

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

MEETING AGENDA

September 15, 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.

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

<https://meet.goto.com/844575741>

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

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

NEXT RESOLUTION NO. 4872

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of August 18, 2022

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- 3.2 Checks written for:
 - 3.2.1 Accounts Payable (General) – \$386,059.26
 - 3.2.2 Landlords – \$1,430,050.34
 - 3.2.3 Payroll – \$133,651.71
- 3.3 Financial Statements
- 3.4 Section 8 Housing Choice Voucher Program
 - 3.4.1 HUD Notice of Voucher Award (17) August 29, 2022
- 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
 - 3.9.1 Mi Casa Program Update Letter
 - 3.9.2 NAHRO What Home Means To Me Poster Contest Winner
- 3.10 HACB Owned Properties
- 3.11 Tax Credit Properties
- 3.12 Family Self Sufficiency
- 3.13 Rental Assistance Programs
- 3.14 News Article
 - 3.14.1 “How Climate Disasters Impact Housing Supply: A Case Study from Chico, CA” Sarah Christiansen, *Journal of Housing & Community Development*, August 15, 2022
- 4. CORRESPONDENCE
 - 4.1 United States Senate, Senator Alex Padilla letter
- 5. REPORTS FROM EXECUTIVE DIRECTOR
 - 5.1 HACB Consolidated Budget – Adopt 2022-2023 HACB Agency-Wide Operating Budget.

Recommendation:

Resolution No. 4872

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- 5.2 Section 8 Housing Choice Voucher (HCV) & Emergency Housing Voucher (EHV) Payment Standards – Adopt 2023 HUD Section 8 HCV and EHV Payment Standards.

Recommendation:

Resolution No. 4873

- 5.3 Family Self-Sufficiency (FSS) – Approval of Family Self-Sufficiency (FSS) Action Plan.

Recommendation:

Resolution No. 4874

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

9. REPORTS FROM COMMISSIONERS

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

11.1 Pursuant to California Government Code 54957: Public Employment (Title: Maintenance Supervisor)

11.2 Pursuant to California Government Code 54957: Public Employment Performance Evaluation – Executive Director Evaluation.

12. COMMISSIONERS' CALENDAR

- **2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, San Diego, CA**
- **Next Meeting – October 20, 2022**

13. ADJOURNMENT

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

MEETING MINUTES OF August 18, 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 2:37 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Robert Crowe, David Pittman, Sarah Richter, and Regina Sayles-Lambert); all attended in person with the exception of Commissioners Richter and Sayles-Lambert, who attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Hope Stone, Finance Director; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; and Marysol Perez, Executive Assistant; all attended in person, with the exception of Ed Mayer and Tamra Young, who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Crowe moved that the Consent Calendar, including Resolution No. 4830 “ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES”, be accepted as presented, Commissioner Sayles-Lambert seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

- 4.1 “IRS increases mileage rate for remainder of 2022” – The IRS announced an increase in the mileage reimbursement rate for the remainder of the 2022 calendar year, a midyear increase. Midyear increases are rare, last time the IRS made an increase like this was in 2011. The new rate for the remainder of the year is 62.5 cents per mile, up 4 cents.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Administrative Plan (AP) – HACB staff is recommending implementation of a new admissions preference, a change to Chapter 4 of the Section 8 Administrative Plan (AP): Limited Family Unification Program and

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Transitional Age Youth Preference. Adding this preference is considered a *significant amendment* to the HUD-regulated AP. The preference will necessitate HACB's entering into an agreement County of Butte Department of Employment and Social Services (DESS), who serves the target youth populations. With the addition of this preference the HACB will set aside ten (10) Section 8 HCV vouchers and those vouchers will be issued to households that have been referred to the HACB by DESS and who will continue to receive DESS services. A Resident Advisory Board Meeting was held August 11th, to take required comment, and staff recommends approval from the HACB Board of Commissioners to accept and file the Draft Section 8 Administrative Plan revision today, setting in motion the required 45-day public review and comment period. Any comment received during the review period will be considered in the making of the final approval at the October 20th HACB Board of Commissioners meeting. The revised plan, if adopted, would become effective November 1, 2022.

MOTION

Commissioner Alford moved to receive draft amendment to Section 8 Admin Plan, authorize publication of Public Notice for public review and comment (45 days required), and schedule Public Hearing for receipt of comment and final adoption of AP documents on October 20, 2022. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.2 Development Activity – Executive Director Mayer provided an update to development activity, including a revised format of the summary spreadsheet 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

Executive Director Mayer shared that the Project Manager position recruitment is moving forward and interviews with prospective candidates are scheduled next week.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Executive Director Mayer asked Commissioners Alford, Crowe and Sayles-Lambert to share their thoughts on the Commissioner Training Seminar they received last month from NAHRO. Commissioner Alford replied he was very excited and appreciative about the training opportunity adding the trainer was excellent. Commissioner Crowe came out of the training with several

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takeaways and like Commissioner Alford added that the trainer was very dedicated and showed their passion for training and ethics. Commissioner Crowe also suggested that in the future pie charts and graphs be included along with the monthly financial reports. Commissioner Sayles-Lambert agreed with what Commissioners Alford and Crowe shared.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 3:22 pm
Reconvened: 3:40 pm

11.1 Government Code 54957: Public Employment Performance Evaluation – Chair Pittman reported out that the Board had reviews and discussed the Executive Director’s Performance Evaluand and direction was given to staff.

12. COMMISSIONERS’ CALENDAR

- **Next Meeting – September 15, 2022**
- **2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, San Diego, CA.**

13. ADJOURNMENT

Commissioner Crowe moved that the meeting be adjourned. Commissioner Alford seconded. The meeting was adjourned at 3:41 p.m.

Dated: August 18, 2022.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/3/2022	2247	Umpqua Bank	\$4,672.83
8/4/2022	156532	Biggs Municipal Utilities	\$31.00
8/4/2022	156533	Gridley Municipal Utilities	\$504.00
8/4/2022	156534	P G & E	\$560.00
8/5/2022	156515	Access Information Holdings, LLC.	\$98.11
8/5/2022	156516	Adecco Employment Services	\$5,846.44
8/5/2022	156517	Baker Distributing Company, Inc.	\$113.73
8/5/2022	156518	Biggs Municipal Utilities	\$2,596.09
8/5/2022	156519	CALIFORNIA WATER SERVICE	\$670.58
8/5/2022	156520	COMCAST CABLE	\$231.42
8/5/2022	156521	Clean Master	\$2,340.00
8/5/2022	156522	E Center	\$239.02
8/5/2022	156523	EAGLE SECURITY SYSTEMS	\$87.70
8/5/2022	156524	GreatAmerica Financial Services	\$155.52
8/5/2022	156525	InterWest Insurance Services, LLC	\$575.00
8/5/2022	156526	Nan McKay & Associates, Inc.	\$9,280.00
8/5/2022	156527	P G & E	\$2,950.63
8/5/2022	156528	Plan B Professional Answering Services	\$124.20
8/5/2022	156529	S.E.C. 5 Private Security dba	\$1,456.00
8/5/2022	156530	SPRINT	\$325.08
8/5/2022	156531	Susanne Kemp	\$57.39
8/9/2022	2239	CalPERS	\$30,149.58
8/9/2022	2240	CalPERS	\$217.92
8/9/2022	2241	CalPERS	\$700.00
8/12/2022	156535	Adecco Employment Services	\$18.16
8/12/2022	156536	Advanced Document	\$317.17
8/12/2022	156537	Armed Guard Private Security, Inc	\$300.00
8/12/2022	156538	Bidwell Title & Escrow Company	\$550.00
8/12/2022	156539	CALIF. WTR. SER. ORO	\$1,146.53
8/12/2022	156540	CIC	\$135.95
8/12/2022	156541	COMCAST CABLE	\$359.62
8/12/2022	156542	Clean Master	\$249.00
8/12/2022	156543	Climate & Energy Solutions	\$7,200.00
8/12/2022	156544	DELL MARKETING L.P.	\$2,598.40
8/12/2022	156545	ENTERPRISE-RECORD	\$4,582.34
8/12/2022	156546	ESPLANADE OFFICE	\$763.01
8/12/2022	156547	Gregory P. Einhorn	\$210.00
8/12/2022	156548	HD Supply Facilities Maintenance, Ltd.	\$1,260.45

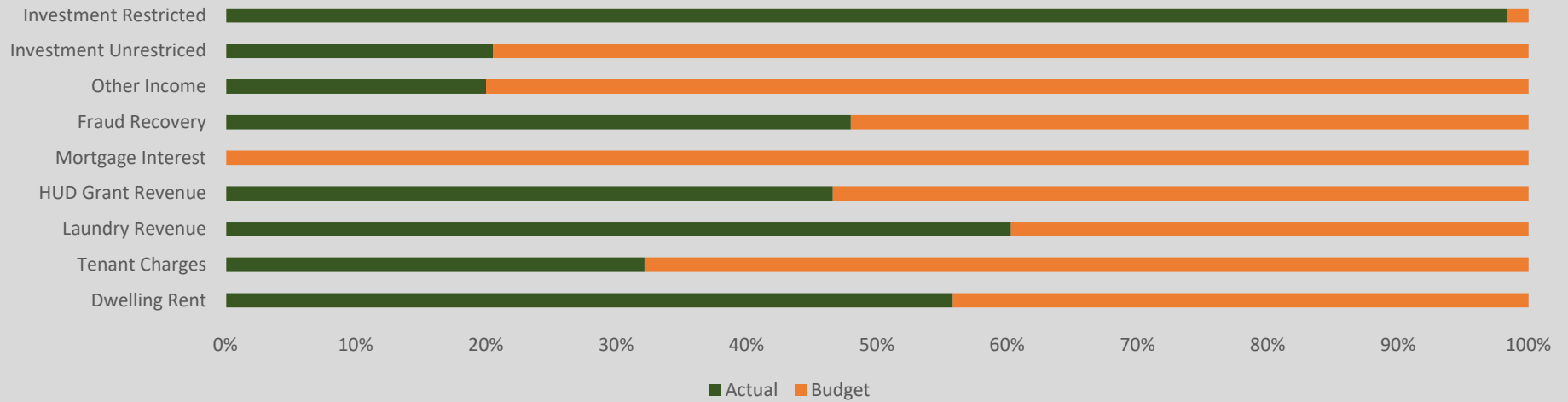
8/12/2022	156549	Hignell, Inc. dba Experts in Your Home	\$3,308.00
8/12/2022	156550	MRI Software LLC	\$3,981.84
8/12/2022	156551	Mendes Supply Company (dba)	\$280.03
8/12/2022	156552	Messenger Publishing Group	\$59.00
8/12/2022	156553	Neal Road Recycling & Waste	\$20.00
8/12/2022	156554	Nor-Cal Landscape Maintenance dba	\$11,510.00
8/12/2022	156555	OPER. ENG. LOCAL #3	\$708.00
8/12/2022	156556	P G & E	\$7,550.61
8/12/2022	156557	Platt Electric Supply	\$86.59
8/12/2022	156558	Void / RECOLOGY BUTTE COLUSA COUNTIES, I	\$0.00
8/12/2022	156559	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$10,141.54
8/12/2022	156560	Richard's North State Pest Mgmt (dba)	\$1,479.00
8/12/2022	156561	Riebes Auto Parts	\$18.78
8/12/2022	156562	Rizzo Mattingly Bosworth PC	\$137.50
8/12/2022	156563	Samuel Harvey	\$958.95
8/12/2022	156564	Scrubbs, Inc.	\$60.00
8/12/2022	156565	THRIFTY ROOTER-SERVICE & PLUMBING	\$260.00
8/12/2022	156566	Thermalito Irrigation	\$442.80
8/12/2022	156567	WASTE MANAGEMENT	\$1,978.22
8/15/2022	2238	Benefit Resource, Inc.	\$125.00
8/15/2022	2242	Empower	\$2,155.00
8/16/2022	2246	Void / The Home Depot Credit Services	\$0.00
8/18/2022	156570	Void / The Home Depot Credit Services	\$0.00
8/18/2022	156571	Void / The Home Depot Credit Services	\$0.00
8/18/2022	156572	The Home Depot Credit Services	\$92,793.79
8/19/2022	156573	A-1 Appliance	\$964.90
8/19/2022	156574	AT&T	\$74.08
8/19/2022	156575	Baker Distributing Company, Inc.	\$200.69
8/19/2022	156576	CALIF. WTR. SER. ORO	\$5,020.81
8/19/2022	156577	CIC	\$2,641.30
8/19/2022	156578	COMCAST CABLE	\$162.14
8/19/2022	156579	Candelario Ace Hardware dba	\$48.23
8/19/2022	156580	Charles Alford	\$50.00
8/19/2022	156581	Chico Turf Plus, LLC	\$225.00
8/19/2022	156582	Cypress Dental Administrators	\$3,498.28
8/19/2022	156583	Daniele Naftel	\$842.23
8/19/2022	156584	David Pittman	\$50.00
8/19/2022	156585	GUZI-WEST Inspection and Consulting. LLC	\$499.38
8/19/2022	156586	Golden State Risk Management Authority	\$30,829.00
8/19/2022	156587	Gregory P. Einhorn	\$2,835.00
8/19/2022	156588	Gridley Municipal Utilities	\$1,584.62
8/19/2022	156589	HD Supply Facilities Maintenance, Ltd.	\$88.52
8/19/2022	156590	HMR Architects, Inc.	\$10,637.50
8/19/2022	156591	Hignell, Inc. dba Experts in Your Home	\$38,000.00
8/19/2022	156592	JACKSONS GLASS CO, INC.	\$263.15

8/19/2022	156593	MAINTENANCE PLUS	\$295.00
8/19/2022	156594	MES VISION	\$574.98
8/19/2022	156595	Void / NOF VENDOR	\$0.00
8/19/2022	156596	OFFICE DEPOT INC	\$1,562.34
8/19/2022	156597	P G & E	\$4,354.18
8/19/2022	156598	Regina Sayles-Lambert	\$50.00
8/19/2022	156599	Robert R Crowe	\$50.00
8/19/2022	156600	Sarah Richter	\$50.00
8/19/2022	156601	Sherwin-Williams Company	\$1,246.78
8/19/2022	156602	Staples Business Credit	\$507.58
8/19/2022	156603	Susie Torres-Agustin	\$1,000.42
8/19/2022	156604	US Bank	\$327.60
8/19/2022	156605	Unum Life Insurance Company	\$1,077.14
8/19/2022	156606	Vista Net, Inc.	\$4,670.00
8/19/2022	156607	Yuba City	\$151.00
8/19/2022	156608	Hollbrooks Clearance Center	\$4,239.91
8/24/2022	156609	A-1 Appliance	\$503.57
8/24/2022	156610	Adecco Employment Services	\$2,795.26
8/24/2022	156611	COMCAST CABLE	\$152.86
8/24/2022	156612	Climate & Energy Solutions	\$716.50
8/24/2022	156613	MAINTENANCE PLUS	\$6,414.10
8/24/2022	156614	OFFICE DEPOT INC	\$1,055.27
8/24/2022	156615	P G & E	\$58.05
8/24/2022	156616	RSC Associates, Inc	\$345.89
8/24/2022	156617	TPx Communications	\$978.57
8/24/2022	156618	Towne Carpet dba	\$5,030.83
8/24/2022	156619	US Bank	\$150.15
8/24/2022	156620	Umpqua Bank	\$7,883.71
8/24/2022	156621	Verizon Wireless	\$1,253.59
8/26/2022	2248	Paylocity	\$779.50
8/29/2022	2249	Empower	\$2,155.00
8/29/2022	2250	CalPERS	\$10,848.70
8/29/2022	2251	CalPERS	\$4,323.43
8/29/2022	2252	CalPERS	\$215.00
		TOTAL	\$386,059.26

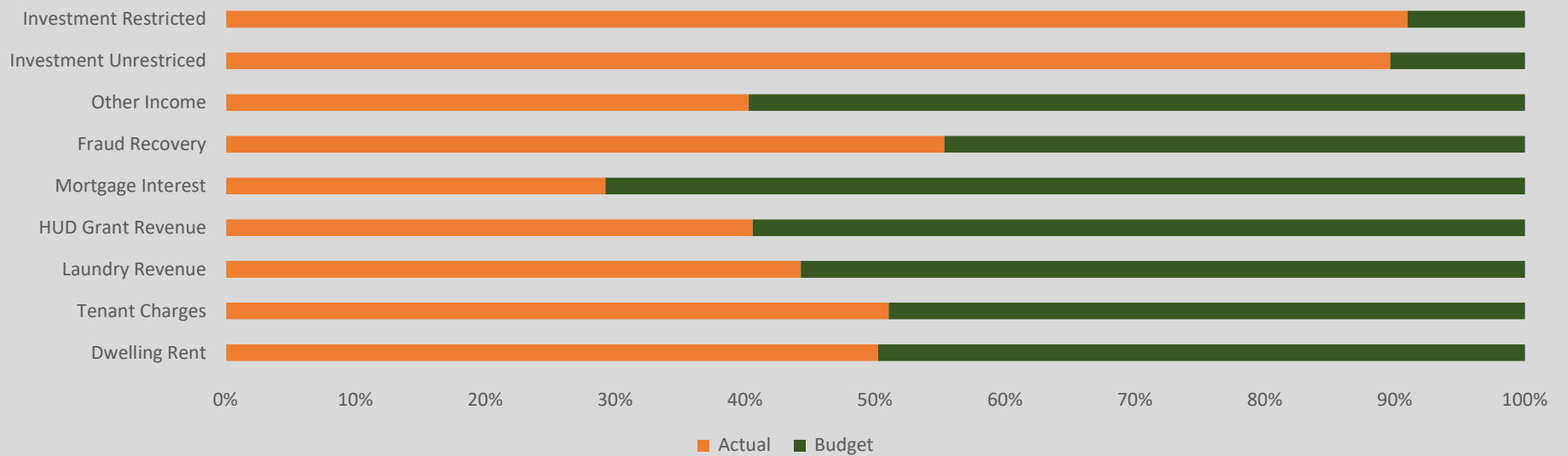
Housing Authority of the County of Butte
BALANCE SHEET
July, 2022

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	4,022,424.66
Cash - Other Restricted	1,352,355.67
Cash - Tenant Security Deposits	312,728.05
Accounts Receivable - HUD	-183,680.30
Accounts Receivable - Other Gov	1,128.78
Accounts Receivable - Misc	-1,113,203.20
Accounts Receivable - Tenants	94,766.88
Accounts Receivable - Fraud	0.00
Note Receivable - Current Portion	-15,610.00
Accrued Interest Receivable	58,645.32
Investments - Unrestricted	2,057,512.83
Investments - Restricted	10,757,343.51
Inventories	79,184.60
Prepaid Expenses	330,418.68
Inter-program Due From	-1,224,408.84
Total Current Assets	16,529,606.64
Fixed Assets	
Fixed Assets & Accumulated Depreciation	27,219,633.05
Total Fixed Assets	27,219,633.05
Other Non-Current	
Notes Loans & Mortgages Receivable	1,965,371.97
Deferred Outflows - GASB 68 & 75	651,693.06
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,820,116.82
Total Other Non-Current	6,437,191.85
TOTAL ASSETS	50,186,431.54
LIABILITIES	
Current Liabilities	
Accounts payable	6,763.84
Accrued Payroll Liabilities	50,286.34
Accrued Interest Payable	424,562.39
Tenant Security Deposits	339,346.18
Deferred Revenue	5,025.57
Payable to HUD	0.00
Long Term Debt - Current Portion	336,738.01
Accrued Liabilities - Other	605,266.20
Inter-program Due To General Fund	-75,162.86
Total Current Liabilities	1,692,825.67
Long-Term Liabilities	
Deferred Inflows - GASB 68 & 75	109,913.00
Other Post Retirement Ben-Net GASB 75	243,914.00
Unfunded Pension Liabilty - GASB 68	3,733,706.00
Long-Term Debt	13,398,662.96
Non-Current Liability- Other (FSS)	55,493.28
Total Long-Term Liabilities	17,541,689.24
TOTAL LIABILITIES	19,234,514.91
NET POSITION	
Beginning Net Position	29,559,929.56
Retained Earnings	1,391,987.07
TOTAL NET POSITION	30,951,916.63
TOTAL LIABILITIES AND NET POSITION	50,186,431.54

