash Balance</b>	<b>4,086.34</b>		<b>7,984.82</b>	
Owner Contribution	0.00		0.00	
Transfer from (to) Savings	0.00		0.00	
Transfer From (To) Impound Account	0.00		0.00	
Transfer from (to) Security account	(113.62)		(113.62)	
<b>Ending Cash Balance - Operating Account</b>	<b>\$3,109.46</b>		<b>\$3,109.46</b>	
<b>- Security Deposit Accounts</b>			<b>\$16,839.71</b>	
<b>- USDA Reserves</b>			<b>\$92,943.64</b>	

<b>TENANT RECEIVABLES</b>	<b>Current</b>	<b>UNIT STATUS</b>	<b>Current</b>
	<b>Month</b>		<b>Month</b>
<b>Rent and Rent Related Receivables</b>		Total Units	32
Balance at Beginning of Month	7,039.00	Vacant units at beginning of month	0
Uncollected (Collected) During Month	(1,739.00)	Plus Units vacated during month	0
Written off to Bad Debts	0.00	Less move ins and deposits to hold	0
Balance at End of Month	<u>\$5,300.00</u>	Vacant units at end of month	<u>0</u>
<b>Move out Repairs, Cleaning &amp; Legal Fees, etc.</b>			
Balance at Beginning of Month	0.00		
Uncollected (Collected) During Month	0.00		
Written off to Bad Debts	0.00		
<b>Balance at End of Month</b>	<u>\$0.00</u>		

**Balance Sheet**  
**DHI GRIDLEY SPRINGS I**  
**As of**  
**March 31, 2022**

**\*\*\* ASSETS \*\*\***

Petty Cash	250.00	
Cash - Operating	3,109.46	
Cash - USDA Reserve	92,943.64	
Cash - Security Deposit Account	16,839.71	
Cash - Charles Schwab-Transition Reserve	76,634.00	
Cash - Charles Schwab-Operating Deficit	112,309.00	
Cash - First Republic Distribution	725.00	
Cash - Charles Schwab #2285	10,159.00	
Cash - Charles Schwab #5750	10,159.00	
<b>Total Cash</b>		<b>323,128.81</b>

**ACCOUNTS RECEIVABLE**

Tenant Rent Receivable	5,300.00	
Tenant Subsidy Rent Receivable	11,526.02	
Accounts Receivable	4,180.00	
<b>Total Accounts Receivable</b>		<b>21,006.02</b>

**OTHER CURRENT ASSETS**

Prepaid Expenses	10,729.56	
Reserve Escrow (Bonneville-USDA Fee)	2,061.43	
Reserve Escrow (Bonneville-Insurance)	13,959.86	
Reserve Escrow (Bonneville-Tax Escrow)	2,522.37	
Reserve Escrow (Lewiston-Replacement Res)	64,256.98	
Reserve Escrow (Lewiston CD-Replacement Res)	244,800.00	
<b>Total Other Assets</b>		<b>338,330.20</b>
<b>Total Current Assets</b>		<b>682,465.03</b>

**CAPITAL IMPROVEMENTS**

Land	149,957.00	
Building	3,137,787.00	
Improvements	165,810.00	
Furniture and Equipment	381,682.00	
Accumulated Depreciation	(1,105,489.00)	
Tangible Assets: Acquisition	20,129.00	
Accumulated Amortization	(10,735.00)	
Debt Issuance Costs	66,675.00	
Accumulated Amortization-Debt Issuance	(11,114.00)	
<b>Total Fixed Assets</b>		<b>2,794,702.00</b>
<b>TOTAL ASSETS</b>		<b>3,477,167.03</b>

**\*\*\* LIABILITIES \*\*\***

**Short Term Liabilities**

Accrued Management GP fee	3,200.00	
Accrued Mortgage Insurance	423,800.00	
Accrued Interest	4,014.00	
Accrued Rpting/PTR Management	3,076.00	
Security Deposit Liability	16,810.60	
Prepaid Rent	444.00	
<b>Total Current Liabilities</b>		<b>451,344.60</b>

**Long Term Liabilities**

Note Payable - Bonneville	325,123.36	
Note Payable - USDA	1,012,824.78	
Note Payable - Gridley	12,040.00	
Note Payable - City of Gridley	2,080,000.00	
<b>Total Long Term Liabilities</b>		<b>3,429,988.14</b>
<b>Total Liabilities</b>		<b>3,881,332.74</b>

**\*\*\* OWNER'S EQUITY \*\*\***

Partner's Equity	926,183.91	
Partner's Equity	(20,000.00)	
AGP Cash Flow Distributions	80,159.00	
MGP Cash Flow Distributions	(80,159.00)	
Retained Earnings	(1,330,444.66)	
Owner Contribution/Distribution	0.00	
Current Year Net Income (Loss)	20,095.04	
<b>Total Equity</b>		<b>(404,165.71)</b>
<b>Total Liabilities &amp; Equity</b>		<b>3,477,167.03</b>

**Income Statement**  
**DHI GRIDLEY SPRINGS I**

As of  
March 31, 2022

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>*** REVENUES ***</b>						
Rent Revenue - Gross Potential						
Apartment Rents	9,429.00	25,105.00	(15,676.00)	26,676.00	75,315.00	(48,639.00)
Tenant Assistance Payments	14,421.00	0.00	14,421.00	45,090.00	0.00	45,090.00
<b>Total Revenue</b>	<b>23,850.00</b>	<b>25,105.00</b>	<b>(1,255.00)</b>	<b>71,766.00</b>	<b>75,315.00</b>	<b>(3,549.00)</b>
Apartment Vacancies	(764.00)	(484.00)	(280.00)	(764.00)	(1,453.00)	689.00
<b>Total Vacancies</b>	<b>(764.00)</b>	<b>(484.00)</b>	<b>(280.00)</b>	<b>(764.00)</b>	<b>(1,453.00)</b>	<b>689.00</b>
<b>NET RENTAL REVENUE</b>	<b>23,086.00</b>	<b>24,621.00</b>	<b>(1,535.00)</b>	<b>71,002.00</b>	<b>73,862.00</b>	<b>(2,860.00)</b>
Interest Income-Other Cash	2.17	8.00	(5.83)	6.98	25.00	(18.02)
Interest Income-Sec Deposits	0.20	13.00	(12.80)	0.49	38.00	(37.51)
<b>Total Financial Revenue</b>	<b>2.37</b>	<b>21.00</b>	<b>(18.63)</b>	<b>7.47</b>	<b>63.00</b>	<b>(55.53)</b>
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	0.00	0.00	0.00
Laundry Revenue	0.00	250.00	(250.00)	736.74	750.00	(13.26)
<b>Total Other Revenue</b>	<b>0.00</b>	<b>250.00</b>	<b>(250.00)</b>	<b>736.74</b>	<b>750.00</b>	<b>(13.26)</b>
<b>TOTAL REVENUE</b>	<b>23,088.37</b>	<b>24,892.00</b>	<b>(1,803.63)</b>	<b>71,746.21</b>	<b>74,675.00</b>	<b>(2,928.79)</b>
<b>*** EXPENSES ***</b>						
<b>Administrative Expenses</b>						
Advertising and Promotions	0.00	0.00	0.00	0.00	0.00	0.00
Rent Concessions	112.00	0.00	112.00	115.00	0.00	115.00
Credit Reports	0.00	10.00	(10.00)	44.00	30.00	14.00
Uniforms	0.00	0.00	0.00	0.00	0.00	0.00
IT Support Services	171.00	171.00	0.00	513.00	513.00	0.00
Telephone & Answering Service	106.68	52.00	54.68	160.02	157.00	3.02
USDA 538 Boneville Fee/Surcharges	0.00	0.00	0.00	0.00	0.00	0.00
USDA 515 MINC Fee/Surcharges	0.00	0.00	0.00	0.00	0.00	0.00
Postage and Mailing	0.00	30.00	(30.00)	7.58	90.00	(82.42)
Administrative Expenses	160.00	0.00	160.00	559.36	0.00	559.36
Office Supplies/Expenses	194.25	150.00	44.25	816.47	450.00	366.47
Dues and Subscriptions	0.00	0.00	0.00	85.71	0.00	85.71
Management Fee	2,424.00	2,294.00	130.00	6,733.00	6,882.00	(149.00)
Manager Salaries	2,011.33	2,090.00	(78.67)	5,997.42	6,269.00	(271.58)
Education/Registration Fees	0.00	250.00	(250.00)	0.00	750.00	(750.00)
Legal Expense	425.00	83.00	342.00	425.00	250.00	175.00
Auditing Fees	583.33	667.00	(83.67)	1,750.03	2,000.00	(249.97)
Other Administrative Costs	0.00	10.00	(10.00)	0.00	30.00	(30.00)
<b>Total Administrative Expenses</b>	<b>6,187.59</b>	<b>5,807.00</b>	<b>380.59</b>	<b>17,206.59</b>	<b>17,421.00</b>	<b>(214.41)</b>
<b>Utility Expenses</b>						
Electricity	1,036.11	772.00	264.11	1,762.90	2,315.00	(552.10)
Water	359.42	439.00	(79.58)	585.69	1,318.00	(732.31)
Gas	165.42	33.00	132.42	561.99	100.00	461.99
Sewer	2,430.86	700.00	1,730.86	3,565.83	2,100.00	1,465.83
Garbage and Trash Removal	543.08	594.00	(50.92)	1,629.24	1,782.00	(152.76)
<b>Total Utility Expenses</b>	<b>4,534.89</b>	<b>2,538.00</b>	<b>1,996.89</b>	<b>8,105.65</b>	<b>7,615.00</b>	<b>490.65</b>
<b>Operating &amp; Maintenance Expense</b>						
Clean/Repair Apartment	279.00	0.00	279.00	279.00	0.00	279.00
Clean/Repair Carpeting/Drapes	0.00	0.00	0.00	0.00	0.00	0.00
Exterminating Contract	100.00	0.00	100.00	200.00	0.00	200.00
Tree Service	0.00	0.00	0.00	0.00	0.00	0.00
Grounds Maintenance and Supplies	0.00	400.00	(400.00)	0.00	1,200.00	(1,200.00)
Grounds Contract	1,000.00	1,290.00	(290.00)	3,000.00	3,870.00	(870.00)
Maintenance Personnel	1,727.91	2,090.00	(362.09)	5,512.87	6,269.00	(756.13)
Repair Materials	537.63	304.00	233.63	1,216.62	913.00	303.62
Repair Contract/Vendor Labor	0.00	233.00	(233.00)	0.00	700.00	(700.00)
Electrical Repair/Supplies	0.00	0.00	0.00	0.00	0.00	0.00
HVAC Repair and Maintenance	239.00	0.00	239.00	2,306.00	0.00	2,306.00
Appliance Repair and Maintenance	0.00	0.00	0.00	180.54	0.00	180.54
Plumbing Repair and Supplies	550.00	0.00	550.00	550.00	0.00	550.00
Interior Painting and Supplies	945.00	92.00	853.00	945.00	275.00	670.00
Gas, Oil and Mileage	251.84	0.00	251.84	251.84	0.00	251.84
Equipment Leasing	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Equipment	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating &amp; Maint Expenses</b>	<b>5,630.38</b>	<b>4,409.00</b>	<b>1,221.38</b>	<b>14,441.87</b>	<b>13,227.00</b>	<b>1,214.87</b>

**Income Statement**  
**DHI GRIDLEY SPRINGS I**

As of  
March 31, 2022

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Taxes &amp; Insurance Expenses</b>						
Property Taxes	0.00	940.00	(940.00)	0.00	940.00	(940.00)
Payroll Taxes	334.85	444.00	(109.15)	1,624.90	1,331.00	293.90
Misc Taxes & Licenses	1,600.00	1,017.00	583.00	1,600.00	3,050.00	(1,450.00)
Property & Liability Insurance	192.20	1,189.00	(996.80)	576.60	3,567.00	(2,990.40)
Worker's Compensation	263.65	221.00	42.65	746.48	663.00	83.48
Health/Dental Insurance	310.89	463.00	(152.11)	932.66	1,390.00	(457.34)
Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Taxes &amp; Insurance Expenses</b>	<b>2,701.59</b>	<b>4,274.00</b>	<b>(1,572.41)</b>	<b>5,480.64</b>	<b>10,941.00</b>	<b>(5,460.36)</b>
<b>TOTAL EXPENSES</b>	<b>19,054.45</b>	<b>17,028.00</b>	<b>2,026.45</b>	<b>45,234.75</b>	<b>49,204.00</b>	<b>(3,969.25)</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>4,033.92</b>	<b>7,864.00</b>	<b>(3,830.08)</b>	<b>26,511.46</b>	<b>25,471.00</b>	<b>1,040.46</b>
<b>Interest &amp; Finance Expense</b>						
Mortgage Interest	1,261.19	1,607.00	(345.81)	3,787.58	4,822.00	(1,034.42)
General Partner Fee	0.00	2,700.00	(2,700.00)	0.00	8,100.00	(8,100.00)
Bank Fees	55.00	0.00	55.00	130.00	0.00	130.00
<b>Total Interest &amp; Finance Expense</b>	<b>1,316.19</b>	<b>4,307.00</b>	<b>(2,990.81)</b>	<b>3,917.58</b>	<b>12,922.00</b>	<b>(9,004.42)</b>
<b>OPERATING PROFIT (LOSS)</b>	<b>2,717.73</b>	<b>3,557.00</b>	<b>(839.27)</b>	<b>22,593.88</b>	<b>12,549.00</b>	<b>10,044.88</b>
<b>Replacements</b>						
Roofing/Paving/Exterior	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Drapery and Blind Replacement	0.00	0.00	0.00	0.00	0.00	0.00
Carpet/ Flooring Replacement	1,999.00	0.00	1,999.00	1,999.00	0.00	1,999.00
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	50.00	(50.00)	0.00	150.00	(150.00)
Door & Screen Repair/ Replacement	499.84	0.00	499.84	499.84	0.00	499.84
<b>Total Cost of Replacements</b>	<b>2,498.84</b>	<b>50.00</b>	<b>2,448.84</b>	<b>2,498.84</b>	<b>150.00</b>	<b>2,348.84</b>
<b>NET CASH FLOW FROM OPERATIONS</b>	<b>218.89</b>	<b>3,507.00</b>	<b>(3,288.11)</b>	<b>20,095.04</b>	<b>12,399.00</b>	<b>7,696.04</b>

## 1200 Park Avenue Apartments March 2022



Separate Variance Report explaining budget differences and expenditures.

### Updates:

1200 Park Avenue currently has 5 vacancies. Two move-ins and one move-out during the month of March. 1200 Park Avenue continues to be very busy turning units and screening applicants.

#### Vacancies:

- Unit #249 is market ready with applicant in process. Move in expected by 04/08/22.
- Unit #233 is nearly ready with applicant in process.
- Unit #201 is nearly ready. Pending some verifications
- Unit #120 is nearly ready. Working applicants
- Unit #235 is nearly ready. Working applicants

Currently there are no notices to vacate on hand or terminations in process.

One March rent payment still outstanding:

**Unit #207; Balance \$5,608.50** Resident applied for the rent relief assistance program. Waiting for payment.

To date in April 7 rent payments are outstanding:

**Unit #119; \$159**

**Unit #125; \$721**

**Unit #129; \$290**

**Unit #131; \$474**

**Unit #237; \$733**

**Unit #241; \$241**

**Unit #308; \$344**

Staff is working on collecting rents.



Staff is still working on estimates to add a few crepe myrtle trees to fill the empty spot on the corner of 13<sup>th</sup> Street and to add bushes along the front of Park Avenue.

Several of the damaged/deteriorated screens have been replaced.

Cleaning of the trash chutes is scheduled for April 25<sup>th</sup>.

Staff is working on coordinating and going over the details for the CCA food distribution program that will soon be implemented at 1200 Park Avenue.

The Property Manager is partnering with a nearby school to bring students to the community to perform a Spring Musical play for residents to enjoy. This will be a welcome event after all closures and social distancing associated with the pandemic.

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Park Avenue 569  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 82,405.00	\$ 80,024.00	\$ 2,381.00	\$ 246,322.00	\$ 240,072.00	\$ 6,250.00
Vacancies	(3,179.00)	(2,000.59)	(1,178.41)	(4,721.00)	(6,001.75)	1,280.75
Rent Adjustments	(226.43)	0.00	(226.43)	(152.43)	0.00	(152.43)
Manager's Unit	(856.00)	(870.00)	14.00	(2,568.00)	(2,610.00)	42.00
Total Tenant Rent	<u>\$ 78,143.57</u>	<u>\$ 77,153.41</u>	<u>\$ 990.16</u>	<u>\$ 238,880.57</u>	<u>\$ 231,460.25</u>	<u>\$ 7,420.32</u>
<b>Other Project Income:</b>						
Laundry Income	\$ 1,500.00	\$ 819.50	\$ 680.50	\$ 3,000.00	\$ 2,458.50	\$ 541.50
Interest Income	.71	0.00	.71	3.53	0.00	3.53
Restricted Reserve Interest Incom	7.80	4.91	2.89	26.28	14.75	11.53
Other Tenant Income	\$ 527.50	\$ 365.43	\$ 162.07	\$ 1,113.31	\$ 1,096.25	\$ 17.06
Miscellaneous Income	\$ 301.63	\$ 12.50	\$ 289.13	\$ 358.98	\$ 37.50	\$ 321.48
Other Project Income	<u>\$ 2,337.64</u>	<u>\$ 1,202.34</u>	<u>\$ 1,135.30</u>	<u>\$ 4,502.10</u>	<u>\$ 3,607.00</u>	<u>\$ 895.10</u>
Total Project Income	<u><u>\$ 80,481.21</u></u>	<u><u>\$ 78,355.75</u></u>	<u><u>\$ 2,125.46</u></u>	<u><u>\$ 243,382.67</u></u>	<u><u>\$ 235,067.25</u></u>	<u><u>\$ 8,315.42</u></u>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 23,943.44	\$ 16,309.41	\$ 7,634.03	\$ 56,548.95	\$ 48,928.25	\$ 7,620.70
Utilities (From Pg 2)	14,932.38	9,496.68	5,435.70	31,214.72	28,490.00	2,724.72
Administrative (From Pg 2)	12,051.84	10,671.16	1,380.68	35,124.59	32,013.50	3,111.09
Taxes & Insurance (From Pg 2)	2,210.92	5,806.25	(3,595.33)	6,632.76	17,418.75	(10,785.99)
Other Taxes & Insurance (Fr Page	2,210.12	3,924.41	(1,714.29)	9,094.37	11,773.25	(2,678.88)
Other Project Expenses	3,058.80	1,817.16	1,241.64	7,432.13	5,451.50	1,980.63
Total O&M Expenses	<u>\$ 58,407.50</u>	<u>\$ 48,025.07</u>	<u>\$ 10,382.43</u>	<u>\$ 146,047.52</u>	<u>\$ 144,075.25</u>	<u>\$ 1,972.27</u>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 26,242.49	\$ 26,300.41	\$ (57.92)	\$ 78,727.47	\$ 78,901.25	\$ (173.78)
Managing General Partner Fees	\$ 1,118.09	\$ 1,118.09	\$ 0.00	\$ 3,354.27	\$ 3,354.25	\$ .02
Transfer - Reserves	2,675.00	2,675.00	0.00	8,025.00	8,025.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 30,035.58</u>	<u>\$ 30,093.50</u>	<u>\$ (57.92)</u>	<u>\$ 90,106.74</u>	<u>\$ 90,280.50</u>	<u>\$ (173.76)</u>
Total Project Expenses	<u><u>\$ 88,443.08</u></u>	<u><u>\$ 78,118.57</u></u>	<u><u>\$ 10,324.51</u></u>	<u><u>\$ 236,154.26</u></u>	<u><u>\$ 234,355.75</u></u>	<u><u>\$ 1,798.51</u></u>
Net Profit (Loss)	<u><u>\$ (7,961.87)</u></u>	<u><u>\$ 237.18</u></u>	<u><u>\$ (8,199.05)</u></u>	<u><u>\$ 7,228.41</u></u>	<u><u>\$ 711.50</u></u>	<u><u>\$ 6,516.91</u></u>
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (5.85)	\$ 0.00	\$ (5.85)	\$ 130.29	\$ 0.00	\$ 130.29

Park Avenue 569  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
T & I Transfers	\$ (2,090.35)	\$ 0.00	\$ (2,090.35)	\$ (6,572.31)	\$ 0.00	\$ (6,572.31)
Operating Acct MMKT-FFB*	(.36)	0.00	(.36)	(1.22)	0.00	(1.22)
Security Deposits Held	(600.00)	0.00	(600.00)	(300.00)	0.00	(300.00)
Authorized Reserve - Other	0.00	(7,447.59)	7,447.59	0.00	(22,342.75)	22,342.75
Tenant Receivables	3,158.97	0.00	3,158.97	1,492.69	0.00	1,492.69
Other Receivables	2,835.92	0.00	2,835.92	52,978.91	0.00	52,978.91
Accounts Payable - Trade	13,209.92	0.00	13,209.92	(10,005.56)	0.00	(10,005.56)
Accrued Expenses	(2,459.00)	0.00	(2,459.00)	(3,559.00)	0.00	(3,559.00)
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	18,375.00	0.00	18,375.00
Other Notes Payable	6,040.94	0.00	6,040.94	18,122.82	0.00	18,122.82
Total Other Cash Flow Items	<u>\$ 26,215.19</u>	<u>\$ (7,447.59)</u>	<u>\$ 33,662.78</u>	<u>\$ 70,661.62</u>	<u>\$ (22,342.75)</u>	<u>\$ 93,004.37</u>
Net Operating Cash Change	<u><u>\$ 18,253.32</u></u>	<u><u>\$ (7,210.41)</u></u>	<u><u>\$ 25,463.73</u></u>	<u><u>\$ 77,890.03</u></u>	<u><u>\$ (21,631.25)</u></u>	<u><u>\$ 99,521.28</u></u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 42,654.93	\$ 120,544.96	\$ 77,890.03
Operating Acct MMKT-FFB*	10,148.84	10,150.06	1.22
Tax & Insurance-FFB	6,016.55	12,588.86	6,572.31
Security Acct-FFB	35,879.00	35,879.00	0.00
Repl Reserve-Berkadia Bank-IMP	325,837.42	333,732.13	7,894.71
Payables & Receivables:			
Accounts Payable - Trade	26,999.38	16,993.82	(10,005.56)
Rents Receivable - Current Tenants	5,889.40	5,018.40	(871.00)
Other Tenant Charges Receivable	2,499.49	1,877.80	(621.69)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 4,948.02	\$ 6,531.91	\$ (1,583.89)	\$ 14,651.62	\$ 19,595.75	\$ (4,944.13)
Janitorial/Cleaning Supplies	469.53	276.59	192.94	1,018.03	829.75	188.28
Plumbing Repairs	0.00	113.84	(113.84)	0.00	341.50	(341.50)
Painting & Decorating	618.88	138.91	479.97	618.88	416.75	202.13
Repairs & Maintenance - Supply	2,436.55	1,000.00	1,436.55	4,448.14	3,000.00	1,448.14
Repairs & Maintenance - Contract	2,441.60	2,040.25	401.35	7,176.84	6,120.75	1,056.09
Grounds Maintenance	5,450.00	1,767.25	3,682.75	9,065.00	5,301.75	3,763.25
Elevator Maintenance & Contract	4,540.50	714.66	3,825.84	6,313.36	2,144.00	4,169.36
Pest Control Service	227.00	1,000.00	(773.00)	454.00	3,000.00	(2,546.00)
Fire/Alarm Services	1,178.84	758.34	420.50	1,724.39	2,275.00	(550.61)



Park Avenue 569  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Security Service	\$ 1,344.00	\$ 726.00	\$ 618.00	\$ 2,040.00	\$ 2,178.00	\$ (138.00)
Capital Improvements - Other	0.00	0.00	0.00	192.99	0.00	192.99
Capital Improvements - Flooring	0.00	0.00	0.00	5,438.00	0.00	5,438.00
Capital Improvements - Water Heat	0.00	0.00	0.00	1,722.44	0.00	1,722.44
Carpet Cleaning	185.00	891.66	(706.66)	1,235.00	2,675.00	(1,440.00)
HVAC Repairs	0.00	225.00	(225.00)	168.26	675.00	(506.74)
Tenant Services	103.52	125.00	(21.48)	282.00	375.00	(93.00)
Total Maint. & Operating Exp.	\$ 23,943.44	\$ 16,309.41	\$ 7,634.03	\$ 56,548.95	\$ 48,928.25	\$ 7,620.70
Utilities:						
Electricity	\$ 8,796.33	\$ 4,649.75	\$ 4,146.58	\$ 17,491.61	\$ 13,949.25	\$ 3,542.36
Water	1,617.88	1,170.59	447.29	2,004.52	3,511.75	(1,507.23)
Sewer	2,458.72	2,458.84	(.12)	7,376.44	7,376.50	(.06)
Heating Fuel/Other	795.06	223.66	571.40	2,394.37	671.00	1,723.37
Garbage & Trash Removal	1,264.39	993.84	270.55	1,947.78	2,981.50	(1,033.72)
Total Utilities	\$ 14,932.38	\$ 9,496.68	\$ 5,435.70	\$ 31,214.72	\$ 28,490.00	\$ 2,724.72
Administrative:						
Manager's Salary	\$ 5,089.39	\$ 4,853.75	\$ 235.64	\$ 14,344.02	\$ 14,561.25	\$ (217.23)
Management Fees	4,815.00	4,815.00	0.00	14,445.00	14,445.00	0.00
Bad Debt Expense	1,308.00	175.00	1,133.00	3,483.00	525.00	2,958.00
Auditing	625.00	625.00	0.00	1,875.00	1,875.00	0.00
Legal	212.50	177.41	35.09	821.00	532.25	288.75
Other Administrative Expenses	1.95	25.00	(23.05)	156.57	75.00	81.57
Total Administrative Expense	\$ 12,051.84	\$ 10,671.16	\$ 1,380.68	\$ 35,124.59	\$ 32,013.50	\$ 3,111.09
Taxes & Insurance Reserve For:						
Special Assessments	\$ 0.00	\$ 26.34	\$ (26.34)	\$ 0.00	\$ 79.00	\$ (79.00)
Property Insurance	2,210.92	5,666.66	(3,455.74)	6,632.76	17,000.00	(10,367.24)
Other Insurance	0.00	113.25	(113.25)	0.00	339.75	(339.75)
Total Taxes & Insurance Expense	\$ 2,210.92	\$ 5,806.25	\$ (3,595.33)	\$ 6,632.76	\$ 17,418.75	\$ (10,785.99)
Other Taxes & Insurance:						
Payroll Taxes	\$ 901.60	\$ 1,029.66	\$ (128.06)	\$ 3,216.54	\$ 3,089.00	\$ 127.54
Other Taxes, Fees & Permits	43.82	166.66	(122.84)	2,119.49	500.00	1,619.49
Bond Premiums	0.00	108.75	(108.75)	0.00	326.25	(326.25)
Worker's Compensation Insurance	388.69	860.25	(471.56)	1,131.11	2,580.75	(1,449.64)
Personnel Medical Insurance	876.01	1,759.09	(883.08)	2,627.23	5,277.25	(2,650.02)
Total Other Taxes & Insurance	\$ 2,210.12	\$ 3,924.41	\$ (1,714.29)	\$ 9,094.37	\$ 11,773.25	\$ (2,678.88)
Other Project Expenses						
Telephone & Answering Service	\$ 543.55	\$ 542.34	\$ 1.21	\$ 1,651.87	\$ 1,627.00	\$ 24.87
Internet Service	381.65	297.91	83.74	974.73	893.75	80.98