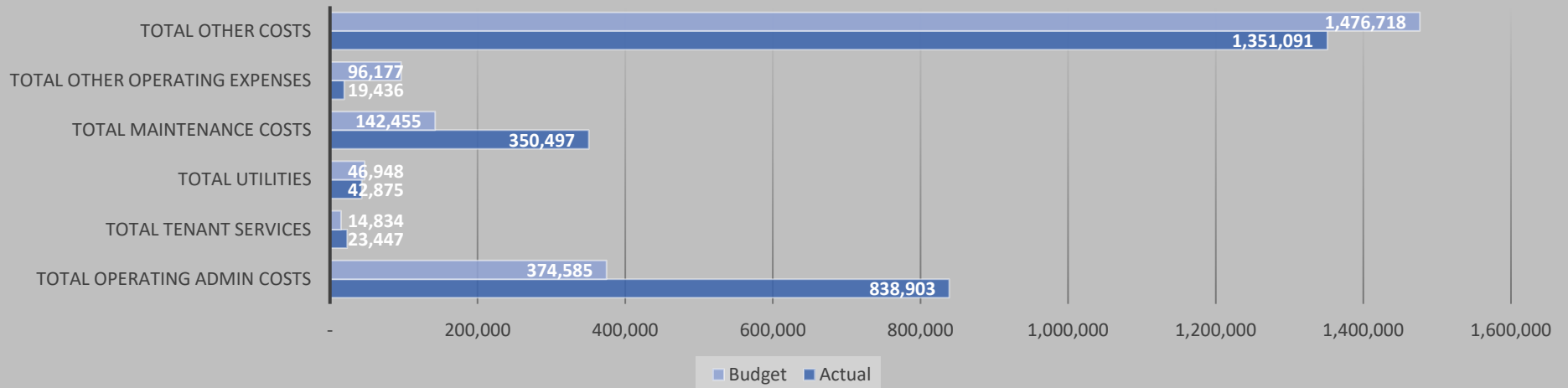
July 2022 Month to Date Revenue Comparison - Actual vs Budget



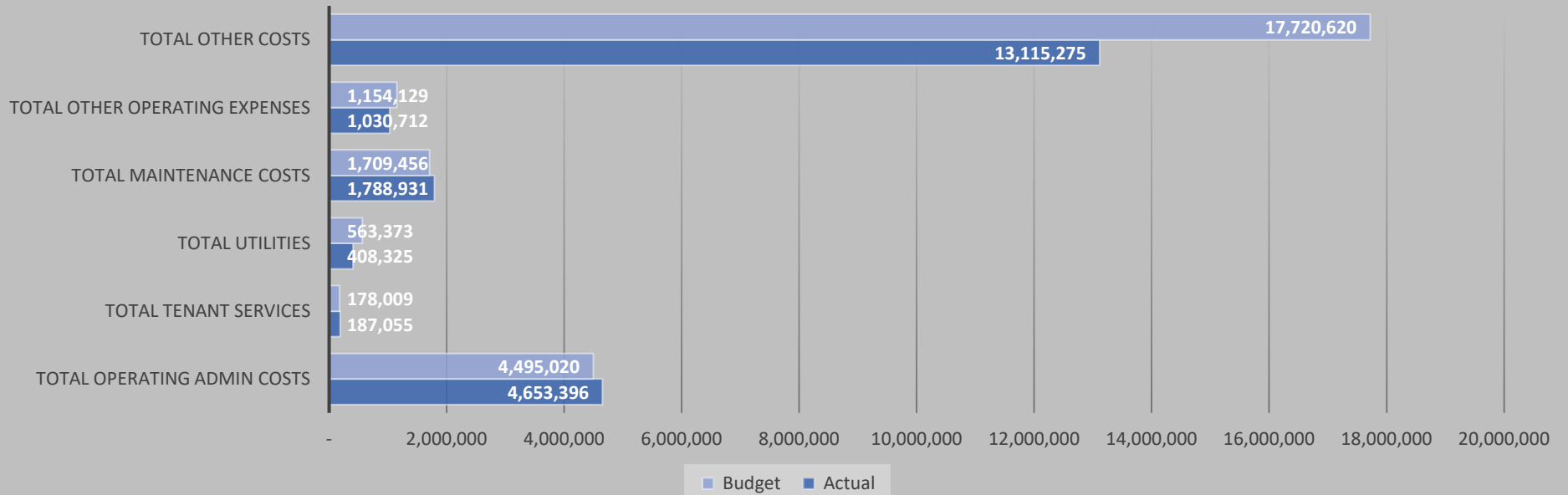
July 2022 Year to Date Revenue Comparison - Actual vs Budget



July 2022 Month to Date Expense Comparison - Actual vs Budget



July 2022 Year to Date Expense Comparison - Actual vs Budget



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

July 31, 2022

**YTD %
83.33**

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Net Dwelling Rent	399,492	316,094	83,398	3,829,380	3,793,131	36,249	100.96
Tenant Charges	2,405	5,074	-2,669	63,480	60,890	2,590	104.25
Laundry Revenue	4,089	2,693	1,396	25,695	32,320	-6,625	79.50
HUD Grant Revenue	1,587,409	1,818,169	-230,760	14,900,728	21,818,026	-6,917,298	68.30
Other Grant Revenue	0	0	0	0	0	0	0.00
Mortgage Interest Income	0	6,364	-6,364	31,588	76,369	-44,781	41.36
Fraud Recovery	3,846	4,167	-321	61,942	50,000	11,942	123.88
Other Income	12,638	50,558	-37,920	408,969	606,700	-197,731	67.41
Investment Income-unrestricted	580	2,246	-1,666	233,006	26,952	206,054	864.52
Investment Income-restricted	6,480	108	6,372	13,087	1,296	11,791	1,009.79
TOTAL REVENUES	2,016,940	2,205,474	-188,534	19,567,874	26,465,684	-6,897,810	73.94
Administrative Employee Salaries	411,558	134,300	277,258	2,753,424	1,611,605	1,141,819	170.85
Audit Fee	0	2,816	-2,816	1,328	33,787	-32,459	3.93
Advertising & Marketing	253	1,811	-1,558	3,351	21,726	-18,375	15.42
Payroll Taxes and Benefits - Admin	343,416	64,590	278,826	1,285,315	775,084	510,231	165.83
Office Expenses	38,771	22,969	15,801	191,781	275,633	-83,852	69.58
Legal Expenses	3,965	4,358	-393	19,546	52,300	-32,754	37.37
Travel	0	1,633	-1,633	1,717	19,600	-17,883	8.76
Allocated Overhead	0	95,648	-95,648	-250	1,147,781	-1,148,031	-0.02
Other Admin. Expenses	40,940	46,459	-5,518	397,184	557,504	-160,320	71.24
Total Operating Admin. Costs	838,903	374,585	464,318	4,653,396	4,495,020	158,376	103.52
Tenant Service-Salaries	6,605	8,375	-1,770	44,342	100,500	-56,158	44.12
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	2,709	3,512	-803	22,875	42,144	-19,269	54.28
Tenant Services - Misc	14,133	2,947	11,186	119,838	35,365	84,473	338.86
Total Tenant Services	23,447	14,834	8,613	187,055	178,009	9,046	105.08
Water	19,295	18,318	977	146,007	219,820	-73,813	66.42
Electricity	15,368	9,118	6,249	92,089	109,421	-17,332	84.16
Gas	793	1,845	-1,052	19,890	22,139	-2,249	89.84
Sewer	7,418	17,666	-10,248	150,338	211,993	-61,655	70.92
Total Utilities-Project	42,875	46,948	-4,073	408,325	563,373	-155,048	72.48
Maintenance Salaries	78,669	35,879	42,790	466,472	430,546	35,926	108.34
Maintenance Materials	5,868	12,594	-6,726	81,599	151,130	-69,532	53.99
Maintenance Contract Costs	91,432	76,153	15,279	944,238	913,832	30,406	103.33
Payroll Taxes and Benefits - Maint	174,527	17,829	156,698	296,623	213,948	82,675	138.64
Total Maintenance Costs	350,497	142,455	208,042	1,788,931	1,709,456	79,475	104.65
Protective Services	1,935	4,783	-2,849	33,640	57,400	-23,760	58.61
Insurance-Liab/Property/Auto	3,919	33,490	-29,571	189,945	401,875	-211,930	47.26
Other General Expenses	3,011	8,100	-5,089	562,931	97,200	465,731	579.15
PILOT	0	11,785	-11,785	53,052	141,418	-88,366	37.51
Bad Debts-Tenant	10,026	6,488	3,539	56,404	77,850	-21,446	72.45
Interest Expense	545	31,532	-30,987	134,741	378,386	-243,645	35.61
Total Other Operating Expenses	19,436	96,177	-76,742	1,030,712	1,154,129	-123,417	89.31
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,351,091	1,476,718	-125,628	13,115,276	17,720,620	-4,605,344	74.01
HAP - Ports IN	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	1,351,091	1,476,718	-125,628	13,115,276	17,720,620	-4,605,344	74.01
TOTAL EXPENSES	2,626,248	2,151,717	474,531	21,183,694	25,820,607	-4,636,913	82.04
RETAINED EARNINGS	-609,308	53,756	-663,065	-1,615,820	645,077	-2,260,897	-250.48
+/- Replacement Reserves (net)	-3,758	-3,675	-83	-64,620	-44,100	-20,520	146.53
+/- Transfers / USDA Grant	0	0	0	289,275	0	289,275	0.00
- Debt Service Payments (Bond & USDA)	-12,559	-24,480	11,921	-140,934	-293,758	152,824	47.98
+/- Gain/Loss on PARS Trust Account	106,958	4,308	102,649	-200,272	51,700	-251,972	-387.37
- Capitalized Assets & Work in Progress	-45,548	-67,266	21,718	-968,834	-807,187	-161,647	120.03
- Accrued Interest	545	0	545	-26,181	0	-26,181	0.00
NET CASH FLOW	-563,671	-37,356	-526,315	-2,727,386	-448,268	-2,279,118	608.43
Depreciation & Amortization	0	0	0	748,474	0	748,474	0.00

Housing Authority of the County of Butte
SECTION 8 INCOME STATEMENT W/CARES ACT
July 31, 2022

YTD %
83.33

	Month to Date			Year to Date			
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
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	1,476,937	1,627,014	-150,077	13,762,850	19,524,163	-5,761,313	70.49
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	141	150	-9	62,119	1,800	60,319	3,451.07
Investment Income-restricted	55,829	4,167	51,662	-48,022	50,000	-98,022	-96.04
Mortgage Interest Income	0	0	0	0	0	0	0.00
Fraud Recovery	3,846	4,167	-321	61,942	50,000	11,942	123.88
Other Income	0	625	-625	513	7,500	-6,987	6.84
TOTAL REVENUES	1,536,753	1,636,122	-99,369	13,839,402	19,633,463	-5,794,061	70.49
Administrative Employee Salaries	60,818	65,529	-4,711	484,341	786,345	-302,004	61.59
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	34,507	28,871	5,636	255,046	346,450	-91,404	73.62
Office Expenses	8,521	12,216	-3,694	99,726	146,586	-46,860	68.03
Legal Expenses	2,440	1,250	1,190	8,590	15,000	-6,410	57.27
Travel	0	350	-350	0	4,200	-4,200	0.00
Allocated Overhead	0	39,114	-39,114	876,824	469,362	407,462	186.81
Other Admin. Expenses	2,409	21,438	-19,029	29,368	257,255	-227,887	11.42
Total Operating Admin. Costs	108,695	170,858	-62,163	1,755,451	2,050,298	-294,847	85.62
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	8,206	0	8,206	96,022	0	96,022	0.00
Total Tenant Services	8,206	5,944	2,262	96,022	71,322	24,700	134.63
Water	0	133	-133	838	1,600	-762	52.40
Electricity	1,511	1,092	420	9,386	13,100	-3,714	71.65
Gas	44	83	-39	1,215	1,000	215	121.48
Sewer	0	125	-125	170	1,500	-1,330	11.32
Total Utilities-Project	1,555	1,433	122	11,609	17,200	-5,591	67.50
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	495	594	-100	2,691	7,130	-4,439	37.74
Maintenance Contract Costs	1,188	917	271	13,496	11,000	2,496	122.69
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	1,682	1,511	172	16,187	18,130	-1,943	89.29
Protective Services	144	267	-123	2,526	3,200	-674	78.95
Insurance-Liab/Property/Auto	0	433	-433	1,872	5,200	-3,328	36.00
Other General Expenses	1,698	5,167	-3,469	18,085	62,000	-43,915	29.17
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	1,841	5,867	-4,025	22,483	70,400	-47,917	31.94
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	1,339,001	1,459,677	-120,675	12,950,631	17,516,120	-4,565,489	73.94
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	1,339,001	1,459,677	-120,675	12,950,631	17,516,120	-4,565,489	73.94
TOTAL EXPENSES	1,460,981	1,645,289	-184,308	14,852,383	19,743,470	-4,891,087	75.23
RETAINED EARNINGS	75,771	-9,167	84,938	-1,012,980	-110,007	-902,973	920.83
Assets Purchased	0	0	0	0	0	0	0.00
NET CASH FLOW	75,771	-9,167	84,938	-1,012,980	-110,007	-902,973	920.83

Housing Authority of the County of Butte
PUBLIC HOUSING-ALL INCOME STATEMENT
July 31, 2022

YTD %
83.33

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	123,320	125,685	-2,365	1,285,301	1,508,220	-222,919	85.22
Tenant Charges	1,780	3,333	-1,554	50,934	40,000	10,934	127.34
Laundry Revenue	2,769	1,333	1,435	13,078	16,000	-2,922	81.73
HUD Grant Revenue	110,472	104,793	5,679	1,051,116	1,257,518	-206,402	83.59
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	377	383	-6	167,706	4,600	163,106	3,645.78
Investment Income-restricted	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	619	200	419	2,643	2,400	243	110.12
TOTAL REVENUES	239,338	235,728	3,610	2,570,778	2,828,738	-257,960	90.88
Administrative Employee Salaries	51,241	33,333	17,907	354,507	400,000	-45,493	88.63
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	51,876	17,767	34,109	310,231	213,200	97,031	145.51
Office Expenses	5,119	5,000	119	51,143	60,000	-8,857	85.24
Legal Expenses	0	1,250	-1,250	3,084	15,000	-11,916	20.56
Travel	0	235	-235	0	2,825	-2,825	0.00
Allocated Overhead	0	37,823	-37,823	927,536	453,871	473,665	204.36
Other Admin. Expenses	5,833	4,870	963	29,931	58,441	-28,510	51.22
Total Operating Admin. Costs	114,069	101,295	12,774	1,676,432	1,215,537	460,895	137.92
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	374	719	-344	1,344	8,625	-7,281	15.59
Total Tenant Services	374	719	-344	1,344	8,625	-7,281	15.59
Water	14,717	10,833	3,884	102,141	130,000	-27,859	78.57
Electricity	3,026	2,417	609	20,076	29,000	-8,924	69.23
Gas	448	500	-52	6,247	6,000	247	104.12
Sewer	4,291	10,108	-5,817	69,538	121,300	-51,762	57.33
Total Utilities-Project	22,482	23,858	-1,376	198,001	286,300	-88,299	69.16
Maintenance Salaries	36,098	25,833	10,265	253,019	310,000	-56,981	81.62
Maintenance Materials	2,801	10,417	-7,616	40,001	125,000	-85,000	32.00
Maintenance Contract Costs	27,767	27,429	339	232,843	329,145	-96,302	70.74
Maintenance Fringe Benefits	19	14,467	-14,447	51,707	173,600	-121,893	29.79
Total Maintenance Costs	66,685	78,145	-11,460	577,570	937,745	-360,175	61.59
Protective Services	187	2,333	-2,146	15,948	28,000	-12,052	56.96
Insurance-Liab/Property/Auto	0	16,021	-16,021	78,381	192,250	-113,869	40.77
Other General Expenses	383	250	133	608	3,000	-2,392	20.28
PILOT	0	9,375	-9,375	45,875	112,500	-66,625	40.78
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
Total Other Operating Expenses	570	32,146	-31,576	140,813	385,750	-244,937	36.50
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	204,180	236,163	-31,983	2,594,161	2,833,957	-239,796	91.54
RETAINED EARNINGS	35,157	-435	35,592	-23,383	-5,219	-18,164	448.04
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
NET CASH FLOW	35,157	1,232	33,926	-53,767	14,781	-68,548	-363.76

Housing Authority of the County of Butte
PUBLIC HOUSING-ALL INCOME STATEMENT
July 31, 2022

YTD %
83.33

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Dwelling Rent	123,320	125,685	-2,365	1,285,301	1,508,220	-222,919	85.22
Tenant Charges	1,780	3,333	-1,554	50,934	40,000	10,934	127.34
Laundry Revenue	2,769	1,333	1,435	13,078	16,000	-2,922	81.73
HUD Grant Revenue	110,472	104,793	5,679	1,051,116	1,257,518	-206,402	83.59
Other Grant Revenue	0	0	0	0	0	0	0.00
Investment Income-unrestricted	377	383	-6	167,706	4,600	163,106	3,645.78
Investment Income-restricted	0	0	0	0	0	0	0.00
Fraud Recovery	0	0	0	0	0	0	0.00
Other Income	619	200	419	2,643	2,400	243	110.12
TOTAL REVENUES	239,338	235,728	3,610	2,570,778	2,828,738	-257,960	90.88
Administrative Employee Salaries	51,241	33,333	17,907	354,507	400,000	-45,493	88.63
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	51,876	17,767	34,109	310,231	213,200	97,031	145.51
Office Expenses	5,119	5,000	119	51,143	60,000	-8,857	85.24
Legal Expenses	0	1,250	-1,250	3,084	15,000	-11,916	20.56
Travel	0	235	-235	0	2,825	-2,825	0.00
Allocated Overhead	0	37,823	-37,823	927,536	453,871	473,665	204.36
Other Admin. Expenses	5,833	4,870	963	29,931	58,441	-28,510	51.22
Total Operating Admin. Costs	114,069	101,295	12,774	1,676,432	1,215,537	460,895	137.92
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	374	719	-344	1,344	8,625	-7,281	15.59
Total Tenant Services	374	719	-344	1,344	8,625	-7,281	15.59
Water	14,717	10,833	3,884	102,141	130,000	-27,859	78.57
Electricity	3,026	2,417	609	20,076	29,000	-8,924	69.23
Gas	448	500	-52	6,247	6,000	247	104.12
Sewer	4,291	10,108	-5,817	69,538	121,300	-51,762	57.33
Total Utilities-Project	22,482	23,858	-1,376	198,001	286,300	-88,299	69.16
Maintenance Salaries	36,098	25,833	10,265	253,019	310,000	-56,981	81.62
Maintenance Materials	2,801	10,417	-7,616	40,001	125,000	-85,000	32.00
Maintenance Contract Costs	27,767	27,429	339	232,843	329,145	-96,302	70.74
Maintenance Fringe Benefits	19	14,467	-14,447	51,707	173,600	-121,893	29.79
Total Maintenance Costs	66,685	78,145	-11,460	577,570	937,745	-360,175	61.59
Protective Services	187	2,333	-2,146	15,948	28,000	-12,052	56.96
Insurance-Liab/Property/Auto	0	16,021	-16,021	78,381	192,250	-113,869	40.77
Other General Expenses	383	250	133	608	3,000	-2,392	20.28
PILOT	0	9,375	-9,375	45,875	112,500	-66,625	40.78
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
Total Other Operating Expenses	570	32,146	-31,576	140,813	385,750	-244,937	36.50
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	204,180	236,163	-31,983	2,594,161	2,833,957	-239,796	91.54
RETAINED EARNINGS	35,157	-435	35,592	-23,383	-5,219	-18,164	448.04
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
NET CASH FLOW	35,157	1,232	33,926	-53,767	14,781	-68,548	-363.76

Housing Authority of the County of Butte
CAPITAL FUNDS INCOME STATEMENT

July 31, 2022

YTD %
83.33

	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	0	76,114	-76,114	48,541	913,365	-864,825	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
TOTAL REVENUES	0	76,114	-76,114	48,541	913,365	-864,825	5.31
Administrative Employee Salaries	1,110	3,380	-2,270	23,489	40,560	-17,071	57.91
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	455	1,802	-1,346	7,726	21,618	-13,892	35.74
Office Expenses	42	542	-500	804	6,500	-5,696	12.37
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	0	0	52,001	20,375	31,626	246.89
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	3,305	5,818	-4,210	84,020	90,178	-6,158	91.29
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	0	0	0	0	0	0	0.00
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	0	0	0	0	0	0	0.00
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	14,719	0	14,719	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	0	0	0	14,719	0	14,719	0.00
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	0	0	0	0	0	0	0.00
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	3,305	5,818	-4,210	98,739	90,178	8,561	107.61
RETAINED EARNINGS	-3,305	70,296	-80,324	-50,198	823,187	-856,264	-5.89
Transfers to PH	0	-1,667	1,667	0	-20,000	20,000	0.00
Capital Assets	22,261	68,629	-44,672	251,279	803,187	-551,908	31.29
NET CASH FLOW	-25,566	0	-37,319	-301,477	0	-284,356	0.00

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

July 31, 2022

**YTD %
83.33**

	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	0	4,305	-4,305	12,933	51,658	-38,725	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
TOTAL REVENUES	0	4,305	-4,305	12,933	51,658	-38,725	25.04
Administrative Employee Salaries	0	100	-100	1,921	1,200	721	160.07
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	53	-53	1,217	640	577	190.21
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
Total Operating Admin. Costs	0	180	-180	3,141	2,158	983	145.54
Tenant Service-Salaries	0	0	0	0	0	0	0.00
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	0	0	0	0	0	0	0.00
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	0	0	0	0	0	0	0.00
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	0	0	0	0	0	0	0.00
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	0	0	0	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	0	0	0	0	0	0	0.00
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	0	0	0	0	0	0	0.00
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	2,353	4,125	-1,772	22,893	49,500	-26,607	46.25
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	2,353	4,125	-1,772	22,893	49,500	-26,607	46.25
TOTAL EXPENSES	2,353	4,305	-1,952	26,034	51,658	-25,624	50.40
RETAINED EARNINGS	-2,353	0	-2,353	-13,100	0	-13,100	0.00
Capital Fund Transfers	0	0	0	0	0	0	0.00
NET CASH FLOW	-2,353	0	-2,353	-13,100	0	-13,100	0.00

Housing Authority of the County of Butte
ROSS GRANT (FSS) INCOME STATEMENT
July 31, 2022

YTD %
83.33

	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	0	5,944	-5,944	25,289	71,322	-46,033	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
TOTAL REVENUES	0	5,944	-5,944	25,289	71,322	-46,033	35.46
Administrative Employee Salaries	0	0	0	0	0	0	0.00
Audit Fee	0	0	0	0	0	0	0.00
Advertising & Marketing	0	0	0	0	0	0	0.00
Admin. Fringe Benefits & Taxes	0	0	0	0	0	0	0.00
Office Expenses	0	0	0	0	0	0	0.00
Legal Expenses	0	0	0	0	0	0	0.00
Travel	0	0	0	0	0	0	0.00
Allocated Overhead	0	0	0	0	0	0	0.00
Other Admin. Expenses	0	0	0	0	0	0	0.00
Total Operating Admin. Costs	0	0	0	0	0	0	0.00
Tenant Service-Salaries	6,605	4,375	2,230	44,342	52,500	-8,158	84.46
Relocation Costs	0	0	0	0	0	0	0.00
Employee Benefits-Tenant Services	2,709	1,569	1,141	23,028	18,822	4,206	122.35
Resident Services	0	0	0	0	0	0	0.00
Total Tenant Services	9,314	5,944	3,371	67,370	71,322	-3,952	94.46
Water	0	0	0	0	0	0	0.00
Electricity	0	0	0	0	0	0	0.00
Gas	0	0	0	0	0	0	0.00
Sewer	0	0	0	0	0	0	0.00
Total Utilities-Project	0	0	0	0	0	0	0.00
Maintenance Salaries	0	0	0	0	0	0	0.00
Maintenance Materials	0	0	0	0	0	0	0.00
Maintenance Contract Costs	0	0	0	0	0	0	0.00
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00
Total Maintenance Costs	0	0	0	0	0	0	0.00
Protective Services	0	0	0	0	0	0	0.00
Insurance-Liab/Property/Auto	0	0	0	0	0	0	0.00
Other General Expenses	0	0	0	0	0	0	0.00
PILOT	0	0	0	0	0	0	0.00
Bad Debts-Tenant	0	0	0	0	0	0	0.00
Bad Debts-Other	0	0	0	0	0	0	0.00
Interest Expense	0	0	0	0	0	0	0.00
Total Other Operating Expenses	0	0	0	0	0	0	0.00
Maintenance -Extraordinary	0	0	0	0	0	0	0.00
Casualty Losses	0	0	0	0	0	0	0.00
Housing Assistance Payments	0	0	0	0	0	0	0.00
Fraud Losses	0	0	0	0	0	0	0.00
Total Other Costs	0	0	0	0	0	0	0.00
TOTAL EXPENSES	9,314	5,944	3,371	67,370	71,322	-3,952	94.46
RETAINED EARNINGS	-9,314	0	-9,314	-42,081	0	-42,081	0.00
Assets Purchased	0	0	0	0	0	0	0.00
NET CASH FLOW	-9,314	0	-9,314	-42,081	0	-42,081	0.00

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	1,063,120	1,112,199	1,212,917	1,408,510	1,395,941						1,008,621
BEG. INVESTED IN CAPITAL ASSETS	87,296	87,296	0	0	0	0	0						87,296
HUD ADMIN FEE REVENUE	146,298	146,298	146,298	143,419	246,670	148,834	148,834						1,126,651
FRAUD RECOVERY	4,067	2,634	4,090	4,974	2,384	2,156	1,923						22,228
INTEREST INCOME / GAIN or LOSS INV	43,540	-19,782	2,750	69,852	64,982	-11,859	55,970						205,453
DEPRECIATION (reduces Capital Assets)	-2,826	-2,826	0	0	0	0	0						-5,652
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	1						1
ADMINISTRATIVE EXPENDITURES	-79,264	-66,562	-104,059	-117,527	-118,443	-151,700	-66,009						-703,564
ENDING ADMIN RESERVE BALANCE	1,207,732	1,155,679	1,112,199	1,212,917	1,408,510	1,395,941	1,536,660	0	0	0	0	0	1,741,034
YTD Change in Admin.	111,815	59,762	16,282	117,000	312,593	300,024	440,743	-1,095,917	-1,095,917	-1,095,917	-1,095,917	-1,095,917	645,117
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	246,270	242,989	179,976	128,655	-194,516						270,216
HUD HAP REVENUE	1,186,501	1,208,465	1,261,208	1,229,713	1,226,128	976,528	1,246,527						8,335,070
FRAUD RECOVERY	4,067	2,634	4,090	4,974	2,384	2,156	1,923						22,228
FSS FORFEITURES	0	512	0	0	0	0	0						512
BAD DEBT-HAP	0	0	0	0	0	0	1						1
HOUSING ASSISTANCE PAYMENTS	-1,202,684	-1,144,717	-1,268,579	-1,297,700	-1,279,833	-1,301,855	-1,270,234						-8,765,602
ENDING HAP RESERVE BALANCE	258,100	337,110	242,989	179,976	128,655	-194,516	-216,299	0	0	0	0	0	-137,575
YTD Change in HAP	-12,116	66,894	-27,227	-90,240	-141,561	-464,732	-486,515	-270,216	-270,216	-270,216	-270,216	-270,216	-407,791
HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)													
HAP - Accrual Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HAP BUDGET (Funding + Reserves)	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988	1,564,988						10,954,916
HAP EXPENDITURES (Current Month)	1,209,858	1,223,406	1,268,579	1,268,579	1,268,579	1,294,282	1,294,283						8,827,566
CY 2020 HAP BUDGET UTILIZATION	77%	78%	81%	81%	81%	83%							81%
BUDGET AVAILABLE (YTD)	1,564,988	3,129,976	4,694,964	6,259,952	7,824,940	9,389,928	10,954,916						10,954,916
TOTAL HAP EXPENDITURES (YTD)	1,209,858	2,433,264	3,701,843	4,970,422	6,239,001	7,533,283	8,827,566						8,827,566
BUDGET REMAINING (YTD)	355,130	696,712	993,121	1,289,530	1,585,939	1,856,645	2,127,350	-	-	-	-	-	2,127,350
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	1,993	2,011	2,024	2,048	2,044						14,061
UNIT MONTH'S AVAILABLE	2,236	2,236	2,236	2,236	2,236	2,236	2,236						15,652
OVER or (UNDER) LEASED	-279	-252	-243	-225	-212	-188	-192						-1,591
CY 2022 VOUCHER UTILIZATION	88%	89%	89%	90%	91%	92%	91%						90%
CY 2021 VOUCHER UTILIZATION	84%	84%	85%	86%	87%	88%	87%						87%
CY 2022 AVERAGE HAP	618	617	637	631	627	632	633						628
CY 2021 AVERAGE HAP	637	631	634	632	632	618	595						627

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

HOUSING CHOICE VOUCHER (SECTION 8)

UTILIZATION SUMMARY REPORT

ROLLING 12 MONTH ANALYSIS

UNITS LEASED SUMMARY	SEP'22	AUG'22	JUL'22	JUN'22	MAY'22	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21	OCT'21
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1887	1878	1871	1866	1849	1832	1812	1803	1777	1773	1772	1774
VOUCHER UTILIZATION %	96.52%	96.06%	95.70%	95.45%	94.58%	93.71%	92.69%	92.23%	90.90%	90.69%	90.64%	90.74%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	61	62	62	63	64	65	65	65	65	65	65	65
VOUCHER UTILIZATION %	70.11%	71.26%	71.26%	72.41%	73.56%	74.71%	74.71%	74.71%	74.71%	74.71%	74.71%	74.71%
VASH												
ACC UNIT MONTHS	194	194	194	194	194	194	194	194	194	194	194	194
CURRENT LEASED	112	113	112	110	112	110	111	113	111	112	115	113
VOUCHER UTILIZATION %	57.73%	58.25%	57.73%	56.70%	57.73%	56.70%	57.22%	58.25%	57.22%	57.73%	59.28%	58.25%
TOTAL												
ACC UNIT MONTHS	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236	2236
CURRENT LEASED	2060	2053	2045	2039	2025	2007	1988	1981	1953	1950	1952	1952
VOUCHER UTILIZATION %	92.13%	91.82%	91.46%	91.19%	90.56%	89.76%	88.91%	88.60%	87.34%	87.21%	87.30%	87.30%

HAP SUMMARY*	SEP'22	AUG'22	JUL'22	JUN'22	MAY'22	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21	OCT'21
ACC BUDGET	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,588,703	\$ 1,628,598	\$ 1,628,598	\$ 1,628,598
ACTUAL HAP	\$ 1,280,499	\$ 1,314,356	\$ 1,294,846	\$ 1,299,791	\$ 1,288,723	\$ 1,283,184	\$ 1,268,349	\$ 1,224,744	\$ 1,214,331	\$ 1,201,240	\$ 1,202,952	\$ 1,191,508
PER UNIT COST	\$ 622	\$ 640	\$ 633	\$ 637	\$ 636	\$ 639	\$ 638	\$ 618	\$ 622	\$ 616	\$ 616	\$ 610
BUDGET UTILIZATION %	80.60%	82.73%	81.50%	81.81%	81.12%	80.77%	79.84%	77.09%	76.44%	73.76%	73.86%	73.16%

ACTIVITY SUMMARY	SEP'22	AUG'22	JUL'22	JUN'22	MAY'22	APR'22	MAR'22	FEB'22	JAN'22	DEC'21	NOV'21	OCT'21
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	31	33	29	28	29	30	32	30	30	30	34	34
ZERO HAP	24	22	26	27	27	19	23	19	15	15	14	16
UTILITY ASSISTANCE PAYMENTS	105	98	101	106	102	96	95	84	70	80	82	69
NEW ADMISSIONS	**	46	39	40	29	49	27	30	30	30	24	27
INITIAL VOUCHERS SEARCHING	267	301	263	273	263	252	242	232	223	222	170	195
ACTUAL/ESTIMATED EOP	15	6	13	22	14	16	12	18	14	9	21	14
REMAIN ON WAITING LIST	761	943	1047	1585	1753	1892	2182	2296	2429	2668	2819	2963

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

**No data.

August 29, 2022

County of Butte Hsg Auth
CA043

Dear Executive Director:

This is your public housing agency's award of new vouchers under the Consolidated Appropriations Act 2022 (P.L. 117-103). For more information on these awards, please see PIH Notice 2022-29.

The Consolidated Appropriations Act 2022 (P.L. 117-103) appropriated \$200 million for new incremental vouchers pursuant to a method, as determined by HUD, which may include a formula that may include such factors as severe cost burden, overcrowding, substandard housing for very low-income renters, homelessness, and administrative capacity. The allocation method is required to include rural and urban areas. The Act further provides HUD with the discretion to specify additional terms and conditions for the use of these vouchers to ensure that PHAs provide vouchers for use by survivors of domestic violence, or individuals and families who are homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), or at risk of homelessness, as defined in section 401(1) of such Act (42 U.S.C. 11360(1)). Note that HUD is encouraging but not requiring PHAs to institute preferences to only serve these populations with the new vouchers.

To help PHAs expeditiously lease these vouchers, HUD is using a portion of the CY 2022 Appropriations Act \$30 million administrative fee set-aside to provide a one-time special fee of \$750 for each voucher awarded. This is a Special Fee in addition to those listed in PIH 2022-14.

The following table provides the details for your agency's HCV award:

Housing Choice Vouchers Awarded: 17	
Housing Assistance Payments	Special Fees
\$138,995.70	\$12,750.00
Effective: October 1, 2022	Effective: October 1, 2022

For more information on this allocation of vouchers, see PIH Notice 2022-29. If your agency would like to accept this award, no action is required. If your PHA wishes to decline this award, please reply to NewHCVS@hud.gov by **Friday, September 2, 2022**, or they will be deemed accepted. If you miss this deadline, please contact NewHCVs@hud.gov if you wish to return this award.

Should you have questions about this award, please do not hesitate to contact your FMC Financial Analyst or email NewHCVs@hud.gov

Sincerely,

Danielle Bastarache
Deputy Assistant Secretary for
Public Housing and Voucher Programs

**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	%
Sep-22	13**	0	0	1	0	0	1	0	12***	0	0	1	99.4%
Aug-22	11**	0	0	0	1	0	1	0	12***	0	0	2	98.9%
Jul-22	11**	0	0	0	1	0	0	0	12***	0	0	1	99.4%
Jun-22	14**	0	0	0	0	0	0	0	12***	0	1	1	99.4%
May-22	14**	0	0	0	0	0	0	0	12***	0	0	0	100.0%
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%

* 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	%
Sep-22	3	1	1	3	3	0	1	12	96.5%
Aug-22	2	1	1	3	5	0	1	13	96.2%
Jul-22	2	0	1	1	3	1	1	9	97.4%
Jun-22	2	1	3	1	3	0	3	13	96.2%
May-22	1	1	6	0	3	1	2	14	95.9%
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%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Sep-22	8
Aug-22	6
Jul-22	4
Jun-22	3
May-22	2
Apr-22	1
Mar-22	2
Feb-22	1
Jan-22	3
Dec-21	3
Nov-21	0
Oct-21	0
Sep-21	1

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Sep-22	2	1	0	1
Aug-22	2	2	0	2
Jul-22	0	2	1	0
Jun-22	3	1	1	2
May-22	3	1	1	2
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

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	17 Transfer list	6+	241	6+	173	6+
2	124	2+			57	2+
3	65	1+	49	1+	52	2+
4	25	5+			13	4+
5					1	5+

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

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

Waiting List: Number of ADA Requested Units

Bedroom Size	Chico	# PH	Oroville	# PH	Gridley/Biggs	# PH
1	0	3	31		20	2
2	1	7			0	
3	2	2	2	6	1	
4	0	4+			0	
5					0	

MEMO

Date: September 9, 2022

To: HACB Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Status of HACB Construction Projects

As of September 9, 2022, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; Sixteen(16) units have been completed during the 2021/2022 fiscal year to date; 141 of 232 Public Housing units have been completed overall.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project programing and bidding planned for 2023 Year.
- Public Housing – HVAC System Replacements (43-01, 03), Gridley and Chico. Replace forty-two (42) roof mounted gas/electric package HVAC units which have reached the end of their useful life. Installation of the HVAC units began on August 29, 2022 to date 23 HVAC units have been installed. Project is on schedule for completion on September 22, 2022.
- Public Housing- All Sites, Range Replacement. Replace (122) Gas Ranges that have reached the end of their useful life. Project contract award is complete. Range installations were completed August 31, 2022.
- Public Housing – Accessibility Improvements (43-10) Winston Gardens, Oroville. Update three (3) units to full physical 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 construction document development is underway. The plans were sent to the City of Oroville building department for plan review on August 26, 2022
- Public Housing – Tree Trim and Removal Project – (All Sites) The HACB received 3 bids September 8, 2022 for the trimming of 294 trees and the removal of 12 trees across all public housing sites.
- 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

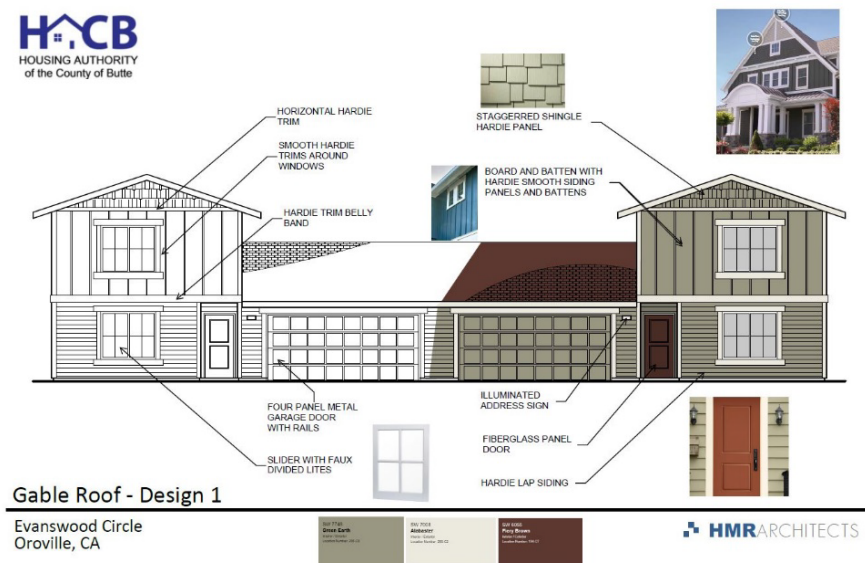
*September 9, 2022
HACB Construction Status Memo
pg. 1*

Housing funds, MHP and HOME Funds, which may provide up to \$30 million of funding in an effort to fully fund all planned remaining project objectives and rehabilitation work.

- Gridley Farm Labor Housing’s Commercial Structures Exterior Improvements- Partial siding and trim replacements, select exterior door replacement, and full exterior paint of the four (4) buildings occupied by the E. Center and Mi C.A.S.A. Lead Abatement, siding replacements and exterior painting work is complete. Contractor has received the windows. Installation date is being coordinated between the contractor and abatement testing consultant.
- HACB Main Office, Chico – Safety and Security Improvements. Completion of CARES Act-funded interior virus mitigation and exterior security improvements. Project work complete, pending close-out.
- 2020A Bond Renovations - Renovation work to be accomplished at the six (6) properties financially leveraged by the 2020A 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 retained to provide architecture for the renovation work, beginning with three (3) major rehab efforts: remediation of the exterior 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:

- Project bidding complete, work under contract. Construction start in early October.

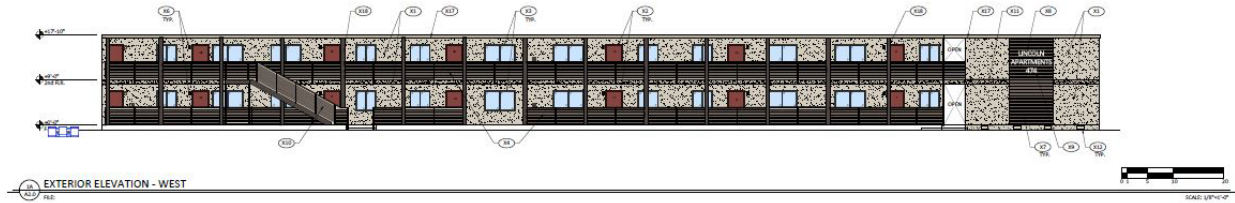


Evanswood Estates Apts., Oroville –Planning Submittal Color Rendering

September 9, 2022
HACB Construction Status Memo
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Lincoln Apartments, Chico:

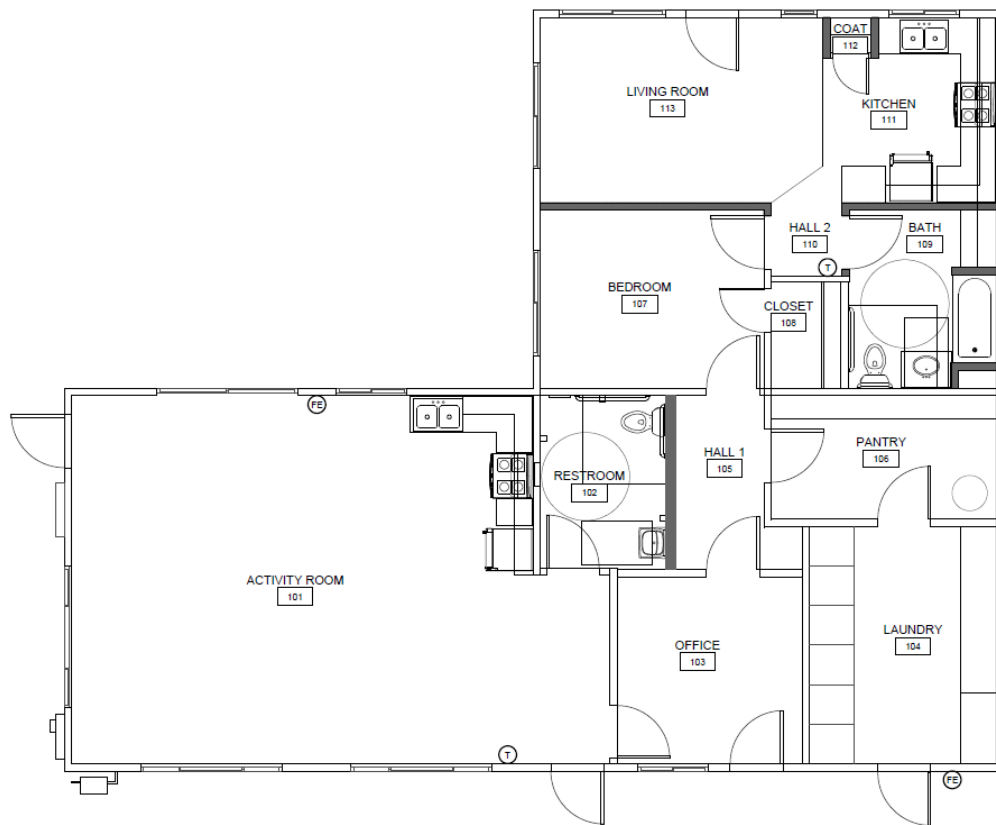
- Design Development near completion, Contract Documents 95% complete.
- Project design submitted for jurisdictional planning review; comments received; updates and revisions underway.
- Project Building Permit Submittal expected within the next two weeks.