Park Avenue 569  
For the Month Ended March 31, 2022  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Advertising	\$ 0.00	\$ 16.66	\$ (16.66)	\$ 0.00	\$ 50.00	\$ (50.00)
Water/Coffee Service	222.20	31.41	190.79	310.49	94.25	216.24
Office Supplies & Expense	944.65	450.84	493.81	2,671.06	1,352.50	1,318.56
Postage	138.89	88.84	50.05	231.92	266.50	(34.58)
Toner/Copier Expense	284.12	248.25	35.87	1,007.32	744.75	262.57
Office Furniture & Equipment Expe	116.90	0.00	116.90	116.90	0.00	116.90
Travel & Promotion	42.00	41.66	.34	42.00	125.00	(83.00)
Training Expense	361.84	61.75	300.09	361.84	185.25	176.59
Credit Checking	23.00	29.16	(6.16)	64.00	87.50	(23.50)
Employee Meals	0.00	8.34	(8.34)	0.00	25.00	(25.00)
Total Other Project Expenses	<u>\$ 3,058.80</u>	<u>\$ 1,817.16</u>	<u>\$ 1,241.64</u>	<u>\$ 7,432.13</u>	<u>\$ 5,451.50</u>	<u>\$ 1,980.63</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,242.49	\$ 26,300.41	\$ (57.92)	\$ 78,727.47	\$ 78,901.25	\$ (173.78)
Managing General Partner Fees	\$ 1,118.09	\$ 1,118.09	\$ 0.00	\$ 3,354.27	\$ 3,354.25	\$ .02
Transfer - Reserves	2,675.00	2,675.00	0.00	8,025.00	8,025.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 30,035.58</u>	<u>\$ 30,093.50</u>	<u>\$ (57.92)</u>	<u>\$ 90,106.74</u>	<u>\$ 90,280.50</u>	<u>\$ (173.76)</u>
Total Expenses	<u><u>\$ 88,443.08</u></u>	<u><u>\$ 78,118.57</u></u>	<u><u>\$ 10,324.51</u></u>	<u><u>\$ 236,154.26</u></u>	<u><u>\$ 234,355.75</u></u>	<u><u>\$ 1,798.51</u></u>
Authorized Reserve - Other	\$ 0.00	\$ 7,447.59	\$ (7,447.59)	\$ 0.00	\$ 22,342.75	\$ (22,342.75)
Total Authorized Reserves	<u>\$ 0.00</u>	<u>\$ 7,447.59</u>	<u>\$ (7,447.59)</u>	<u>\$ 0.00</u>	<u>\$ 22,342.75</u>	<u>\$ (22,342.75)</u>

## Monthly Property Summary Report

75 Harvest Park Court

**March 2022**



**HARVEST  
P A R K**

CHICO, CA.  
90 UNITS  
TAX CREDIT

## **MONTHLY PROPERTY SUMMARY REPORT**

### **INCOME AND EXPENSE SUMMARY**

• Total Operating Income Actual/Month:	\$82,269.23	\$1,560.23	1.93%
• Total Operating Income Budget/Month:	\$80,709.00		
• Total Operating Income Actual/YTD:	\$242,948.23	\$509.23	0.21%
• Total Operating Income Budget/YTD:	\$242,439.00		
• Total Operating Expenses Actual/Month:	\$48,350.31	-\$13,852.53	40.15%
• Total Operating Expenses Budget/Month:	\$34,497.78		
• Total Operating Expenses Actual/YTD:	\$116,763.06	\$6,842.68	5.53%
• Total Operating Expenses Budget/YTD:	\$123,605.74		
• Total Net Operating Income Actual/Month:	\$33,918.92	-\$12,292.30	26.60%
• Total Net Operating Income Budget/Month:	\$46,211.22		
• Total Net Operating Income Actual/YTD:	\$126,185.17	+\$7,351.91	+6.18%
• Total Net Operating Income Budget/YTD:	\$118,833.26		

## BUDGET VARIANCE REPORT

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

March Financials - Expense Variances						
+ Month Ending 2/28/2022						
GL / Description	Actual	Budget	Variance	%	Comments:	
6310-0000 - Office Payroll	\$837.59	\$110.00	(\$727.59)	-661.45%	Floating staff assistance w/files & wait list updates.	
6539-0000 - Maintenance Payroll General	\$5,652.72	\$3,784.00	(\$1,868.72)	-49.38%	Terminated EE, Paid Out ATO Balance + Final Pay; Overtime needed to complete unit turns/work.	
6586-0000 - Fire and Safety Systems	\$1,296.80	\$477.60	(\$819.20)	-171.52%	Annual Fire sprinkler inspections & Fire telecom services.	
6312-0000 - Copy Machine	\$743.01	\$132.00	(\$611.01)	-462.89%	Bank fess & charges; Reclass? Copy usage expense only \$10.21.	
6545-0000 Repairs Contract General	\$2,202.88	\$400.00	(\$1,802.88)	-450.72%	Apt. #118 Water extraction & repairs; \$735 Cost for HWH Wall inspections/Hole Cut outs.	
6350-0000 Auditing	\$10,175.00	\$0.00	(\$10,175.00)	#DIV/0!	Auditing bill hit in March 2022, budgeted \$12,781.00 Feb. 2022; in-line YTD.	
6385-0000 Dues and Memberships	\$681.10	\$0.00	(\$681.10)	#DIV/0!	NAA annual Renewal.	

## RESIDENT DELINQUENT RENT STATUS

(Table below sorted by "total" highest to lowest delinquency)

	Total	Current	30	60	90
Harvest Park	33,906.35	4,221.00	3,453.00	4,730.00	21,502.35

		2-28-22 Month End	Change \$	Change %		Total	Current	30	60	90	250.00	
		50,579.89	(16,573.54)	-49%	Harvest Park	33,906.35	4,221.00	3,453.00	4,730.00	21,502.35		
Bldg/Unit	Name	Move-In/Out	Code	Description	Total Prepaid	Total Delinquent	Net Balance	Current	Over 30 Days	Over 60 Days	Over 90 Days	Balance Over 30 Days
Harvest Park												
07 - 238		08/01/2020	RENT		0.00	10,401.00	10,401.00	0.00	410.00	708.00	9,277.00	Yes
06 - 234		12/16/2019	RENT		0.00	7,116.00	7,116.00	265.00	315.00	315.00	6,261.00	Yes
00 - 233		02/19/2021	RENT		0.00	8,840.00	8,840.00	807.00	807.00	807.00	4,245.00	Yes
08 - 133		04/01/2022										
08 - 133		02/10/2014	RENT		0.00	6,606.00	6,606.00	403.00	506.00	1,518.00	4,170.00	Yes
04 - 220		12/12/2017	RFNT		0.00	4,091.00	4,091.00	0.00	0.00	0.00	4,091.00	Yes
01 - 107		04/23/2018	RENT		0.00	3,684.00	3,684.00	1,118.00	1,118.00	1,118.00	330.00	Yes
04 - 224		06/01/2020	RFNT		0.00	1,366.00	1,366.00	0.00	644.00	722.00	0.00	Yes
03 - 116		02/03/2018	RENT		0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	Yes
03 - 118		05/22/2020	LHA		0.00	655.00	655.00	655.00	0.00	0.00	0.00	
05 - 226		02/11/2017	RENT		0.00	539.00	539.00	539.00	0.00	0.00	0.00	
05 - 226		02/17/2017	RFNT		0.00	348.00	348.00	0.00	0.00	0.00	348.00	Yes
04 - 123		02/14/2017	RENT		0.00	326.00	326.00	326.00	0.00	0.00	0.00	
03 - 218		11/22/2016	RFNT		0.00	197.00	197.00	8.00	0.00	189.00	0.00	
03 - 215		03/17/2020	RENT		0.00	140.00	140.00	0.00	0.00	0.00	140.00	
06 - 230		04/02/2022										
06 - 230		03/31/2017	RENT		0.00	140.00	140.00	0.00	0.00	0.00	140.00	
02 - 108		01/09/2015	RENT		0.00	114.00	114.00	0.00	0.00	0.00	114.00	
02 - 114		01/28/2015	RENT		0.00	39.00	39.00	39.00	0.00	0.00	0.00	
03 - 217		08/07/2020	RFNT		0.00	31.00	31.00	0.00	0.00	0.00	31.00	
08 - 245		03/01/2017	RENT		0.00	18.31	18.31	0.00	2.00	0.00	16.31	
04 - 120		08/31/2016	RENT		0.00	15.00	15.00	0.00	0.00	0.00	15.00	
04 - 225		08/12/2020	RENT		0.00	3.00	3.00	1.00	1.00	1.00	0.00	
03 - 218		11/22/2016	LHA		0.00	1.81	1.81	0.00	0.00	0.00	1.81	
06 - 231		07/01/2020	LHA		0.00	0.23	0.23	0.00	0.00	0.00	0.23	

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## SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS

### *2022 Capital Expenditures:*

			Funding Sources					Monitoring Status							
Property/SPM	Capital Project		Replacement	Replacement	Operating Cash	Operating Cash	3 Bid Package	Status	Project Status	Actual Cost	Variance to Budget	JAN	FEB	MARCH	
			Reserves	Reserves		GL Codes									GL Codes
			(0001)	GL Codes		(0002)									GL Codes
Harvest Park	Tree Trimming/Shaping (Rod's Landscape)	Complete	\$0	-	\$20,570	1415-0002		Complete	\$20,570.00	\$0				X	
Derrek Hammees	Mulch Application (NorCal Landscape)	Complete	\$0	-	\$5,000	1415-0002		Complete	\$5,000.00	\$0				X	
As Needed Items:	Carpet	As Needed	\$0	-	\$14,000	1440-0002	N/A								
(annual allocation)	Appliances	As Needed	\$0	-	\$6,400	1486-0000	N/A								
	Total:		\$0		\$45,970				\$25,570	\$0				2	

- YTD Actual Capital Improvements Completed \$25,570.00 (*Tree trimming & Mulch completed*)
- YTD Budgeted Capital Improvements Budgeted \$45,970

**GENERAL PROPERTY ISSUES and HIGHLIGHTS**

We ended the month with (1) vacant unit (MO 3/21); (2) Units On-Notice. 97% leased & 99% occupied. The MO/MI dates for the vacant unit & two units on-notice are:

- 02-212 MO 3/21/22 – Reviewing applications
- 06-233 MO 4/01/22 – Application in process; MI 4/15/22
- 03-215 MO 4/02/22 – Reviewing applications

We currently have the Harvest Park PM position open as well as a Maintenance Tech position. We currently have assistance for both office and maintenance from a sister property. Additionally, we have a temp, part time office and maintenance person assisting until we find our permanent hires. We are currently sourcing candidates, reviewing resumes and scheduling interviews. Recruiting is assisting with filling both positions as well.

# Harvest Park - 1649

## Budget Comparison

March 31, 2022

	Month Ending 03/31/2022				Year to Date 03/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
<b>INCOME</b>									
<b>RENTAL INCOME</b>									
5120-0000 - Rental Income	52,377.00	55,485.00	(3,108.00)	(5.60)	158,753.00	166,455.00	(7,702.00)	(4.62)	675,330.00
5150-0000 - Rental Assistance	24,019.00	21,732.00	2,287.00	10.52	70,435.00	65,196.00	5,239.00	8.03	260,784.00
5221-0000 - Gain/(Loss) to Lease	6,629.00	5,440.00	1,189.00	21.85	17,092.00	16,320.00	772.00	4.73	74,040.00
<b>TOTAL RENTAL INCOME</b>	<b>83,025.00</b>	<b>82,657.00</b>	<b>368.00</b>	<b>0.44</b>	<b>246,280.00</b>	<b>247,971.00</b>	<b>(1,691.00)</b>	<b>(0.68)</b>	<b>1,010,154.00</b>
<b>AHDC IS - MISC. INCOME</b>									
5330-0000 - Tenant Services	0.00	25.00	(25.00)	(100.00)	0.00	25.00	(25.00)	(100.00)	75.00
5332-0000 - Application Fees	0.00	70.00	(70.00)	(100.00)	(70.00)	210.00	(280.00)	(133.33)	595.00
5385-0000 - Late/Term Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
5390-0002 - Damages	150.00	425.00	(275.00)	(64.70)	150.00	1,275.00	(1,125.00)	(88.23)	5,100.00
5341-0000 - Cable Revenue	1,146.98	0.00	1,146.98	(100.00)	1,146.98	1,150.00	(3.02)	(0.26)	4,600.00
5341-0001 - Contra Cable Revenue	(286.75)	0.00	(286.75)	(100.00)	(286.75)	(288.00)	1.25	0.43	(1,152.00)
<b>TOTAL MISC. INCOME</b>	<b>1,010.23</b>	<b>520.00</b>	<b>490.23</b>	<b>94.27</b>	<b>940.23</b>	<b>2,372.00</b>	<b>(1,431.77)</b>	<b>(60.36)</b>	<b>9,818.00</b>
<b>OTHER INCOME</b>									
5493-0000 - Int on Replacement Reserve	0.00	2.00	(2.00)	(100.00)	0.00	6.00	(6.00)	(100.00)	24.00
<b>TOTAL OTHER INCOME</b>	<b>0.00</b>	<b>2.00</b>	<b>(2.00)</b>	<b>(100.00)</b>	<b>0.00</b>	<b>6.00</b>	<b>(6.00)</b>	<b>(100.00)</b>	<b>24.00</b>
<b>VACANCY LOSS/RENTAL LOSS/BAD DEBT</b>									
5218-0000 - Free Rent-Marketing Concession	(100.00)	(100.00)	0.00	0.00	(400.00)	(300.00)	(100.00)	(33.33)	(1,200.00)
5220-0000 - Vacancies Apartment	(513.00)	(850.00)	337.00	39.64	(513.00)	(2,550.00)	2,037.00	79.88	(10,200.00)
5227-0003 - Resident Rent Concession	(50.00)	0.00	(50.00)	(100.00)	(50.00)	0.00	(50.00)	(100.00)	0.00
6370-0000 - Bad Debt	0.00	(417.00)	417.00	100.00	0.00	(1,251.00)	1,251.00	100.00	(5,004.00)
6370-0004 - Bad Debt-Miscellaneous	0.00	0.00	0.00	0.00	0.00	(500.00)	500.00	100.00	(1,500.00)
6330-0002 - Office Manager Rent Free Unit	(1,103.00)	(1,103.00)	0.00	0.00	(3,309.00)	(3,309.00)	0.00	0.00	(13,236.00)
<b>TOTAL VACANCY</b>	<b>(1,766.00)</b>	<b>(2,470.00)</b>	<b>704.00</b>	<b>28.50</b>	<b>(4,272.00)</b>	<b>(7,910.00)</b>	<b>3,638.00</b>	<b>45.99</b>	<b>(31,140.00)</b>
<b>TOTAL INCOME</b>	<b>82,269.23</b>	<b>80,709.00</b>	<b>1,560.23</b>	<b>1.93</b>	<b>242,948.23</b>	<b>242,439.00</b>	<b>509.23</b>	<b>0.21</b>	<b>988,856.00</b>
<b>EXPENSES</b>									
<b>MANAGEMENT FEES</b>									
6320-0000 - Management Fees	3,924.61	4,013.00	88.39	2.20	11,910.05	12,014.00	103.95	0.86	49,011.00
<b>TOTAL MANAGEMENT FEES</b>	<b>3,924.61</b>	<b>4,013.00</b>	<b>88.39</b>	<b>2.20</b>	<b>11,910.05</b>	<b>12,014.00</b>	<b>103.95</b>	<b>0.86</b>	<b>49,011.00</b>
<b>REAL ESTATE TAXES</b>									
6710-0000 - Taxes Real Estate	13.41	14.00	0.59	4.21	40.23	42.00	1.77	4.21	168.00
6712-0000 - Taxes Other	0.00	89.00	89.00	100.00	0.00	89.00	89.00	100.00	385.00
<b>TOTAL REAL ESTATE TAXES</b>	<b>13.41</b>	<b>103.00</b>	<b>89.59</b>	<b>86.98</b>	<b>40.23</b>	<b>131.00</b>	<b>90.77</b>	<b>69.29</b>	<b>553.00</b>
<b>INSURANCE</b>									
6720-0000 - Insurance Property	2,558.37	2,558.33	(0.04)	0.00	7,675.03	7,674.99	(0.04)	0.00	33,002.52



# Harvest Park - 1649

## Budget Comparison

March 31, 2022

	Month Ending 03/31/2022				Year to Date 03/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
6720-0002 - Franchise Tax - Calif Pnps	0.00	0.00	0.00	0.00	800.00	800.00	0.00	0.00	800.00
<b>TOTAL INSURANCE</b>	<b>2,558.37</b>	<b>2,558.33</b>	<b>(0.04)</b>	<b>0.00</b>	<b>8,475.03</b>	<b>8,474.99</b>	<b>(0.04)</b>	<b>0.00</b>	<b>33,802.52</b>
<b>UTILITIES EXPENSES</b>									
6430-0000 - Electricity Vacant	0.00	25.00	25.00	100.00	0.00	75.00	75.00	100.00	300.00
6430-0001 - Employee Unit Utility	59.08	0.00	(59.08)	(100.00)	118.16	0.00	(118.16)	(100.00)	0.00
6440-0000 - Gas/Oil Heat Vacant	0.00	12.50	12.50	100.00	0.00	37.50	37.50	100.00	150.00
6450-0000 - Electricity	704.65	1,200.98	496.33	41.32	2,317.63	3,602.94	1,285.31	35.67	14,411.76
6451-0000 - Water and Sewer	4,497.11	4,777.00	279.89	5.85	13,083.65	14,331.00	1,247.35	8.70	57,324.00
6452-0000 - Natural Gas Heat	284.03	250.00	(34.03)	(13.61)	1,288.17	850.00	(438.17)	(51.54)	2,240.00
6470-0000 - Rubbish Removal	912.96	1,008.90	95.94	9.50	2,916.78	3,026.70	109.92	3.63	12,106.80
6470-0001 - Rubbish Removal - Bulk	0.00	65.39	65.39	100.00	0.00	196.17	196.17	100.00	784.68
6454-0000 - Utility Processing	44.10	75.00	30.90	41.20	126.00	225.00	99.00	44.00	1,200.00
<b>TOTAL UTILITY EXPENSES</b>	<b>6,501.93</b>	<b>7,414.77</b>	<b>912.84</b>	<b>12.31</b>	<b>19,850.39</b>	<b>22,344.31</b>	<b>2,493.92</b>	<b>11.16</b>	<b>88,517.24</b>
<b>PAYROLL</b>									
6310-0000 - Office Payroll	837.59	110.00	(727.59)	(661.44)	2,025.61	330.00	(1,695.61)	(513.82)	1,420.00
6317-0000 - Temporary Services	0.00	0.00	0.00	0.00	699.54	0.00	(699.54)	(100.00)	0.00
6330-0000 - Managers Payroll	4,503.02	4,160.00	(343.02)	(8.24)	10,637.71	14,976.00	4,338.29	28.96	60,742.00
6539-0000 - Maintenance Payroll General	5,652.72	3,784.00	(1,868.72)	(49.38)	14,535.43	11,352.00	(3,183.43)	(28.04)	50,697.00
6714-0001 - Taxes-Payroll Administrative	504.26	318.00	(186.26)	(58.57)	1,222.01	1,714.00	491.99	28.70	5,213.00
6714-0002 - Taxes-Payroll Maintenance	407.09	289.00	(118.09)	(40.86)	1,366.46	1,322.00	(44.46)	(3.36)	4,331.00
6724-0001 - Workers Comp. - Payroll Admin	289.00	289.00	0.00	0.00	867.00	1,040.00	173.00	16.63	4,219.00
6724-0002 - Workers Compensation-Payroll Maintenance	263.00	263.00	0.00	0.00	789.00	789.00	0.00	0.00	3,523.00
6726-0001 - Health Ins. & Benefits-Payroll Admin	550.76	1,452.00	901.24	62.06	1,496.18	4,431.00	2,934.82	66.23	17,888.00
6726-0002 - Health Ins. & Benefits-Payroll Maint.	1,667.42	1,177.00	(490.42)	(41.66)	3,429.11	3,531.00	101.89	2.88	14,398.00
<b>TOTAL PAYROLL</b>	<b>14,674.86</b>	<b>11,842.00</b>	<b>(2,832.86)</b>	<b>(23.92)</b>	<b>37,068.05</b>	<b>39,485.00</b>	<b>2,416.95</b>	<b>6.12</b>	<b>162,431.00</b>
<b>OPERATING &amp; MAINTENANCE EXPENSE</b>									
6462-0000 - Exterminating Contract	700.00	700.00	0.00	0.00	2,100.00	2,100.00	0.00	0.00	6,798.00
6490-0019 - Property Expense Covid19 Coronavirus	0.00	0.00	0.00	0.00	25.33	0.00	(25.33)	(100.00)	0.00
6511-0000 - Security Contract and Repairs	270.00	105.00	(165.00)	(157.14)	270.00	315.00	45.00	14.28	1,260.00
6521-0000 - Grounds Supplies	0.00	685.00	685.00	100.00	770.00	1,895.00	1,125.00	59.36	2,920.00
6522-0000 - Grounds Contract	0.00	1,955.00	1,955.00	100.00	4,420.00	5,865.00	1,445.00	24.63	23,460.00
6541-0000 - Maintenance Supplies	560.29	833.33	273.04	32.76	3,534.52	2,499.99	(1,034.53)	(41.38)	9,999.96
6545-0000 - Repairs Contract General	2,202.88	400.00	(1,802.88)	(450.72)	3,326.02	1,200.00	(2,126.02)	(177.16)	7,310.00
6546-0000 - Repairs Contract Electric	259.49	0.00	(259.49)	(100.00)	259.49	200.00	(59.49)	(29.74)	800.00
6547-0000 - Repairs - Contract - HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6548-0000 - Repairs - Contract - Plumbing	302.39	208.00	(94.39)	(45.37)	817.39	624.00	(193.39)	(30.99)	2,776.00
6552-0000 - Uniforms	0.00	250.00	250.00	100.00	0.00	250.00	250.00	100.00	500.00
6581-0000 - Appliance Repair	0.00	210.00	210.00	100.00	0.00	630.00	630.00	100.00	2,520.00
6582-0000 - Lock and Key Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6586-0000 - Fire and Safety Systems	1,296.80	477.60	(819.20)	(171.52)	1,296.80	477.60	(819.20)	(171.52)	3,530.40
6991-0000 - Pool Supplies	79.13	35.00	(44.13)	(126.08)	113.03	105.00	(8.03)	(7.64)	1,260.00