Lincoln Apts., Chico –Planning Submittal Color Rendering

Park Place Apartments, Oroville:

- Architectural and engineering design development is underway. Community Room floor plans have been received and approved to move forward with Contract Document development.



Park Place Apts., Oroville – Community Room Design Development Floor Plans

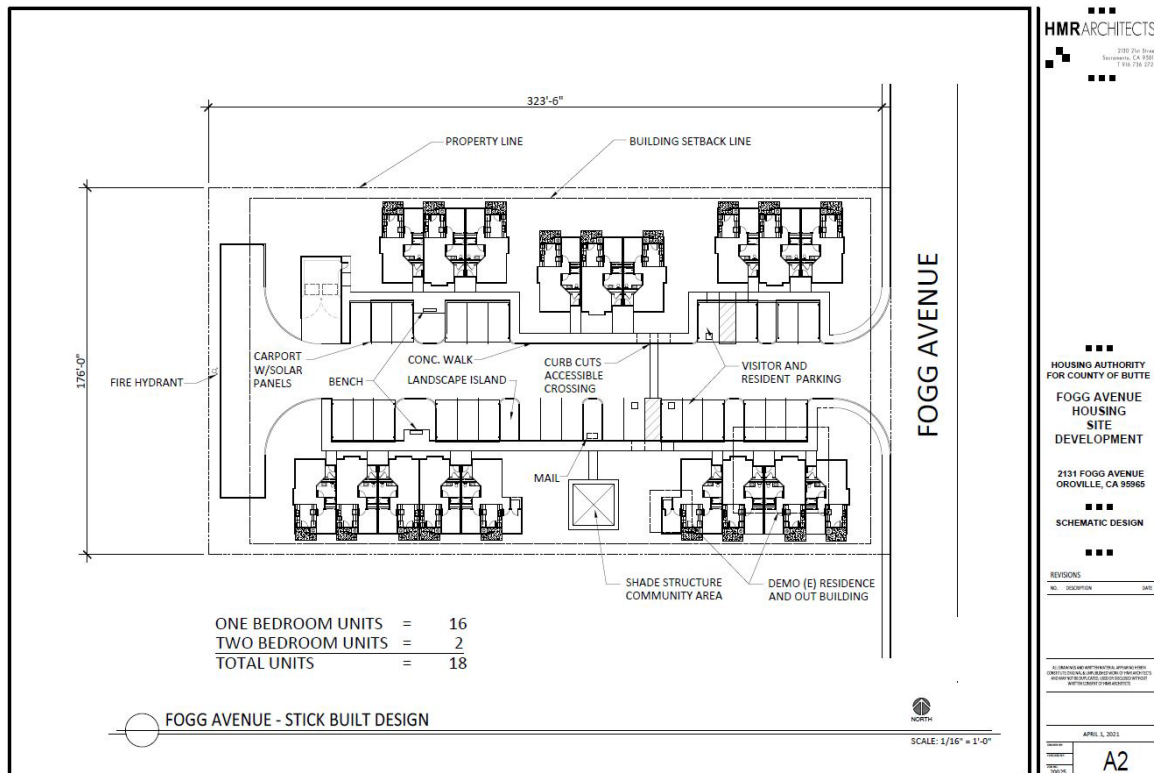
September 9, 2022
HACB Construction Status Memo
pg. 3

- 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.
 - Financing is being sought for reconstruction. Thus far, 2020A Bond proceeds and PG&E Claim funds have been identified. CDBG-DR and MHP are being considered.
 - Building Permit was approved by Town of Paradise Building Dept.



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HACB Construction Status Memo
pg. 4

- 2131 Fogg Avenue, Oroville – Development Initiative (1+ acre lot with single-family home).
 - HMR Architects has completed schematic design plans using traditional multifamily construction methods (single story, stick frame, slab-on-grade, yielding 18 units (16 one-bedroom and 2 two-bedroom)).
 - This initiative seeks financing, including CDBG-DR and MHP monies.



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HACB Construction Status Memo
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12 Month HACB Project Schedule - September 9, 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
FLH															
1		Phase (II & III) Combined Unit Rehab - CM	\$236,937.00												
1		Phase (II & III) Combined Unit Rehab - Construction (11 Buildings)	\$6,140,849.00												
3		Admin Building- Gutters, Downspout, Paint	\$35,000.00												
1		1567 Booth Commercial Buildings: E Center and Micasa Siding And Paint	\$138,000.00												
Public Housing															
2		Energy Performance - Electrical	\$254,380.00												
1		HVAC Replacement (43-01,03)	\$284,190.00												
1		ADA Unit Replacements and Community Room Improvments (43-10)	\$513,000.00												
1		ACM Tile Abatement	\$58,484.00												
1		Tree Trim and Removal Project (PHA Wide)	\$156,050.00												
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 Range Replacement	\$87,934.59												
1		AMP Wide Carbon Monoxide Detector Replacement	\$56,058.00												
Chico Commons															
		Property repositioning and Refinance	Cost Estimates Pending												
1		Subject to refinance Gutters and Downspout Replacement	Cost Estimates Pending												
1		Subject to refinance Exterior Building Paint	Cost Estimates Pending												
2		Subject to refinance HVAC Replacements	Cost Estimates Pending												
3		Subject to refinance Cabinets, Interior Work	Cost Estimates Pending												
Walker Commons															
		Property repositioning and Refinance	Cost Estimates Pending												
2		Subject to refinance Architecture: Window, HVAC, Siding Repl.	Cost Estimates Pending												
3		Subject to refinance Siding Reply/ Gutter and Downspout Repl/ Window	Cost Estimates Pending												
3		Subject to refinance HVAC	Cost Estimates Pending												
3		Subject to refinance ADA Path of Travel	Cost Estimates Pending												
DAC's Reports															
1		Update ALL reports in ALL projects	\$1,200.00												
Evanswood Apts															
		Architecture: Exterior Stucco and Siding Improvement Project	\$93,900.00												
		Construction: Exterior Stucco and Siding Improvement Project	\$3,009,181.32												
Lincoln Apts.															
		Architecture: Exterior Stairway and Balcony Imp Project	\$155,500.00												
		Construction: Exterior Stairway and Balcony Imp Project	\$1,839,910.68												
Alamont Apts.															
Park Place Apts.															
		Architecture: Community Room and Site ADA Imp	\$122,500.00												
		Construction: Community Room and Site ADA Imp	\$605,000.00												
Cordillera Apts.															
Locust Apts.															
Kathy Court Apts.															
		Dev. Site Plan and Survey	\$15,813.00												
		Dev. Architecture	\$355,555.00												
		Dev. CDBG-DR, MHP, HOME Funding and Environmental Review	\$87,750.00												
		Dev. Construction	\$4,298,824.00												
2131 Fogg Avenue															
3		Dev. Architecture: Small House Option, Schematic Plan	\$13,000.00												
3		Dev. Architecture: Traditional Option, Schematic Plan	\$8,650.00												
3		Dev. CDBG-DR, MHP, HOME Funding and Environmental Review	\$84,000.00												
3		Dev. Architecture: Design Development	TBD												
2039 Forest Avenue															
1		Virus Mitigation and Security Improvements	\$259,535.12												
Total next 12 months			\$19,623,171.71												

501-19	501-19E
Obligation Start: 4/16/2019	Obligation Start: 4/9/2021
Obligation End: 4/15/2023	Obligation End: 4/8/2022
Disbursement End: 4/15/2025	Disbursement End: 4/8/2023
501-20	501-22
Obligation Start: 3/26/2020	Obligation Start: 5/12/2022
Obligation End: 3/25/2024	Obligation End: 5/11/2024
Disbursement End: 3/25/2026	Disbursement End: 5/11/2026
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: September 9, 2022

To: Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Public Housing - Capital Fund Status Report

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

This Capital Fund is 99% obligated and 64% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing, twenty-three (23) units have been completed to date using these Capital Fund monies.
- **Five-year Environmental Review** – All Public Housing Units. Complete.
- **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. Complete.
- **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. 23 HVAC units have been installed. Project is on schedule for completion on September 22, 2022.
- **Window and Door Security Screen Improvements** – 115 Nelson Avenue Community Room & Maintenance Shop, Installation of window and door security screens to prevent vandalism. Complete.

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

This Capital Fund is 21% obligated and 21% expended. Projects Included:

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Water Heater Replacement Project**– Countywide, replace water heaters which have reached the end of their useful life, in planning
- **HVAC Replacements** –Replace select failing package HVAC units, in planning.
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, in planning.

*September 9, 2022
HUD Public Housing Capital Fund Report
pg. 1*

- **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
- **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.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, 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.

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

This Capital Fund is 29% obligated and 23% expended. Projects Planned:

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Unit Range Replacements**– Amp Wide. Range Replacement, a project has been organized to replace (122) select Gas Ranges which have reached the end of their useful life. Range delivery and installation were completed August 31, 2022.
- **Tree Trim and Removal Project** – Amp Wide - Trim 294 trees and remove 12 trees.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Energy Conservation Work** – Building improvements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Water Heater Replacement Project**– Countywide, replace water heaters which have reached the end of their useful life, in planning
- **HVAC Replacements** –Replace select failing package HVAC units, in planning.
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning.
- **Kitchen Remodel** – Select units, 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. The majority of Capital Fund 501-21 monies are anticipated to be obligated in support of this work.

- **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.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **Landscape Upgrades** – Landscape replacement, Gardella Apts, 43-14, in planning

Capital Fund 501-22, Funding Amount \$1,113,256.00

- HACB has been notified of the 501-22 Formula Grant Award.
- 2022-2026, Capital Fund 5 Year Action Plan has been approved by HUD and received HACB Board of Commissioners final approval under Resolution 4862
- Annual Contribution Contract Amendment for grant acceptance has been received from HUD and received HACB Board of Commissioners final approval under Resolution 4863.
- Initial document package has been approved
- A draft of the 2022 Annual Statement Budget creation process 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 09-09-2022																
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	Balance
Line No.	Summary by Development Account															
	Total Non-CGP Funds															
1	100	Reserved Budget	4,455.00	-											-	-
2	1406	Operations (25% Max)	28,811.00	28,811.00	7,996.97	7,996.97	90,000.00		90,000.00	90,000.00	27,875.00				146,686.00	48,689.03
3	1408	Management Improvements	2,000.00	2,000.00	1,883.79	1,883.79	2,000.00				5,000.00				9,000.00	7,116.21
4	1410	Administration (10% Max)	80,842.00	81,287.00	81,287.00	81,287.00	87,533.00		87,533.00	87,533.00	91,336.00		91,336.00	91,336.00	260,156.00	-
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	38,617.57	35,450.09	90,000.00				75,000.00		82,750.00	32,498.35	240,120.00	172,171.56
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	616,153.00	620,163.00	677,958.17	393,768.17	600,306.00		9,150.77	9,150.77	712,154.00		89,206.32	89,206.32	1,932,623.00	1,440,497.74
17	1480	Relocation Costs	3,500.00	3,500.00			3,500.00								7,000.00	7,000.00
16	1492	Move to Work Demonstration													-	-
18	1501	Moving To Work Demonstration													-	-
19	1503	Collator Exp/Debt Svc													-	-
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	807,743.50	520,386.02	875,339.00	-	186,683.77	186,683.77	913,365.00	-	263,292.32	213,040.67	2,601,585.00	1,681,474.54
					99%	64%			21%	21%			29%	23%		

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 09-09-2022	-	48,689.03	7,116.21	-	6,000.00	172,171.56	1,440,497.74	7,000.00	1,681,474.54	
	501-19 , 501-20, 501-21 Funding										
100	Reserved Budget	-								-	
1406	Operations		48,689.03							48,689.03	
1408	Management Improvements			7,116.21						7,116.21	
1411	Audit Cost Cap Fund					6,000.00				6,000.00	
1410	Administration				(0.00)					(0.00)	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						112,802.97			112,802.97	
1430	Fees and Costs: CAP Fund Environmental Review ECORP						9,116.94			9,116.94	Complete
1430	Fees and Costs:43-10 Community Room and ADA Imp						50,251.65			50,251.65	

MEMO

Date: September 9, 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 September 1, 2022, there are a total of (77) occupied units (see AWI's narrative for further details). There are (2) applicants that will be moving in this month, into units 823 and 829 on Marie Court. There are (2) households that have turned in "Intent to Vacate" notices due to being over the RD income limit. There are no unlawful detainers at this time.

AWI staff has revamped their marketing efforts to attract more applicants by distributing flyers to local businesses and agencies, posting advertisements on Craig's List, and promoting a \$100.00 incentive to current residents to refer their family and friends. AWI staff will also be participating in this year's Dia del Campesino (Day of the Farmer) event, which will be a great opportunity to outreach to local farm workers. The Dia del Campesino event will take place October 2, 2022, in downtown Chico, from 12:00 pm to 5:00 pm.



Maria Acevedo (AWI Property Manager) continues to work on leasing up available vacant units. AWI is seeking qualified candidates to fill the property's full-time and part-time maintenance positions, and the part-time Assistant Manager position. AWI has pulled maintenance staff from their other properties to provide coverage at Gridley Farm Labor while the maintenance positions are filled.

On-site security reports no significant issues at this time. Chavarria's Landscaping continues to serve the landscaping needs of the property. Bids for tree trimming and playground improvements are in process. The canals surrounding the property have been partially cleared, and water purged from the primary well is now flowing through the canals. The canals should be fully cleared by American Buildings J&S in the next (1-2) weeks. Richard's Tree Service will be on-site on September 13, 2022 to trim (3) Mulberry trees within the E-Center playground that are currently overgrown and were identified as a potential safety hazard. The Housing Authority

received (3) estimates for this tree work, and Richard's Tree Service was the lowest bid at \$3,500.00.

USDA has approved the proposed Gridley FLH budget and, significantly, the request for (2) tiered rents for the rehab and non-rehab units. The rent structure had been the same for a two (2) bedroom unit whether it was rehabbed or not. This change in rent structure will greatly enhance the properties cashflow moving forward.



1930's era Wooden Units

Monthly food distribution will be held on September 13, 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 (8) families. Promotores staff is outreaching to all residents, and have even changed their program hours to earlier in the day to increase participation. AWI staff is partnering with the Butte County Health Department to provide Covid-19 test kits for all residents free of charge.

Mi C.A.S.A.'s Fall Session of classes is underway, and staff is reporting that 85% of eligible students living at Gridley Farm Labor are attending class on a daily basis. Mi C.A.S.A. staff is preparing for their annual holiday events, and is planning to once again host their Appreciation Dinner for all their donors and residents that support the Mi C.A.S.A. program throughout the year in the month of November, 2022. It has been learned that, once again, a poster submitted by a Mi CASA student has been selected for publication in national NAHRO's annual What Home Means to Me calendar.



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, MHP, and CDBGR program funds are being investigated as an alternative towards funding future renovations.

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

The annual inspection of the Small Water System (Well #3) was conducted by Butte County Environmental Health the latter part of June 2022. There were “no findings” and just normal submission of updating plans for the Small Water System. The report highly recommends having an auxiliary power supply (backup generator), due to power outages in the Gridley area. We have recently learned a grant opportunity that would fund such a generator, available through the State Water Board. AWI is in the process of gathering the information needed to determine if the Gridley FLH system qualifies for the grant monies.

Exterior improvements to the four (4) commercial lease buildings, including the E Center and Mi CASA structures, which included lead paint abatement, limited siding replacement and painting, is now substantially complete, only waiting installation of back-ordered windows, which have now been received. The E-Center building's roofing maintenance repairs have been completed, paid by a E-Center-secured grant. Lease renewals for the E-Center and Migrant Education are pending signature.



Un-Rehabilitated Unit



Rehabilitated Unit

Gridley Farm Labor Housing August 2022

Separate Variance Report explaining budget differences and expenditures.

Updates:

As of the end of August...

- 77 occupied
 - 2 move outs from older brick units – both need a substantial amount of work.
- 9 units held offline due to next phase of rehab
- 16 units deemed uninhabitable
- 13 units available for occupancy
- 1 staff unit vacant
 - 829 and 823 Marie Court are the next units in process and slotted for move-ins.

Two households over the RD income limit – both have submitted a 60 day notice to vacate.

Two current residents in old brick units (1475 Ogden and 1457 McConnel) will be transferred due to their units being severely deteriorated.

Past Due balances:

- ERN863 - \$2229.00, paying \$250.00 on top of current rent every month until past due is paid in full – keeping up on agreement to pay.
- SU1528- \$930 – not paying. Following up and will send to legal if not resolved.
- SU1533 - \$893 – paying sporadically. Following up.

Bids for tree trimming and playground work are in process. Once received they will be forwarded for approval.

The canal has been partially cleared and water is flowing.

The Maintenance Tech position and Assistant Manager / Tech positions are vacant. We are currently advertising and looking for qualified candidates. Coverage is in place.

The registration form and fee for *Dia Del Campensino* (Day of the Farmer) has been submitted. We will meet internally the week of September 5th to develop the plan.

The Budget has been approved and we will begin the process of identifying five units to be updated, plus start the bidding process on other budgeted items.