# Harvest Park - 1649

## Budget Comparison

March 31, 2022

	Month Ending 03/31/2022				Year to Date 03/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
6992-0000 - Pool Contract	259.33	275.00	15.67	5.69	516.58	825.00	308.42	37.38	3,300.00
<b>TOTAL OPERATING &amp; MAINT. EXPS.</b>	<b>5,930.31</b>	<b>6,133.93</b>	<b>203.62</b>	<b>3.31</b>	<b>17,449.16</b>	<b>16,986.59</b>	<b>(462.57)</b>	<b>(2.72)</b>	<b>68,034.36</b>
<b>TURNOVER COSTS</b>									
6531-0000 - Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	187.50	187.50	100.00	750.00
6532-0000 - Cleaning Contract	0.00	218.75	218.75	100.00	950.00	656.25	(293.75)	(44.76)	2,625.00
6561-0000 - Decorator Supplies	0.00	0.00	0.00	0.00	0.00	300.00	300.00	100.00	1,200.00
6562-0000 - Decorator Contract Services	0.00	0.00	0.00	0.00	0.00	625.00	625.00	100.00	2,500.00
<b>TOTAL TURNOVER COSTS</b>	<b>0.00</b>	<b>218.75</b>	<b>218.75</b>	<b>100.00</b>	<b>950.00</b>	<b>1,768.75</b>	<b>818.75</b>	<b>46.28</b>	<b>7,075.00</b>
<b>MARKETING</b>									
6212-0000 - Collateral Materials/Brand Identity	83.80	87.00	3.20	3.67	682.40	511.00	(171.40)	(33.54)	1,294.00
6216-0000 - Promotions and Promotional Items	0.00	0.00	0.00	0.00	0.00	78.00	78.00	100.00	156.00
6290-0000 - Miscellaneous Renting Expense	67.50	98.00	30.50	31.12	222.58	156.00	(66.58)	(42.67)	740.00
6981-0000 - Resident Supplies	(100.00)	70.00	170.00	242.85	0.00	210.00	210.00	100.00	1,420.00
<b>TOTAL MARKETING</b>	<b>51.30</b>	<b>255.00</b>	<b>203.70</b>	<b>79.88</b>	<b>904.98</b>	<b>955.00</b>	<b>50.02</b>	<b>5.23</b>	<b>3,610.00</b>
<b>ADMINISTRATIVE EXPENSES</b>									
6280-0000 - Credit Reports and Fees	0.00	11.00	11.00	100.00	0.00	33.00	33.00	100.00	132.00
6311-0000 - Office Expenses	422.84	565.00	142.16	25.16	2,002.84	2,613.10	610.26	23.35	7,818.10
6312-0000 - Copy Machine	743.01	132.00	(611.01)	(462.88)	903.17	396.00	(507.17)	(128.07)	1,584.00
6313-0000 - Postage	40.01	25.00	(15.01)	(60.04)	47.43	75.00	27.57	36.76	300.00
6316-0000 - Travel/Mileage	542.47	100.00	(442.47)	(442.47)	659.47	300.00	(359.47)	(119.82)	1,220.00
6316-0003 - Training	395.00	0.00	(395.00)	(100.00)	395.00	670.00	275.00	41.04	1,743.00
6316-0004 - Training - New Employee Orientation	103.70	0.00	(103.70)	(100.00)	103.70	0.00	(103.70)	(100.00)	0.00
6340-0000 - Legal Expense	0.00	0.00	0.00	0.00	0.00	1,200.00	1,200.00	100.00	2,400.00
6350-0000 - Auditing	10,175.00	0.00	(10,175.00)	(100.00)	10,175.00	12,781.00	2,606.00	20.38	12,781.00
6355-0001 - Administrative Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00
6360-0000 - Telephone	1,254.08	869.00	(385.08)	(44.31)	4,413.98	2,607.00	(1,806.98)	(69.31)	10,428.00
6385-0000 - Dues and Memberships	681.10	0.00	(681.10)	(100.00)	681.10	0.00	(681.10)	(100.00)	450.00
6390-0000 - Miscellaneous	0.00	0.00	0.00	0.00	9.92	0.00	(9.92)	(100.00)	740.00
6391-0000 - Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6392-0000 - Bank Charges	252.27	257.00	4.73	1.84	522.11	771.00	248.89	32.28	3,084.00
6392-0001 - RP Transaction Fees	86.04	0.00	(86.04)	(100.00)	226.32	0.00	(226.32)	(100.00)	0.00
6392-0002 - Paymode Rebates	0.00	0.00	0.00	0.00	(24.87)	0.00	24.87	(100.00)	0.00
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>14,695.52</b>	<b>1,959.00</b>	<b>(12,736.52)</b>	<b>(650.15)</b>	<b>20,115.17</b>	<b>21,446.10</b>	<b>1,330.93</b>	<b>6.20</b>	<b>45,530.10</b>
<b>TOTAL EXPENSES</b>	<b>48,350.31</b>	<b>34,497.78</b>	<b>(13,852.53)</b>	<b>(40.15)</b>	<b>116,763.06</b>	<b>123,605.74</b>	<b>6,842.68</b>	<b>5.53</b>	<b>458,564.22</b>
<b>NET OPERATING INCOME</b>	<b>33,918.92</b>	<b>46,211.22</b>	<b>(12,292.30)</b>	<b>(26.60)</b>	<b>126,185.17</b>	<b>118,833.26</b>	<b>7,351.91</b>	<b>6.18</b>	<b>530,291.78</b>
<b>REPLACEMENT RESERVE/OTHER ESCROWS</b>									
1316-0000 - Escrow - Replacement Reserve	2,332.50	2,333.00	0.50	0.02	6,997.50	6,999.00	1.50	0.02	27,996.00
<b>TOTAL REPLACEMENT RESERVE/OTHER ESCROWS</b>	<b>2,332.50</b>	<b>2,333.00</b>	<b>0.50</b>	<b>0.02</b>	<b>6,997.50</b>	<b>6,999.00</b>	<b>1.50</b>	<b>0.02</b>	<b>27,996.00</b>

# Harvest Park - 1649

## Budget Comparison

March 31, 2022

	Month Ending 03/31/2022				Year to Date 03/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
<b>DEBT SERVICE</b>									
2320-0000 - Mortgage Payable - Wells Fargo	5,000.00	5,000.00	0.00	0.00	15,000.00	15,000.00	0.00	0.00	60,000.00
6820-0000 - Interest Expense - Wells Fargo	10,788.75	10,788.75	0.00	0.00	32,425.63	32,425.63	0.00	0.00	129,227.48
6824-0000 - Interest Expense - HACB	1,297.17	1,416.31	119.14	8.41	3,891.51	4,248.93	357.42	8.41	16,995.72
6828-0000 - Service Fee	5,914.42	5,932.67	18.25	0.30	17,774.75	17,811.25	36.50	0.20	71,006.45
<b>TOTAL DEBT SERVICE</b>	<b>23,000.34</b>	<b>23,137.73</b>	<b>137.39</b>	<b>0.59</b>	<b>69,091.89</b>	<b>69,485.81</b>	<b>393.92</b>	<b>0.56</b>	<b>277,229.65</b>
<b>MISCELLANEOUS</b>									
6890-0000 - Miscellaneous Financial Exp	416.67	416.67	0.00	0.00	1,250.01	1,250.01	0.00	0.00	10,000.04
6892-0000 - Trustee Fees	283.33	283.33	0.00	0.00	849.99	849.99	0.00	0.00	7,299.96
<b>TOTAL MISCELLANEOUS</b>	<b>700.00</b>	<b>700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,100.00</b>	<b>2,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,300.00</b>
<b>CAPITAL EXPENDITURES</b>									
1415-0002 - Landscape and Land Improvements	4,500.00	25,570.00	21,070.00	82.40	25,070.00	25,570.00	500.00	1.95	25,570.00
1440-0002 - Carpet/Flooring	1,154.28	2,000.00	845.72	42.28	1,154.28	4,000.00	2,845.72	71.14	14,000.00
1486-0000 - Appliances	742.86	1,000.00	257.14	25.71	3,438.91	3,000.00	(438.91)	(14.63)	6,400.00
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>6,397.14</b>	<b>28,570.00</b>	<b>22,172.86</b>	<b>77.60</b>	<b>29,663.19</b>	<b>32,570.00</b>	<b>2,906.81</b>	<b>8.92</b>	<b>45,970.00</b>
<b>MORTGAGOR EXPENSES</b>									
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	12,298.00
7153-0000 - Administration Fee Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,786.00
<b>TOTAL MORTGAGOR EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,084.00</b>
<b>PROFIT/LOSS</b>	<b>1,488.94</b>	<b>(8,529.51)</b>	<b>10,018.45</b>	<b>117.45</b>	<b>18,332.59</b>	<b>7,678.45</b>	<b>10,654.14</b>	<b>138.75</b>	<b>119,712.13</b>
<b>Additional Adjustments to Cash Flow</b>									
Accounts Payable	(19,844.48)	0.00	(19,844.48)	(100.00)	6,438.49	0.00	6,438.49	(100.00)	0.00
Resident Accounts Receivable	7,069.13	0.00	7,069.13	(100.00)	3,764.03	0.00	3,764.03	(100.00)	0.00
Subsidy Accounts Receivable	184.19	0.00	184.19	(100.00)	2,358.19	0.00	2,358.19	(100.00)	0.00
Prepaid Expenses	2,518.16	0.00	2,518.16	(100.00)	5,076.01	0.00	5,076.01	(100.00)	0.00
Prepaid Rent	1,545.16	0.00	1,545.16	(100.00)	1,918.15	0.00	1,918.15	(100.00)	0.00
Net Accruals	525.18	0.00	525.18	(100.00)	221.92	0.00	221.92	(100.00)	0.00
Accrued Interest on Deferred Loans	1,297.17	(1,297.17)	2,594.34	200.00	3,891.51	(3,891.51)	7,783.02	200.00	(15,566.04)
Escrow Tax	66.76	(14.00)	80.76	576.85	39.40	(42.00)	81.40	193.80	(168.00)
Escrow Insurance	(2,686.25)	(2,558.33)	(127.92)	(5.00)	(8,058.75)	(7,674.99)	(383.76)	(5.00)	(33,002.52)
Escrow Other	0.00	(2.00)	2.00	100.00	0.00	(6.00)	6.00	100.00	(24.00)
<b>Total Additional Adjustments to Cash Flow</b>	<b>(9,324.98)</b>	<b>(3,871.50)</b>	<b>(5,453.48)</b>	<b>(140.86)</b>	<b>15,648.95</b>	<b>(11,614.50)</b>	<b>27,263.45</b>	<b>234.73</b>	<b>(48,760.56)</b>
<b>Total Net Adjusted Cash Flow</b>	<b>(7,836.04)</b>	<b>(12,401.01)</b>	<b>4,564.97</b>	<b>36.81</b>	<b>33,981.54</b>	<b>(3,936.05)</b>	<b>37,917.59</b>	<b>963.34</b>	<b>70,951.57</b>
<b>Net Change in Cash from TB</b>	<b>(7,836.04)</b>	<b>0.00</b>	<b>(7,836.04)</b>	<b>100.00</b>	<b>33,981.54</b>	<b>0.00</b>	<b>33,981.54</b>	<b>100.00</b>	<b>0.00</b>

**Harvest Park - 1649**  
**Budget Comparison**  
 March 31, 2022

	Month Ending 03/31/2022				Year to Date 03/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
Variance	0.00	12,401.01	(12,401.01)	(100.00)	0.00	3,936.05	(3,936.05)	(100.00)	(70,951.57)

Date: 4/15/2022

MEMO

To: HACB Board of Commissioners

From: Tina Rose, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for Mar 2022

<b>Program Statistics for Period Ending</b>	<b>Mar 2022</b>	<b>Mar 2021</b>
Number of participants as of last day of the month	34	44
Number of Orientation Briefings	0	2
Number of signed contracts	0	1
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	0
Contract Expired	0	0
Number of Terminations	0	1
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	2	0
Number of participants with annual income increases (YTD)	1	2
Number of participants with new employment (YTD)	1	0
Number of participants with escrow accounts	22	26
Number of participants currently escrowing	13	16
Amount disbursed from escrow account	\$0.00	\$0.00
Balance of Escrow Account	\$93,681.74	\$110,672.35

### **FSS FY 2019 HUD Grant Program Tracking Data**

<b>Program Management Questions:</b>	<b>YTD (2022)</b>
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	34
Number of FSS participants identified as a person with disabilities	9
Number of FSS participants employed	19
Number of FSS participants in training programs	7
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	1
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 March 2022

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	03/2022 Enrollment	03/2022 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/21 - 9/30/22	\$48,480.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	3	\$2,360.00	\$33,643.00
SEARCH III- SHP	7/1/21 - 6/30/22	\$32,544.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	3	\$849.00	\$23,903.00
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	\$28,049.00
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	18	Low-income, under case management with self-sufficiency plan	Butte County	17	\$11,730.00	\$45,994.33
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	1	\$0.00	\$18,841.00
<b>Totals</b>		<b>\$280,285.00</b>			<b>46</b>			<b>26</b>	<b>\$15,438.00</b>	<b>\$162,856.33</b>

### 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:04/15/2022

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


April 14, 2022

MEMORANDUM

To: HACB Board of Commissioners

From: Tamra C. Young, Administrative Operations Director  
Larry Guanzon, Deputy Executive Director  
Marysol Perez, Executive Assistant

Subject: 2022 Draft Agency Documents

- Annual Agency Plan
- Annual and Five-Year (rolling) Capital Fund Plans
- Public Housing Admissions and Continued Occupancy Policy (ACOP)
- Section 8 Administrative Plan (AP)

As a public agency administering the HUD Public Housing and Section 8 Housing Choice Voucher (HCV) programs, HACB is required to submit to HUD applicable agency and administrative plan documents 75 days prior to the end of the HACB's fiscal year. Resident Advisory Board (RAB) meetings and solicitation of public comment are an integral part of the plan review process. This year, the plans, including any revisions, must be approved at the June Meeting of the Board in order to meet the HUD submission deadline. Below is a summary of the important dates:

DATE	REQUIRED ACTION
4/13/22	Resident Advisory Board meeting held
<b>4/21/22</b>	<b><i>Draft approval by HACB Board</i></b>
4/21-6/3/22	Required 45-day Review Period - Documents available for public comment.
6/3/22	Comments, if any, due to HACB
6/6 – 6/10/22	Comments evaluated and recommendation(s) prepared for Board review
<b>6/16/22</b>	<b><i>Final approval by HACB Board</i></b>
Deadline 7/18/22	Submit documents to HUD with applicable attachments
10/1/22	Effective date of documents

Below are some of the revision highlights for each document as recommended by Staff:

#### Annual Plan

- Description of progress in meeting HACB's 5-Year goals.
- Update New Activities - Project Based Vouchers.

#### Section 8 Administrative Plan

- Added option for non-resident families to lease up within a neighboring PHA's jurisdiction if HACB has an interagency portability Memorandum of Understanding (p10-7)
- Updated informal review policy for applicants to match HACB practice (p16-8)
- Updated information on approved Project Based Voucher projects (p17-51 thru 17-76)

#### Public Housing ACOP

- Nan McKay & Associates recommended updates including:
  - Oral Interpretation (Ch.2)
  - Eligibility (Ch. 3)
  - Grievances and Appeals (Ch. 14)

Please find following the draft changes to the Agency Annual Plan, Public Housing Capital Fund Plan, Section 8 Admin Plan, and Public Housing ACOP documents, in excerpt form. The entire plans, as existing, can be found on the Dropbox site, and also the agency website.

*Recommendation: Receive draft documents (draft revised Agency Annual Plan, Capital Fund Plan, Public Housing ACOP, and Section 8 Admin Plan), authorize publication of Public Notice for public review and comment (minimum 45 days required), and schedule Public Hearing for receipt of comment and final adoption of documents on June 16, 2022.*

*Memo to the HACB Board of Commissioners  
2022 Draft Agency Documents  
April 14, 2022  
Page 2 of 2*



<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

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

A.	PHA Information.																															
A.1	<p> <b>PHA Name:</b> _____ <b>PHA Code:</b> _____  <b>PHA Type:</b> <input type="checkbox"/> Small <input type="checkbox"/> High Performer  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _____  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> _____ <b>Number of Housing Choice Vouchers (HCVs)</b> _____  <b>Total Combined</b> _____  <b>PHA Plan Submission Type:</b> <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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<b>B.</b>	<b>Annual Plan Elements</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?  Y   N</p> <p> <input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.  <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.  <input type="checkbox"/> <input type="checkbox"/> Financial Resources.  <input type="checkbox"/> <input type="checkbox"/> Rent Determination.  <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.  <input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.  <input type="checkbox"/> <input type="checkbox"/> Pet Policy.  <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.  <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification </p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?  Y   N</p> <p> <input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.  <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.  <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.  <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.  <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.  <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.  <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.  <input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). </p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p>

<b>B.4.</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>Other Document and/or Certification Requirements.</b></p>	
<b>C.1</b>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.2</b>	<p><b>Civil Rights Certification.</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.4</b>	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>D</b>	<p><b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
<b>D.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>

## **B.1 Revision of PHA Plan Elements.**

### **Statement of Housing Needs and Strategy for Addressing Housing Needs**

HACB has revised its 5-Year Plans goals and objectives; see Section B.2 of the HACB 5-Year PHA Plan. HACB is focused on developing Project Based Voucher program in efforts of deconcentrating poverty and expanding housing and economic opportunities.

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 2021 Board meeting. The change to the Admin Plan recommended by HACB staff, the recommended change was not considered a “substantial deviation” and thus is not subject to the usual 60-day public review and comment process. Staff proposed 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.

### **Significant Amendment/Modification**

In order to better meet the needs of the community and to increase the ability of Section 8 voucher holders to be successful in our continuing tight rental market, HACB made changes to the program’s Subsidy Standards, as outlined in Chapter 5 of the Section 8 Administrative Plan (Admin Plan), effective March 1, 2022. The HACB went through the require action process to adopt the change; held resident advisory board meeting, draft approval by the HACB Board – accept and file, 45-day review period, document available for public comment, meeting open for public comment and final approval by HACB Board. The change made the Subsidy Standards for each household in Section 8 mirror the Occupancy Standards for households in Public Housing. The changes are designed to free up more studio and one-bedroom units for elderly and disabled households, by having small families qualify for minimum two-bedroom size units. This gives voucher holders a more refined competitive edge and flexibility in the market, and should help increase the “quality of life” for our participants.

Also, of note, HACB applied for and received a HUD waiver under CFR Section 982.505(c)(4), “Increase in Payment Standard during HAP contract term”, in order to immediately implement the

newly adopted subsidy standards to currently over-housed program participants, instead them having to wait until their next annual recertification

## **B.2 New Activities**

The following new development opportunities, targeting elderly, disabled, and families, have been identified and are recommended for inclusion in HACB's Section 8 HCV Administrative Plan, for use of project-based vouchers at properties:

- **Creekside Place Apartments, Chico** – 100 PBV committed to CHIP, targeted population to serve; seniors
- **North Creek Crossings at Meriam Park, Phase I, Chico** – 26 PBV committed, targeted population to serve; families
- **1297 Park Avenue Apartments, Chico** – 43 PBV committed targeted population to serve; single-senior-disabled
- **North Creek Crossings at Meriam Park, Phase II, Chico** – 13 PBV committed, targeted population to serve; families
- **Sunrise Village Apartments, Gridley** – 39 PBV committed, targeted population to serve; seniors
- **Prospect View Apartments, Oroville** – 26 PBV committed, targeted population to serve; disabled/homeless (NPLH)
- **Liberty Bell Apartments, Orland** – 31 PBV committed, targeted population to serve; seniors
- **Woodward Family Apartments Orland** – 25 PBV committed, targeted population to serve; families
- **Bar Triangle Apartments, Chico** – 25 PBV committed, targeted population to serve; families
- **Humboldt Senior Apartments, Chico** – 25 PBV committed, targeted population to serve; seniors
- **Oleander Community Housing Apartments, Chico** – 37 PBV committed, targeted population to serve; special needs
- **Garden Park Apartments, Willows** – 31 PBV committed, targeted population to serve; special needs

The HACB currently has 2,236 ACC-authorized Section 8 HCV units, 20% of which (435) is the base cap for project-basing of vouchers. The HACB currently administers no (0) Section 8 HCV vouchers committed to project-based assistance.

## **B.3 Progress Report**

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

### **HACB Goal: Expand the supply of assisted housing.**

- Seek to expand the supply of assisted housing available to general and special needs populations.
- Apply for additional rental vouchers.

- Advocate for and aggressively pursue all federal, state, and local funding sources available for HACB use in creation of affordable housing opportunities.
- Leverage HACB assets and/or private/public funds in creation of additional housing opportunities.
- Develop Project Based Voucher Program (PBV), in efforts to expand affordable housing opportunities.
- Acquire or build units or developments.

### **HACB Progress**

- HACB has recommended and supports new affordable housing developments in Butte and Glenn County.
- HACB has awarded PBV vouchers to developments in Butte and Glenn County.
- HACB has established development MOU's with multiple entities to support Housing needs in Butte and Glenn County, see attached exhibit.

### **HACB Goal: Improve the quality of assisted housing.**

- Assess and address administrative processes to achieve efficiency and effectiveness in program delivery, optimizing ease of use and understanding by applicants and participants.
- Improve the physical quality of public housing stock.
- Work constructively with landlords to improve housing conditions and amenities for housing available to, and used by, participants of rental assistance programs.
- Develop and maintain new and existing housing stock in accordance with sustainable building and design principles as financially feasible.
- Build supportive services capacity through partners.

### **HACB Progress**

- Engaged in providing support to the Butte County Housing Support Program through DESS housing inspections done by HACB housing inspectors.
- HACB completed Public Housing Capital Fund improvement project for planned water conservation and energy savings measures.
- HACB has a staff member participating in the local Homeless Continuum of Care (CoC).
- HACB completed, or is in the process of completing the following Capital Fund Improvement projects in Public Housing:
  - **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.

**HACB Goal: Increase assisted housing choices.**

- Continue to work with potential and participating voucher landlords through outreach and relationship building.
- Develop relations with participating voucher landlords.
- Conduct outreach to area service providers and consumer groups to inform citizenry of assisted housing opportunities.
- Identify and communicate affordable housing occupancy and develop opportunities throughout the County.
- Work to increase the County’s transitional housing and “housing first” capacities, to more effectively bridge between homelessness and permanent housing.
- Seek to establish and maintain partnerships and working relationships with public, nonprofit, and for-profit entities in conception, development, and implementation of affordable housing units and programs.

**HACB Progress**

- HACB is continuing to outreach to landlords. Staff consistently makes phone calls and checks advertisements for vacant units.
- HACB increase Section 8 Payment Standards in order to address market spiking in rental prices, post Camp Fire.
- HACB staff participates in Program outreach through association with North Valley Property Owners Association.
- HACB supports the Butte Countywide Continuum of Care (CoC).
- HACB is also continuing to work with other social service agencies to more effectively bridge between homelessness and permanent housing.
- HACB continues to participate in the Greater Chico Area Homeless Task Force, sits on the Butte County Continuum of Care Council, attends the City of Chico Housing Trust Fund Committee, and provides contract services and administration to the City of Chico and the County of Butte Behavioral Health Department for operation of custom tenant-based local affordable housing programs.
- HACB Executive Director is chair of CalAHA, also previously served on the Pacific Southwest Region Council of the National Association of Housing and Redevelopment Officials (PSWRC-NAHRO); networking and legislative opportunities and advancement of housing initiatives.

**HACB Goal: Optimize improved living environment to enhance the lives of residents.**

- Maintain safety of properties, considering site, neighborhood and community factors.
- Promote and encourage conservation, recycling, and use of recycled materials with contractors, residents, and vendors.

- Seek to optimize participant stability and self-sufficiency through delivery of supportive service programs, including education, employment development, nursing, food distribution, nutrition, and tax preparation.
- Provide comment to local jurisdiction regarding affordable housing development proposals and community development and planning policies as they affect assisted housing interests.
- Develop resident groups.

### **HACB Progress**

- HACB utilizes private security for properties as necessary, in addition with coordinating with local law enforcement.
- Annually, HACB renews contracts with the City of Chico for the Tenant Based Rental Assistance (TBRA) and Lease Guarantee programs; and with the County of Butte for the Behavioral Health Housing Assistance Payment Program (BHHAP), permanent and supportive housing grants.
- HACB sponsors the non-profit Mi C.A.S.A. Education, Inc., in provision of an after-school homework program at its Gridley Farm Labor housing property in Gridley.
- HACB has partnered with IRS-VITA tax assistance program to provide tax preparation free of cost to low-income residents.  
HACB implemented no smoking policy in its public housing units as well as other owned properties.
- HACB regularly provides comment to local jurisdictions.
- Annual resident council – Resident Advisory Board (RAB).

### **HACB Goal: Promote and secure services for Housing Authority residents and participants.**

- Actively research and access available federal, state, local, and private foundation resources for the delivery and enhancement of resident services, through both HACB and Butte County Affordable Housing Development Corporation.
- Collaborate with partners who are able to expand our reach and effectiveness by providing services, education, and economic opportunities that help residents advance out of poverty.
- Assess and identify the quality of life concerns for senior, disabled, and special needs residents.
- Promote open and effective communication with HACB residents to encourage their input and involvement.
- Provide opportunities and pathways to success for youth.
- Partner with service organizations, volunteers, and students to provide low- or no- cost services to residents.
- Provide opportunities and pathways to transition into unsubsidized housing opportunities for those who are able to do so.

### **HACB Progress**

- HACB administers fifty (50) units under the HUD Family Self Sufficiency (FSS) program on behalf of its Section 8 HCV participants. The HACB's FSS program is voluntary.
- Section 8 Housing Manager is a member of the Tenant Based Rental Assistance (TBRA) committee, responsible for assignment of rental assistance under the City of Chico's Tenant-Based Rental Assistance (TBRA) program. Section 8 Manager also serves on the



Butte County Coordinating Council (BCC) Committee, coordinating delivery of homeless services to the disabled in Butte County.

**HACB Goal: Ensure equal opportunity and affirmatively further fair housing.**

- Implement provisions of the FHEO Voluntary Compliance Agreement.
- Undertake affirmative measures to ensure access to assisted housing regardless of age, race, ethnicity, ancestry, color, religion, national origin, sex, familial status, marital status, disability, medical condition, source of income, sexual orientation and veteran status.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

**HACB Progress**

- HACB has made measurable strides addressing prioritized needs DAC report.
- Two-thirds of total clients served by HACB are elderly or disabled.
- HACB provides ongoing training to agency staff in Fair Housing and Reasonable Accommodation.
- HACB is continuing to improve website and provide more information regarding HACB's various properties.

**HACB Goal: Maintain and improve interagency cooperation.**

- Remain a stakeholder in the local efforts to end homelessness.
- Seek to strengthen links between HACB, the County of Butte, and other jurisdictions.
- Seek participation by services agencies that support stabilization and self-sufficiency by participants of assisted housing programs.
- Connect residents to partner agencies through information exchange.
- Provide housing assistance and demographic data and program and policy comment to municipal, county, and other agencies and entities.

**HACB Progress**

- Seat on the Butte County Continuum of Care Council.
- HACB has multiple contracts with Butte County and other jurisdictions to administer a variety of housing programs.
- Regularly provided demographics and comment to other agencies and entities.

**HACB Goal: Maintain the Housing Authority's financial position and its ability to respond to shifting economic conditions through prudent management of limited resources.**

- Control expenditures and seek other revenue sources to sustain and develop new housing opportunities and mitigate risk associated with program loss.
- Optimize internal operations for sustainability through development and implementation of green operations.
- Foster a culture of excellence and innovation in the work environment.
- In developing facilities, balance the needs of residents with the appropriate level of amenities while also maximizing the number of affordable dwelling units.
- Diversify funding sources.
- Develop a Strategic Asset Plan to account and plan for tangible asset management.
- Seek and maintain credit rating from Standard & Poor's.

- Assess and address unfunded pension liability.

#### **HACB Progress**

- HACB maintains a balanced portfolio.
- Actively developing a paperless system.
- Maintained A+ credit rating with Standard & Poors
- HACB Board of Commissioners set a policy by way of Resolution to address the Unfunded Pension Liability, which included third party actuarial analysis and establishment of IRS Section 115 Pension Trust. Funding of the Trust was in accordance with Board policy and the Trust was seeded with \$2 million deposit.
- Strategic Asset Plan was completed including a detailed Asset Repositioning Study.

#### **HACB Goal: Maintain and enhance the Housing Authority's organizational strength and resiliency.**

- Develop and adopt technological solutions to improve efficiency.
- Honor our staff as a key organizational asset while respecting our fiscal limitations.
- Continue to provide staff members with the tools and training to do their jobs effectively and efficiently.
- Communicate progress toward goals and objectives with Board members and staff through annual reporting.

#### **HACB Progress**

- Actively developing and implementing paperless measures:
  - o Housing inspectors use tablets to complete inspections.
  - o Maintenance staff implemented use of tablets to complete work orders and daily tasks.
  - o Eliminated paper use by providing board packet to the Board of Commissioners in an electronic format that is uploaded to tablets.
- Agency acknowledges longevity years of service in honor of staff.
- HACB proactively offers and encourages training opportunities to staff members.

## Annual Plan - Attachment to Progress Report

## Development Activity – Status

**Project-based Section 8 Vouchers** (431 vouchers committed to date – 19% of program) – to date, the HACB has awarded PBV's to twelve (12) new development projects, including 89 PBV's for families, 167 PBV's for Special Needs Seniors, and 150 PBV's to Special Needs Homeless, including PBV commitments supporting 45 State No Place Like Home units in three projects. Additional opportunity to project-base vouchers are being monitored, in particular regard to veterans and other special needs populations needing permanent supported housing opportunity. It is anticipated that HACB will issue another, perhaps its final, Request for Proposals (RFP) for project-basing of Section 8 voucher – the effort will focus on Special Needs populations, generally, Paradise housing opportunity, and possible family housing.

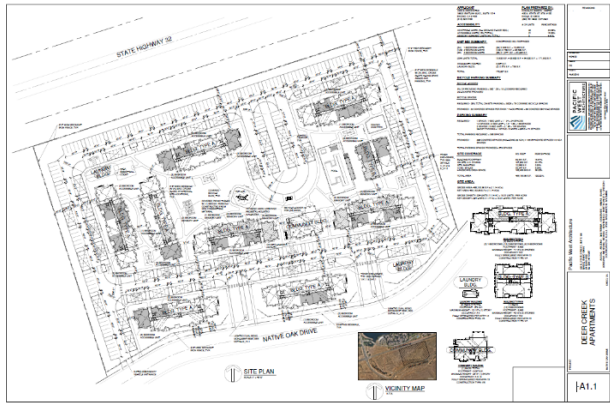
The following outlines status of HACB-related affordable housing development activity in Butte and Glenn Counties. Six (6) projects have seen their Construction Loans close and are under construction, two in Chico, three in Oroville, and one in Gridley. Another five (5) projects are scheduled to close in March, following by another two (2) in May, one (1) in November, and one (1) in March 2023.



**North Creek Crossings Apts I, Chico** (106 units, family, CCHCC/BCAHDC. Lender: Wells Fargo/Berkadia. LIHTC Investor: R4 Capital) – located in Meriam Park, this project is under construction, with delivery of units scheduled for the end of 2022. The project just finished its seventh month of construction. The property saw a site visit by Ed Mayer and Jerry Martin.

**North Creek Crossings Apts II, Chico** (60 units, family, CCHC/BCAHDC. Lender: Wells Fargo/Berkadia. LIHTC Investor: R4 Capital) – the development closing is scheduled for mid-March, at which point construction will commence. Sunseri Construction is set to build both phases of the 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, the project cleared environmental concerns and closed as scheduled on December 30<sup>th</sup>. The site is being cleared, with construction scheduled to start mid-March.

**Deer Creek Apts II, Chico** (48 units, family, The Pacific Companies/BCAHDC. Lender: Bank of America/CitiBank. LIHTC investor: Bank of America) – The project is now set for its construction close in mid-March. Both phases are scheduled for occupancy in the summer of 2023.

**1297 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, the project construction close was in October. Demolition of the old Jesus Center is largely complete. Local contractor Modern Construction will build out the property. Occupancy is scheduled for the Summer 2023. HACB has committed 43 Section 8 project-based vouchers to this special needs 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 is under construction. Delivery is scheduled for the Summer of 2022. The project has seen its sixth construction advance.



**Riverbend Apts II, Oroville** (48 units, family, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank. LIHTC investor: CREA) – The project is scheduled to close in March, at which point construction can commence.



**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 is under construction, with delivery of units scheduled for the Spring of 2022.

**Mitchell Ave Apts II, Oroville** (35 units, seniors, The Pacific Companies/BCAHDC. Lender Pacific Western Bank. LIHTC investor: The Richman Group) – located immediately to the west of Mitchell Avenue Apts I, the project is scheduled to close in March, at which point construction can commence.

**Prospect View Apts, Oroville** (40 units, formerly homeless singles, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank. LIHTC investor: Boston Financial) – 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. HACB has made a commitment of 39 Section 8 project-based vouchers to this project, scheduled to close in April.

**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. 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 is under construction. Six construction draws have been processed. 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. HACB has made a commitment of 36 Section 8 project-based vouchers to this project. The project is scheduled to close in March, at which point construction can begin.

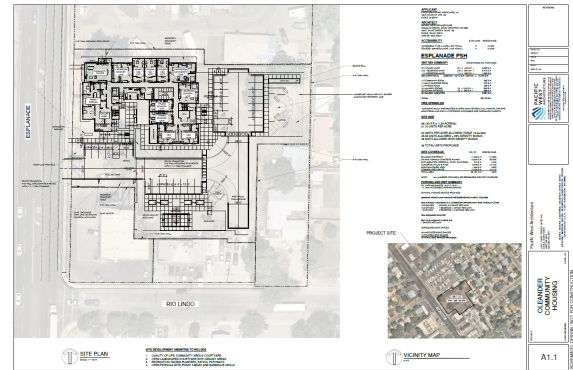


**Kathy Court Apts, Paradise** (12 units, family, HACB) – burned to the ground in 2018's Camp Fire Disaster, the property is being re-built. Building Permits have been applied for. No news has been received regarding the PG&E lawsuit. The project is tentatively scheduled for construction in the Summer of 2022, with lease-up scheduled for mid 2023. Next steps are bidding and financing.

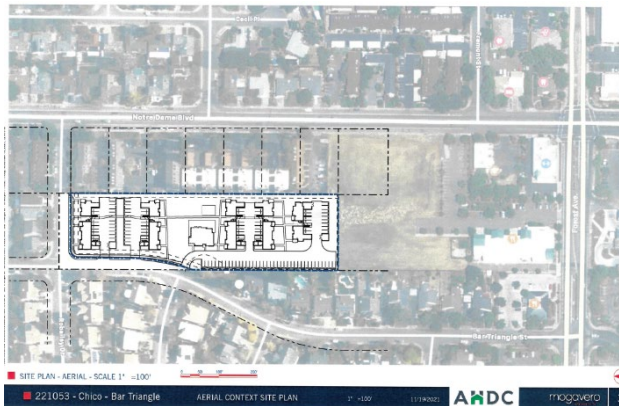
**Liberty Bell Apts, Orland** (32 units, seniors, The Pacific Companies/BCAHDC. Lender and LIHTC investor unknown at this time.) – this project has secured local HOME program funds, and has applied for 4% LIHTC's in the September funding competition. The project is on schedule for delivery in the Spring of 2023. HACB has committed 31 Section 8 project-based vouchers to this project. The close is scheduled for May, at which point construction can start.

**Woodward Apts, Orland** (36 units, family, The Pacific Companies/BCAHDC. Lender and LIHTC investor unknown at this time.) – Like Liberty Bell Apts, the project is scheduled for delivery in the Spring of 2023. HACB has committed 25 Section 8 project-based vouchers to this project. The closing is scheduled for May, after which construction can start.

**Oleander Community Housing Apartments, Chico** (38-units, special needs homeless, The Pacific Companies/BCAHDC. Lender and LIHTC investor unknown at this time.) This project has secured State No Place Like Home funds, a 55-year NPLH services commitment from Butte County Behavioral Health, CDBG-Disaster Recovery funds, and 4% LIHTC's to achieved viability. It is scheduled to close in March 2023, with delivery in Spring 2024.



**Orchard View Apartments I, Gridley** (48 units, family, The Pacific Companies/BCAHDC. Lender and LIHTC investor unknown at this time.) The first of three (3) phases, this project is scheduled for a June 2021 close, with Fall 2023 delivery.



**Bar Triangle Apartments, Chico** (70 units, family, CCHC/BCAHDC. Lender: Wells Fargo & Berkadia. LIHTC investor: R4

Capital) Scheduled for delivery in Summer 2024, this property, located near the Raley's shopping complex in south Chico, will site 25 project-based vouchers, awarded by the HACB at its December meeting.



**Eaglepointe Apartments, Paradise** (43 units, family, The Pacific Companies/BCAHDC. Lender and Investor unknown at this time.) The most recent of BCAHDC's development partnerships, this project seeks use of CDBG-DR and LIHTC monies.

**Other** – The HACB and its non-profit development instrumentality, BCAHDC, continue to see overtures from the affordable housing development community. Several projects have been identified for prospective development partnership, both with and without further utilization of project-based Section 8 vouchers. There is significant new activity in Paradise, attracted by the availability of federal CDBG Disaster Recovery funds.

## Housing Authority of the County of Butte (HACB)/Butte County Affordable Housing Development Corporation (BCAHDC) Development:

	City	Units	Serves	Funding	Funding Round	Investor LP	Const Lender	Perm Lender	Housing Authority Vouchers	Close	Delivery
TPC-AMG/BCAHDC											
Sunrise Village Apts.	Gridley	37	Seniors	MHP, City CDBG	9% Disaster LIHTC's II	Jul 2021	Redstone	Banner	36	03/22/2022	Spring 2023
Riverbend Apts. Phase 1	Oroville	72	Family		9% Disaster LIHTC's	Jul 2020	CREA	Union Bank		06/07/2021	Fall 2022
Riverbend Apts. Phase 2	Oroville	48	Family		9% Disaster LIHTC's II	Jul 2022	CREA	Pacific Western Bank		04/01/2022	Spring 2023
Liberty Bell Apts.	Orland	32	Seniors	HOME	4% LIHTC's	Sep 2021			31	May 2022	Spring 2023
Woodward Apts.	Orland	36	Family	MHP	4% LIHTC's	Sep 2021	Boston Fin?	CA Bank & Trust?	25	May 2022	Spring 2023
Mitchell Ave Apts Phase I	Oroville	36	Seniors		9% Disaster LIHTC's	Jul 2020	Redstone	Pacific Western Bank		05/11/2021	Aug-Oct 2022
Mitchell Ave Apts Phase II	Oroville	35	Seniors		9% Disaster LIHTC's II	Jul 2021	The Richman Group	Pacific Western Bank		03/28/2022	Winter 2023
Ford Oaks Apts	Gridley	36	Family		9% Disaster LIHTC's	Jul 2020	CREA	Umpqua		05/27/2021	Summer 2022
Deer Creek Apts Phase I	Chico	156	Family		9% Disaster LIHTC's	Jul 2020	BofA	BofA CitiBank		12/30/2021	Summer 2023
Deer Creek Apts Phase II	Chico	48	Family		9% Disaster LIHTC's II	Jul 2021	BofA	BofA		03/17/2021	Summer 2023
Prospect View	Oroville	40	Singles PSH	NPLH (15), \$1mil City RDA	9% Disaster LIHTC's II	Jul 2021	Boston Financial	Pacific Western Bank	39	04/21/2022	Spring 2023
Orchard View Apts Phase I	Gridley	48	Family	County CDBG-DR	9% LIHTC's	Mar 2022?				Nov 2022	Fall 2023
Oleander Community Housing Apts	Chico	38	Singles/PSH	NPLH (15), City CDBG-DR	4% LIHTC's	Oct 2021			37	Mar 2023	Spring 2024
TPC-Koss/BCAHDC											
Eaglepointe Apts	Paradise	43	Families	CDBG-DR	9% LIHTC's	Feb 2022					
CCHC/BCAHDC											
North Creek Crossing Apts., Phase I	Chico	106	Family	City AHF	9% Disaster LIHTC's	Jul 2020	R4	Wells Fargo	26	06/17/2021	Spring 2023
North Creek Crossing Apts., Phase II	Chico	54	Family	City HOME & AHF	9% Disaster LIHTC's II	Jul 2021	R4	Wells Fargo	13	03/13/2022	Fall 2023
Bar Triangle	Chico	70	Family	City CDBG-DR	4% LIHTC/CDLAC Bonds	Mar 2022	R4?	Wells Fargo?	25		Summer 2024
Jamboree/BCAHDC											
1297 Park Ave. Apts.	Chico	59	Singles/PSH	County CDBG-DR, City HOME & CDBG	9% Disaster LIHTC's	Jul 2020	CREA	Banner	43	10/05/2021	Spring 2023
HACB											
Kathy Court Apts - rebuild	Paradise	12	Family	Bondd, PG&E Claim, CDBG-DR?							Fall 2022
Fogg Ave Apts	Oroville	16	Singles	TBD	CDBG-DR?						Fall 2023
HACB/BCAHDC Summary:		1,158	total units	20 projects		739			275	Vouchers	
		465	9% Disaster Credit units - Round I								
		208	9% Disaster Credit units - Round 2								
OTHER - Non-profit Development:											
CHIP											
Creekside Place Apts	Chico	101	Seniors/PSH	NPLH (15), City	9% Disaster LIHTC's	Jul 2020			100	05/05/2021	December 2022
Rural Communities Housing Development Corporation											
Glenn County NPLH	Willows	32	Singles/PSH	NPLH (15)	9% LIHTC				31		Fall 2023
Cristian Church Homes											
Humboldt Apts	Chico	80	Senior	Chico CDBG-DR					25		Fall 2023
									156	Vouchers	
Total Vouchers Committed:									431		



## MEMO

Date: April 13, 2022

To: Resident Advisory Board

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

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

This Capital Fund is 57% obligated and 52% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing, seventeen (17) 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.
- **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** – 43-03, Replace one (1) package HVAC unit, Project construction underway.
- **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. Project construction is complete with contract closeout underway.
- **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 received one bid and is under review.
- **Landscape Upgrades** – Individual Water Meter replacement for Gridley Units (43-1A, 1B 04), in planning.

March 13, 2022  
HUD Public Housing Capital Fund Report  
pg. 1

- **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 21% obligated and 17% 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 received one bid and is under review.
- **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.
- **Exterior Paint** – Select, Concrete Block Units, in planning
- **Community Room Improvements** – Winston Gardens (43-10), Community Room accessibility and water distribution improvements, in planning.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, 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.

*March 13, 2022  
HUD Public Housing Capital Fund Report  
pg. 2*

- **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 51% obligated and 32% expended

- **Carbon Monoxide Replacement** – Amp wide replacement of aging Carbon Monoxide detectors in all Public Housing units. Project replacements are underway.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 4-13-2022

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

			501-19 (Revision #1, 06-30-2021)				501-20				501-21			Totals			
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																
	Total Non-CGP Funds																
1	100	Reserved Budget	4,455.00	-											-	-	-
2	1406	Operations (20%)	28,811.00	28,811.00			90,000.00		90,000.00	90,000.00	27,875.00				146,686.00	90,000.00	56,686.00
3	1408	Management Improvements	2,000.00	2,000.00			2,000.00				5,000.00				9,000.00	-	9,000.00
4	1410	Administration (10%)	80,842.00	81,287.00	81,287.00	81,287.00	87,533.00		87,533.00	51,062.22	91,336.00		91,336.00		260,156.00	132,349.22	127,806.78
5	1480	Audit	2,000.00	2,000.00			2,000.00				2,000.00	-			6,000.00	-	6,000.00
7	1480	Fees and Costs	75,120.00	75,120.00	48,661.23	34,713.75	90,000.00				75,000.00				240,120.00	34,713.75	205,406.25
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment															
17	1480	Relocation Costs	616,153.00	620,163.00	331,791.92	308,176.12	600,306.00		9,150.77	9,150.77	712,154.00				1,932,623.00	317,326.89	1,615,296.11
16	1492	Move to Work Demonstration	3,500.00	3,500.00			3,500.00								7,000.00	-	7,000.00
18	1501	Moving To Work Demonstration													-	-	-
19	1503	Collator Exp/Debt Srvc													-	-	-
20	1504	RAD-CFP													-	-	-
21	9000	RAD Investment Activity													-	-	-
22	9001	Debt Reserves													-	-	-
23	9002	Bond Debt Obligation													-	-	-
24	9900	Post Audit Adjustment													-	-	-
			812,881.00	812,881.00	461,740.15	424,176.87	875,339.00	-	186,683.77	150,212.99	913,365.00	-	91,336.00	-	2,601,585.00	574,389.86	2,027,195.14
					57%	52%			21%	17%			10%	0%			

HUD Low Income Public Housing

**Capital Fund Program Summary - Projects Proposed or Under Contract**

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 Audit	1480 Fees and Cost	1480 General Capital Activity	1480 Relocation Costs	Totals	"UC" Under Contract
Acct Code	Cash Available as of 4-13-2022	-	56,686.00	9,000.00	127,806.78	6,000.00	205,406.25	1,615,296.11	7,000.00	2,027,195.14	
	501-19 , 501-20, 501-21 Funding										
100	Reserved Budget	-								-	
1406	Operations		56,686.00							56,686.00	
1408	Management Improvements			9,000.00						9,000.00	
1411	Audit Cost Cap Fund					6,000.00				6,000.00	
1410	Administration				127,806.78					127,806.78	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						196,289.31			196,289.31	
1430	Fees and Costs: CAP Fund Environmental Review ECORP						9,116.94			9,116.94	Complete
1430	Fees and Costs: 43-13 Landscape Imp Shelton and Rhodes										UC
1450	Tree Maintenance- Amp Wide							-		-	Complete
1450	Parking and Driveway Asphalt and Concrete Site Imp							-		-	Complete
1450	115 Nelson Ave Door and Window Security							-		-	Complete
1460	Dwelling Structures									-	
1465	Dwelling Equipment - 43-03 HVAC Repl							-		-	Complete
1465	Dwelling Equipment - 43-01,02 HVAC Repl							13,547.80		13,547.80	Complete
1470	Non-Dwelling Structures									-	
1475	Non-Dwelling Equipment									-	
1485	Demolition									-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment							1,601,748.31		1,601,748.31	
1495	Relocation Costs								7,000.00	7,000.00	
1502	Contingency									-	
										2,027,195.14	Total

HACB Capital Fund Five Year Action Plan Summary

Years: 2022-2026

Updated: 4/13/2022

	5 Year Cum.	Energy Audit	Chk/PSM	Leaf Based Plant Service	VCT Tile	Site Work Landscaping	Landscaping Tree Work	Landscaping Replacement	Perch, Scaffolding, A/C	Energy Upgrades Electric	Energy Upgrades Building	Electrical and Low Voltage Upgrades	Appliance Upgrades	Recessed Fixtures	Water Heaters	HVAC Replacement	Ext. Painting and Abatement	Int. Painting and Abatement	Roofing, Facias, Gutters, Downspouts	Stairs, Siding, Porches	Sewer Line Repair, Replacement	Interior ADA Upgrades	Windows (Replacements)	Bathrooms Remodel	Kitchen Remodel	Laundry and Storage Room Rep.	Sub Floor Replacement	Water Line Repair	Fencing	Storage Sheds	Retaining wall	Site Security	Community Room Interior and Exterior Renovation	Maintenance Shop Work	Replace Site Signage	Door Replacement	Screen Doors	Regal Oak Deck and Deck Deck	Ext. Lighting	Local TV Solar			
2022 43-01A, 01B, 01D				X		X	X			X	X		X	X				X	X		X	X		X																			
2023 43-01A, 01B, 01D	X	X				X	X				X		X											X																			
2024 43-01A, 01B, 01D				X				X	X				X							X																							
2025 43-01A, 01B, 01D					X					X			X																														
2026 43-01A, 01B, 01D																																											
2022 43-02A, 1B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2023 43-02A, 1B	X	X			X	X	X						X	X																													
2024 43-02A, 1B			X			X	X																	X																			
2025 43-02A, 1B				X				X	X																																		
2026 43-02A, 1B					X																																						
2022 43-03 Willow	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2023 43-03 Willow	X	X				X	X						X	X																													
2024 43-03 Willow			X			X	X																																				
2025 43-03 Willow				X				X	X																																		
2026 43-03 Willow					X																																						
2022 43-10 Chabrown	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2023 43-10 Chabrown	X	X				X	X						X	X																													
2024 43-10 Chabrown			X			X	X																																				
2025 43-10 Chabrown				X				X	X																																		
2026 43-10 Chabrown					X																																						
2022 43-13	X	X			X	X	X																																				
2023 43-13	X	X				X	X																																				
2024 43-13			X			X	X																																				
2025 43-13				X				X	X																																		
2026 43-13					X																																						
2022 43-14	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2023 43-14	X	X			X	X	X						X	X																													
2024 43-14			X			X	X																																				
2025 43-14				X				X	X																																		
2026 43-14					X																																						

Red - Indicated Non-Covering Bldg. - Community Bldg. on Maintenance Bldg.

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

<b>Part I: Summary</b>						
<b>PHA Name :</b> COUNTY OF BUTTE HSG AUTH		<b>Locality (City/County &amp; State)</b>				
<b>PHA Number:</b> CA043		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revised 5-Year Plan (Revision No:            )</b>				
<b>A.</b>	<b>Development Number and Name</b>	<b>Work Statement for Year 1    2022</b>	<b>Work Statement for Year 2    2023</b>	<b>Work Statement for Year 3    2024</b>	<b>Work Statement for Year 4    2025</b>	<b>Work Statement for Year 5    2026</b>
	BUTTE COUNTY (CA043000001)	\$913,365.00	\$913,365.00	\$913,365.00	\$913,365.00	\$913,365.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BUTTE COUNTY (CA043000001)			\$913,365.00
ID0001	Operations(Operations (1406))	Operations		\$45,668.00
ID0002	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$91,336.00
ID0003	Audit(Contract Administration (1480)-Audit)	Audit		\$2,000.00
ID0004	Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	Fees and Costs associated with Architectural, Engineering, Permits, City and County Fees. Lead Based Paint Survey		\$35,818.00
ID0005	VCT Tile Replacement/ Asbestos Abatement AMP Wide(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace VCT Tile and remove and abate asbestos containing existing tile and mastic.		\$70,000.00
ID0006	CA 43-1A,1B, 04, 2A,2B, 03, 10, 13, 14, 15 Site Work/ Landscaping/ADA (Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Striping)	Site landscaping, ADA, sidewalk replacements		\$15,000.00



Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 1 2022</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0012	Appliance Upgrade Amp Wide(Dwelling Unit-Interior (1480)-Appliances)	Replace Unit Appliances (70)		\$39,000.00
ID0016	43-1A, 1B, 04, 2A,2B, 03 Unit Interior ADA Upgrades(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical))	ADA accessibility improvements to units		\$18,500.00
ID0017	43-03 Sewer Replacement(Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape)	Investigate damaged, blocked, crushed sewer laterals and mainlines and replace as required.		\$43,787.00
ID0054	43-01A, 1B, 2A, 2B, 03 Exterior Painting(Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking)	Paint ext. of buildings. Abate lead paint as necessary		\$30,000.00
ID0058	43-14, 15 Kitchen Remodel(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	Remodel kitchen and replace unit cabinets and counter top systems		\$39,000.00
ID0090	43-13, 14 Install Replacement Windows(Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Install replacement windows.		\$10,000.00
ID0105	43-14, 15 Pre Fab Storage Sheds(Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Carports -Surface Garage)	Install Pre Fab Skid Type Storage Sheds at Units		\$20,000.00

Form HUD-50075.2(4/2008)