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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 96,408.00	\$ 97,243.00	\$ (835.00)	\$ 1,068,785.00	\$ 1,069,673.00	\$ (888.00)
Vacancies	(18,044.00)	(19,283.50)	1,239.50	(205,478.00)	(212,118.50)	6,640.50
Manager's Unit	(835.00)	0.00	(835.00)	(4,175.00)	0.00	(4,175.00)
Total Tenant Rent	\$ 77,529.00	\$ 77,959.50	\$ (430.50)	\$ 859,132.00	\$ 857,554.50	\$ 1,577.50
Other Project Income:						
Laundry Income	\$ 293.44	\$ 216.67	\$ 76.77	\$ 2,144.96	\$ 2,383.34	\$ (238.38)
Interest Income	2.91	16.67	(13.76)	22.82	183.34	(160.52)
Restricted Reserve Interest Incom	4.53	0.00	4.53	13.33	0.00	13.33
Other Tenant Income	453.95	200.00	253.95	1,478.45	2,200.00	(721.55)
Utility Allowance	(242.00)	0.00	(242.00)	(604.00)	0.00	(604.00)
Miscellaneous Income	506.00	0.00	506.00	1,649.50	0.00	1,649.50
Other Project Income	\$ 1,018.83	\$ 433.34	\$ 585.49	\$ 4,705.06	\$ 4,766.68	\$ (61.62)
Total Project Income	\$ 78,547.83	\$ 78,392.84	\$ 154.99	\$ 863,837.06	\$ 862,321.18	\$ 1,515.88
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 20,817.42	\$ 20,331.26	\$ 486.16	\$ 225,636.83	\$ 223,643.77	\$ 1,993.06
Utilities (From Pg 2)	6,221.49	10,250.00	(4,028.51)	73,492.73	112,750.00	(39,257.27)
Administrative (From Pg 2)	12,580.98	11,304.50	1,276.48	180,388.13	124,349.50	56,038.63
Taxes & Insurance (From Pg 2)	13,763.00	13,763.00	0.00	167,022.74	151,393.00	15,629.74
Other Taxes & Insurance (Fr Page	1,872.72	6,169.67	(4,296.95)	36,263.48	67,866.34	(31,602.86)
Other Project Expenses	3,162.82	1,095.84	2,066.98	26,911.89	12,054.18	14,857.71
Total O&M Expenses	\$ 58,418.43	\$ 62,914.27	\$ (4,495.84)	\$ 709,715.80	\$ 692,056.79	\$ 17,659.01
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.58	\$.38	\$ 138,148.56	\$ 138,144.41	\$ 4.15
Transfer - Reserves	\$ 2,875.00	\$ 2,875.00	\$ 0.00	\$ 31,625.00	\$ 31,625.00	\$ 0.00
Total Mortgage & Owner's Exp.	\$ 15,433.96	\$ 15,433.58	\$.38	\$ 169,773.56	\$ 169,769.41	\$ 4.15
Total Project Expenses	\$ 73,852.39	\$ 78,347.85	\$ (4,495.46)	\$ 879,489.36	\$ 861,826.20	\$ 17,663.16
Net Profit (Loss)	\$ 4,695.44	\$ 44.99	\$ 4,650.45	\$ (15,652.30)	\$ 494.98	\$ (16,147.28)
Other Cash Flow Items:						
Reserve Transfers	\$ (4.53)	\$ 0.00	\$ (4.53)	\$ (422,937.46)	\$ 0.00	\$ (422,937.46)
T & I Transfers	(13,977.86)	0.00	(13,977.86)	(73,226.21)	0.00	(73,226.21)
Other Cash Changes	0.00	0.00	0.00	(500.00)	0.00	(500.00)
Sec Dep Owner Held	(220.00)	0.00	(220.00)	(2,806.00)	0.00	(2,806.00)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rent Annuity	\$ 41,074.00	\$ 0.00	\$ 41,074.00	\$ 427,255.00	\$ 0.00	\$ 427,255.00
Rent Subsidy	(41,074.00)	0.00	(41,074.00)	(427,255.00)	0.00	(427,255.00)
Authorized Reserve - Other	0.00	0.00	0.00	(3,774.87)	0.00	(3,774.87)
Tenant Receivables	(1,023.00)	0.00	(1,023.00)	(5,837.54)	0.00	(5,837.54)
Other Receivables	11,983.25	0.00	11,983.25	30,809.88	0.00	30,809.88
Rental Assistance	(221.00)	0.00	(221.00)	9,006.96	0.00	9,006.96
Accounts Payable - Trade	(8,845.89)	0.00	(8,845.89)	21,811.81	0.00	21,811.81
Accrued Property Taxes	2,117.50	0.00	2,117.50	23,292.50	0.00	23,292.50
Prepaid Rents	0.00	0.00	0.00	(6,112.49)	0.00	(6,112.49)
Partner's Equity	0.00	0.00	0.00	449,494.00	0.00	449,494.00
Total Other Cash Flow Items	\$ (10,191.53)	\$ 0.00	\$ (10,191.53)	\$ 19,220.58	\$ 0.00	\$ 19,220.58
Net Operating Cash Change	<u>\$ (5,496.09)</u>	<u>\$ 44.99</u>	<u>\$ (5,541.08)</u>	<u>\$ 3,568.28</u>	<u>\$ 494.98</u>	<u>\$ 3,073.30</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Account - FFB	\$ 0.00	\$ 3,568.28	\$ 3,568.28
Tax & Insurance - FFB	0.00	73,226.21	73,226.21
Reserve - FFB	0.00	57,863.46	57,863.46
Cash - Owner Held Reserves	0.00	396,699.00	396,699.00
Payables & Receivables:			
Accounts Payable - Trade	0.00	21,811.81	21,811.81
Rents Receivable - Current Tenants	1,786.97	7,624.51	5,837.54
Prepaid Rents	(6,112.49)	0.00	6,112.49

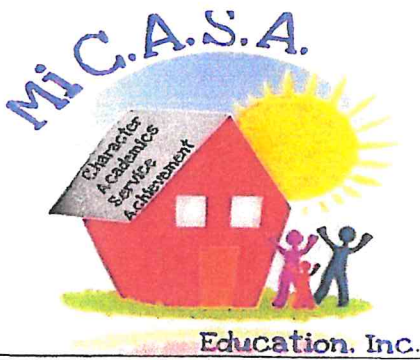
	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 5,800.28	\$ 4,500.00	\$ 1,300.28	\$ 55,026.42	\$ 49,500.00	\$ 5,526.42
Janitorial/Cleaning Supplies	27.04	0.00	27.04	551.40	0.00	551.40
Plumbing Repairs	1,245.38	0.00	1,245.38	9,458.38	0.00	9,458.38
Painting & Decorating	0.00	0.00	0.00	2,223.19	0.00	2,223.19
Repairs & Maintenance - Supply	668.26	1,250.00	(581.74)	10,592.72	13,750.00	(3,157.28)
Repairs & Maintenance - Contract	3,065.93	1,166.67	1,899.26	25,583.42	12,833.34	12,750.08
Grounds Maintenance	9,903.15	8,000.00	1,903.15	90,047.61	88,000.00	2,047.61
Pest Control Service	0.00	1,000.00	(1,000.00)	245.00	11,000.00	(10,755.00)
Fire/Alarm Services	0.00	1,016.67	(1,016.67)	1,560.61	11,183.34	(9,622.73)
Security Service	59.48	0.00	59.48	13,740.96	0.00	13,740.96
Capital Improvements - Other	0.00	2,006.25	(2,006.25)	1,468.59	22,068.75	(20,600.16)
Capital Improvements - Flooring	0.00	0.00	0.00	7,685.00	0.00	7,685.00
Capital Improvements - Appliance	0.00	558.33	(558.33)	622.81	6,141.66	(5,518.85)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - HVAC Repl	\$ 0.00	\$ 200.00	\$ (200.00)	\$ 3,634.57	\$ 2,200.00	\$ 1,434.57
Capital Improvements - Water Heat	0.00	216.67	(216.67)	2,052.78	2,383.34	(330.56)
Carpet Cleaning	0.00	0.00	0.00	285.00	0.00	285.00
HVAC Repairs	0.00	0.00	0.00	607.00	0.00	607.00
Cable Service	47.90	0.00	47.90	175.60	0.00	175.60
Tenant Services	0.00	416.67	(416.67)	75.77	4,583.34	(4,507.57)
Total Maint. & Operating Exp.	\$ 20,817.42	\$ 20,331.26	\$ 486.16	\$ 225,636.83	\$ 223,643.77	\$ 1,993.06
Utilities:						
Electricity	\$ 4,339.97	\$ 2,666.67	\$ 1,673.30	\$ 22,199.56	\$ 29,333.34	\$ (7,133.78)
Water	70.53	2,916.67	(2,846.14)	462.11	32,083.34	(31,621.23)
Sewer	0.00	1,583.33	(1,583.33)	25,580.84	17,416.66	8,164.18
Heating Fuel/Other	167.91	583.33	(415.42)	4,408.28	6,416.66	(2,008.38)
Garbage & Trash Removal	1,643.08	2,500.00	(856.92)	20,841.94	27,500.00	(6,658.06)
Total Utilities	\$ 6,221.49	\$ 10,250.00	\$ (4,028.51)	\$ 73,492.73	\$ 112,750.00	\$ (39,257.27)
Administrative:						
Manager's Salary	\$ 5,112.23	\$ 8,166.67	\$ (3,054.44)	\$ 49,698.88	\$ 89,833.34	\$ (40,134.46)
Management Fees	6,160.00	0.00	6,160.00	68,147.00	0.00	68,147.00
Bad Debt Expense	971.00	416.67	554.33	58,827.00	4,583.34	54,243.66
Auditing	337.75	337.75	0.00	3,715.25	3,715.25	0.00
Bookkeeping Fees	0.00	875.00	(875.00)	0.00	9,625.00	(9,625.00)
Legal	0.00	208.33	(208.33)	0.00	2,291.66	(2,291.66)
Other Administrative Expenses	0.00	1,300.08	(1,300.08)	0.00	14,300.91	(14,300.91)
Total Administrative Expense	\$ 12,580.98	\$ 11,304.50	\$ 1,276.48	\$ 180,388.13	\$ 124,349.50	\$ 56,038.63
Taxes & Insurance Reserve For:						
Special Assessments	\$ 2,117.50	\$ 2,117.50	\$ 0.00	\$ 23,292.50	\$ 23,292.50	\$ 0.00
Property Insurance	2,934.25	2,934.25	0.00	32,276.75	32,276.75	0.00
Other Insurance	8,711.25	8,711.25	0.00	111,453.49	95,823.75	15,629.74
Total Taxes & Insurance Expense	\$ 13,763.00	\$ 13,763.00	\$ 0.00	\$ 167,022.74	\$ 151,393.00	\$ 15,629.74
Other Taxes & Insurance:						
Payroll Taxes	\$ 949.63	\$ 1,128.42	\$ (178.79)	\$ 10,790.72	\$ 12,412.59	\$ (1,621.87)
Sales Tax Expense	0.00	0.00	0.00	57.22	0.00	57.22
Other Taxes, Fees & Permits	31.30	0.00	31.30	19,406.48	0.00	19,406.48
Bond Premiums	0.00	0.00	0.00	528.00	0.00	528.00
Worker's Compensation Insurance	409.19	774.25	(365.06)	4,375.33	8,516.75	(4,141.42)
Personnel Medical Insurance	482.60	4,267.00	(3,784.40)	1,105.73	46,937.00	(45,831.27)
Total Other Taxes & Insurance	\$ 1,872.72	\$ 6,169.67	\$ (4,296.95)	\$ 36,263.48	\$ 67,866.34	\$ (31,602.86)
Other Project Expenses						
Telephone & Answering Service	\$ 294.34	\$ 450.00	\$ (155.66)	\$ 2,758.43	\$ 4,950.00	\$ (2,191.57)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Internet Service	\$ 504.08	\$ 0.00	\$ 504.08	\$ 1,186.68	\$ 0.00	\$ 1,186.68
Advertising	0.00	375.00	(375.00)	3,455.99	4,125.00	(669.01)
Office Supplies & Expense	690.53	166.67	523.86	8,873.04	1,833.34	7,039.70
Postage	39.98	0.00	39.98	734.54	0.00	734.54
Toner/Copier Expense	26.60	0.00	26.60	487.40	0.00	487.40
Office Furniture & Equipment Expe	0.00	0.00	0.00	1,113.23	0.00	1,113.23
Travel & Promotion	1,315.50	0.00	1,315.50	7,524.08	0.00	7,524.08
Training Expense	0.00	104.17	(104.17)	247.61	1,145.84	(898.23)
Credit Checking	0.00	0.00	0.00	164.50	0.00	164.50
Employee Meals	291.79	0.00	291.79	366.39	0.00	366.39
Total Other Project Expenses	<u>\$ 3,162.82</u>	<u>\$ 1,095.84</u>	<u>\$ 2,066.98</u>	<u>\$ 26,911.89</u>	<u>\$ 12,054.18</u>	<u>\$ 14,857.71</u>
Lease Up Expenses						
Total Lease Up Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.58	\$.38	\$ 138,148.56	\$ 138,144.41	\$ 4.15
Transfer - Reserves	\$ 2,875.00	\$ 2,875.00	\$ 0.00	\$ 31,625.00	\$ 31,625.00	\$ 0.00
Total Mortgage & Owner's Exp.	<u>\$ 15,433.96</u>	<u>\$ 15,433.58</u>	<u>\$.38</u>	<u>\$ 169,773.56</u>	<u>\$ 169,769.41</u>	<u>\$ 4.15</u>
Total Expenses	<u>\$ 73,852.39</u>	<u>\$ 78,347.85</u>	<u>\$ (4,495.46)</u>	<u>\$ 879,489.36</u>	<u>\$ 861,826.20</u>	<u>\$ 17,663.16</u>
Authorized Reserve - Other	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 3,774.87</u>	<u>\$ 0.00</u>	<u>\$ 3,774.87</u>
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,774.87	\$ 0.00	\$ 3,774.87



Mi C.A.S.A. EDUCATION, INC.

Site location: 1587 Booth

Mailing address: 385 Ford Ave.

Gridley, CA. 95948

E.I.N. # 80-0491477

530-513-2334

Website: www.micasaeducation.com

AUG 24 2022

Initial: 

Dear Friends of Mi CASA,

I am excited to share that the 2021 - 2022 year for Mi CASA had several rewarding and exciting experiences. With COVID 19 precautions in place we tutored farm labor students in Kindergarten through Fourth Grades. Both elementary school students and college students were trained in Mi CASA during the academic year and summer camp programs. The tutors were very excited to see the progress of their younger students. Books were read 20 to 30 minutes daily, and then journals were filled with new vocabulary and summaries of the day's literary adventures. Another daily goal was to complete all of a math and language arts lesson on a recommended computer academic program. It was a good mix of Chrome book and hands on learning experiences that benefited everyone. Students were proud of their success! Tutors learned to motivate, monitor and review student understanding of on line lessons and paper/pencil lessons.

Tutors organized activities, refreshments, and rewards. These were quickly labeled Fun Fridays! The whole hall was filled with laughter and delighted children. **The grandest celebration was in May 23, 2022.** We celebrated **7 Mi CASA students who are now college graduates** with degrees in nursing, teaching, business, criminal justice and child development. We also had **15 high school graduates**. Two with higher than a 4.0 total GPA, and four total in the top 10% of the class. Their plans include, entrepreneurship, and attending Butte College and Cal State Chico. The students have overcome challenges and distractions, but they focused and stayed their course. Their parents and Mi CASA staff couldn't be more proud of their achievement!

Another great addition to our activities was the monthly parent meeting. Guest speakers provided training in first responder protocol, safety precautions in the home and on the road, and car seat requirements. Some meetings provided people opportunity to share their life story, their interests and their dreams. It was special to see the joy on the adult faces as they realized their neighbors shared many of their same interests and concerns. Coffee and refreshments were served at the closing of each gathering.

We are looking forward to planning more themes for the parent meetings, resuming field trips and extending the grade levels served, as COVID precautions lessen.

Thank you for your continued interest and **support of Mi CASA.** As a reminder; **M** is My; **C** is for Character (integrity and hard work); **A** is for academic strength (high grades, continual learning, school spirit); **S** is for service (family, neighborhood, community); **A** is for achievement (class leaders, athletes, band members, club officers); **Mi C.A.S.A. is succeeding!**

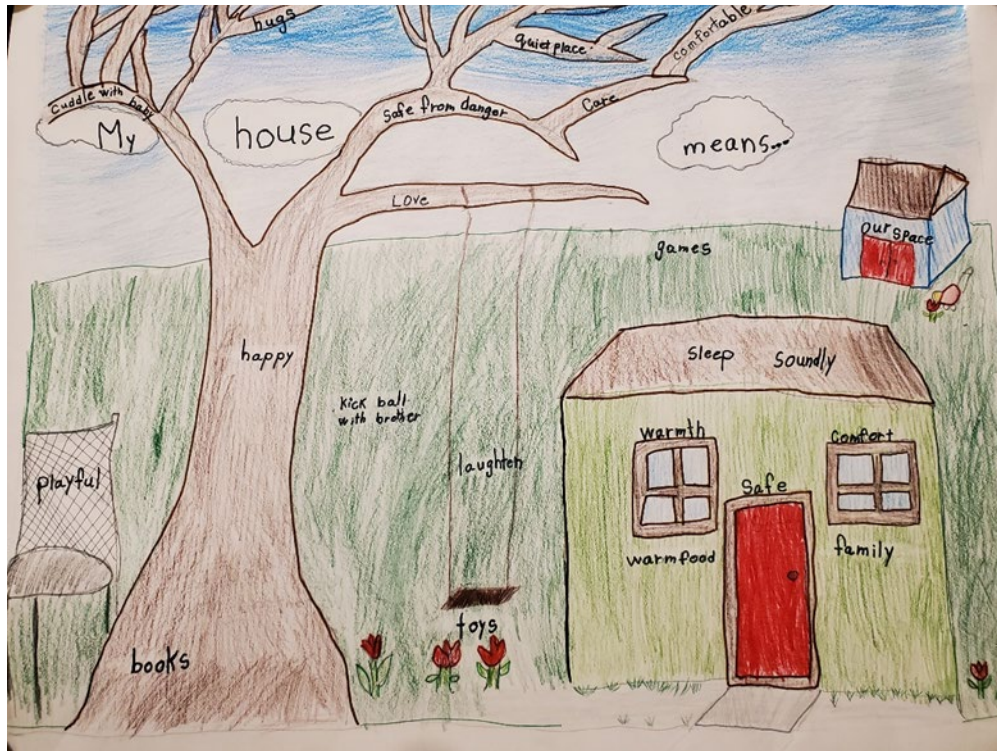
I know you have many demands for your charitable donations, but I ask that you strongly consider a generous gift to Mi CASA. 100% of your donation will serve Gridley youth. 100% of your dollars will be used to provide educational opportunities for both elementary age students and college student tutors. Donations may be made monthly on Pay Pal (micasaeducation.com) or on Face Book ([casa2casa](https://www.facebook.com/casa2casa)) or returned in the included self addressed envelop. Your donation is our sole source of funding, as we aren't a government funded program. Your generosity is not only valued, but is critical to our success and sustainability!

Sincerely grateful,

Kathy McKenzie (director)

Alma Luna (assistant director)

EM



Entry Category: Elementary

Artist Age: 10

PHA: Housing Authority of the County of Butte

Explanatory Paragraph:

My home means a lot to me. There is safety, my family and fun in my home. I'm not afraid of danger where I live. I know the people care for me. I feel comfortable. Playing games and jumping on the trampoline in my front yard is fun. My toys are in my home. I read books to my family in my bedroom. We cuddle and share hugs. We share food together. Also, we play kickball. That why my home is wonderful.

MEMO

Date: September 9, 2022

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – HACB Other-Owned Properties

- Alamont Apartments, Chico (30 units, family)
- Cordillera Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (31 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)
- 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 (30 units, family, RSC) – As of the first of September there is one (1) vacancy. RSC's monthly narrative reviews the two delinquent rents

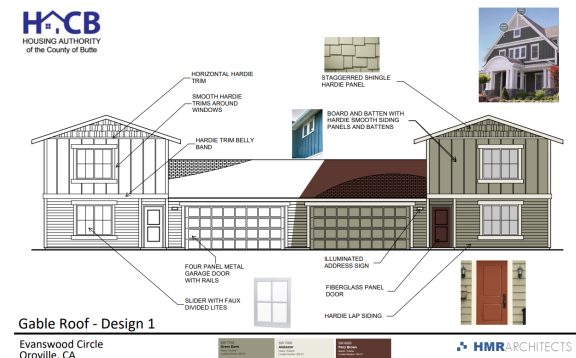
where there was one Unlawful Detainer and another pending for the month. YTD total income is ahead of budget, with lower than anticipated total expenses. Net Operating Income is \$25,000+ more than budget, at \$193,814.81. Modest capital improvement work continues to be completed, addressing 2020A bond-finance-identified needs, such as new water heaters, range hoods, ceiling fans, garbage disposals, and replacement of GFCI outlets. The property continues to perform consistently.

Cordillera/Cameo Apartments, Chico (20 units, family, RSC) - The property currently has zero (0) vacancy. All rents were collected for the month, with the exception of two units as indicated of the RSC monthly narrative. YTD total income is up by \$2,848.83, with total expenses being lower than budget. Net Operating Income is almost \$22,927.26 over projection YTD, again due to general and turnover expenses being lower than anticipated.



Existing Exteriors (typical)

Evanswood Estates Apartments, Oroville (31 units, family, RSC) – The property currently has zero (0) vacancy. Unpaid rents include two units, described in RSC's monthly narrative, where there is one UD pending, and one unit owes a small balance. \$3 million in exterior siding replacement work has been bid and awarded to contractor Experts in Your Home. Residents will be noticed and engaged regarding the improvement work, scheduled to begin in later part of October. The work is delayed because of supply-chain issues relating to the new windows. The work will be completed in 2022-23 using Series 2020A bond proceeds.



Planned Exterior Renovations (typical)



Gridley Springs II, Gridley (24 units, Family, Sackett) The property currently has one (1) vacant unit, with no thirty (30) day notices to vacate. Year to Date income is ahead of budget. With the total expenses continuing to be under budget, Net Operating Income is \$33,799.79 above projection, at \$64,407.39 YTD. Annual power washing of all buildings will occur in the next 30 days.



Kathy Court Apartments, Paradise (12 units, family, RSC) – the Building Permit Application has finally been approved. A funding application for 40% of Total Development Costs is being prepared seeking Town of Paradise-administered CDBG-Disaster Recovery funds. State of California HCD Multi-family Housing Program (MHP) funds will also be applied for. HACB received \$822,702.77 from the Fire Victim Trust in partial settlement of the claim made against PG&E. It is anticipated these funds will be contributed towards reconstruction. Property and Liability insurance remains problematic, though a quote was retained from State Farm Insurance for Builder's Risk and future property operations/liability insurance.

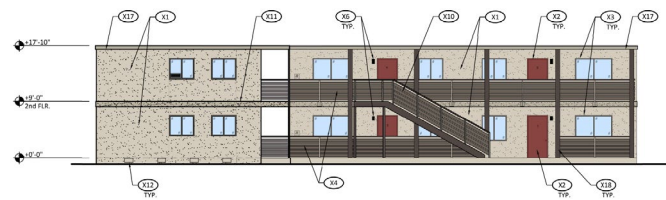


*Kathy Court Apartments
Aerial Rendering*



Lincoln Apartments, Chico (18 units, family, RSC) – Lincoln Apartments has no vacancies as of the 1st of September. All rents were collected for the month with the exception of three units, where small balances are owed. YTD vacancy loss and increased total expenses has brought Net Operating Income lower than anticipated, by approximately \$337.29. The installation of 2020A bond-funded Capital Improvements, including water heaters, a refrigerator, exhaust hoods and GFCI installation continue. 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 2022-23. 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.



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



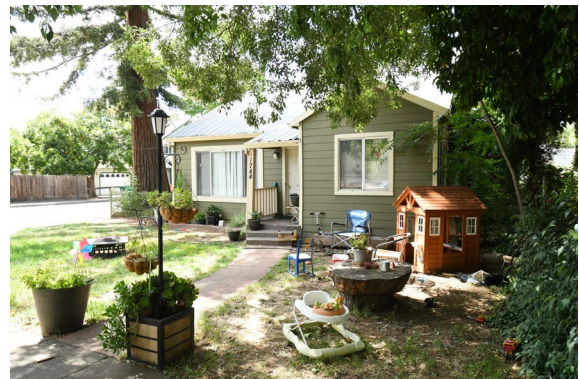
Locust Apartments, Chico (10 units, family, RSC) - The property continues to be fully occupied. All rents were paid, with the exception of one unit, where an Unlawful Detainer action has been filed. Scheduled Capital Improvements continue with the replacement of water heaters, range hoods, and GFCI outlets, paid by means of Series 2020A Bond proceeds. With the property's continued low vacancy loss, the property is performing better than budget, with Net Operating Income up \$11,000 more than anticipated YTD.

Park Place Apartments, Oroville (40 units, senior, RSC) – The property is fully occupied as of the first of the month. RSC's narrative covers the rent collection regarding one unit who has a late fee due. With low vacancy loss and increased income YTD, and less overall expenses than anticipated, the property performs consistently above budget. NOI is approximately \$13,000+ more than budget YTD. Bond-funded work includes equipment replacements, gazebo replacement, Community Room renovation, and planning for property site paths of travel improvements - all in process.



2131 Fogg Ave, Oroville (SFH, HACB) – The single-family house is occupied, with rent paid. The site's development potential has been schematically explored, resulting in a proposed 18-unit single story development proposal, serving 16 1-bedroom households, and two 2-bedroom households. County CDBG-DR and other affordable housing funds are being sought to build out the property.

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





September 1, 2022

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

RE: August 2022 HACB Monthly Financial Package

Dear Mr. Mayer:

Below is a summary of the August 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 August.
- **Rent collection**
 - ✓ The tenant of unit #5 has not made a payment since November 2021 and is with the lawyer for a pending eviction.
 - ✓ All other tenants paid in full.

Mr. Ed Mayer, Executive Director
Chico, California

Alamont Apartments

Monthly Highlights

- **Occupancy** – 96.66% at the end of August.
- **Rent collection**
 - ✓ Unit #22 has been evicted. We have an approved applicant scheduled to move in on September 15th.
 - ✓ Unit #28 has made no rent payments since May and an eviction was granted on 8/26/22. The Tenant has returned keys and turnover work began 9/6/22
 - ✓ Unit #6 has a small outstanding balance.
 - ✓ All other units paid in full.

Cordillera/Cameo Drive Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of August. There was a new move in for unit #49-3A, on 8/1/22 for the Behavioral Health unit.
- **Rent collection**
 - ✓ #49-1 has an outstanding balance for August rent which we are working with them on the collection.
 - ✓ #49-3A has an outstanding balance for August rent which we are working with BH on collecting.
 - ✓ All other tenants paid in full.
- **Capital Improvements** - a dishwasher was installed in unit #49-4, there was a service to the building for the installation of a pump/lift station for the kitchen where a line was bored under the building to the mainline, and Capital Bond 2020A project for units #49-2, #49-3, #49-4, #53-1, #53-2, #53-2 and #53-4, which included GFCIs, exhaust hoods, smoke detectors, and garbage disposals.

Evanswood Estates Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of August.
- **Rent Collection**
 - ✓ #40 made payments, but still has a small balance for a toilet repair.
 - ✓ #69 has an eviction pending.
 - ✓ All other tenants paid in full.

Evanswood #21, #25, and #33

Monthly Highlights:

- **Occupancy** – 100% at the end of August.
- **Rent Collection** – 100% of rent was collected.

Mr. Ed Mayer, Executive Director
Chico, California

Kathy Court Apartments

Monthly Highlights: None at this time.

Lincoln Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of August.
- **Rent Collection**
 - ✓ Unit #12, #11 and #18 had small outstanding balances at the end of August.
 - ✓ All other tenants paid in full.

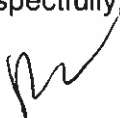
Park Place Apartments

Monthly Highlights:

- **Occupancy** – 100% as of the end of August.
- **Rent Collection**
 - ✓ Unit #35 made the rent payment, but still has a small outstanding balance for a late fee.
 - ✓ All other tenants paid in full.

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 September 2022

Property Status:

1. GSI has 1 vacant unit with Zero notices to vacate
2. GSII has 1 vacant unit with Zero notices to vacate.
3. Annual Power Washing of both properties has been scheduled for this month.
4. GSI is still waiting for the remaining covid payments which are in process.

Sincerely,
Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
August 31, 2022

CASH SUMMARY - Operating Account	AUGUST		11 months YTD	
	2022	%%	2022	%%
Total Rent Revenue	16,926.00	100.00%	177,608.55	100.00%
Vacancies	(425.00)	-2.51%	(1,543.00)	-0.87%
Net Rental Revenue	16,501.00	97.49%	176,065.55	99.13%
Other Income	35.70	0.21%	276.64	0.16%
Total Revenue	16,536.70	97.70%	176,342.19	99.29%
Expenses:				
Administrative Expenses	3,109.66	18.37%	33,647.24	18.94%
Utilities	2,257.15	13.34%	22,331.09	12.57%
Operating & Maintenance	5,213.70	30.80%	44,070.48	24.81%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	1,113.60	6.58%	11,885.99	6.69%
Total Expenses	11,694.11	62.51%	111,934.80	43.67%
Net Operating Income	4,842.59	44.14%	64,407.39	37.39%
Interest and Finance Expense	565.08	3.34%	6,155.88	3.47%
Replacement Costs	0.00	0.00%	2,400.16	1.35%
Net Cash Flow from Operations	4,277.51		55,851.35	
Plus (Minus)				
Interest Income	(13.02)		(84.44)	
Unpaid Rent Collected (Owed)	(100.00)		(644.60)	
Prepaid Rent Received (Absorbed)	12.00		(68.00)	
Prepaid Insurance Expense	0.00		(55.00)	
Security Deposits Received (Refunded)	(550.00)		(418.00)	
Accrued Interest (Payment)	(21,334.92)		(15,884.12)	
Net Cash Increase (Decrease)	(17,708.43)		38,697.19	
Beginning of Period Cash Balance	80,815.39		33,053.00	
Contributions (Distributions) to Owner	0.00		0.00	
Transfer from (to) Impound Account	(401.33)		(4,415.43)	
Transfer From (to) Replacement Reserves	(450.00)		(4,950.00)	
Transfer from (to) Security account	0.00		(129.13)	
Ending Cash Balance - Operating Account	\$62,255.63		\$62,255.63	
- Replacement Reserve			\$114,199.67	
- Tax and Insurance Impounds			\$51,595.60	
- Security Deposit Accounts			\$14,993.48	

	Current Month	UNIT STATUS	Current Month
TENANT RECEIVABLES			
Rent and Rent Related Receivables		Total Units	24
Balance at Beginning of Month	2,700.00	Vacant units at beginning of month	0
Uncollected (Collected) During Month	100.00	Plus Units vacated during month	1
Written off to Bad Debts	0.00	Less move ins and deposits to hold	0
Balance at End of Month	<u>\$2,800.00</u>	Vacant units at end of month	<u>1</u>

Balance Sheet
HACB GRIDLEY SPRINGS II
As of
August 31, 2022

***** ASSETS *****

Petty Cash	250.00	
Cash - Operating	62,255.63	
Cash - Replacement Reserve	114,199.67	
Cash - Impound Account	51,595.60	
Cash - Security Deposit Account	14,993.48	
Total Cash		243,294.38

ACCOUNTS RECEIVABLE

Tenant Rent Receivable	2,800.00	
Total Accounts Receivable		2,800.00

Prepaid Property Insurance

	0.00	
Total Prepaid Expenses		0.00

Total Current Assets		246,094.38
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CAPITAL IMPROVEMENTS

Land	55,276.00	
Building	497,483.59	
Improvements	421,449.94	
Accumulated Depreciation	(219,793.41)	
Total Fixed Assets		754,416.12
TOTAL ASSETS		1,000,510.50

***** LIABILITIES *****

Accrued Interest-SHRA	82,255.05	
Security Deposit Liability	14,441.00	
Prepaid Rent Revenue	29.00	
Total Current Liabilities		96,725.05

Note Payable	218,032.00	
Total Long Term Liabilities		218,032.00
Total Liabilities		314,757.05

***** 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)	55,851.35	
Total Equity		685,753.45

Total Liabilities & Equity	1,000,510.50
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Income Statement
HACB GRIDLEY SPRINGS II
As of
August 31, 2022

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	15,974.00	16,020.00	(46.00)	167,274.55	176,220.00	(8,945.45)
Tenant Assistance Payments	952.00	0.00	952.00	10,334.00	0.00	10,334.00
Total Revenue	16,926.00	16,020.00	906.00	177,608.55	176,220.00	1,388.55
Apartment Vacancies	(425.00)	(320.00)	(105.00)	(1,543.00)	(3,524.40)	1,981.40
Total Vacancies	(425.00)	(320.00)	(105.00)	(1,543.00)	(3,524.40)	1,981.40
NET RENTAL REVENUE	16,501.00	15,700.00	801.00	176,065.55	172,695.60	3,369.95
Interest Income-Other Cash	12.19	3.00	9.19	79.46	33.00	46.46
Interest Income-Sec Deposits	0.83	0.00	0.83	4.98	0.00	4.98
Total Financial Revenue	13.02	3.00	10.02	84.44	33.00	51.44
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	1,250.00	(1,250.00)
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	22.68	90.00	(67.32)	192.20	990.00	(797.80)
Total Other Revenue	22.68	215.00	(192.32)	192.20	2,240.00	(2,047.80)
TOTAL REVENUE	16,536.70	15,918.00	618.70	176,342.19	174,968.60	1,373.59
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	15.00	(15.00)	0.00	165.00	(165.00)
Credit Reports	16.00	5.00	11.00	109.50	55.00	54.50
Uniforms	0.00	0.00	0.00	0.00	0.00	0.00
IT Support Services	128.00	128.00	0.00	1,408.00	1,408.00	0.00
Telephone/Answering Service	50.73	70.00	(19.27)	471.23	770.00	(298.77)
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	367.83	439.00	(71.17)	1,728.20	4,151.00	(2,422.80)
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)	11,340.00	11,880.00	(540.00)
Manager Salaries	1,512.10	1,342.00	170.10	16,363.34	14,970.00	1,393.34
Education/Registration fees	0.00	100.00	(100.00)	53.58	1,100.00	(1,046.42)
Legal Expense	0.00	63.00	(63.00)	1,285.00	687.00	598.00
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
Total Administrative Expenses	3,109.66	3,242.00	(132.34)	33,647.24	39,186.00	(5,538.76)
Utility Expenses						
Electricity	1,697.97	310.00	1,387.97	5,832.33	3,410.00	2,422.33
Water	0.00	500.00	(500.00)	2,775.26	5,500.00	(2,724.74)
Gas	54.56	50.00	4.56	626.68	550.00	76.68
Sewer	0.00	820.00	(820.00)	7,245.00	9,020.00	(1,775.00)
Garbage and Trash Removal	504.62	500.00	4.62	5,851.82	5,500.00	351.82
Total Utility Expenses	2,257.15	2,180.00	77.15	22,331.09	23,980.00	(1,648.91)
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	359.00	0.00	359.00
Cleaning Supplies	0.00	0.00	0.00	189.14	0.00	189.14
Exterminating Contract	100.00	0.00	100.00	939.65	0.00	939.65
Tree Service	1,714.40	0.00	1,714.40	1,714.40	0.00	1,714.40
Grounds Contract	1,000.00	0.00	1,000.00	10,135.44	0.00	10,135.44
Grounds Maintenance and Supplies	0.00	0.00	0.00	2,286.34	0.00	2,286.34
Maintenance Personnel	1,512.10	1,342.00	170.10	14,840.53	14,758.00	82.53
Repair Materials	564.44	1,667.00	(1,102.56)	9,817.88	18,333.00	(8,515.12)
Repair Contract/Vendor Labor	93.76	1,825.00	(1,731.24)	93.76	20,075.00	(19,981.24)
Electrical Repair and Supplies	140.00	0.00	140.00	874.00	0.00	874.00
HVAC Repair/Maintenance	89.00	1,667.00	(1,578.00)	1,516.51	18,333.00	(16,816.49)
Appliance Repair and Maintenance	0.00	0.00	0.00	681.13	0.00	681.13
Plumbing Repair and Supplies	0.00	0.00	0.00	351.42	0.00	351.42
Gas, Oil and Mileage	0.00	0.00	0.00	61.16	0.00	61.16
Fire Protection Equipment	0.00	0.00	0.00	210.12	0.00	210.12
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	5,213.70	6,501.00	(1,287.30)	44,070.48	71,499.00	(27,428.52)

Income Statement
HACB GRIDLEY SPRINGS II
As of
August 31, 2022

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	519.81	318.00	201.81	3,943.25	3,500.00	443.25
Property & Liability Insurance	235.59	150.00	85.59	235.59	1,650.00	(1,414.41)
Worker's Compensation	240.00	221.00	19.00	2,127.15	2,429.00	(301.85)
Health/Dental Insurance	118.20	193.00	(74.80)	2,328.78	2,117.00	211.78
Other Insurance	0.00	0.00	0.00	3,251.22	0.00	3,251.22
Total Taxes & Insurance Expenses	1,113.60	882.00	231.60	11,885.99	9,696.00	2,189.99
TOTAL EXPENSES	11,694.11	12,805.00	(1,110.89)	111,934.80	144,361.00	(32,426.20)
NET OPERATING INCOME (LOSS)	4,842.59	3,113.00	1,729.59	64,407.39	30,607.60	33,799.79
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	5,995.88	0.00	5,995.88
Bank Fees	20.00	0.00	20.00	160.00	0.00	160.00
Total Interest & Finance Expense	565.08	0.00	565.08	6,155.88	0.00	6,155.88
OPERATING PROFIT (LOSS)	4,277.51	3,113.00	1,164.51	58,251.51	30,607.60	27,643.91
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Drapery/Blind Replacement	0.00	0.00	0.00	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	2,400.16	0.00	2,400.16
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	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Replacements	0.00	0.00	0.00	2,400.16	0.00	2,400.16
NET CASH FLOW FROM OPERATIONS	4,277.51	3,113.00	1,164.51	55,851.35	30,607.60	25,243.75

MEMO

Date: September 9, 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 are (8) vacancies as of the 1st of September. The vacancy loss increased the last two months due to finally being able to terminate tenancies for non-payment of rent. Turnover consisted of one move in and three moveouts for August. AWI details the expected turnover for September in their monthly narrative, plus one more pending Unlawful Detainer being filed. Unpaid rents total 7 units; AWI again details the specific amounts

owed, and associated payments through California's Rent Relief Program (RRP). AWI is monitoring the units where Unlawful Detainers can be filed, regarding households that did not apply for RRP or continue to not pay their rental obligations. Year to Date, after six (8) months operation, the property's total income is \$57,000 more than budget, with total expenses being \$63,000 less than anticipated; bringing NOI higher than budget YTD, despite the challenges with rent collection. Bids for dumpster enclosure gates, are being sought, as well as new directory signage, and painting of the grape stake balconies. 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. A Physical Needs Assessment of the property has been completed.



Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property has one (1) vacancy as of the beginning of the month. Turnover for the month consisted of one move in and one moveout. *100% of the rent was collected for the months of August and September.* AWI will be recruiting a new on-site manager, as Nancy Winter, having been there for over 5 years, will be transferring to another AWI managed property. The complex continues to operate under pandemic protocols. Several locations seeing water intrusion have been repaired, locations not associated with the new roofing, but involving fascia and siding details. Gutters, downspouts and fascia boards will be replaced in 2022, as bids are being submitted.

Please find the AWI monthly owners report following, as well as a brief property narrative provided by AWI. YTD Income and Expenses are better than budget, as reflected in the property's financial statements. The property is subject to repositioning, involving refinance, capital improvements and replacements. CalAHA has been retained to provide repositioning capacity; the work having been delayed by COVID and disaster response work. The property generates significant amounts of surplus cash, which will help with renovations



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. There are still COVID-19 rental payments outstanding, which Sackett Corporation is waiting to process. Annual buildings' power washing is occurring at the property. YTD total income is lower than budget, and the property's YTD expenses are \$5,485.77 more than anticipated, bringing the NOI lower YTD by \$14,413.82, at \$55,078.18. Please find third party property manager's (Sackett Corporation's) Owner's report, following.





1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – This property currently has two (2) vacant units. Turnover consisted of two move ins and one move out during the month of August. There is one (1) thirty notice to vacate, with a pending application. There is one (1) household still owing back rent, that has applied for California Rent Relief funds but it looks like this unit will be turned over to legal to file an Unlawful Detainer. Unpaid rents for the month included five units. There is no update to the legal complaint filed by a resident, involving a laundry room incident,

in which a trial is anticipated. While the flat roofing condition assessment has been completed, remediation repair is being hindered by contractor availability, specifically, scheduling. Tree trimming, stucco repair and again roof repair bids are being collected for review. CAA Food Distribution is on-going; resident supportive services are being looked at for “startup” post COVID-19. YTD Income is more than budget by \$37,500. Expenses are higher by \$1,300, bringing the YTD Net Profit (Loss) to \$38,000 more than budget. Please find AWI’s monthly financials and narrative following. The property is subject to repositioning, involving refinancing and capital improvements. CalAHA has been retained to provide repositioning capacity, delayed by COVID and disaster response efforts.



Harvest Park Apartments, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has no vacancy as of September 1st. There are no

pending 30-day notices to vacate. The Harvest Park financials, following, detail current unpaid rents at \$49,377.92. The larger portion of unpaid rents have sought rent relief through the California Rent Relief Program. WINN Residential is working on the on-going collection. The on-site manager and maintenance vacancies have been filled. The property continues operations with total YTD income above budget by \$1,900.00, YTD expenses are \$9,765.00 above budget, bringing the YTD NOI to less than anticipated by approximately \$7,800.00, at \$337,191.59. Please find WINN Residential Owner’s Report following.

Chico Commons August 2022

Separate *Variance Report* explaining budget differences and expenditures.

Updates:

Chico Commons currently has eight vacancies. Chico Commons was hard hit by move outs in July and August, exacerbated by households that were unable to be evicted during the pandemic.

One move in and three move outs during the month of August.

Vacancies:

- **Unit #62** – Applicant close to an approval, expected for move in by 9/30
- **Unit #2** – Processing applicants
- **Unit #47** – Unit turn in process
- **Unit #35** – new move-out (Eviction/ Lock Out). All items left behind – haul out complete, heavy turn.
- **Unit #15** – new move-out
- **Unit #10** – Termination – heavy turn.
- **Unit #3** – Termination – all items left behind, 18 day abandonment period in process. Heavy turn.
- **Unit # 46** – new move out.

Upcoming Vacancies:

- **Unit #16 – Eviction / Non Payment**

Most households have caught up past due balances there are a few that remain past due. 12 August rent payments pending, which includes those listed below.

- **Unit #5; Balance \$2,926** Not paying, forwarding to legal if no response.
- **Unit #8; Balance \$2193** has started making payments towards past due.
- **Unit #14; Balance \$5,272** paying sporadically. Paid \$800 in August Served new three day notice – working to establish payment plan.
- **Unit #16; Balance \$7,108** Under eviction for non-payment
- **Unit #18; Balance \$2,425** working to get caught up. Paid \$1,000 in August.
- **Unit #30; Balance \$2,056** didn't pay July and August rent. Will served a 3-day notice.
- **Unit #53; Balance \$1,036** paying current. Older balance

We will be monitoring closely and those that choose to not pay will go to legal.



The first proofs of the new directory signs have been received. Working on details and color schemes. Can't wait to share the finished product.

Two bids on hand to replace the garbage enclosures – hoping to do one this year. Seeking a second bid.

Staff has reached out to local contractors for bids to replace dry rot second floor patio fencing plus painting.

On-site storage space is very limited due to a small office and maintenance room. Checking on pricing to install an additional storage shed on site for purged files and required retention. Another item proposed for year end spending.