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0185	43-15 Install Replacement Windows(Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Install replacement windows.		\$6,000.00
ID0192	43-01A, 01B, 02A, 02B, 04, 03, 10, 13, 14, 15 Resurface Roads(Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping)	Resurface roads, repave, seal coat, striping, curb gutter and sidewalk replacement.		\$40,000.00
ID0200	43-01A, 01B, 04, 2A, 2B, 03 Bathroom Remodel(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remodel Bathrooms		\$30,000.00
ID0211	43-01A, 1B, 2A, 2B, 03, 10, 13, 14, 15 Interior Painting(Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Paint Interior of buildings. Abate lead paint as necessary		\$30,000.00
ID0227	Landscaping Rehab - Tree Work, Amp Wide(Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Fencing)	Prune, remove and replace landscaping trees that are diseased or impacting site infrastructure. Amp Wide		\$82,444.00
ID0230	Energy Upgrades - Electric Amp Wide(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	Replace unit light fixtures, panels, wiring and appliances for energy upgardes		\$50,000.00
ID0241	Energy Upgrades - Building Amp Wide(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling	Replace building components for energy upgrade		\$50,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)			
ID0249	43-10 Door Replacement(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Replace Unit Interior, Exterior, Storage and Water Heater Vent Doors.		\$12,000.00
ID0255	43-13 Stucco, Siding/Painting,(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Roof, fascia, gutter, downspout, stucco, Siding and painting replacements.		\$15,500.00
ID0256	43-14 Stucco, Siding/Painting,(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Roof, fascia, gutter, downspout, stucco, Siding and painting replacements.		\$15,500.00
ID0290	43-1A,1B,2A,2B,04,03 Door Replacement(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Replace Unit Interior, Exterior, Storage and Water Heater Vent Doors.		\$37,812.00
ID0291	43-1A,1B,2A,2B,04,03 Screen Door Replacement(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Install screen doors at units		\$12,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$913,365.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BUTTE COUNTY (CA043000001)			\$913,365.00
ID0084	43-10, 13, 14, 15 Exterior Painting(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding)	Paint ext. of buildings. Abate lead paint as necessary.		\$58,615.00
ID0085	43-13 Kitchen Remodel(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remodel Kitchen		\$20,000.00
ID0087	43-14, 15 Pre Fab Storage Sheds(Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Other)	Install Pre Fab Skid Type Storage Sheds at Units		\$10,000.00
ID0088	43-14 Unit Interior ADA Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Tubs and Showers)	ADA accessibility improvements to units		\$12,000.00
ID0091	43-14,15 Replace Porch/Sidewalk/ADA Improvements(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Site Work (1480)-Pedestrian paving)	Replace porch/Sidewalk and ADA improvements to unit entries		\$16,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0120	43-10 Install Replacement Windows(Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Install replacement windows.		\$6,000.00
ID0139	43-13 Screen Doors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Install screen doors at units		\$9,000.00
ID0172	Operations(Operations (1406))	Operations		\$45,668.00
ID0173	Relocation Costs(Contract Administration (1480)-Relocation)	Relocate Residents Due to Construction Activities		\$10,000.00
ID0174	Managment Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Software and Training needed for capital fund managment		\$5,000.00
ID0175	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$91,336.00
ID0176	Audit(Contract Administration (1480)-Audit)	Audit		\$2,000.00

Form HUD-50075.2(4/2008)



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0189	43-10, 14, 15 Screen Doors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Install screen doors at units		\$9,000.00
ID0201	43-01A, 01B, 04, 2A, 2B, 03 Bathroom Remodel(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks)	Remodel Bathrooms		\$30,000.00
ID0202	43-13 Bathroom Remodel(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remodel Bathrooms		\$30,000.00
ID0203	43-14, 15 Bathroom Remodel(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and	Remodel Bathrooms		\$30,000.00
ID0206	43-10 Community Bldg. Interior and Exterior Remodel(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security)	Perform Interior and Exterior Remodel at Community Bldg.		\$64,813.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0209	Site Signage- Amp Wide(Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage)	Replace and Upgrade Existing Property Site Signage		\$25,000.00
ID0213	43-13,14,15 Interior Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Interior Doors)	Paint Interior of buildings. Abate lead paint as necessary		\$30,000.00
ID0232	43-10 Bathroom Remodel(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and	Remodel Bathrooms		\$30,000.00
ID0242	Energy Upgrades - Building Amp Wide(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replace building components for energy upgrade		\$30,000.00
ID0245	Smoke Detectors and CO Detectors - Amp Wide(Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Replace Smoke Detectors and CO Detectors Amp Wide		\$25,000.00
ID0254	43-10 Kitchen Remodel(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non	Remodel Kitchen		\$20,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	routine), Dwelling Unit-Interior (1480)-Kitchen Cabinets, Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets, Dwelling Unit-Interior (1480)-Mechanical, Dwelling Unit-Interior (1480)-Other, Dwelling Unit-Interior (1480)-Plumbing, Dwelling Unit-Interior (1480)-Tubs and Showers)			
ID0257	43-15 Stucco, Siding/Painting, (Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc, Dwelling Unit-Exterior (1480)-Canopies, Dwelling Unit-Exterior (1480)-Columns and Porches, Dwelling Unit-Exterior (1480)-Decks and Patios, Dwelling Unit-Exterior (1480)-Exterior Doors, Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking, Dwelling Unit-Exterior (1480)-Gutters - Downspouts, Dwelling Unit-Exterior (1480)-Landings and Railings, Dwelling Unit-Exterior (1480)-Other, Dwelling Unit-Exterior (1480)-Roofs, Dwelling Unit-Exterior (1480)-Siding, Dwelling Unit-Exterior (1480)-Soffits, Dwelling Unit-Exterior (1480)-Windows, Dwelling Unit-Interior (1480)-Interior Painting (non routine), Dwelling Unit-Interior (1480)-Other)	Roof, fascia, gutter, downspout, stucco, Siding and painting replacements.		\$15,500.00
ID0267	43-10 Landscape Replacement (Dwelling Unit-Site Work (1480)-Fencing, Dwelling Unit-Site Work (1480)-Landscape, Dwelling Unit-Site Work (1480)-Lighting, Dwelling Unit-Site Work (1480)-Other, Dwelling Unit-Site Work (1480)-Parking, Dwelling Unit-Site Work (1480)-Pedestrian paving, Dwelling Unit-Site Work (1480)-Signage, Dwelling Unit-Site Work (1480)-Water Lines/Mains, Dwelling Unit-Site Work (1480)-Electric Distribution)	Replace common area landscape and lighting		\$40,000.00
ID0311	43-03 Sewer Replacement (Dwelling Unit-Interior (1480)-Plumbing, Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving, Dwelling Unit-Site Work (1480)-Curb and Gutter, Dwelling Unit-Site Work (1480)-Fencing, Dwelling Unit-Site Work (1480)-Landscape, Dwelling Unit-Site Work (1480)-Parking, Dwelling Unit-Site Work (1480)-Pedestrian paving, Dwelling Unit-Site Work (1480)-Seal Coat, Dwelling Unit-Site Work (1480)-Sewer Lines - Mains, Dwelling Unit-Site Work (1480)-Storm Drainage, Dwelling Unit-Site Work (1480)-Striping)	Investigate damaged, blocked, crushed sewer laterals and mainlines and replace as required.		\$43,787.00
	Subtotal of Estimated Cost			\$913,365.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BUTTE COUNTY (CA043000001)			\$913,365.00
ID0095	43-15 Install Retaining Wall(Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Storm Drainage)	Install retaining wall along the back of the east side units to stop hillside erosion.		\$75,000.00
ID0135	43-1A, 1B, 04, 2A, 2B, 03, 10, 13, 14, 15 Install Roof Mount P.V. Solar Panels(Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Landscape,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Site Utilities)	Install P.V. solar panels for common area electrical system.		\$75,000.00
ID0168	43-15 Unit Interior ADA Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	ADA accessibility improvements to units		\$30,000.00
ID0215	VCT Tile Replacement/ Asbestos Abatement Amp WIde(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace VCT Tile and remove and abate asbestos containing existing tile and mastic.		\$50,000.00
ID0216	CA 43-1A,1B, 04, 2A,2B, 03, 10, 13, 14, 15 Site Work/ Landscaping/ADA (Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-	Site landscaping, ADA, sidewalk replacements		\$15,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Asphalt - Concrete - Paving)			
ID0217	Operations(Operations (1406))	Operations		\$45,668.00
ID0218	Relocation Costs(Contract Administration (1480)-Relocation)	Relocate Residents Due to Construction Activities		\$10,000.00
ID0219	Managment Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Software and Training needed for capital fund managment		\$5,000.00
ID0220	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$91,336.00
ID0221	Audit(Contract Administration (1480)-Audit)	Audit		\$2,000.00
ID0222	Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	Fees and Costs associated with Architectural, Engineering, Permits, City and County Fees.		\$35,818.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0223	43-13,14,15 Sub Floor Replacement(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks)	Replace Subfloor and flooring.		\$45,000.00
ID0225	5 Year Environmental Review Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	Perform HUD required environmental review of Capital Fund activities		\$76,000.00
ID0231	43-01A, 01B, 04, 2A, 2B, 03 Bathroom Remodel(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remodel Bathrooms		\$30,000.00
ID0234	CNA Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	Fees and Costs associated with Architectural, Engineering, Permits, City and County Fees. Audit consultant fees. CNA		\$20,000.00
ID0236	43-13, 14, 15 Water Line Repipe(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Re-pipe units		\$15,000.00
ID0243	Energy Upgrades - Building Amp Wide(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling	Replace building components for energy upgrade		\$30,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Unit-Interior (1480)-Tubs and Showers)			
ID0244	Smoke Detectors and CO Detectors - Amp Wide(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Call-for-Aid Systems)	Replace Smoke Detectors and CO Detectors Amp Wide		\$25,000.00
ID0247	43-01,A, 1B, 04, 2A, 2B, 03, 10, 13, 14, 15 Replace Site and Unit Fencing (Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape)	Replace site fencing and in front and back yards as needed.		\$20,000.00
ID0248	43-15 Community Bldg. Interior and Exterior Remodel(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Perform Interior and Exterior Remodel at Community Bldg.		\$47,928.00
ID0253	43-10, 13, 14 Replace HVAC System(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	Replace HVAC systems		\$11,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0258	43-10 Roof, Fascia, Gutter, Downspout Rehab(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits)	Replace Roof, Fascia, Gutter and Downspouts		\$16,000.00
ID0263	Site Security -Amp Wide(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Signage,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Interior (1480)-Security,Non-Dwelling Site Work (1480)-Signage)	Investigate and Install Site Security Measures		\$20,000.00
ID0266	43-15 Landscape Replacement(Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace front and back yard landscape		\$40,000.00
ID0324	Maintenace Shop Improvmnts(Non-Dwelling Construction-New Construction (1480)-Shop,Non-Dwelling Construction-New Construction (1480)-Storage Area,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Construct and Remodel Maintenance Facilities to Improve Operations		\$82,615.00



Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$913,365.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BUTTE COUNTY (CA043000001)			\$913,365.00
ID0270	43-1A,1B,04 Landscape Replacement(Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace common area landscape and lighting		\$60,000.00
ID0271	43-2A, 2B Landscape Replacement(Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace common area landscape and lighting		\$40,000.00
ID0272	43-03 Landscape Replacement(Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Dwelling Unit-Site Work (1480)-Electric Distribution)	Replace common area landscape and lighting		\$40,000.00
ID0273	43-13 Landscape Replacement(Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Dwelling Unit-Site Work (1480)-Electric Distribution)	Replace common area landscape and lighting		\$40,000.00
ID0274	43-1A,1B,04, 2A,2B,03,10,13 Replace Porch/Sidewalk/ADA Improvements(Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting)	Replace porch/Sidewalk and ADA improvements to unit entries		\$35,000.00
ID0275	43-1A, 1B, 04, 2A, 2B, 03 Replace Water Heaters(Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Appliances)	Replace unit water heaters		\$50,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0278	43-1A, 1B, 2A, 2B, 03 Replace HVAC System(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	Replace HVAC systems		\$60,000.00
ID0280	43-1A, 1B, 2A, 2B, 04, 03 Roof, Fascia, Gutter, Downspout Rehab(Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Replace Roof Fascia, Gutter and Downspouts		\$100,000.00
ID0281	43-10 Stucco, Siding/Painting.(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Roof, fascia, gutter, downspout, stucco, Siding and painting replacements.		\$60,000.00
ID0282	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$91,336.00
ID0283	Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	Fees and Costs associated with Architectural, Engineering, Permits, City and County Fees. Lead Paint Hazard Assessment and Inventory		\$75,000.00
ID0284	VCT Tile Replacement/ Asbestos Abatement Amp Wide(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace VCT Tile and remove and abate asbestos containing existing tile and mastic.		\$80,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0285	Operations(Operations (1406))	Operations		\$45,668.00
ID0286	Audit(Contract Administration (1480)-Audit)	Audit		\$2,000.00
ID0287	Relocation Costs(Contract Administration (1480)-Relocation)	Relocate Residents Due to Construction Activities		\$10,000.00
ID0288	Managment Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Software Materials and Training needed for capital fund managment		\$5,000.00
ID0289	43-15 Install Retaining Wall(Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Storm Drainage)	Install retaining wall along the back of the east side units to stop hillside erosion.		\$75,000.00
ID0292	43-10, 13, 14 Replace HVAC System(Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Electrical)	Replace HVAC systems		\$24,361.00
ID0293	Appliance Upgrade - Amp Wide(Dwelling Unit-Interior (1480)-Appliances)	Replace Selected Unit Appliances		\$20,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$913,365.00

Form HUD-50075.2(4/2008)

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0300	Managment Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Software and Training needed for capital fund managment		\$5,000.00
ID0301	Energy Upgrades - Electric Amp Wide(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	Replace unit light fixtures, panels, wiring and appliances for energy upgardes		\$50,000.00
ID0302	Energy Upgrades - Building Amp Wide(Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replace building components for energy upgrade		\$50,000.00
ID0303	Electric and Low Voltage Upgrades, Amp Wide(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Lighting,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Site Work (1480)-Lighting)	Replace and upgrade electrical and low voltage systems		\$20,000.00
ID0304	43-01A, 01B, 02A, 02B, 04, 03, 10, 13, 14, 15 Resurface Roads(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping)	Resurface roads, repave, seal coat, striping, curb gutter and sidewalk replacement.		\$40,000.00
ID0305	43-1A, 1B, 04, 2A, 2B, 03, 10, 13, 14, 15 Replace Water Heaters(Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Appliances)	Replace unit water heaters		\$50,000.00

Form HUD-50075.2(4/2008)



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0313	43-13 Sewer Investigation and Replacement(Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping)	Investigate damaged, blocked, crushed sewer laterals and mainlines and replace as required.		\$10,000.00
ID0314	43-1A, 1B, 04, 2A,2B, 03 Unit Interior ADA Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Tubs and	ADA accessibility improvements to units		\$18,500.00
ID0315	43-10, 13, 14, 15 Unit Interior ADA Upgrades(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Appliances)	ADA accessibility improvements to units		\$12,000.00
ID0316	43-1A,1b,04, 2A, 2B, 03 Install Replacement Windows(Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Install replacement windows.		\$12,000.00
ID0317	43-01, 04, 02, 03 Kitchen Remodel(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remodel Kitchen		\$20,000.00
ID0318	43-14, 15 Kitchen Remodel(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling	Remodel Kitchen		\$20,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	(1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Appliances)			
ID0319	43-13, 14 Install Replacement Windows(Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Exterior (1480)-Siding)	Install replacement windows.		\$10,000.00
ID0320	43-10, 13 Install Replacement Windows(Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows)	Install replacement windows.		\$10,000.00
ID0321	43-01, 04, 02, 03, 10, 13, 14, 15 Laundry Room and Storage Room Imp(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage	Laundry Room and Storage Building Improvements and Upgrades		\$20,000.00
ID0322	43-01A, 1B, 2A, 2B, 03 Water Line Repipe(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Re-pipe Water Lines		\$6,000.00
ID0323	43-10 Water Line Repipe(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks)	Re-pipe units		\$15,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0325	43-1A,1B,2A,2B,04,03, 10, 13, 14, 15 Door Replacement(Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-	Replace Unit Interior, Exterior, Storage and Water Heater Vent Doors.		\$33,043.00
ID0326	43-1A,1B,2A,2B,04,03 Screen Door Replacement(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	Install screen doors at units		\$12,000.00
ID0327	Exterior Lighting Upgrades(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Site Work (1480)-Lighting,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Lighting)	Install Upgraded Exterior Lighting		\$10,000.00
	Subtotal of Estimated Cost			\$913,365.00



**HOUSING AUTHORITY  
of the County of Butte**

**20212022**

**ADMINISTRATIVE PLAN**

**FOR THE**

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

Effective Date:

10/01/20212022



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#### HACB Policy

In determining whether or not to deny an applicant family permission to move under portability because the PHA lacks sufficient funding or has grounds for denying assistance to the family, the initial PHA will follow the policies established in section 10-I.B of this chapter. If the PHA does deny the move due to insufficient funding, the PHA will notify HUD in writing within 10 business days of the PHA's determination to deny the move.

In addition, the PHA may establish a policy denying the right to portability to nonresident applicants during the first twelve (12) months after they are admitted to the program [24 CFR 982.353(c)].

#### HACB Policy

If neither the head of household nor the spouse/co-head of an applicant family had a domicile (legal residence) in the ~~PHA's~~ HACB's jurisdiction at the time that the family's initial application for assistance was submitted, the family must lease a unit within the initial ~~PHA's~~ HACB's jurisdiction or within a neighboring PHA's jurisdiction with whom the HACB has entered into an interagency portability Memorandum of Understanding for at least twelve (12) months, before requesting portability.

#### ***Participant Families***

Under HUD regulations, participant families qualify to lease a unit outside the PHA's jurisdiction under portability. However, HUD gives the PHA discretion to deny a portability move by a participant family for the same two reasons that it may deny a portability move by an applicant family: insufficient funding and grounds for denial or termination of assistance.

#### HACB Policy

In determining whether or not to deny a participant family permission to move under portability because the PHA lacks sufficient funding or has grounds for denying assistance to the family, the initial PHA will follow the policies established in section 10-I.B of this chapter.

The initial PHA must not provide portable assistance for a participant if a family has moved out of its assisted unit in violation of the lease [24 CFR 982.353(b)]. The Violence Against Women Reauthorization Act of 2013 (VAWA) creates an exception to this prohibition for families who are otherwise in compliance with program obligations but have moved to protect the health or safety of a family member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if they remained in the unit [24 CFR 982.353(b)].

#### HACB Policy

The PHA will determine whether a participant family may move out of the PHA's jurisdiction with continued assistance in accordance with the regulations and policies set forth here and in sections 10-I.A and 10-I.B of this chapter. The PHA will notify the family of its determination in accordance with the approval policy set forth in section 10-I.C of this chapter.

#### **Determining Income Eligibility**

## **Scheduling an Informal Review**

### HACB Policy

~~A request for an informal review must be made in writing and delivered to the HACB either in person, facsimile, e-mail, or by first class mail (postmarked), no later than 14 calendar days from the date of the HACB's denial of assistance.~~

~~The HACB must schedule and send written notice of the informal review within 14 calendar days of the family's request.~~

~~If the informal review will be conducted remotely, at the time the HACB notifies the family of the informal review, the family will be informed:~~

~~— Regarding the processes to conduct a remote informal review;~~

~~That, if needed, the HACB will provide technical assistance prior to and during the informal review; and~~

~~That if the family or any individual witness has any technological, resource, or accessibility barriers preventing them from full accessing the remote informal review, the family may inform the HACB and the HACB will assist the family in either resolving the issues or allow the family to participate in an in-person informal review, as appropriate.~~

## **Informal Review Procedures [24 CFR 982.554(b)]**

The informal review must be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant must be provided an opportunity to present written or oral objections to the decision of the PHA.

## **Remote Informal Reviews [Notice PIH 2020-32]**

There is no requirement that informal reviews be conducted in-person and, as such, HUD allows PHAs to conduct all or a portion of their informal review remotely either over the phone, via video conferencing, or through other virtual platforms. If the PHA chooses to conduct remote informal reviews, applicants may still request an in-person informal review, as applicable.

### HACB Policy

~~The HACB has the sole discretion to require that informal review be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.~~

~~In addition, the HACB will conduct an informal review remotely upon request of the applicant as a reasonable accommodation for a person with a disability. If an applicant does not have child care or transportation that would enable them to attend the informal review, or if the applicant believes an in-person informal review would create an undue health risk. The HACB will consider other reasonable requests for a remote informal review on a case-by-case basis.~~

HACB typically does not conduct in-person or remote informal reviews. Both the reviews requested by applicant and decisions from the HACB, are in writing. However, applicant may present written or oral objections to the decision of the HACB.

### EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION

(Fill out one for each development)

**Date:** [~~May 10, 2020~~ March 22, 2022]

#### DEVELOPMENT INFORMATION

**Development Name:** [Sunrise Village Senior Apartments]

**Address:** [1470 State Highway 99, Gridley, CA 95948]

**Owner Information:** [~~PHA-owned; Butte County Affordable Housing Development Corporation and Pacific West Communities, Inc.~~ Gridley Senior Associates, a California Limited Partnership]

**Property Management Company:** [Insert property management company name and contact information, or enter "None"]

**PHA-Owned:** [~~Yes, Pacific West Communities, Inc.~~ No]

**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]

#### HAP CONTRACT

**Effective Date of Contract:** [Enter start date of HAP contract]

**HOTMA Requirements:** [Post-HOTMA.]

**Term of HAP Contract:** [20 Years]

**Expiration Date of Contract:** [Enter expiration date from HAP contract]

#### PBV UNITS

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total
# of Units		31	5				
Initial Contract Rent	\$	<del>\$891,925</del>	<del>\$1,148,1,223</del>	\$	\$	\$	



**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter “None”]

**Target Population:** [Services-qualifying senior households.]

**Excepted Units:** [~~Identify excepted unit types below or enter “None”~~Resident Manager’s unit]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [Yes, all thirty-six (36) PBV units.]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

#### WAITING LIST AND SELECTION

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

#### OCCUPANCY

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C] Heating (Natural gas) – tenant; Cooking (Electric) – tenant; Water Heating (Natural gas) – tenant; Other Electric – tenant; Water, Sewer and Trash Collection – owner; and A/C – tenant.

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [May 10, 2020]**DEVELOPMENT INFORMATION****Development Name:** [Woodward Family Apartments]**Address:** [203 East Swift Street, Orland, CA 95963]**Owner Information:** [Pacific West Communities, Inc.]**Property Management Company:** [Insert property management company name and contact information, or enter "None"]**PHA-Owned:** [No]**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]**HAP CONTRACT****Effective Date of Contract:** [Enter start date of HAP contract]**HOTMA Requirements:** [Post-HOTMA.]**Term of HAP Contract:** [20 Years]**Expiration Date of Contract:** [Enter expiration date from HAP contract]**PBV UNITS**

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total
# of Units			13	12			
Initial Contract Rent	\$	\$	\$573	\$764	\$	\$	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter "None"]

**Target Population:** [None.]

**Excepted Units:** [Identify excepted unit types below or enter “None”]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [No]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

#### **WAITING LIST AND SELECTION**

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

#### **OCCUPANCY**

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C]

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [May 10, 2020]**DEVELOPMENT INFORMATION****Development Name:** [Liberty Bell Apartments]**Address:** [134 6<sup>th</sup> Street, Orland CA 95963]**Owner Information:** [Pacific West Communities, Inc.]**Property Management Company:** [Insert property management company name and contact information, or enter "None"]**PHA-Owned:** [No]**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]**HAP CONTRACT****Effective Date of Contract:** [Enter start date of HAP contract]**HOTMA Requirements:** [Post-HOTMA.]**Term of HAP Contract:** [20 Years]**Expiration Date of Contract:** [Enter expiration date from HAP contract]**PBV UNITS**

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total
# of Units		26	5				
Initial Contract Rent	\$	\$562	\$752	\$	\$	\$	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter "None"]

**Target Population:** [Services-qualifying senior households.]

**Excepted Units:** [Identify excepted unit types below or enter “None”]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [Yes, all thirty-one (31) PBV units.]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

#### WAITING LIST AND SELECTION

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

#### OCCUPANCY

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C]

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [~~July 2, 2020~~September 1, 2021]**DEVELOPMENT INFORMATION****Development Name:** [~~1297~~ Park Avenue Apartments]**Address:** [1297 Park Avenue, Chico, CA 95928]**Owner Information:** [~~JHC Acquisitions LLC~~ Park Avenue Housing Partners LP]**Property Management Company:** [Insert property management company name and contact information, or enter "None"]**PHA-Owned:** [No]**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]**HAP CONTRACT****Effective Date of Contract:** [Enter start date of HAP contract]**HOTMA Requirements:** [Post-HOTMA.]**Term of HAP Contract:** [20 Years]**Expiration Date of Contract:** [Enter expiration date from HAP contract]**PBV UNITS**

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total
# of Units	16	23	4				
Initial Contract Rent	<del>\$743,890.82</del>	<del>\$971,819.48</del>	<del>\$1,279,058.21</del>	\$	\$	\$	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter "None"]

**Target Population:** [Services-qualifying households.]

**Excepted Units:** ~~Fifteen (15) studio and twelve (12) one-bedroom units for a total of twenty-seven (27)~~Sixteen (16) excepted units]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [No.]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

#### WAITING LIST AND SELECTION

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

#### OCCUPANCY

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C] Heating (Electric) – tenant; Cooking (Electric) – tenant; Water Heating (Natural gas) – owner; Other Electric – tenant; Water, Sewer and Trash Collection – owner; and A/C – tenant.

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [~~May 10, 2020~~ April 23, 2021]**DEVELOPMENT INFORMATION****Development Name:** [Creekside Place Apartments]**Address:** [~~Humboldt Road and~~ 1250 Notre Dame Boulevard, Chico CA 95928]**Owner Information:** [Creekside Place, L.P. / ~~Community Housing Improvement Program~~]**Property Management Company:** [Insert property management company name and contact information, or enter "None"]**PHA-Owned:** [No]**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]**HAP CONTRACT****Effective Date of Contract:** [Enter start date of HAP contract]**HOTMA Requirements:** [Post-HOTMA.]**Term of HAP Contract:** [20 Years]**Expiration Date of Contract:** [Enter expiration date from HAP contract]**PBV UNITS**

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total
<b># of Units</b>		85	15				
<b>Initial Contract Rent</b>	\$	<del>\$882,798</del>	<del>\$1,172,025</del>	\$	\$	\$	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter "None"]



**Target Population:** [Services-qualifying households.]

**Excepted Units:** [~~Identify excepted unit types below or enter “None”~~Resident Manager’s unit”]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [No]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

#### WAITING LIST AND SELECTION

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4] and Local Preference – Limited No Place Like Home Preference

The HACB will limit the number of persons that qualify for the No Place Like Home (NPLH) preference to fifteen (15) units. Those with serious mental illness who are chronically homeless, homeless, or at-risk of being chronically homeless would qualify for the preference. When one person vacates, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened only or if kept open, for those who qualify for the preference as determined by submitted verification by a Butte Countywide Continuum of Care partnering agency. The family must be determined meet Butte County Department of Behavioral Health’s criteria for serious mental illness and referred to the HACB by service provider through the Butte Countywide Continuum of Care.

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

#### OCCUPANCY

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C] Heating (Electric) – tenant; Cooking (Electric) – tenant; Water Heating (Electric) – tenant; Other Electric – tenant; Water, Sewer and Trash Collection – owner; and A/C – tenant.