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 67,554.00	\$ 61,820.00	\$ 5,734.00	\$ 534,544.00	\$ 494,560.00	\$ 39,984.00
Vacancies	(4,157.00)	(2,472.83)	(1,684.17)	(16,550.00)	(19,782.66)	3,232.66
Rent Adjustments	(97.47)	(245.83)	148.36	474.99	(1,966.66)	2,441.65
Manager's Unit	(796.00)	(796.00)	0.00	(6,368.00)	(6,368.00)	0.00
Total Tenant Rent	\$ 62,503.53	\$ 58,305.34	\$ 4,198.19	\$ 512,100.99	\$ 466,442.68	\$ 45,658.31
Other Project Income:						
Laundry Income	\$ 964.82	\$ 677.83	\$ 286.99	\$ 5,691.32	\$ 5,422.66	\$ 268.66
Interest Income	9.82	4.75	5.07	42.59	38.00	4.59
Restricted Reserve Interest Incom	15.95	0.00	15.95	130.29	0.00	130.29
Late Charges	462.00	0.00	462.00	1,948.00	0.00	1,948.00
Other Tenant Income	\$ 3,315.75	\$ 349.58	\$ 2,966.17	\$ 5,906.73	\$ 2,796.66	\$ 3,110.07
Private Subsidy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Garage Rent	0.00	0.00	0.00	0.00	0.00	0.00
Bad Debt Recovery	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	5,948.57	0.00	5,948.57
Other Project Income	\$ 4,768.34	\$ 1,032.16	\$ 3,736.18	\$ 19,667.50	\$ 8,257.32	\$ 11,410.18
Total Project Income	\$ 67,271.87	\$ 59,337.50	\$ 7,934.37	\$ 531,768.49	\$ 474,700.00	\$ 57,068.49
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 25,861.76	\$ 21,872.57	\$ 3,989.19	\$ 142,679.74	\$ 174,980.64	\$ (32,300.90)
Utilities (From Pg 2)	9,703.42	8,643.99	1,059.43	63,508.43	69,151.98	(5,643.55)
Administrative (From Pg 2)	8,756.83	8,925.24	(168.41)	64,062.72	71,401.98	(7,339.26)
Taxes & Insurance (From Pg 2)	2,333.33	2,443.58	(110.25)	18,666.66	19,548.66	(882.00)
Other Taxes & Insurance (Fr Page	971.86	2,715.50	(1,743.64)	9,777.58	21,724.00	(11,946.42)
Other Project Expenses	1,111.05	1,588.33	(477.28)	7,250.59	12,706.66	(5,456.07)
Total O&M Expenses	\$ 48,738.25	\$ 46,189.21	\$ 2,549.04	\$ 305,945.72	\$ 369,513.92	\$ (63,568.20)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 20,833.36	\$ 20,833.34	\$.02
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 8,640.00	\$ 8,640.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	20,000.00	20,000.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.17	\$ 0.00	\$ 49,473.36	\$ 49,473.34	\$.02
Total Project Expenses	\$ 54,922.42	\$ 52,373.38	\$ 2,549.04	\$ 355,419.08	\$ 418,987.26	\$ (63,568.18)
Net Profit (Loss)	\$ 12,349.45	\$ 6,964.12	\$ 5,385.33	\$ 176,349.41	\$ 55,712.74	\$ 120,636.67

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Cash Flow Items:						
Reserve Transfers	\$ (15.95)	\$ 0.00	\$ (15.95)	\$ (130.29)	\$ 0.00	\$ (130.29)
T & I Transfers	(1,770.60)	0.00	(1,770.60)	(14,163.09)	0.00	(14,163.09)
Operating Acct MMKT - FFB*	(9.22)	0.00	(9.22)	(100,039.50)	0.00	(100,039.50)
Security Acct-FFB	(1,000.00)	0.00	(1,000.00)	(1,000.00)	0.00	(1,000.00)
Security Deposits Held	(1,950.00)	0.00	(1,950.00)	(650.00)	0.00	(650.00)
Authorized Reserve - Other	0.00	(9,801.67)	9,801.67	0.00	(78,413.34)	78,413.34
Tenant Receivables	(250.99)	0.00	(250.99)	(19,942.12)	0.00	(19,942.12)
Other Receivables	2,958.33	0.00	2,958.33	15,725.66	0.00	15,725.66
Accounts Payable - Trade	12,972.48	0.00	12,972.48	(26,041.17)	0.00	(26,041.17)
Accounts Payable Other	(1,008.90)	0.00	(1,008.90)	0.00	0.00	0.00
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	20,833.36	0.00	20,833.36
Total Other Cash Flow Items	<u>\$ 12,529.32</u>	<u>\$ (9,801.67)</u>	<u>\$ 22,330.99</u>	<u>\$ (125,407.15)</u>	<u>\$ (78,413.34)</u>	<u>\$ (46,993.81)</u>
Net Operating Cash Change	<u>\$ 24,878.77</u>	<u>\$ (2,837.55)</u>	<u>\$ 27,716.32</u>	<u>\$ 50,942.26</u>	<u>\$ (22,700.60)</u>	<u>\$ 73,642.86</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 61,916.16	\$ 112,858.42	\$ 50,942.26
Operating Acct MMKT - FFB*	117,215.39	217,254.89	100,039.50
Tax & Insurance-FFB	2,840.05	17,003.14	14,163.09
Security Acct-FFB	43,775.00	44,775.00	1,000.00
Reserve Acct-FFB	71,774.45	91,842.32	20,067.87
Reserve Acct - MMKT - FFB*	200,021.06	200,083.48	62.42
Payables & Receivables:			
Accounts Payable - Trade	40,076.71	14,035.54	(26,041.17)
Rents Receivable - Current Tenants	17,872.90	30,468.03	12,595.13
Allowance for Doubtful Accounts	(5,053.99)	0.00	5,053.99
Other Tenant Charges Receivable	479.00	2,772.00	2,293.00

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 3,633.75	\$ 4,898.33	\$ (1,264.58)	\$ 23,738.86	\$ 39,186.66	\$ (15,447.80)
Janitorial/Cleaning Supplies	0.00	137.33	(137.33)	341.93	1,098.66	(756.73)
Plumbing Repairs	280.00	468.17	(188.17)	1,744.40	3,745.34	(2,000.94)
Painting & Decorating	81.86	508.17	(426.31)	1,218.54	4,065.34	(2,846.80)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Repairs & Maintenance - Supply	\$ 1,565.68	\$ 2,503.25	\$ (937.57)	\$ 15,163.31	\$ 20,026.00	\$ (4,862.69)
Repairs & Maintenance - Contract	9,154.64	1,570.58	7,584.06	34,996.47	12,564.66	22,431.81
Grounds Maintenance	1,860.00	1,552.25	307.75	15,610.00	12,418.00	3,192.00
Pest Control Service	1,075.00	695.08	379.92	4,785.00	5,560.66	(775.66)
Fire/Alarm Services	166.02	579.33	(413.31)	2,181.93	4,634.66	(2,452.73)
Capital Improvements - Other	6,035.98	5,588.58	447.40	19,014.31	44,708.66	(25,694.35)
Capital Improvements - Flooring	0.00	1,650.00	(1,650.00)	11,868.37	13,200.00	(1,331.63)
Capital Improvements - Appliance	627.93	937.50	(309.57)	8,723.42	7,500.00	1,223.42
Carpet Cleaning	139.00	41.33	97.67	1,039.00	330.66	708.34
HVAC Repairs	1,192.00	651.08	540.92	1,855.00	5,208.66	(3,353.66)
Cable Service	49.90	49.92	(.02)	399.20	399.34	(.14)
Tenant Services	0.00	41.67	(41.67)	0.00	333.34	(333.34)
Total Maint. & Operating Exp.	\$ 25,861.76	\$ 21,872.57	\$ 3,989.19	\$ 142,679.74	\$ 174,980.64	\$ (32,300.90)
Utilities:						
Electricity	\$ 799.27	\$ 584.58	\$ 214.69	\$ 5,338.07	\$ 4,676.66	\$ 661.41
Water	3,665.24	2,746.08	919.16	19,948.59	21,968.66	(2,020.07)
Sewer	1,654.56	1,654.58	(.02)	13,236.48	13,236.66	(.18)
Heating Fuel/Other	1,265.86	1,643.08	(377.22)	11,979.06	13,144.66	(1,165.60)
Garbage & Trash Removal	2,318.49	2,015.67	302.82	13,006.23	16,125.34	(3,119.11)
Total Utilities	\$ 9,703.42	\$ 8,643.99	\$ 1,059.43	\$ 63,508.43	\$ 69,151.98	\$ (5,643.55)
Administrative:						
Manager's Salary	\$ 3,437.58	\$ 3,587.33	\$ (149.75)	\$ 27,957.82	\$ 28,698.66	\$ (740.84)
Management Fees	3,240.00	3,240.00	0.00	25,920.00	25,920.00	0.00
Bad Debt Expense	258.00	625.00	(367.00)	86.00	5,000.00	(4,914.00)
Auditing	625.00	625.00	0.00	5,000.00	5,000.00	0.00
Legal	1,196.25	833.33	362.92	5,098.90	6,666.66	(1,567.76)
Other Administrative Expenses	0.00	14.58	(14.58)	0.00	116.66	(116.66)
Total Administrative Expense	\$ 8,756.83	\$ 8,925.24	\$ (168.41)	\$ 64,062.72	\$ 71,401.98	\$ (7,339.26)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 110.25	\$ (110.25)	\$ 0.00	\$ 882.00	\$ (882.00)
Property Insurance	2,333.33	2,333.33	0.00	18,666.66	18,666.66	0.00
Total Taxes & Insurance Expense	\$ 2,333.33	\$ 2,443.58	\$ (110.25)	\$ 18,666.66	\$ 19,548.66	\$ (882.00)
Other Taxes & Insurance:						
Payroll Taxes	\$ 545.61	\$ 738.42	\$ (192.81)	\$ 4,672.90	\$ 5,907.34	\$ (1,234.44)
Other Taxes, Fees & Permits	65.67	192.00	(126.33)	1,914.42	1,536.00	378.42
Bond Premiums	0.00	73.25	(73.25)	349.00	586.00	(237.00)
Worker's Compensation Insurance	303.70	835.33	(531.63)	2,239.99	6,682.66	(4,442.67)
Personnel Medical Insurance	56.88	876.50	(819.62)	601.27	7,012.00	(6,410.73)
Total Other Taxes & Insurance	\$ 971.86	\$ 2,715.50	\$ (1,743.64)	\$ 9,777.58	\$ 21,724.00	\$ (11,946.42)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	\$ 152.85	\$ 164.75	\$ (11.90)	\$ 1,713.57	\$ 1,318.00	\$ 395.57
Internet Service	224.84	144.83	80.01	1,174.07	1,158.66	15.41
Advertising	0.00	54.17	(54.17)	0.00	433.34	(433.34)
Water/Coffee Service	6.34	0.00	6.34	18.44	0.00	18.44
Office Supplies & Expense	138.68	221.00	(82.32)	1,823.87	1,768.00	55.87
Postage	40.79	82.08	(41.29)	722.86	656.66	66.20
Toner/Copier Expense	0.00	188.08	(188.08)	777.05	1,504.66	(727.61)
Office Furniture & Equipment Expe	504.05	500.00	4.05	504.05	4,000.00	(3,495.95)
Travel & Promotion	0.00	70.92	(70.92)	129.80	567.34	(437.54)
Training Expense	0.00	62.50	(62.50)	225.38	500.00	(274.62)
Credit Checking	43.50	100.00	(56.50)	161.50	800.00	(638.50)
Total Other Project Expenses	<u>\$ 1,111.05</u>	<u>\$ 1,588.33</u>	<u>\$ (477.28)</u>	<u>\$ 7,250.59</u>	<u>\$ 12,706.66</u>	<u>\$ (5,456.07)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 20,833.36	\$ 20,833.34	\$.02
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 8,640.00	\$ 8,640.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	20,000.00	20,000.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 6,184.17</u>	<u>\$ 6,184.17</u>	<u>\$ 0.00</u>	<u>\$ 49,473.36</u>	<u>\$ 49,473.34</u>	<u>\$.02</u>
Total Expenses	<u>\$ 54,922.42</u>	<u>\$ 52,373.38</u>	<u>\$ 2,549.04</u>	<u>\$ 355,419.08</u>	<u>\$ 418,987.26</u>	<u>\$ (63,568.18)</u>
Authorized Reserve - Other	\$ 0.00	\$ 9,801.67	\$ (9,801.67)	\$ 0.00	\$ 78,413.34	\$ (78,413.34)
Total Authorized Reserves	<u>\$ 0.00</u>	<u>\$ 9,801.67</u>	<u>\$ (9,801.67)</u>	<u>\$ 0.00</u>	<u>\$ 78,413.34</u>	<u>\$ (78,413.34)</u>

1200 Park Avenue August 2022

Separate *Variance Report* explaining budget differences and expenditures.

Updates:

1200 Park Avenue currently has 1 vacant unit. Two move-ins and one move-out during the month of August.

Vacancies:

- Unit #131, Resident deceased. The prior resident was a heavy smoker and many items were left behind. The turn is in process and is heavy. Haul out, painting and cleaning is complete. Pending touch ups and appliance install. Application in process.

Upcoming Vacancies:

- Unit #232 – expected for move out 9/15. Applications in process

Balances:

Unit #207; Balance \$7,968.50. The notice to Pay or Quit has expired and the file has been forwarded to legal for an unlawful detainer.

To date in September, 5 Rent payments are outstanding – PM following up to collect.

We have reached out to obtain bids for pending capital items, including trees, roofs and stucco.

Also, obtaining bids for gutter cleaning in anticipation of the fall.

Planning to complete outreach to restart community support and services after the pandemic.

On each Wednesday the Assistant Property Manager picks up and delivers frozen meals to residents as the local agency is no longer able to deliver.

The turnout for the monthly food distribution from the CAA food give away has been great!



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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 85,634.00	\$ 80,024.00	\$ 5,610.00	\$ 673,085.00	\$ 640,192.00	\$ 32,893.00
Vacancies	(1,260.00)	(2,000.58)	740.58	(12,074.50)	(16,004.66)	3,930.16
Rent Adjustments	304.00	0.00	304.00	1,031.94	0.00	1,031.94
Manager's Unit	(856.00)	(870.00)	14.00	(6,848.00)	(6,960.00)	112.00
Total Tenant Rent	\$ 83,822.00	\$ 77,153.42	\$ 6,668.58	\$ 655,194.44	\$ 617,227.34	\$ 37,967.10
Other Project Income:						
Laundry Income	\$ 500.00	\$ 819.50	\$ (319.50)	\$ 5,500.00	\$ 6,556.00	\$ (1,056.00)
Interest Income	1.28	0.00	1.28	8.86	0.00	8.86
Restricted Reserve Interest Incom	17.32	4.92	12.40	68.51	39.34	29.17
Late Charges	69.00	0.00	69.00	564.00	0.00	564.00
Application Fees	0.00	32.08	(32.08)	0.00	256.66	(256.66)
Other Tenant Income	608.00	333.33	274.67	2,740.42	2,666.66	73.76
Miscellaneous Income	0.00	12.50	(12.50)	312.98	100.00	212.98
Other Project Income	\$ 1,195.60	\$ 1,202.33	\$ (6.73)	\$ 9,194.77	\$ 9,618.66	\$ (423.89)
Total Project Income	\$ 85,017.60	\$ 78,355.75	\$ 6,661.85	\$ 664,389.21	\$ 626,846.00	\$ 37,543.21
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 16,414.53	\$ 16,309.42	\$ 105.11	\$ 142,372.43	\$ 130,475.34	\$ 11,897.09
Utilities (From Pg 2)	13,328.72	9,496.66	3,832.06	75,296.11	75,973.32	(677.21)
Administrative (From Pg 2)	11,026.08	10,671.17	354.91	85,280.59	85,369.34	(88.75)
Taxes & Insurance (From Pg 2)	5,618.00	5,806.25	(188.25)	44,943.76	46,450.00	(1,506.24)
Other Taxes & Insurance (Fr Page	1,769.45	3,924.42	(2,154.97)	20,007.03	31,395.34	(11,388.31)
Other Project Expenses	1,754.63	1,817.17	(62.54)	15,408.54	14,537.34	871.20
Total O&M Expenses	\$ 49,911.41	\$ 48,025.09	\$ 1,886.32	\$ 383,308.46	\$ 384,200.68	\$ (892.22)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,242.49	\$ 26,300.42	\$ (57.93)	\$ 209,939.92	\$ 210,403.34	\$ (463.42)
Managing General Partner Fees	\$ 1,118.09	\$ 1,118.08	\$.01	\$ 8,944.72	\$ 8,944.66	\$.06
Transfer - Reserves	2,675.00	2,675.00	0.00	21,400.00	21,400.00	0.00
Total Mortgage & Owner's Exp.	\$ 30,035.58	\$ 30,093.50	\$ (57.92)	\$ 240,284.64	\$ 240,748.00	\$ (463.36)
Total Project Expenses	\$ 79,946.99	\$ 78,118.59	\$ 1,828.40	\$ 623,593.10	\$ 624,948.68	\$ (1,355.58)
Net Profit (Loss)	\$ 5,070.61	\$ 237.16	\$ 4,833.45	\$ 40,796.11	\$ 1,897.32	\$ 38,898.79
Other Cash Flow Items:						
Reserve Transfers	\$ (12.99)	\$ 0.00	\$ (12.99)	\$ 98.81	\$ 0.00	\$ 98.81