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [~~July 2, 2020~~ May 4, 2021]**DEVELOPMENT INFORMATION****Development Name:** [North Creek Crossings at Meriam Park, Phase I]**Address:** [~~Notre Dame Boulevard~~ 2265 Maclovio Ave, Chico, CA 95928]**Owner Information:** [~~Central California Housing Corporation~~ Chico North Creek LP]**Property Management Company:** [Insert property management company name and contact information, or enter "None"]**PHA-Owned:** [No]**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]**HAP CONTRACT****Effective Date of Contract:** [Enter start date of HAP contract]**HOTMA Requirements:** [Post-HOTMA.]**Term of HAP Contract:** [20 Years]**Expiration Date of Contract:** [Enter expiration date from HAP contract]**PBV UNITS**

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total
# of Units		8	13	5			
Initial Contract Rent		<u>\$908</u> <del>53</del>	<u>\$1,206</u> <del>1,109</del>	<u>\$1,736</u> <del>1,619</del>	\$	\$	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter "None"]

**Target Population:** [Families.]

**Excepted Units:** [Identify excepted unit types below or enter “None”]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [No]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

#### WAITING LIST AND SELECTION

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

#### OCCUPANCY

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C] Heating (Electric) – tenant;  
Cooking (Electric) – tenant; Water Heating (Natural gas) – owner; Other Electric – tenant;  
Water, Sewer and Trash Collection – owner; and A/C – tenant.

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [~~July 2, 2020~~ March 10, 2022]**DEVELOPMENT INFORMATION****Development Name:** [North Creek Crossings at Meriam Park, Phase II]**Address:** [~~Notre Dame Boulevard~~ 2265 Maclovio Ave, Chico, CA 95928]**Owner Information:** [~~Central California Housing Corporation~~ Chico North Creek II LP]**Property Management Company:** [Insert property management company name and contact information, or enter "None"]**PHA-Owned:** [No]**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]**HAP CONTRACT****Effective Date of Contract:** [Enter start date of HAP contract]**HOTMA Requirements:** [Post-HOTMA.]**Term of HAP Contract:** [20 Years]**Expiration Date of Contract:** [Enter expiration date from HAP contract]**PBV UNITS**

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total
<b># of Units</b>		4	6	3			
<b>Initial Contract Rent</b>		<del>\$853</del> <u>891</u>	<del>\$1,109</del> <u>1,179</u>	<del>\$1,693</del> <u>1,619</u>	\$	\$	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter “None”]

**Target Population:** [Families.]

**Excepted Units:** [Identify excepted unit types below or enter “None”]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [No]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

#### WAITING LIST AND SELECTION

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

#### OCCUPANCY

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C] Heating (Electric) – tenant;  
Cooking (Electric) – tenant; Water Heating (Natural gas) – owner; Other Electric – tenant;  
Water, Sewer and Trash Collection – owner; and A/C – tenant.

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

### EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION

(Fill out one for each development)

**Date:** [May 13, 2021]

#### DEVELOPMENT INFORMATION

**Development Name:** [Prospect View Apartments]

**Address:** [135 Nelson Ave, Oroville]

**Owner Information:** [~~Pacific West Communities, Inc.~~ Oroville PSH Pacific Associates, a California Limited Partnership]

**Property Management Company:** [Insert property management company name and contact information, or enter "None"]

**PHA-Owned:** [No]

**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]

#### HAP CONTRACT

**Effective Date of Contract:** [Enter start date of HAP contract]

**HOTMA Requirements:** [Post-HOTMA.]

**Term of HAP Contract:** [20 Years]

**Expiration Date of Contract:** [Enter expiration date from HAP contract]

#### PBV UNITS

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total
# of Units		36	3				
Initial Contract Rent		<u>\$870984</u>	<u>\$1,161,294</u>	\$	\$	\$	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter “None”]

**Target Population:** [services qualifying households.]

**Excepted Units:** [Resident Manager’s unit~~Identify excepted unit types below or enter “None”~~]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [No]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

#### WAITING LIST AND SELECTION

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4] and Local Preference – Limited No Place Like Home Preference

The HACB will limit the number of persons that qualify for the No Place Like Home (NPLH) preference to fifteen (15) units. Those with serious mental illness who are chronically homeless, homeless, or at-risk of being chronically homeless would qualify for the preference. When one person vacates, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened only or if kept open, for those who qualify for the preference as determined by submitted verification by a Butte Countywide Continuum of Care partnering agency. The family must be determined meet Butte County Department of Behavioral Health’s criteria for serious mental illness and referred to the HACB by service provider through the Butte Countywide Continuum of Care.

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

#### OCCUPANCY

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C] Heating (Electric) – owner; Cooking (Electric) – owner; Water Heating (Electric) – owner; Other Electric – owner; Water, Sewer and Trash Collection – owner; and A/C – tenant.



**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [December 16, 2021]

**DEVELOPMENT INFORMATION**

**Development Name:** [Bar Triangle Apartments]

**Address:** [TBD, Chico]

**Owner Information:** [CCHC]

**Property Management Company:** [Insert property management company name and contact information, or enter "None"]

**PHA-Owned:** [No]

**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]

**HAP CONTRACT**

**Effective Date of Contract:** [Enter start date of HAP contract]

**HOTMA Requirements:** [Post-HOTMA.]

**Term of HAP Contract:** [20 Years]

**Expiration Date of Contract:** [Enter expiration date from HAP contract]

**PBV UNITS**

	<b><u>0 BR</u></b>	<b><u>1 BR</u></b>	<b><u>2 BR</u></b>	<b><u>3 BR</u></b>	<b><u>4 BR</u></b>	<b><u>5 BR</u></b>	<b><u>Total</u></b>
<b><u># of Units</u></b>		<u>7</u>	<u>11</u>	<u>7</u>			
<b><u>Initial Contract Rent</u></b>		<u>\$891</u>	<u>\$1,179</u>	<u>\$1,693</u>	<u>\$</u>	<u>\$</u>	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter "None"]

**Target Population:** [families]

**Excepted Units:** [Identify excepted unit types below or enter “None”]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [No]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

### **WAITING LIST AND SELECTION**

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

### **OCCUPANCY**

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C]

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

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**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [December 16, 2021]

**DEVELOPMENT INFORMATION**

**Development Name:** [Garden Park Apartments]

**Address:** [between 1<sup>st</sup> and 2<sup>nd</sup> Streets and Garden and Cherry Streets, Willows]

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**Owner Information:** [RCHDC]

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**Property Management Company:** [Insert property management company name and contact information, or enter "None"]

**PHA-Owned:** [No]

**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]

**HAP CONTRACT**

**Effective Date of Contract:** [Enter start date of HAP contract]

**HOTMA Requirements:** [Post-HOTMA.]

**Term of HAP Contract:** [20 Years]

**Expiration Date of Contract:** [Enter expiration date from HAP contract]

**PBV UNITS**

	<b><u>0 BR</u></b>	<b><u>1 BR</u></b>	<b><u>2 BR</u></b>	<b><u>3 BR</u></b>	<b><u>4 BR</u></b>	<b><u>5 BR</u></b>	<b><u>Total</u></b>
<b><u># of Units</u></b>		<u>21</u>	<u>10</u>				
<b><u>Initial Contract Rent</u></b>		<u>\$788</u>	<u>\$1,038</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter "None"]

**Target Population:** [services qualifying households.]

**Excepted Units:** [Identify excepted unit types below or enter “None”]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [No]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

### **WAITING LIST AND SELECTION**

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

### **OCCUPANCY**

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C]

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [December 16, 2021]

**DEVELOPMENT INFORMATION**

**Development Name:** [Oleander Community Housing]

**Address:** [2324 Esplanade, Chico]

**Owner Information:** [PWC]

**Property Management Company:** [Insert property management company name and contact information, or enter "None"]

**PHA-Owned:** [No]

**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]

**HAP CONTRACT**

**Effective Date of Contract:** [Enter start date of HAP contract]

**HOTMA Requirements:** [Post-HOTMA.]

**Term of HAP Contract:** [20 Years]

**Expiration Date of Contract:** [Enter expiration date from HAP contract]

**PBV UNITS**

	<b><u>0 BR</u></b>	<b><u>1 BR</u></b>	<b><u>2 BR</u></b>	<b><u>3 BR</u></b>	<b><u>4 BR</u></b>	<b><u>5 BR</u></b>	<b><u>Total</u></b>
<b><u># of Units</u></b>	<u>21</u>	<u>16</u>					
<b><u>Initial Contract Rent</u></b>	<u>\$908</u>	<u>\$984</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter "None"]

**Target Population:** [services qualifying households.]

**Excepted Units:** [Identify excepted unit types below or enter “None”]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [No]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

### **WAITING LIST AND SELECTION**

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4] and Local Preference – Limited No Place Like Home Preference

The HACB will limit the number of persons that qualify for the No Place Like Home (NPLH) preference to fifteen (15) units. Those with serious mental illness who are chronically homeless, homeless, or at-risk of being chronically homeless would qualify for the preference. When one person vacates, the next family on the waiting list who meets the preference criteria will be served. If there is no one on the waiting list who meets the preference criteria, the waiting list will be reopened only or if kept open, for those who qualify for the preference as determined by submitted verification by a Butte Countywide Continuum of Care partnering agency. The family must be determined meet Butte County Department of Behavioral Health’s criteria for serious mental illness and referred to the HACB by service provider through the Butte Countywide Continuum of Care.

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

### **OCCUPANCY**

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C]

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]

**EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION**

(Fill out one for each development)

**Date:** [December 16, 2021]

**DEVELOPMENT INFORMATION**

**Development Name:** [Humboldt Apartments]

**Address:** [northwest corner of Humboldt Road and Yosemite Drive, Chico]

**Owner Information:** [CCH]

**Property Management Company:** [Insert property management company name and contact information, or enter "None"]

**PHA-Owned:** [No]

**Mixed Finance Development:** [Enter "Yes" or "No." If yes, list other types of funding and units to which other funding applies.]

**HAP CONTRACT**

**Effective Date of Contract:** [Enter start date of HAP contract]

**HOTMA Requirements:** [Post-HOTMA.]

**Term of HAP Contract:** [20 Years]

**Expiration Date of Contract:** [Enter expiration date from HAP contract]

**PBV UNITS**

	<b><u>0 BR</u></b>	<b><u>1 BR</u></b>	<b><u>2 BR</u></b>	<b><u>3 BR</u></b>	<b><u>4 BR</u></b>	<b><u>5 BR</u></b>	<b><u>Total</u></b>
<b><u># of Units</u></b>		<u>25</u>					
<b><u>Initial Contract Rent</u></b>		<u>\$891</u>		<u>\$</u>	<u>\$</u>	<u>\$</u>	

**Accessible Units and Features:** [Identify which units are accessible and describe accessibility features or enter "None"]



**Target Population:** [Seniors]

**Excepted Units:** [Identify excepted unit types below or enter “None”]

**Supportive Services:** [Yes, see Exhibit D of HAP Contract]

**Elderly Units:** [Yes]

**Disabled Units** (only for HAP contracts executed prior to April 18, 2017) [N/A]

**Are units excepted because they are located in a low-poverty census tract area?:** [No]

### **WAITING LIST AND SELECTION**

**Waiting List Type:** [Site-based waiting list]

**Preferences:** [Same as HCV; see Chapter 4]

**Preference Verification:** [Same as HCV; see Chapter 4]

**For the PBV program, is the income limit the same as the HCV program?** (Note: In mixed finance developments, other income limits may also apply.) [Same as HCV; see Chapter 3]

### **OCCUPANCY**

**Subsidy Standards:** [Same as HCV; see Chapter 5]

**Utilities:** [Enter in accordance with HAP contract Exhibit C]

**Vacancy Payments:** [Enter in accordance with HAP contract Part 1, e, 2 and Section 17-V.F. within this chapter]



**HOUSING AUTHORITY  
of the County of Butte**

**2021**

**ADMISSIONS AND CONTINUED OCCUPANCY POLICY  
FOR THE  
PUBLIC HOUSING PROGRAM**

Effective Date: ~~10/01/2021~~ 04-22-2022



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#### HACB Policy

The HACB will utilize a language line for telephone interpreter services.

When exercising the option to conduct remote hearings, however, the HACB will coordinate with a remote interpretation service which, when available, uses video conferencing technology rather than voice-only interpretation.

Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the HACB. The HACB, at its discretion, may choose to use the language services even when LEP persons desire to use an interpreter of their choosing. The interpreter may be a family member or friend. If the interpreter chose by the family is a minor, the HACB will not rely as on the minor to serve as the interpreter.

The HACB will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. "Reasonable steps" may not be reasonable where the costs imposed substantially exceed the benefits.

Where feasible and possible, according to its language assistance plan (LAP), the HACB will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents.

#### **2-III.C. WRITTEN TRANSLATION**

Translation is the replacement of a written text from one language into an equivalent written text in another language.

##### HACB Policy

In order to comply with written-translation obligations, the HACB will take the following steps:

The HACB will provide written translations of vital documents for each eligible LEP language group that constitutes 5 percent or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or

If there are fewer than 50 persons in a language group that reaches the 5 percent trigger, the HACB may not translate vital written materials, but will provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

#### **2-III.D. IMPLEMENTATION PLAN**

After completing the four-factor analysis and deciding what language assistance services are appropriate, the PHA shall determine whether it is necessary to develop a written implementation plan to address the identified needs of the LEP populations it serves.

If the PHA determines that it is not necessary to develop a written implementation plan, the absence of a written plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to the PHA's public housing program and services.

## Chapter 3

### ELIGIBILITY

#### INTRODUCTION

The PHA is responsible for ensuring that every individual and family admitted to the public housing program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by the PHA to confirm eligibility and determine the level of the family's assistance.

To be eligible for the public housing program:

- The applicant family must:
  - Qualify as a family as defined by HUD and the PHA.
  - Have income at or below HUD-specified income limits.
  - Qualify on the basis of citizenship or the eligible immigrant status of family members.
  - Provide social security number information for household members as required.
  - Consent to the PHA's collection and use of family information as provided for in PHA-provided consent forms.
  - Not currently be receiving a duplicative subsidy.
- The PHA must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or the PHA.

This chapter contains three parts:

Part I: Definitions of Family and Household Members. This part contains HUD and PHA definitions of family and household members and explains initial and ongoing eligibility issues related to these members.

Part II: Basic Eligibility Criteria. This part discusses income eligibility, and rules regarding citizenship, social security numbers, and family consent.

Part III: Denial of Admission. This part covers factors related to an applicant's past or current conduct (e.g. criminal activity) that can cause the PHA to deny admission.

#### PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS

##### 3-I.A. OVERVIEW

Some eligibility criteria and program rules vary depending upon the composition of the family requesting assistance. In addition, some requirements apply to the family as a whole and others apply to individual persons who will live in the public housing unit. This part provides information that is needed to correctly identify family and household members, and explains HUD's eligibility rules.

Privacy Act Notice, the form HUD-52675, Debts Owed to Public Housing Agencies and Terminations, and other consent forms as needed to collect information relevant to the family's eligibility and level of assistance. Chapter 7 provides detailed information concerning the consent forms and verification requirements.

The PHA must deny admission to the program if any member of the applicant family fails to sign and submit consent forms which allow the PHA to obtain information that the PHA has determined is necessary in administration of the public housing program [24 CFR 960.259(a) and (b)].

### **3-II.E. EIV SYSTEM SEARCHES [Notice PIH 2018-18; EIV FAQs; EIV System Training 9/30/20]**

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#### **Existing Tenant Search**

Prior to admission to the program, the HACB must search for all household members using the EIV Existing Tenant Search module. The HACB must review the reports for any SSA matches involving another HACB or a multifamily entity and follow up on any issues identified. The HACB must provide the family with a copy of the Existing Tenant Search results if requested. At no time may any family member receive duplicative assistance.

If the tenant is a new admission to the HACB, and a match is identified at a multifamily property, the HACB must report the program admission date to the multifamily property and document the notification in the tenant file. The family must provide documentation of move-out from the assisted unit, as applicable.

#### **HACB Policy**

The HACB will contact the PHA or owner identified in the report to confirm that the family has moved out of the unit and obtain documentation of current tenancy status, including a form HUD-50058 or 50059, as applicable, showing an end of participation. The HACB will only approve assistance contingent upon the move-out from the currently occupied assisted unit.

#### **Debts Owed to PHAs and Terminations**

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All adult household members must sign the form HUD-52675, Debts Owed to Public Housing and Terminations. Prior to admission to the program, the HACB must search for each adult family member in the Debts Owed to PHAs and Termination module

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If a current or former tenant disputes the information in the module, the tenant should contact the HACB directly in writing to dispute the information and provide any documentation that supports the dispute. If the HACB determines that the disputed information is incorrect, the HACB will update or delete the record from EIV. Former tenants may dispute debt and termination information for a period of up to three years from the end of participation date in the program.

#### **HACB Policy**

The HACB will require each adult household member to sign the form HUD-52675 once at the eligibility determination. Any new members added to the household after admission will be required to sign the form HUD-52675 prior to being added to the household.

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The HACB will search the Debts Owed to PHAs and Terminations module as part of the eligibility determination for new households and as part of the screening process for any household members added after the household is admitted to the program. If any information on debts or terminations is returned by the search, the HACB will determine if this information warrants a denial in accordance with the policies in Part III of this chapter.

#### **Income and IVT Reports**

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For each new admission, the HACB is required to review the EIV Income and IVT Reports to confirm and validate family reported income within 120 days of the IMS/PIC submission date of the new admission. The HACB must print and maintain copies of the EIV Income and IVT reports in the tenant file and resolve any discrepancies with the family within 60 days of the EIV Income or IVT report dates.

### **PART III: DENIAL OF ADMISSION**

#### **3-III.A. OVERVIEW**

A family that does not meet the eligibility criteria discussed in Parts I and II, must be denied admission.

In addition, HUD requires or permits the PHA to deny admission based on certain types of current or past behaviors of family members as discussed in this part. The PHA's authority in this area is limited by the Violence against Women Act of 2013 (VAWA), which expressly prohibits the denial of admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been the victim of domestic violence, dating violence, sexual assault, or stalking [24 CFR 5.2005].

While the regulations state that the PHA must prohibit admission for certain types of criminal activity and give the PHA the option to deny for other types of previous criminal history, more recent HUD rules and OGC guidance must also be taken into consideration when determining whether a particular individual's criminal history merits denial of admission.

When considering any denial of admission, PHAs may not use arrest records as the basis for the denial. Further, HUD does not require the adoption of "One Strike" policies and reminds PHAs of their obligation to safeguard the due process rights of applicants and tenants [Notice PIH 2015-19].

HUD's Office of General Counsel issued a memo on April 4, 2016, regarding the application of Fair Housing Act standards to the use of criminal records. This memo states that a PHA violates the Fair Housing Act when their policy or practice has an unjustified discriminatory effect, even when the PHA had no intention to discriminate. Where a policy or practice that restricts admission based on criminal history has a disparate impact on a particular race, national origin or other protected class, that policy or practice is in violation of the Fair Housing Act if it is not necessary to serve a substantial, legitimate, nondiscriminatory interest of the PHA, or if that interest could be served by another practice that has a less discriminatory effect [OGC Memo 4/4/16].

PHAs who impose blanket prohibitions on any person with any conviction record, no matter when the conviction occurred, what the underlying conduct entailed, or what the convicted person has done since then will be unable to show that such policy or practice is necessary to achieve a

While the PHA must offer the opportunity of an informal hearing to applicants who have been determined as ineligible for admission, the PHA could make the informal hearing process available to applicants who wish to dispute other PHA actions that adversely affect them.

#### HACB Policy

The HACB will only offer informal hearings to applicants for the purpose of disputing denials of admission.

#### **Notice of Denial [24 CFR 960.208(a)]**

The PHA must give an applicant prompt notice of a decision denying eligibility for admission. The notice must contain a brief statement of the reasons for the PHA decision, and must also state that the applicant may request an informal hearing to dispute the decision. The notice must describe how to obtain the informal hearing.

#### HACB Policy

As applicable, the HACB notice of denial will include information about required or requested remote informal hearings.

When denying eligibility for admission, the PHA must provide family a notice of VAWA rights (form HUD-5380) as well as the HUD VAWA self-certification form (HUD Form 5382) in accordance with the Violence Against Women Reauthorization Action of 2013, and as outlined in 16-VII.C. The notice and self-certification form must accompany the written notification of the denial of eligibility determination.

Prior to notification of denial based on information obtained from criminal or sex offender registration records, the family, in some cases, must be given the opportunity to dispute the information in those records which would be the basis of the denial. See Section 3-III.G for details concerning this requirement.

#### **Scheduling an Informal Hearing**

#### HACB Policy

A request for an informal hearing must be made in writing and delivered to the HACB either in person or by first class mail, by the close of the business day, no later than ~~44~~ 10 ~~calendar business~~ days from the date of the HACB notification of denial of admission.

~~Except as provided in Section 3-III.F, the~~ The HACB will schedule and send written notice of the informal hearing within ~~44 calendar~~ 10 business days of the family's request.

If the HACB informal hearing will be conducted remotely, at the time the notice is sent to the family, the family will be informed:

Regarding the processes involved in a remote informal hearing:

That the HACB will provide technical assistance prior to and during the informal hearing, if needed; and

That if the family or any individual witness has any technological, resource, or accessibility barriers preventing them from fully accessing the remote informal hearing, the family may inform the HACB and the HACB will assist the family in either resolving the issues or allow the family to participate in an in-person informal hearing, as appropriate.

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## Remote Informal Hearings

### HACB Policy

All HACB policies and processes for remote informal hearings will be conducted in accordance with due process requirements and compliance with HUD regulations.

The HACB has the sole discretion to require that informal hearings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.

In addition, the HACB will conduct an informal hearing remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have child care or transportation that would enable them to attend the informal hearing, or if the applicant believes an in-person informal hearing would create an undue health risk. The HACB will consider other reasonable requests for a remote informal hearing on a case-by-case basis.

## Conducting an Informal Hearing [PH Occ GB, p. 58]

### HACB Policy

The informal hearing will be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant will be provided an opportunity to present written or oral objections to the decision of the HACB.

The person conducting the informal hearing will make a recommendation to the HACB, but the HACB is responsible for making the final decision as to whether admission should be granted or denied.

## Remote Informal Hearings [Notice PIH 2020-32]

There is no requirement that informal hearings be conducted in-person, and as such, HUD allows PHAs to conduct all or a portion of their informal hearings remotely either over the phone, via video conferencing, or through other virtual platforms. If the HACB chooses to conduct remote informal hearings, applicants may still request an in-person informal hearing, as applicable.

### HACB Policy

The HACB has the sole discretion to require that informal hearings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.

In addition, the HACB will conduct an informal hearing remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have child care or transportation that would enable them to attend the informal hearing, or if the applicant believes an in-person informal hearing would create an undue health risk. The HACB will consider other reasonable requests for a remote informal hearing on a case-by-case basis.

## Ensuring Accessibility for Persons with Disabilities and LEP Individuals

As with in-person informal hearings, the platform for conducting remote informal hearings must be accessible to persons with disabilities and the informal hearing must be conducted in accordance

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with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. PHAs may never request or require that individuals with disabilities provide their own auxiliary aids or services, including for remote informal hearings.

If no method of conducting a remote informal hearing is available that appropriately accommodates an individual's disability, the HACB may not hold against the individual his or her inability to participate in the remote informal review, and the HACB should consider whether postponing the remote informal hearing to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances and requirements.

As with in-person hearings, Limited English Proficiency (LEP) requirements also apply to remote informal hearings, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote informal hearings.

#### **Conducting Remote Informal Hearings [Notice PIH 2020-32]**

The HACB must ensure that the lack of technology or inability to use technology for remote informal hearings does not pose a disadvantage to families that may not be apparent to the HACB. The HACB should determine through a survey or other means if these barriers exist prior to conducting the remote informal hearing and, if the family does not have the proper technology to fully participate, either postpone the informal hearing or provide an alternative means of access.

As with in-person informal hearings, the HACB must provide all materials presented, whether paper or electronic, to the family prior to the remote informal hearing. The family must also be provided with an accessible means by which to transmit their own evidence.

The HACB must ensure that the applicant has the right to hear and be heard. All HACB Policies and processes for remote informal hearings will be conducted in accordance with due process requirements and will be in compliance with HUD regulations at 24 CFR 966.56 and the guidance for conducting remote hearings specified in Notice PIH 2020-32.

#### **HACB Policy**

The HACB will conduct remote informal hearings via a video conferencing platform, when available. If, after attempting to resolve any barriers, applicants are unable to adequately access the video conferencing platform at any point, or upon applicant request, the informal hearing will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in at any point, the remote informal hearing will be postponed, and an in-person alternative will be provided promptly within reasonable time.

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At least five business days prior to scheduling the remote hearing, the HACB will provide the family with login information and/or conferencing call-in information and an electronic copy of all materials being presented via first class mail and/or email. The notice will advise the family of technological requirements for the hearing and request the family notify the HACB of any known barriers. The HACB will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person hearing.

If the informal hearing is to be conducted remotely, the HACB will require the family to provide documents directly relevant to the informal hearing at least 24 hours before the scheduled hearing through the mail, via email, or text. The HACB will scan and email copies of these documents to the HACB representative and to the person conducting the informal hearing the same day.

Documents will be shared electronically whenever possible.

The HACB will follow up the email with a phone call and/or email to the applicant at least one business day prior to the remote informal hearing to ensure that the applicant received all information and is comfortable accessing the video conferencing or call-in platform.

The HACB will ensure that all electronic information stored or transmitted with respect to the informal hearing is secure, including protecting personally identifiable information (PII), and meets the requirements for accessibility for persons with disabilities and persons with LEP.

The HACB will conduct remote informal hearings via telephone conferencing call-in or via videoconferencing. If the informal hearing will be conducted via videoconferencing, the PHA will ensure that all applicants, applicant representatives, HACB representatives, and the person conducting the informal hearing can adequately access the platform (i.e., hear, be heard, see, and be seen).

If any applicant, applicant representative, HACB representative, or person conducting the informal hearing is unable to effectively utilize the videoconferencing platform, the informal hearing will be conducted by telephone conferencing call-in. Witness testimony may be accepted via telephone call-in.

Whether the informal hearing is to be conducted via videoconferencing or telephone call-in, the HACB will provide all parties login information and/or conferencing call-in information before the informal hearing.

#### **Informal Hearing Decision [PH Occ GB, p. 58]**

##### HACB Policy

The HACB will notify the applicant of the final decision, including a brief statement of the reasons for the final decision.

In rendering a decision, the HACB will evaluate the following matters:

Whether or not the grounds for denial were stated factually in the notice

The validity of grounds for denial of admission. If the grounds for denial are not specified in the regulations or in HACB Policy, then the decision to deny assistance

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#### HACB Policy

The HACB will accept requests for an informal settlement of a grievance either orally or in writing (including emailed requests), to the HACB office within ~~14 calendar~~ 10 business days of the grievable event. Within ~~14 calendar~~ 10 business days of receipt of the request the HACB will arrange a meeting with the tenant at a mutually agreeable time and confirm such meeting in writing to the tenant.

The informal settlement may be conducted remotely as required by the PHA, or may be conducted remotely upon consideration of the request of the tenant. See 14-III.G for ~~description of the PHA's definitions of remotely~~ information on how and under what circumstances remote informal settlements may be conducted.

If a tenant fails to attend the scheduled meeting without prior notice, the HACB will reschedule the appointment only if the tenant can show good cause for failing to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.

HUD regulations require that a summary of such discussion will be prepared within a reasonable time and one copy will be given to the tenant and one retained in the PHA's tenant file.

The summary must specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and will specify the procedures by which a hearing may be obtained if the complainant is not satisfied.

#### HACB Policy

The HACB will prepare a summary of the informal settlement within five business days; one copy to be given to the tenant and one copy to be retained in the HACB's tenant file.

For PHAs who have the option to establish an expedited grievance procedure, and who exercise this option, the informal settlement of grievances is not applicable to those grievances for which the expedited grievance procedure applies.

### **14-III.E. PROCEDURES TO OBTAIN A HEARING**

#### **Requests for Hearing and Failure to Request**

##### HACB Policy

The resident must submit a written request (including emailed requests) for a grievance hearing to the HACB within five business days of the tenant's receipt of the summary of the informal settlement.

If the complainant does not request a hearing, the PHA's disposition of the grievance under the informal settlement process will become final. However, failure to request a hearing does not constitute a waiver by the complainant of the right to contest the PHA's action in disposing of the complaint in an appropriate judicial proceeding.

#### **Scheduling of Hearings [24 CFR 966.56(a)]**

If the complainant has complied with all requirements for requesting a hearing as described above, a hearing must be scheduled by the hearing officer promptly for a time and place reasonably

convenient to both the complainant and the ~~PHA~~HACB. A written notification specifying the time, place and the procedures governing the hearing must be delivered to the complainant and the appropriate ~~PHA~~-HACB official.

#### HACB Policy

Within ~~14 calendar~~10 business days of receiving a written request for a hearing, the hearing officer will schedule and send written notice of the hearing to both the complainant and the HACB.

If the HACB hearing will be conducted remotely, at the time the notice is sent to the family, the family will be notified:

Regarding the processes involved in a remote grievance hearing:

That the HACB will provide technical assistance prior to and during the hearing, if needed; and

That if the family or any individual witness has any technological, resource, or accessibility barriers, the family may inform the HACB and the HACB will assist the family in either resolving the issue or allow the family to participate in an in-person hearing, as appropriate.

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The PHA may wish to permit the tenant to request to reschedule a hearing for good cause.

#### HACB Policy

The tenant may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, the HACB may request documentation of the "good cause" prior to rescheduling the hearing.

#### **Expedited Grievance Procedure [24 CFR 966.52(a)]**

The PHA may establish an expedited grievance procedure for any grievance concerning a termination of tenancy or eviction that involves:

- Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the PHA;
- Any drug-related criminal activity on or near such premises; or
- Any criminal activity that resulted in felony conviction of a household member.

In such expedited grievances, the informal settlement of grievances as discussed in 14-III.D is not applicable.

The PHA may adopt special procedures concerning expedited hearings, including provisions for expedited notice or scheduling, or provisions for expedited decision on the grievance.

#### HACB Policy

The HACB will not offer expedited grievance procedures.

#### **14-III.F. SELECTION OF HEARING OFFICER/PANEL [24 CFR 966.53(e)]**

The grievance hearing must be conducted by an impartial person or persons appointed by the PHA, other than the person who made or approved the PHA action under review, or a subordinate of such person. The PHA must describe their policies for selection of a hearing officer in their lease.

#### HACB Policy

HACB grievance hearings will be conducted by a single hearing officer and not a panel. The HACB will appoint a hearing officer who is a person other than the person who made or approved the decision or someone who is subordinate to that person.

The HACB will appoint a staff member who was not involved in the decision under appeal. If a designated staff member (such as the program manager) was involved in the decision, or is a subordinate of such person, an alternate hearing officer will be selected.

The HACB may select designated staff members who were not involved in the decision under appeal in certain circumstances, such as appeals involving discrimination claims or denials of requests for reasonable accommodations.

PHAs must describe their policies for selection of a hearing officer in their lease forms. Changes to the public housing lease are subject to a 30-day comment period [24 CFR 966.4].

#### **14-III.G. REMOTE HEARINGS [Notice PIH 2020-32]**

~~There is no requirement that grievance hearings be conducted in-person, and as such, HUD allows PHAs to conduct all or a portion of their grievance hearings remotely either over the phone, via video conferencing, or through other virtual platforms. If the HACB chooses to conduct remote grievance hearings, applicants may still request an in-person hearing, as applicable. The PHA has the option to conduct hearings remotely. The PHA's essential responsibility is to ensure hearings meet the requirements of due process and comply with HUD regulations. Therefore, all PHA policies and processes for remote hearings will be conducted in accordance with due process requirements and in compliance with HUD regulations.~~

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#### PHA-HACB Policy

The ~~PHA-HACB~~ has the sole discretion to require that hearings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.

In addition, the ~~PHA-HACB~~ will conduct a hearing remotely upon request as a reasonable accommodation for a person with a disability, if a tenant does not have child care or transportation that would enable them to attend the hearing, or if the tenant believes an in-person hearing would create an undue health risk. The ~~PHA-HACB~~ will consider other reasonable requests for a remote hearing on a case-by-case basis.

#### **Discovery of Documents Before the Remote Hearing**

#### PHA-HACB Policy

If the hearing will be conducted remotely, the ~~PHA-HACB~~ will compile a hearing packet, consisting of all documents the ~~PHA-HACB~~ intends to produce at the hearing. The ~~PHA-HACB~~ will mail copies of the hearing packet to the tenant, the tenant's representatives, if any, and the hearing officer at least three days before the scheduled remote hearing. The

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original hearing packet will be in the possession of the ~~PHA-HACB~~ representative and retained by the ~~PHA~~HACB.

If the hearing is to be conducted remotely, the ~~PHA-HACB~~ will require the resident to provide any documents directly relevant to the hearing at least 24 hours before the scheduled hearing through the mail, via email, or text. The ~~PHA-HACB~~ will scan and email copies of these documents to the hearing officer and the ~~PHA-HACB~~ representative the same day they are received.

Documents will be shared electronically whenever possible.

#### **Ensuring Accessibility for Persons with Disabilities and LEP Individuals**

As with in-person grievance hearings, the platform for conducting remote informal hearings must be accessible to persons with disabilities and the informal hearing must be conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. PHAs may never request or require that individuals with disabilities provide their own auxiliary aids or services, including for remote grievance hearings.

If no method of conducting a remote grievance hearing is available that appropriately accommodates an individual's disability, the HACB may not hold against the individual his or her inability to participate in the remote grievance review, and the HACB should consider whether postponing the remote grievance hearing to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances and requirements.

As with in-person reviews, Limited English Proficiency (LEP) requirements also apply to remote grievance hearings, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote grievance hearings.

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## Conducting Hearings Remotely

The HACB must ensure that the lack of technology or inability to use technology for remote grievance hearings does not pose a disadvantage to families that may not be apparent to the HACB. The HACB should determine through a survey or other means if these barriers exist prior to conducting the remote grievance hearing and, if the family does not have the proper technology to fully participate, either postpone the hearing or provide an alternative means of access.

As with in-person grievance hearings, the HACB must provide all materials presented, whether paper or electronic, to the family prior to the remote grievance hearing. The family must also be provided with an accessible means by which to transmit their own evidence.

The HACBs essential responsibility is to ensure grievance hearings meet the requirements of due process and comply with HUD regulations. Therefore, all HACB Policies and processes for remote grievance hearings will be conducted in accordance with due process requirements and will be in compliance with HUD regulations at 24 CFR 966.56 and the guidance for conducting remote hearings specified in Notice PIH 2020-32.

### HACB Policy

The HACB will conduct remote grievance hearings via a video conferencing platform, when available. If, after attempting to resolve any barriers, applicants are unable to adequately access the video conferencing platform at any point, or upon applicant request, the grievance hearing will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in at any point, the remote grievance hearing will be postponed, and an in-person alternative will be provided promptly within reasonable time.

At least five business days prior to scheduling the remote hearing, the HACB will provide the family with login information and/or conferencing call-in information and an electronic copy of all materials being presented via first class mail and/or email. The notice will advise the family of technological requirements for the hearing and request the family notify the HACB of any known barriers. The HACB will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person hearing.

The HACB will follow up with a phone call and/or email to the family at least one business day prior to the remote grievance hearing to ensure that the applicant received all information and is comfortable accessing the video conferencing or call-in platform.

The HACB will ensure that all electronic information stored or transmitted with respect to the informal hearing is secure, including protecting personally identifiable information (PII), and meets the requirements for accessibility for persons with disabilities and persons with LEP.

### PHA Policy

In conducting any hearing remotely, the PHA shall ensure due process and that all parties are able to have full access to the hearing.

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~~The PHA will conduct remote hearings via telephone conferencing call in or via videoconferencing. If the hearing will be conducted via videoconferencing, the PHA will ensure that all tenants, tenant's representatives, advocates, witnesses, PHA representatives, and the hearing officer can adequately access the platform (i.e., hear, be heard, see, and be seen). Witnesses may testify by telephone call in.~~

~~If any tenant, tenant representative, advocate, witness, PHA representative, or the hearing officer is unable to effectively utilize the videoconferencing platform, the hearing will be conducted by telephone conferencing call in.~~

~~Whether the hearing is to be conducted via videoconferencing or telephone call in, the PHA will provide all parties login information and/or telephone call in information before the hearing.~~

#### 14-III.H. PROCEDURES GOVERNING THE HEARING [24 CFR 966.56]

##### Rights of Complainant [24 CFR 966.56(b)]

The complainant will be afforded a fair hearing. This includes:

- The opportunity to examine before the grievance hearing any PHA documents, including records and regulations that are directly relevant to the hearing. The tenant must be allowed to copy any such document at the tenant's expense. If the PHA does not make the document available for examination upon request by the complainant, the PHA may not rely on such document at the grievance hearing.

##### HACB Policy

The tenant will be allowed to copy any documents related to the hearing at ~~a cost of \$.10 per page~~ no cost to the family. There will be no charge for documents emailed by the HACB. The family must request discovery of HACB documents no later than 12:00 p.m. on the business day prior to the hearing.

- The right to be represented by counsel or other person chosen to represent the tenant and to have such person make statements on the tenant's behalf.

##### HACB Policy

Hearings may be attended by the following applicable persons:

The HACB representative(s) and any witnesses for the HACB

The tenant and any witnesses for the tenant

The tenant's counsel or other representative

Any other person approved by the HACB as a reasonable accommodation for a person with a disability

- The right to a private hearing unless the complainant requests a public hearing.
- The right to present evidence and arguments in support of the tenant's complaint, to controvert evidence relied on by the PHA or project management, and to confront and cross-examine all witnesses upon whose testimony or information the PHA or project management relies.
- A decision based solely and exclusively upon the facts presented at the hearing.

##### Failure to Appear [24 CFR 966.56(d)]

If the complainant or the PHA fails to appear at a scheduled hearing, the hearing officer may make a determination to postpone the hearing for no more than five business days or may make a determination that the party has waived his/her right to a hearing. Both the complainant and the PHA must be notified of the determination by the hearing officer: Provided, That a determination that the complainant has waived his/her right to a hearing will not constitute a waiver of any right the complainant may have to contest the PHA's disposition of the grievance in an appropriate judicial proceeding.

There may be times when a complainant does not appear due to unforeseen circumstances which are out of their control and are no fault of their own.

#### HACB Policy

If the tenant does not appear at the scheduled time of the hearing, the hearing officer will wait up to 30 minutes. If the tenant appears within 30 minutes of the scheduled time, the hearing will be held. If the tenant does not arrive within 30 minutes of the scheduled time, they will be considered to have failed to appear.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, the HACB may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the HACB within 24 hours of the scheduled hearing date, excluding weekends and holidays. The HACB will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

#### **General Procedures [24 CFR 966.56(d)]**

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the PHA must sustain the burden of justifying the PHA action or failure to act against which the complaint is directed [24 CFR 966.56(e)].

The hearing is conducted informally by the hearing officer. The PHA and the tenant must be given the opportunity to present oral or documentary evidence pertinent to the facts and issues raised by the complaint, and to question any witnesses

#### HACB Policy

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

**Oral evidence:** the testimony of witnesses

**Documentary evidence:** a writing which is relevant to the case, for example, a letter written to the PHA. Writings include all forms of recorded communication or representation, including letters, emails, text messages, words, pictures, sounds, videotapes or symbols or combinations thereof.

**Demonstrative evidence:** Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

**Real evidence:** A tangible item relating directly to the case.

Hearsay Evidence is evidence based not on a witness' personal knowledge. In and of itself, hearsay evidence carries no weight when making a finding of fact. The hearing officer may include hearsay evidence when considering their decision if it is corroborated by other

~~evidence. Even though hearsay evidence is generally admissible in a hearing, the hearing officer will not base a hearing decision on hearsay alone unless there is clear probative value and credibility of the evidence, and the party seeking the change has met the burden of proof. of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.~~

If the HACB fails to comply with the discovery requirements (providing the tenant with the opportunity to examine HACB documents prior to the grievance hearing), the hearing officer will refuse to admit such evidence.

Other than the failure of the HACB to comply with discovery requirements, the hearing officer has the authority to overrule any objections to evidence.

The complainant or the PHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript [24 CFR 966.56(e)].

#### HACB Policy

The HACB shall document each informal hearing by means of audio recording device. Such documentation will become part of the tenant file and record.

The HACB will not provide a transcript of the formal hearing.

#### **Accommodations of Persons with Disabilities [24 CFR 966.56(f)]**

The PHA must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants.

If the tenant is visually impaired, any notice to the tenant which is required in the grievance process must be in an accessible format.

See Chapter 2 for a thorough discussion of the PHA's responsibilities pertaining to reasonable accommodation.

#### **Limited English Proficiency [24 CFR 966.56(g)]**

The PHA must comply with HUD's LEP Final Rule in providing language services throughout the grievance process.

#### **14-III.I. DECISION OF THE HEARING OFFICER [24 CFR 966.57]**

The hearing officer must issue a written decision, stating the reasons for the decision, within a reasonable time after the hearing. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing. A copy of the decision must be sent to the complainant and the PHA. The PHA must retain a copy of the decision in the tenant's folder. A log of all hearing officer decisions must also be maintained by the PHA and made available for inspection by a prospective complainant, his/her representative, or the hearing officer [24 CFR 966.57(a)].

#### HACB Policy

Within 10 days of receiving the written request for a hearing, the hearing officer will schedule and send written notice of hearing to both the complainant and the ~~PHA~~HACB.

#### V. Selecting the hearing officer

A grievance hearing will be conducted by a single impartial person appointed by the ~~PHA~~HACB as described below:

- A. The hearing officer will be appointed directly by the executive director.
- B. The hearing officer will be a staff member who did not make or approve the decision under review and who is not a subordinate of such persons. If the designated staff member (such as the program manager) was involved in the decision or is a subordinate of such person, an alternate hearing officer will be selected.
- C. The ~~PHA~~HACB may select designated staff members who were not involved in the decision under review in certain circumstances, such as those involving discrimination claims or denials of requests for reasonable accommodations.
- D. The ~~PHA's~~HACBs method for selecting a hearing officer will be inserted into the lease.

#### VI. Scheduling hearings [24 CFR 966.56(a)]

When a complainant submits a timely request for a grievance hearing, the ~~PHA~~HACB will immediately appoint an impartial hearing officer to schedule the hearing within the following 10 business days.

Once the hearing officer has scheduled the hearing, the hearing officer will send written notice of the hearing to both the complainant and the ~~PHA~~HACB. Notice to the complainant will be in writing, either personally delivered to the complainant, or sent by mail or email, return receipt requested.

The written notice will specify the time, place, and procedures governing the hearing. If the hearing will be held remotely, the PHA will also include information on the remote hearing process.

The tenant may request to reschedule a hearing on a one-time basis. Should the complainant need to reschedule a second time, he or she may do so for good cause, or if needed as a reasonable accommodation for a person with disabilities. *Good cause* is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date.

#### VII. Procedures governing the hearing [24 CFR 966.56]

The hearing will be held before a hearing officer as described above in Section V. The complainant will be afforded a fair hearing, which will include:

- A. The opportunity to examine before the hearing any ~~PHA~~HACB documents, including records and regulations, that are directly relevant to the hearing.

The tenant is allowed to copy any such document at no cost to the tenant. ~~the tenant's expense.~~ If the ~~PHA~~HACB does not make the document available for examination

upon request by the complainant, the PHA-HACB may not rely on such document at the grievance hearing.

- B. The right to be represented by counsel or other person chosen as the tenant's representative and to have such person make statements on the tenant's behalf.
- C. The right to a private hearing unless the complainant requests a public hearing.
- D. The right to present evidence and arguments in support of the tenant's complaint, to refute evidence relied on by the PHA-HACB or project management, and to confront and cross-examine all witnesses upon whose testimony or information the PHA-HACB or project management relies.
- E. A decision based solely and exclusively upon the fact presented at the hearing [24 CFR 966.56(b)].

The hearing is conducted informally by the hearing officer. The PHA-HACB and the tenant must be given the opportunity to present oral or documentary evidence pertinent to the facts and issues raised by the complaint, and to question any witnesses.

The complainant or the PHA-HACB may arrange in advance for a transcript of the hearing at the expense of the party making the arrangement. Any interested party may purchase a copy of the transcript [24 CFR 966.56(e)].

The PHA-HACB must provide reasonable accommodation for persons with disabilities to participated in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. If the tenant is visually impaired, any notice to the tenant that is required under this procedure must be in an accessible format [24 CFR 966.56(f)].

The PHA-HACB must comply with HUD's requirements regarding limited English proficiency as specified in "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons," issued January 22, 2007, and available at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/promotingfh/lep-faq](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh/lep-faq).

#### **VIII. Remote Hearings**

The PHA-HACB has the authority to require that hearings be conducted remotely in certain situations.

~~If the PHA will require the hearing to be conducted remotely, the PHA will send a separate document describing the process and procedures.~~

#### **IX. Failure to appear at the hearing**

If the complainant or PHA-HACB fails to appear at the hearing, the hearing officer may make a determination to postpone the hearing or make a determination that the complainant has waived his or her right to a hearing.

Both the complainant and the PHA-HACB must be notified of the determination by the hearing officer. A determination that the complainant has waived his or her right to a

April 15, 2022

MEMO

To: Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Standard and Poors Credit Analysis

S&P Global Ratings has completed their annual Credit Review for the Housing Authority of the County of Butte. This year's work also included review of the associated CalAHA 2020A Bond issuance, where HACB leveraged six of its properties to secure \$9.5 million in proceeds.

Please find attached the Ratings analysis

Standard and Poors has renewed HACB's "A+" Credit Rating, reflecting HACB's excellent financials and low debt profile.

HACB management staff benefits from the annual interaction with Standard and Poors, learning how the banking and investment markets look at and evaluate the agency, which drives agency policy as a result, strengthening management, agency visioning, planning, and administration.

## Butte County Housing Authority, California; General Obligation

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### Table Of Contents

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Rating Action

Stable Outlook

Credit Opinion

Enterprise Risk Profile

Industry Risk: Very Strong

Market Position: Very Strong

Financial Risk Profile

Anchor, Overriding Factors, Caps, And Holistic Analysis

Related Research



# Butte County Housing Authority, California; General Obligation

Credit Profile		
Butte Cnty Hsg Auth ICR		
<i>Long Term Rating</i>	A+ / Stable	Affirmed
<b>California Affordable Hsg Agy, California</b>		
Butte Cnty Hsg Auth, California		
California Affordable Hsg Agy (Butte Cnty Hsg Auth)		
<i>Long Term Rating</i>	A+ / Stable	Affirmed

## Rating Action

S&P Global Ratings affirmed its 'A+' issuer credit rating (ICR) on the Housing Authority of the County of Butte (HACB), Calif. At the same time, we affirmed our 'A+' rating on the authority's general obligation (GO) debt outstanding, based on its ICR. The outlook is stable.

The rating reflects our opinion of HACB's enterprise and financial risk profiles and the implementation of our criteria, titled "Methodology For Rating Public And Nonprofit Social Housing Providers," published June 1, 2021.

The rated debt-- California Affordable Housing Agency's multifamily housing pool revenue bonds (Butte County Projects) series 2020A--issued for HACB as borrower, is secured by the authority's general revenues and its GO pledge; we rate to the GO pledge.

The ratings reflect our stand-alone credit profile (SACP) of 'a+' on the authority and our view that due to its classification as a government-related entity through application of our "Rating Government-Related Entities: Methodology And Assumptions," published March 25, 2015, there is a moderate likelihood that the U.S. government would provide extraordinary support to HACB in the event of financial distress.

## Credit overview

The rating reflects our opinion of the authority's:

- Very strong enterprise risk profile, supported by our assessment of very strong market dependencies, specifically the overwhelming need and demand for affordable housing in the county, and low industry risk;
- Extremely strong debt profile based on an average debt-to- EBITDA ratio of 9.8% and an adjusted EBITDA-to-interest ratio of 4.6%;
- Extremely strong liquidity assessment based on liquidity ratio of over 4x based on estimated sources over uses during the next 12-month period; and
- Strong management and governance assessment based on the authority's strategic plan and planning process, consistency of organizational capabilities with overall strategy and mission, management's experience and track record, and financial policies and risk management standards.

Partially offsetting these strengths is the authority's financial performance assessment of highly vulnerable based on its average adjusted EBITDA-to-operating revenues ratio of 4.5% for audit fiscal year 2020, estimated fiscal 2021, budgeted fiscal 2022 and forecasted fiscal 2023 and 2024. HACB has historically had lower-than-average and worse-than-peer financial performance when considering this metric. Our criteria consider an average adjusted EBITDA-to-operating revenues of 10% or below to be highly vulnerable. HACB's ratio has been above 10% only twice during the past nine fiscal years. However, in our view, other strengths have reliably countered the severity of this vulnerability. Furthermore, HACB's financial performance ratio, while low, has been relatively consistent in recent years, resulting in less volatility year-over-year (y/y) than some other rated entities with higher average ratios.

HACB was established by the County of Butte in 1946 under the California Health and Safety Code as a non-profit public corporation. The mission of the authority is to assist low- and moderate-income residents of Butte County secure and maintain quality affordable housing. The authority owns and/or manages various properties and programs subject to the laws and regulations of numerous funding and monitoring agencies including: U.S. Department of Housing and Urban Development (HUD); U.S. Department of Agriculture Rural Development (USDA-RD); the California Department of Housing and Community Development (HDC); the California Tax Credit Allocation Committee (CTCAC); the California Debt Limit Allocation Committee (CDLAC) and local jurisdictions. Additionally, the authority has two affiliated non-profit entities which are presented as discretely presented component units in the authority's audit: Butte County Affordable Housing Development Corp. (BCAHDC) and Banyard Management.

The ICR for HACB includes analysis of both the operations and initiatives of the authority (primary government) as well as the operations and initiatives of these discretely presented component units. While the affiliated entities are structured as legally separate, the nature and significance of their relationship to HACB are such that, in our view, excluding them from our analysis would be misleading. Throughout this report, we calculate financial figures and ratios by combining the audited results of HACB and its affiliates. Likewise, our assessment of asset quality and occupancy includes properties held by the affiliate entities.

The stable outlook reflects our opinion of HACB's enterprise and financial risk profiles based on historical and projected data that indicate performance and creditworthiness will remain in line with the rating during the two-year outlook period. Furthermore, the extremely strong demand for affordable housing units coupled with the numerous development opportunities stemming from the aftermath of the devastation caused by the 2018 Camp Fire well position the authority to continue to meet its social mission while bolstering its financial position during the next several years.

### **Environmental, social and governance**

We have analyzed environmental, social, and governance risks relative to HACB's industry risk, regulatory framework, market dependencies, management and governance, financial performance, and debt and liquidity profiles. We view HACB to have elevated environmental risks relative to the sector standard due to ongoing exposure to the threat of wildfires in the area. While we think COVID-19 represents social risk that has had an economic impact generally, across the housing and other sectors, strengths of HACB's enterprise and financial profiles, in our view, should mitigate lingering effects. We view the authority's governance to be in line with the sector standard.

## Stable Outlook

### Downside scenario

We could lower the ICR or revise the outlook to negative if EBITDA decreases during the two-year outlook period due to higher-than-expected operating expenses or reductions in revenue, such that the financial performance adjusted EBITDA-to-operating revenues becomes even more vulnerable. Declining EBITDA could also negatively affect debt profile ratios such that the financial risk profile is no longer strong, which could result in a negative rating action. Specifically, should the authority's debt-to-adjusted-EBITDA ratio increase to above 10% while interest coverage stays the same or declines, our assessment of the authority's debt profile could worsen and negatively affect the ratings. We could also take a negative rating action if the authority's liquidity ratio of sources over uses drops below 1.75x for any 12-month period during the two-year outlook period. And, generally, should our assessment of any other key rating factors worsen to the point of warranting a higher numerical assessment we could revise the outlook or lower the rating.

### Upside scenario

Conversely, we could raise the rating if our view of HACB's financial performance materially improves and specifically its average adjusted EBITDA-to-operating revenues ratio increases to and consistently remains above 10%. A key element to the improvement of the authority's creditworthiness would be a sustained increase in our calculation of EBITDA and related ratios due to higher operating revenues and lower operating expenses over multiple periods which could lead to a positive rating action.

## Credit Opinion

**Table 1**

Housing Authority of the County of Butte, Calif.--Key Rating Factors	
Factors	Characteristic
Industry risk	Very strong
Market position -- Regulatory framework	Very strong
Market position -- Market dependencies	Very strong
Management and governance	Strong
Enterprise risk profile	Very strong
Financial performance	Highly vulnerable
Debt profile	Extremely strong
Liquidity	Extremely strong
Financial risk profile	Strong

## Enterprise Risk Profile

## **Industry Risk: Very Strong**

We view industry risk for "traditional" housing providers as low (equating to an assessment of very strong) based on our "Methodology: Industry Risk" criteria, published Nov. 19, 2013. Economic cycles can sometimes affect housing providers more than other types of social services because real estate fluctuations can change asset values. Real estate markets can be overbuilt, leading to depressed occupancy rates, rentals, and property values. Despite that, residential rental markets typically pose less risk compared with other property classes (see "Key Credit Factors For the Real Estate Industry," published Feb. 26, 2018, on RatingsDirect), and housing providers' focus on affordable housing typically lends further stability. Competitive risk is fairly low due to effective barriers to entry in many jurisdictions, minimal risk of substitution, and generally overall stable trends in growth margins.

## **Market Position: Very Strong**

### **Regulatory framework and systemic support: Very strong**

The regulatory framework and systemic support are key when assessing housing providers' enterprise risk profile because they define the environment in which these entities operate in a particular country. In our view, these factors influence the positioning of housing providers in their respective markets and have a significant bearing on their financials. Our analysis of the regulatory framework and systemic support reflects two main considerations: our view of the public policy mandate and regulatory mechanisms; and the systemic support or negative intervention and fiscal framework.

In our view, public housing authorities (PHAs) benefit from a strong public-policy mandate and operate under a stable, well-established framework that makes them key providers in the sector. There is strong sector oversight with high governance, reporting, and disclosure standards so that sector or individual risks are easily identified. However, once identified, risks are not always remedied at an early stage.

There is direct and ongoing operational support to PHAs. They regularly receive federal grants in the form of capital and operating contributions to maintain and operate public housing and administer various programs to provide affordable housing to low-income tenants. There is no precedent of adverse negative intervention from governments or their agencies, and we do not expect any in the future. Public housing is subject to tenant income and rent limits.

### **Market dependencies: Very strong**

While HACB is one of the smaller PHAs we rate in terms of total units owned and managed (640), the strong demand and need for affordable housing in the area has resulted in consistently very low vacancy rates across the portfolio, averaging no more than 2% over the last several periods. This metric coupled with average social rent charged by the authority of approximately 30% of market rent supports the stability and sustainability of its core rental activities.

The Camp Fire (the fire), which destroyed over 14,000 housing units in Butte County on Nov. 8, 2018, has continued to be a challenge for the area where many families were abruptly displaced and left without homes to return to. The need for the work that the authority does and services it provides has been exponentially important as the county recovers from the fire. Compounded with the challenges of the pandemic, the demand for housing far exceeds supply and

affordable housing is even more sparse. In 2021 and into 2022, the county started to see some benefits from the devastating events in the form of development investment due to the high visibility of the fire and its effects. According to discussions with management and when reviewing in-progress development plans, the authority is positioned to double its units over the next five years. The pent-up demand for these affordable units is so high that occupancy rates are expected to remain close to 100% as units come online, bolstering the authority's market dependencies assessment while also strengthening its financial position.

### **Management and governance: Strong**

The management and governance assessment is a key component of our analysis of a housing provider's enterprise risk profile. Our assessment considers the housing provider's overall strategy, financial policies, long-term planning, and the level of management expertise, especially, in managing risks. Our assessment also measures the quality of oversight and direction of the housing provider's board, executive team, and functional managers.

We view HACB's management and governance to be strong based on these factors and when compared with that of peers. We met with the authority on March 14 and discussed, among other things, HACB's recent staffing changes including onboarding of a new finance director/CFO, board member changes, financial policies and procedures, a shift in strategic priorities from asset management to development to seize opportunities in the wake of the fire, development plans and status, challenges that come with these development opportunities and how the authority is addressing them, COVID and its effects, ongoing sustainability efforts--from a "green" conservation standpoint as well as incorporating protection from environmental events, specifically fires, in development plans--and related priorities, and future plans for the authority including how it will continue to work towards meeting the needs of the population it serves.

HACB is guided by a strategic plan that is regularly reviewed and updated and includes operational goals. We view the authority's strategy to be consistent with the organization's capabilities and our analysis accounts for marketplace conditions.

The senior management team has strong experience and a track record of success in carrying out its plans. Furthermore, we view the management of HACB to have an unmatched dedication to the social mission of the authority to provide housing to the citizens of Butte County.

## **Financial Risk Profile**

Three factors comprise the financial risk profile assessment: financial performance, debt profile, and liquidity. We evaluate each of these from extremely strong (numerical score of 1) to highly vulnerable (numerical score of 6), and the final assessment results from an equal-weighted average of the three factors. We assess financial information over the following time periods:

- Our financial performance and debt profile assessments typically capture a five-year average of the relevant metrics, comprising two years of historical data, the current year budget (or estimate), and two years of forecasts, with each year equally weighted. We might base our analysis on audited or unaudited historical data (including any adjustment that we deem necessary), depending on information availability in certain jurisdictions. The current year estimate and the forecasts are based on S&P Global Ratings' analysts' own assumptions and expectations of the

forward-looking financial standing of the housing provider, based on evolving economic and institutional conditions, management's policy statements, and other considerations. Under atypical circumstances, we might consider weighting differently the various years composing the five-year average to take account of the entity's specific conditions, such as transformation events (for example, an organizational restructuring, merger, or acquisition).

- Our liquidity assessment generally considers a forward-looking 12-month time horizon.

### **Financial performance: Highly vulnerable**

The financial performance assessment measures the profitability of a housing provider, which drives its ability to provide housing services, maintain its housing stock, and ultimately service its debt obligations. We use adjusted EBITDA as a percent of adjusted operating revenues to derive the initial assessment of the housing provider's financial performance.

HACB's adjusted EBITDA as a percent of adjusted operating revenues is among the lowest of rated PHAs, averaging 4.5% for the five financial periods considered in our analysis as described above, which include audited fiscal 2020, estimated fiscal 2021, budgeted fiscal 2022 and forecast fiscal 2023 and 2024. This is largely due to operating revenues that have not increased at the same rate as operating expenses resulting in lower net operating income and related metrics. We expect the authority's financial position to stabilize and even improve in the short-to-medium term as recovery from the fire and economic effects of the pandemic-related recession ease and development opportunities come to fruition. Still, we find the likelihood of the authority's financial performance improving to vulnerable (an average adjusted EBITDA to operating revenues of above 10%) from highly vulnerable (an average adjusted EBITDA to operating revenues of 10% or lower) to be very low during the two-year outlook period. While we view this assessment to be a clear negative credit factor for the authority, we believe other strengths to offset this weakness enough to remain at the current rating level if the metric does not decline further, either materially in the short-term or consistently over the long-term.

### **Debt profile: Extremely strong**

The debt profile factor measures the housing provider's ability to cover financing costs and to repay debt from the most stable revenue flows. The initial assessment is formed by debt-to-non-sales adjusted EBITDA and non-sales adjusted EBITDA interest coverage. HACB's non-sales adjusted EBITDA is the same as adjusted EBITDA for the purposes of our analysis as the authority does not generate revenue from riskier activities to remove from our adjusted EBITDA calculation. HACB's five-year average total debt-to-adjusted EBITDA ratio is 9.8% and adjusted EBITDA interest coverage is 4.6x, resulting in an assessment of extremely strong and favorable compared with many peers in the same rating category (see table 3). HACB borrowed funds through a public debt offering in Nov. 2020 (fiscal 2021) which has increased the authority's debt burden but has materially improved its liquidity and capital position as well as solidified the authority's ability to access capital markets. Offsetting the impact of the 2020A bonds was the complete payoff of the authority's 2000A bonds during fiscal 2020. In our view, the authority's modest increase in leverage coupled with the maintenance of strong debt metrics is a credit strength, providing capital to develop and meet its mission while maintaining fiscal viability to meet obligations.

### **Liquidity: Extremely strong**

Our liquidity analysis is intended to provide a forward-looking, comprehensive assessment of a housing provider's liquidity position. It comprises internal and external liquidity and it is based on a two-step approach. First, calculation

of internal liquidity is quantitative and provides a measurement of available cash and expected cash inflows (sources) that will be available to cover all expected cash outflows (uses) over the next 12-month period. The second step is qualitative, and it further informs the initial assessment by adjusting for various credit features, where warranted, as well as for our expectation of the housing provider's access to external funding.

We view HACB's liquidity to be extremely strong based on the application of the two-step analysis. As shown in table 2, HACB's expected cash sources is 4.12x expected cash uses over the next 12-month period, which we view as extremely strong. Sources include restricted cash from the 2020A bond issuance in addition to other cash reserves, liquid assets and cash generated from operations. This liquidity ratio reflects a marked improvement from the previous year's ratio of 1.65x and a credit strength offsetting the authority's lower-than-average EBITDA. Also contributing to the authority's extremely strong liquidity assessment is our view that HACB has ample access to external funding as evidenced by participation in the capital markets through the 2020A bond issuance.

Table 2

Housing Authority of the County of Butte, Calif.--Liquidity Analysis	
<b>Sources of liquidity (\$0)</b>	
<b>Forecasted cash generated from continuing operations (if positive)</b>	<b>683,552</b>
Cash reserves and liquid assets (adjusted to capture market value risk, where relevant)	17,752,055
<b>Forecasted working capital inflows, if positive</b>	
<b>Proceeds from asset sale (when confidently predictable)</b>	
<b>The undrawn, available portion of committed bank facilities or bank lines that can be drawn</b>	
<b>Expected ongoing cash injections from a government or group member as appropriate</b>	
<b>Other cash inflows (such as dividends from joint ventures)</b>	
Total sources of liquidity	18,435,607
<b>Uses of liquidity (\$0)</b>	
<b>Forecasted cash generated from continuing operations (if negative)</b>	
Forecast working capital outflows, if negative	985,204
Committed capital expenditures	2,811,689
<b>Uncommitted capital expenditures</b>	
All interest and principal payable on short- and long-term debt obligations coming due	678,257
<b>Other cash outflows (such as investments in joint ventures)</b>	
Total uses of liquidity	4,475,150
Liquidity ratio	4.12

## Anchor, Overriding Factors, Caps, And Holistic Analysis

The anchor rating, determined by indicative scores and weights according to our methodology, is 'a+' for the ICR. There are no overriding factors and we have not applied holistic adjustments or rating caps, resulting in a final standalone credit profile of 'a+'.

**Table 3****Housing Authority of the County of Butte, Calif.--Key Ratios Comparison**

Entity	ICR	Units owned/managed	Average rent to market rent (%)	Vacancy rate (%)	Adjusted EBITDA (%) of adjusted operating revenue (five-year average)	Debt/nonsales adjusted EBITDA ratio (%) (five-year average)	Nonsales adjusted EBITDA/interest (%) (five-year average)	Liquidity ratio (x) (next 12-months)
Butte Cnty Hsg Auth	A+	695	30	2.0	4.5	9.8	4.6	4.1
Denver Housing Authority	AA-	5332	35	2.1	17.9	13.8	9.3	3.3
Boston Hsg Auth	A+	9279	17.9	3.6	8.0	3.6	8.0	3.0
Elm City Communities (Hsg Auth of New Haven)	A+	2600	48.9	10.0	16.5	8.4	8.7	2.5
Howard County Hsg Commission	A+	2000	67.2	3.5	27.4	18.3	1.4	2.2
Milwaukee Hsg Auth	A+	4746	43.4	4.0	4.6	6.6	3.2	2.2
National Community Renaissance (NCRC)	A+	7081	51.9	2.6	24.2	36.5	1.5	2.3
Preservation of Affordable Housing (POAH)	A+	12205	24	3.0	26.4	22.7	1.5	3.9
Newark Hsg Auth	A	6456	20.6	4.5	12.0	6.2	4.4	3.2
Fall River Hsg Auth	BBB+	2036	32	2.0	7.3	1.7	15.0	9.5

ICR--Issuer credit rating.

**Related Research**

Through The ESG Lens 3.0: The Intersection Of ESG Credit Factors And U.S. Public Finance Credit Factors, March 2, 2022



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April 15, 2022

Memo

To: HACB Board of Commissioners

From: Ed Mayer, Executive Director

Subject: Development Activity – Status

**Project-based Section 8 Vouchers** (431 vouchers committed to date – 19% of total program, 64% of cap) – Thus far the HACB has awarded PBV's to fourteen (14) new development projects, including 89 PBV's for families, 167 PBV's for Special Needs Seniors, and 150 PBV's to Special Needs Homeless, including PBV commitments supporting 45 State No Place Like Home units in three projects. Additional opportunity to project-base vouchers are being monitored, in particular regard to veterans and other special needs populations needing permanent supported housing opportunity. It is anticipated that HACB will issue another, perhaps its final, Request for Proposals (RFP) for project-basing of Section 8 voucher – the effort will focus on Special Needs populations, generally, Paradise housing opportunity, and possible family housing in the Oroville area.

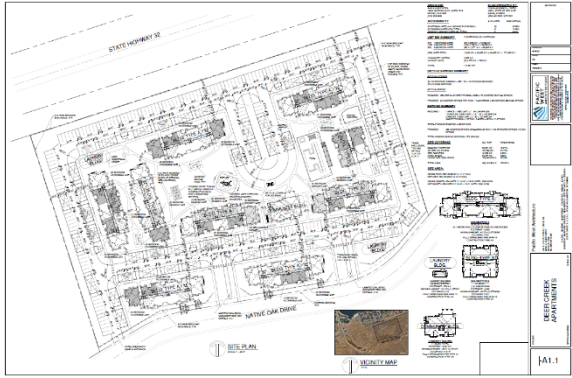
The following outlines status of HACB-related affordable housing development activity in Butte and Glenn Counties. Eleven (11) projects have seen their Construction Loans close and are starting, if not under, construction, five in Chico, four in Oroville, and two in Gridley. Another projects is scheduled to close this week, followed by another two (2) in May, one (1) in November, and one (1) in March 2023.



**North Creek Crossings Apts I, Chico** (106 units, family, CCHCC/BCAHDC. Lender: Wells Fargo/Berkadia. LIHTC Investor: R4 Capital) – located in Meriam Park, this project is under construction, with delivery of units scheduled for the end of 2022, early 2023. The project just finished its tenth month of construction.

**North Creek Crossings Apts II, Chico** (60 units, family, CCHC/BCAHDC. Lender: Wells Fargo/Berkadia. LIHTC Investor: R4 Capital) – the development closed, with construction now commencing. Sunseri Construction is building both phases of the 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, the project cleared environmental concerns and closed as scheduled on December 30<sup>th</sup>. The site is being cleared, construction has begun.

**Deer Creek Apts II, Chico** (48 units, family, The Pacific Companies/BCAHDC. Lender: Bank of America/CitiBank. LIHTC investor: Bank of America) – The project has seen its construction close mid-March, and will be built out with Phase I. Both phases are scheduled for occupancy in the summer of 2023.

**1297 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, the project construction close was in October. Local contractor Modern Construction will build out the property. Occupancy is scheduled for the Summer 2023. HACB has committed 43 Section 8 project-based vouchers to this special needs 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 is under construction. Delivery is scheduled for the Summer of 2022. The project has seen its eighth construction advance.

**Riverbend Apts II, Oroville** (48 units, family, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank. LIHTC investor: CREA) – The project has closed, and will be built out alongside Phase I. PWC’s construction company is building the two phases.



**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 is under construction, with delivery of units scheduled for the Spring of 2022.

**Mitchell Ave Apts II, Oroville** (35 units, seniors, The Pacific Companies/BCAHDC. Lender Pacific Western Bank. LIHTC investor: The Richman Group) – located immediately to the west of Mitchell Avenue Apts I, the project has closed. Construction has commenced, to build out the improvements alongsidethe completion of Phase I.

**Prospect View Apts, Oroville** (40 units, formerly homeless singles, The Pacific Companies/BCAHDC. Lender: Pacific Western Bank. LIHTC investor: Boston Financial) – 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. HACB has made a commitment of 39 Section 8 project-based vouchers to this project, scheduled to close this week, setting loose construction.

**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. 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 is under construction. Eight construction draws have been processed. 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. HACB has made a commitment of 36 Section 8 project-based vouchers to this project. The project has closed, advancing the construction and build-out phase. The project is supported with 36 Section 8 PBV's.

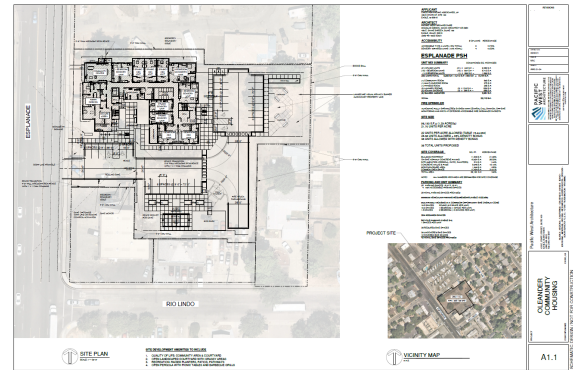


**Kathy Court Apts, Paradise** (12 units, family, HACB) – burned to the ground in 2018's Camp Fire Disaster, the property is being re-built. Building Permits have been applied for. No news has been received regarding the PG&E lawsuit. The project is tentatively scheduled for construction in the Summer of 2022, with lease-up scheduled for mid 2023. Next steps are bidding and financing.

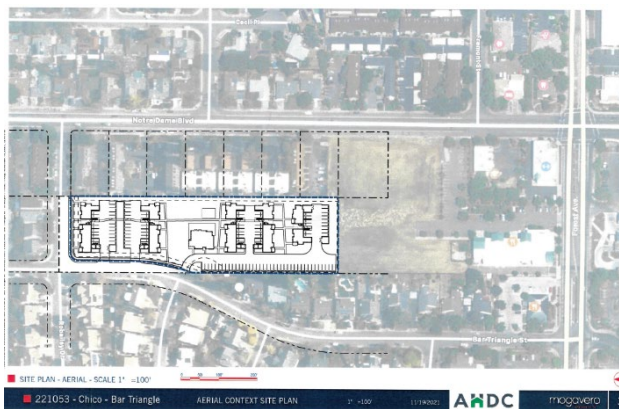
**Liberty Bell Apts, Orland** (32 units, seniors, The Pacific Companies/BCAHDC. Lender and LIHTC investor unknown at this time.) – this project has secured local HOME program funds, and has applied for 4% LIHTC's in the September funding competition. The project is on schedule for delivery in the Spring of 2023. HACB has committed 31 Section 8 project-based vouchers to this project. The close is scheduled for May, at which point construction can start.

**Woodward Apts, Orland** (36 units, family, The Pacific Companies/BCAHDC. Lender and LIHTC investor unknown at this time.) – Like Liberty Bell Apts, the project is scheduled for delivery in the Spring of 2023. HACB has committed 25 Section 8 project-based vouchers to this project. The closing is scheduled for May, after which construction can start.

**Oleander Community Housing Apartments, Chico** (38-units, special needs homeless, The Pacific Companies/BCA HDC. Lender and LIHTC investor unknown at this time.) This project has secured State No Place Like Home funds, a 55-year NPLH services commitment from Butte County Behavioral Health, CDBG-Disaster Recovery funds, and 4% LIHTC's to achieved viability. It is scheduled to close in March 2023, with delivery in Spring 2024.



**Orchard View Apartments I, Gridley** (48 units, family, The Pacific Companies/BCA HDC. Lender and LIHTC investor unknown at this time.) The first of three (3) phases, this project is scheduled for a June 2021 close, with Fall 2023 delivery.



Capital) Scheduled for delivery in Summer 2024, this property, located near the Raley's shopping complex in south Chico, will site 25 project-based vouchers, awarded by the HACB at its December meeting.



**Bar Triangle Apartments, Chico** (70 units, family, CCHC/BCA HDC. Lender: Wells Fargo & Berkadia. LIHTC investor: R4

**Eaglepointe Apartments, Paradise** (43 units, family, The Pacific Companies/BCA HDC. Lender and Investor unknown at this time.) The most recent of BCA HDC's development partnerships, this project seeks use of CDBG-DR and LIHTC monies.

**Other** – The HACB and its non-profit development instrumentality, BCA HDC, continue to see overtures from the affordable housing development community. Several projects have been identified for prospective development partnership, both with and without further utilization of project-based Section 8 vouchers. There is significant new activity in Paradise, attracted by the availability of federal CDBG Disaster Recovery funds.

Butte and Glenn Counties - Affordable Housing Development Activity

Housing Authority of the County of Butte (HACB)/Butte County Affordable Housing Development Corporation (BCAHDC) Development:

TPC-AMG/BCAHDC	City	Units	Serves	Funding	Funding Round	Investor LP	Const Lender	Perm Lender	Authority Vouchers	Close	
Sunrise Village Apts.	Gridley	37	Seniors	MHP, City CDBG	9% Disaster LIHTC's II	Jul 2021	Redstone	Banner	36	03/24/2022	
Riverbend Apts. Phase 1	Oroville	72	Family		9% Disaster LIHTC's	Jul 2020	CREA	Union Bank		06/07/2021	
Riverbend Apts. Phase 2	Oroville	48	Family		9% Disaster LIHTC's II	Jul 2022	CREA	Pacific Western Bank		04/01/2022	
Liberty Bell Apts.	Orland	32	Seniors	HOME	4% LIHTC's	Sep 2021	Redstone	Pacific Western Bank	31	06/01-2022	
Woodward Apts.	Orland	36	Family	MHP	4% LIHTC's	Sep 2021	Redstone	Pacific Western Bank	25	05/24/2022	
8th Street	Orland		Senior/HUD-VASH	MHP, Veterans \$	9% LIHTC's	Mar 2023					
Mitchell Ave Apts Phase I	Oroville	36	Seniors		9% Disaster LIHTC's	Jul 2020	Redstone	Pacific Western Bank		05/11/2021	
Mitchell Ave Apts Phase II	Oroville	35	Seniors		9% Disaster LIHTC's II	Jul 2021	The Richman Group	Pacific Western Bank		03/22/2022	
Ford Oaks Apts	Gridley	36	Family		9% Disaster LIHTC's	Jul 2020	CREA	Umpqua		05/27/2021	
Deer Creek Apts Phase I	Chico	156	Family		9% Disaster LIHTC's	Jul 2020	BofA	BofA CitiBank		12/30/2021	
Deer Creek Apts Phase II	Chico	48	Family		9% Disaster LIHTC's II	Jul 2021	BofA	BofA BofA		03/17/2021	
Prospect View	Oroville	40	Singles PSH	NPLH (15), \$1mil City RDA	9% Disaster LIHTC's II	Jul 2021	Boston Financial	Pacific Western Bank	39	04/21/2022	
Orchard View Apts Phase I	Gridley	48	Family	County CDBG-DR	9% LIHTC's	Mar 2022?				Nov 2022	
Orchard View Apts Phase II	Gridley		Family	City CDBG-DR?	9% LIHTC's	Mar 2022					
Orchard View Apts Phase III	Gridley		Family		9% LIHTC's	Mar 2022					
Oleander Community Housing Apts	Chico	38	Singles/PSH	NPLH (15), City CDBG-DR	4% LIHTC's	Oct 2021			37	Mar 2023	
TPC-Koss/BCAHDC											
Eaglepointe Apts	Paradise	43	Families	CDBG-DR	9% LIHTC's	Feb 2022					
CCHC/BCAHDC											
North Creek Crossing Apts., Phase I	Chico	106	Family	City AHF	9% Disaster LIHTC's	Jul 2020	R4	Wells Fargo	Berkadia	26	06/17/2021
North Creek Crossing Apts., Phase II	Chico	54	Family	City HOME & AHF	9% Disaster LIHTC's II	Jul 2021	R4	Wells Fargo	Berkadia	13	03/17/2022
Bar Triangle	Chico	70	Family	City CDBG-DR	4% LIHTC/CDLAC Bonds	Mar 2022	R4?	Wells Fargo?	Berkadia?	25	Dec 2022
The Richman Group											
Lincoln Street Family Apts	Oroville	61	Family	City CDBG-DR	9% LIHTC's	Jul-22			25		
Fogg Ave Apts	Oroville	61	Seniors		9%LIHTC's				25		
Jamboree/BCAHDC											
1297 Park Ave. Apts.	Chico	59	Singles/PSH	County CDBG-DR, City HOME & CDBG	9% Disaster LIHTC's	Jul 2020	CREA	Banner	43	10/05/2021	
HACB											
Kathy Court Apts - rebuild	Paradise	12	Family	Bond Proceeds, PG&E Claim, CDBG-DR?							
Fogg Ave Apts	Oroville	16	Singles	TBD	CDBG-DR?						
HACB/BCAHDC Summary:		1,144	total units	13 projects		861			275	Vouchers	
		465	9% Disaster Credit units - Round 1								
		208	9% Disaster Credit units - Round 2								