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
T & I Transfers	\$ (2,240.85)	\$ 0.00	\$ (2,240.85)	\$ (17,625.57)	\$ 0.00	\$ (17,625.57)
Operating Acct MMKT-FFB*	(.43)	0.00	(.43)	(3.29)	0.00	(3.29)
Security Acct-FFB	(185.00)	0.00	(185.00)	(185.00)	0.00	(185.00)
Security Deposits Held	(391.00)	0.00	(391.00)	209.00	0.00	209.00
Authorized Reserve - Other	0.00	(7,447.58)	7,447.58	0.00	(59,580.66)	59,580.66
Tenant Receivables	829.77	0.00	829.77	(2,371.97)	0.00	(2,371.97)
Other Receivables	6,243.00	0.00	6,243.00	93,758.91	0.00	93,758.91
Accounts Payable - Trade	1,116.66	0.00	1,116.66	(21,674.42)	0.00	(21,674.42)
Accrued Expenses	(744.00)	0.00	(744.00)	100.00	0.00	100.00
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	49,000.00	0.00	49,000.00
Accrued Local Administration Fee	416.67	0.00	416.67	3,333.36	0.00	3,333.36
Accrued Managing GP Fee	701.42	0.00	701.42	5,611.36	0.00	5,611.36
Accrued Interest Housing Authority	4,922.85	0.00	4,922.85	39,382.80	0.00	39,382.80
Total Other Cash Flow Items	<u>\$ 16,781.10</u>	<u>\$ (7,447.58)</u>	<u>\$ 24,228.68</u>	<u>\$ 149,633.99</u>	<u>\$ (59,580.66)</u>	<u>\$ 209,214.65</u>
Net Operating Cash Change	<u>\$ 21,851.71</u>	<u>\$ (7,210.42)</u>	<u>\$ 29,062.13</u>	<u>\$ 190,430.10</u>	<u>\$ (57,683.34)</u>	<u>\$ 248,113.44</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 42,654.93	\$ 233,085.03	\$ 190,430.10
Operating Acct MMKT-FFB*	10,148.84	10,152.13	3.29
Tax & Insurance-FFB	6,016.55	23,642.12	17,625.57
Security Acct-FFB	35,879.00	36,064.00	185.00
Repl Reserve-Berkadia Bank-IMP	325,837.42	347,138.61	21,301.19
Payables & Receivables:			
Accounts Payable - Trade	26,999.38	5,324.96	(21,674.42)
Rents Receivable - Current Tenants	5,889.40	9,090.86	3,201.46
Other Tenant Charges Receivable	2,499.49	1,670.00	(829.49)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 4,263.24	\$ 6,531.92	\$ (2,268.68)	\$ 40,249.87	\$ 52,255.34	\$ (12,005.47)
Janitorial/Cleaning Supplies	1,100.07	276.58	823.49	2,343.70	2,212.66	131.04
Plumbing Repairs	140.00	113.83	26.17	1,361.09	910.66	450.43
Painting & Decorating	0.00	138.92	(138.92)	1,166.62	1,111.34	55.28
Repairs & Maintenance - Supply	850.12	1,000.00	(149.88)	8,938.39	8,000.00	938.39
Repairs & Maintenance - Contract	3,914.24	2,040.25	1,873.99	20,485.15	16,322.00	4,163.15
Grounds Maintenance	1,650.00	1,767.25	(117.25)	18,210.00	14,138.00	4,072.00
Elevator Maintenance & Contract	1,772.86	714.67	1,058.19	10,309.08	5,717.34	4,591.74
Pest Control Service	227.00	1,000.00	(773.00)	1,589.00	8,000.00	(6,411.00)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Fire/Alarm Services	\$ 0.00	\$ 758.33	\$ (758.33)	\$ 5,013.25	\$ 6,066.66	\$ (1,053.41)
Security Service	630.00	726.00	(96.00)	4,647.00	5,808.00	(1,161.00)
Capital Improvements - Other	0.00	0.00	0.00	647.08	0.00	647.08
Capital Improvements - Flooring	1,633.00	0.00	1,633.00	17,609.59	0.00	17,609.59
Capital Improvements - Appliance	0.00	0.00	0.00	1,611.79	0.00	1,611.79
Capital Improvements - HVAC Repl	0.00	0.00	0.00	2,473.48	0.00	2,473.48
Capital Improvements - Water Heat	0.00	0.00	0.00	1,722.44	0.00	1,722.44
Carpet Cleaning	139.00	891.67	(752.67)	2,701.00	7,133.34	(4,432.34)
HVAC Repairs	95.00	225.00	(130.00)	502.26	1,800.00	(1,297.74)
Cable Service	0.00	0.00	0.00	355.91	0.00	355.91
Tenant Services	0.00	125.00	(125.00)	435.73	1,000.00	(564.27)
Total Maint. & Operating Exp.	\$ 16,414.53	\$ 16,309.42	\$ 105.11	\$ 142,372.43	\$ 130,475.34	\$ 11,897.09
Utilities:						
Electricity	\$ 7,178.53	\$ 4,649.75	\$ 2,528.78	\$ 37,673.62	\$ 37,198.00	\$ 475.62
Water	1,441.07	1,170.58	270.49	7,941.03	9,364.66	(1,423.63)
Sewer	2,458.86	2,458.83	.03	19,670.88	19,670.66	.22
Heating Fuel/Other	156.14	223.67	(67.53)	2,843.00	1,789.34	1,053.66
Garbage & Trash Removal	2,094.12	993.83	1,100.29	7,167.58	7,950.66	(783.08)
Total Utilities	\$ 13,328.72	\$ 9,496.66	\$ 3,832.06	\$ 75,296.11	\$ 75,973.32	\$ (677.21)
Administrative:						
Manager's Salary	\$ 4,714.75	\$ 4,853.75	\$ (139.00)	\$ 36,422.27	\$ 38,830.00	\$ (2,407.73)
Management Fees	4,815.00	4,815.00	0.00	38,520.00	38,520.00	0.00
Bad Debt Expense	87.00	175.00	(88.00)	3,570.00	1,400.00	2,170.00
Auditing	625.00	625.00	0.00	5,000.00	5,000.00	0.00
Legal	780.00	177.42	602.58	1,601.00	1,419.34	181.66
Other Administrative Expenses	4.33	25.00	(20.67)	167.32	200.00	(32.68)
Total Administrative Expense	\$ 11,026.08	\$ 10,671.17	\$ 354.91	\$ 85,280.59	\$ 85,369.34	\$ (88.75)
Taxes & Insurance Reserve For:						
Special Assessments	\$ 0.00	\$ 26.33	\$ (26.33)	\$ 0.00	\$ 210.66	\$ (210.66)
Property Insurance	5,618.00	5,666.67	(48.67)	44,943.76	45,333.34	(389.58)
Other Insurance	0.00	113.25	(113.25)	0.00	906.00	(906.00)
Total Taxes & Insurance Expense	\$ 5,618.00	\$ 5,806.25	\$ (188.25)	\$ 44,943.76	\$ 46,450.00	\$ (1,506.24)
Other Taxes & Insurance:						
Payroll Taxes	\$ 675.82	\$ 1,029.67	\$ (353.85)	\$ 6,795.47	\$ 8,237.34	\$ (1,441.87)
Other Taxes, Fees & Permits	61.00	166.67	(105.67)	2,930.17	1,333.34	1,596.83
Bond Premiums	0.00	108.75	(108.75)	518.00	870.00	(352.00)
Worker's Compensation Insurance	354.04	860.25	(506.21)	3,002.71	6,882.00	(3,879.29)
Personnel Medical Insurance	678.59	1,759.08	(1,080.49)	6,760.68	14,072.66	(7,311.98)
Total Other Taxes & Insurance	\$ 1,769.45	\$ 3,924.42	\$ (2,154.97)	\$ 20,007.03	\$ 31,395.34	\$ (11,388.31)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	\$ 585.75	\$ 542.33	\$ 43.42	\$ 4,443.73	\$ 4,338.66	\$ 105.07
Internet Service	355.91	297.92	57.99	2,397.38	2,383.34	14.04
Advertising	0.00	16.67	(16.67)	0.00	133.34	(133.34)
Water/Coffee Service	302.46	31.42	271.04	648.69	251.34	397.35
Office Supplies & Expense	209.24	450.83	(241.59)	3,503.95	3,606.66	(102.71)
Postage	0.00	88.83	(88.83)	597.43	710.66	(113.23)
Toner/Copier Expense	301.27	248.25	53.02	2,829.18	1,986.00	843.18
Office Furniture & Equipment Expe	0.00	0.00	0.00	320.65	0.00	320.65
Travel & Promotion	0.00	41.67	(41.67)	42.00	333.34	(291.34)
Training Expense	0.00	61.75	(61.75)	428.53	494.00	(65.47)
Credit Checking	0.00	29.17	(29.17)	197.00	233.34	(36.34)
Employee Meals	0.00	8.33	(8.33)	0.00	66.66	(66.66)
Total Other Project Expenses	<u>\$ 1,754.63</u>	<u>\$ 1,817.17</u>	<u>\$ (62.54)</u>	<u>\$ 15,408.54</u>	<u>\$ 14,537.34</u>	<u>\$ 871.20</u>
Lease Up Expenses						
Total Lease Up Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,242.49	\$ 26,300.42	\$ (57.93)	\$ 209,939.92	\$ 210,403.34	\$ (463.42)
Managing General Partner Fees	\$ 1,118.09	\$ 1,118.08	\$.01	\$ 8,944.72	\$ 8,944.66	\$.06
Transfer - Reserves	2,675.00	2,675.00	0.00	21,400.00	21,400.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 30,035.58</u>	<u>\$ 30,093.50</u>	<u>\$ (57.92)</u>	<u>\$ 240,284.64</u>	<u>\$ 240,748.00</u>	<u>\$ (463.36)</u>
Total Expenses	<u>\$ 79,946.99</u>	<u>\$ 78,118.59</u>	<u>\$ 1,828.40</u>	<u>\$ 623,593.10</u>	<u>\$ 624,948.68</u>	<u>\$ (1,355.58)</u>
Authorized Reserve - Other	<u>\$ 0.00</u>	<u>\$ 7,447.58</u>	<u>\$ (7,447.58)</u>	<u>\$ 0.00</u>	<u>\$ 59,580.66</u>	<u>\$ (59,580.66)</u>
	\$ 0.00	\$ 7,447.58	\$ (7,447.58)	\$ 0.00	\$ 59,580.66	\$ (59,580.66)

Walker Commons August 2022



Separate Variance Report explaining budget differences and expenditures.

Updates:

Walker Commons currently has 1 vacancy. One move in and one move out during the month of August.

Vacancies:

- Unit #17- move out 8/2. Unit and application in process along with two back up applicants,

100% of August rent was collected.

100% of September was collected.

We have started the process of recruiting a new Property Manager for Walker Commons. After more than five years Nancy has requested a transfer to a location that is closer to her family. We anticipate the transition to occur during the first part of October.

The new Maintenance Tech Jovanny is transitioning well into the community and we are pleased to have him on the team.

Currently there are two bids for gutters on hand and one for fascia repairs/ replacement. Working on obtaining an additional bid for fascia before analyzing and submitting for consideration.

Looking forward to cooler weather!



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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 41,868.00	\$ 37,873.00	\$ 3,995.00	\$ 338,222.00	\$ 302,984.00	\$ 35,238.00
Vacancies	(1,242.00)	(378.75)	(863.25)	(6,571.00)	(3,030.00)	(3,541.00)
Rent Adjustments	(338.00)	(44.17)	(293.83)	(29.16)	(353.34)	324.18
Manager's Unit	(704.00)	(708.00)	4.00	(5,632.00)	(5,664.00)	32.00
Total Tenant Rent	\$ 39,584.00	\$ 36,742.08	\$ 2,841.92	\$ 325,989.84	\$ 293,936.66	\$ 32,053.18
Other Project Income:						
Laundry Income	\$ 289.05	\$ 173.83	\$ 115.22	\$ 2,645.25	\$ 1,390.66	\$ 1,254.59
Interest Income	11.97	6.08	5.89	67.78	48.66	19.12
Restricted Reserve Interest Income	22.80	0.00	22.80	176.49	0.00	176.49
Late Charges	25.00	0.00	25.00	66.00	0.00	66.00
Other Tenant Income	100.00	123.75	(23.75)	1,233.50	990.00	243.50
Other Project Income	\$ 448.82	\$ 303.66	\$ 145.16	\$ 4,189.02	\$ 2,429.32	\$ 1,759.70
Total Project Income	\$ 40,032.82	\$ 37,045.74	\$ 2,987.08	\$ 330,178.86	\$ 296,365.98	\$ 33,812.88
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 10,818.43	\$ 12,690.91	\$ (1,872.48)	\$ 96,811.60	\$ 101,527.32	\$ (4,715.72)
Utilities (From Pg 2)	3,726.21	3,258.67	467.54	25,573.55	26,069.34	(495.79)
Administrative (From Pg 2)	5,966.05	6,769.92	(803.87)	51,587.00	54,159.34	(2,572.34)
Taxes & Insurance (From Pg 2)	1,375.00	1,385.58	(10.58)	11,000.00	11,084.66	(84.66)
Other Taxes & Insurance (Fr Page 2)	1,440.30	3,374.01	(1,933.71)	20,351.67	26,992.02	(6,640.35)
Other Project Expenses	676.44	919.00	(242.56)	5,941.00	7,352.00	(1,411.00)
Total O&M Expenses	\$ 24,002.43	\$ 28,398.09	\$ (4,395.66)	\$ 211,264.82	\$ 227,184.68	\$ (15,919.86)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00	\$ 0.00
Transfer - Reserves	933.34	933.33	.01	7,466.72	7,466.66	.06
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.33	\$.01	\$ 22,466.72	\$ 22,466.66	\$.06
Total Project Expenses	\$ 26,810.77	\$ 31,206.42	\$ (4,395.65)	\$ 233,731.54	\$ 249,651.34	\$ (15,919.80)
Net Profit (Loss)	\$ 13,222.05	\$ 5,839.32	\$ 7,382.73	\$ 96,447.32	\$ 46,714.64	\$ 49,732.68
Other Cash Flow Items:						
Reserve Transfers	\$ (22.80)	\$ 0.00	\$ (22.80)	\$ (176.49)	\$ 0.00	\$ (176.49)
T & I Transfers	(1,041.15)	0.00	(1,041.15)	9,173.85	0.00	9,173.85
Operating Acct. MMKT- FFB*	(10.82)	0.00	(10.82)	(70,058.63)	0.00	(70,058.63)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Security Deposits Held	\$ (340.00)	\$ 0.00	\$ (340.00)	\$ (1,480.00)	\$ 0.00	\$ (1,480.00)
Authorized Reserve - Other	0.00	(3,083.33)	3,083.33	0.00	(24,666.66)	24,666.66
Tenant Receivables	288.52	0.00	288.52	774.08	0.00	774.08
Other Receivables	2,000.00	0.00	2,000.00	(9,347.00)	0.00	(9,347.00)
Accounts Payable - Trade	(19,191.23)	0.00	(19,191.23)	(10,534.79)	0.00	(10,534.79)
Accounts Payable Other	397.00	0.00	397.00	794.00	0.00	794.00
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	10,000.00	0.00	10,000.00
Accrued Partnership Fees	625.00	0.00	625.00	5,000.00	0.00	5,000.00
Total Other Cash Flow Items	\$ (16,045.48)	\$ (3,083.33)	\$ (12,962.15)	\$ (65,854.98)	\$ (24,666.66)	\$ (41,188.32)
Net Operating Cash Change	<u>\$ (2,823.43)</u>	<u>\$ 2,755.99</u>	<u>\$ (5,579.42)</u>	<u>\$ 30,592.34</u>	<u>\$ 22,047.98</u>	<u>\$ 8,544.36</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 56,066.77	\$ 86,659.11	\$ 30,592.34
Operating Acct. MMKT- FFB*	185,043.59	255,102.22	70,058.63
Tax & Insurance - FFB	37,959.45	28,785.60	(9,173.85)
Security Acct-FFB	20,950.00	20,950.00	0.00
Reserve Acct-FFB	89,445.13	96,973.23	7,528.10
Reserve Acct MMKT-FFB*	345,985.70	346,100.81	115.11
Payables & Receivables:			
Accounts Payable - Trade	16,622.60	6,087.81	(10,534.79)
Rents Receivable - Current Tenants	(33.00)	(790.08)	(757.08)
Other Tenant Charges Receivable	54.00	37.00	(17.00)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
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Maintenance & Operating Expenses:

Maintenance Payroll	\$ 1,344.24	\$ 3,498.08	\$ (2,153.84)	\$ 22,169.76	\$ 27,984.66	\$ (5,814.90)
Janitorial/Cleaning Supplies	109.00	110.58	(1.58)	369.90	884.66	(514.76)
Plumbing Repairs	168.72	125.00	43.72	1,239.60	1,000.00	239.60
Painting & Decorating	148.81	166.67	(17.86)	587.50	1,333.34	(745.84)
Repairs & Maintenance - Supply	947.12	936.92	10.20	7,507.74	7,495.34	12.40
Repairs & Maintenance - Contract	1,173.29	1,250.00	(76.71)	8,645.91	10,000.00	(1,354.09)
Grounds Maintenance	1,698.35	1,708.33	(9.98)	15,258.35	13,666.66	1,591.69
Pest Control Service	1,800.00	333.33	1,466.67	3,217.00	2,666.66	550.34
Fire/Alarm Services	1,221.16	208.33	1,012.83	2,526.21	1,666.66	859.55
Capital Improvements - Other	0.00	2,078.00	(2,078.00)	26,907.51	16,624.00	10,283.51
Capital Improvements - Flooring	1,943.00	833.33	1,109.67	6,806.35	6,666.66	139.69
Capital Improvements - Appliance	0.00	229.17	(229.17)	379.06	1,833.34	(1,454.28)
Capital Improvements - HVAC Repl	0.00	604.83	(604.83)	960.46	4,838.66	(3,878.20)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - Water Heat	\$ 0.00	\$ 0.00	\$ 0.00	\$ (1,920.92)	\$ 0.00	\$ (1,920.92)
Carpet Cleaning	95.00	41.67	53.33	699.00	333.34	365.66
HVAC Repairs	0.00	200.00	(200.00)	654.00	1,600.00	(946.00)
Cable Service	64.90	66.67	(1.77)	584.10	533.34	50.76
Tenant Services	104.84	300.00	(195.16)	220.07	2,400.00	(2,179.93)
Total Maint. & Operating Exp.	\$ 10,818.43	\$ 12,690.91	\$ (1,872.48)	\$ 96,811.60	\$ 101,527.32	\$ (4,715.72)
Utilities:						
Electricity	\$ 1,176.37	\$ 526.25	\$ 650.12	\$ 4,768.75	\$ 4,210.00	\$ 558.75
Water	796.87	878.42	(81.55)	5,929.63	7,027.34	(1,097.71)
Sewer	1,286.88	1,312.58	(25.70)	10,295.16	10,500.66	(205.50)
Heating Fuel/Other	69.09	144.00	(74.91)	1,416.01	1,152.00	264.01
Garbage & Trash Removal	397.00	397.42	(.42)	3,164.00	3,179.34	(15.34)
Total Utilities	\$ 3,726.21	\$ 3,258.67	\$ 467.54	\$ 25,573.55	\$ 26,069.34	\$ (495.79)
Administrative:						
Manager's Salary	\$ 3,020.05	\$ 3,274.92	\$ (254.87)	\$ 25,651.00	\$ 26,199.34	\$ (548.34)
Management Fees	2,520.00	2,520.00	0.00	20,160.00	20,160.00	0.00
Bad Debt Expense	(199.00)	208.33	(407.33)	68.00	1,666.66	(1,598.66)
Auditing	625.00	625.00	0.00	5,000.00	5,000.00	0.00
Legal	0.00	125.00	(125.00)	708.00	1,000.00	(292.00)
Other Administrative Expenses	0.00	16.67	(16.67)	0.00	133.34	(133.34)
Total Administrative Expense	\$ 5,966.05	\$ 6,769.92	\$ (803.87)	\$ 51,587.00	\$ 54,159.34	\$ (2,572.34)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 10.58	\$ (10.58)	\$ 0.00	\$ 84.66	\$ (84.66)
Property Insurance	1,375.00	1,375.00	0.00	11,000.00	11,000.00	0.00
Total Taxes & Insurance Expense	\$ 1,375.00	\$ 1,385.58	\$ (10.58)	\$ 11,000.00	\$ 11,084.66	\$ (84.66)
Other Taxes & Insurance:						
Payroll Taxes	\$ 359.92	\$ 597.50	\$ (237.58)	\$ 4,180.96	\$ 4,780.00	\$ (599.04)
Other Taxes, Fees & Permits	25.19	295.92	(270.73)	1,529.58	2,367.34	(837.76)
Bond Premiums	0.00	56.92	(56.92)	271.00	455.34	(184.34)
Worker's Compensation Insurance	175.14	672.92	(497.78)	1,792.99	5,383.34	(3,590.35)
Personnel Medical Insurance	880.05	1,750.75	(870.70)	12,577.14	14,006.00	(1,428.86)
Total Other Taxes & Insurance	\$ 1,440.30	\$ 3,374.01	\$ (1,933.71)	\$ 20,351.67	\$ 26,992.02	\$ (6,640.35)
Other Project Expenses						
Telephone & Answering Service	\$ 239.93	\$ 219.50	\$ 20.43	\$ 1,953.77	\$ 1,756.00	\$ 197.77
Internet Service	71.95	70.00	1.95	645.55	560.00	85.55
Advertising	0.00	16.67	(16.67)	0.00	133.34	(133.34)
Water/Coffee Service	0.00	2.08	(2.08)	0.00	16.66	(16.66)
Office Supplies & Expense	255.77	315.50	(59.73)	1,949.69	2,524.00	(574.31)

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Postage	\$ 97.79	\$ 68.25	\$ 29.54	\$ 682.11	\$ 546.00	\$ 136.11
Toner/Copier Expense	0.00	110.33	(110.33)	387.00	882.66	(495.66)
Travel & Promotion	0.00	33.33	(33.33)	0.00	266.66	(266.66)
Training Expense	0.00	41.67	(41.67)	225.38	333.34	(107.96)
Credit Checking	11.00	41.67	(30.67)	97.50	333.34	(235.84)
Total Other Project Expenses	<u>\$ 676.44</u>	<u>\$ 919.00</u>	<u>\$ (242.56)</u>	<u>\$ 5,941.00</u>	<u>\$ 7,352.00</u>	<u>\$ (1,411.00)</u>
Lease Up Expenses						
Total Lease Up Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00	\$ 0.00
Transfer - Reserves	933.34	933.33	.01	7,466.72	7,466.66	.06
Total Mortgage & Owner's Exp.	<u>\$ 2,808.34</u>	<u>\$ 2,808.33</u>	<u>\$.01</u>	<u>\$ 22,466.72</u>	<u>\$ 22,466.66</u>	<u>\$.06</u>
Total Expenses	<u>\$ 26,810.77</u>	<u>\$ 31,206.42</u>	<u>\$ (4,395.65)</u>	<u>\$ 233,731.54</u>	<u>\$ 249,651.34</u>	<u>\$ (15,919.80)</u>
Authorized Reserve - Other	<u>\$ 0.00</u>	<u>\$ 3,083.33</u>	<u>\$ (3,083.33)</u>	<u>\$ 0.00</u>	<u>\$ 24,666.66</u>	<u>\$ (24,666.66)</u>
	\$ 0.00	\$ 3,083.33	\$ (3,083.33)	\$ 0.00	\$ 24,666.66	\$ (24,666.66)

Monthly Property Summary Report

75 Harvest Park Court

August 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:	\$83,114.85	-\$749.15	0.89%
• Total Operating Income Budget/Month:	\$83,864.00		
• Total Operating Income Actual/YTD:	\$655,193.92	\$1,900.92	0.29%
• Total Operating Income Budget/YTD:	\$653,293.00		
• Total Operating Expenses Actual/Month:	\$38,105.15	-\$148.13	0.39%
• Total Operating Expenses Budget/Month:	\$37,957.02		
• Total Operating Expenses Actual/YTD:	\$318,002.23	-\$9,765.89	3.16%
• Total Operating Expenses Budget/YTD:	\$308,236.44		
• Total Net Operating Income Actual/Month:	\$45,009.70	-\$897.28	1.95%
• Total Net Operating Income Budget/Month:	\$45,906.98		
• Total Net Operating Income Actual/YTD:	\$337,191.59	-\$7,864.97	2.27%
• Total Net Operating Income Budget/YTD:	\$345,056.56		

BUDGET VARIANCE REPORT

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

August Financials - Expense Variances					
Month Ending 8/31/2022					
GL / Description	Actual	Budget	Variance	%	Comments:
6541-0000 Maintenance Supplies	\$1,991.79	\$833.33	(\$1,158.46)	-139.02%	Work order & unit turnover items needed.
6548-0000 Repairs - Contract - Plumbing	\$918.00	\$208.00	(\$710.00)	-341.35%	Apt. #230 & #130 water leaks.
6586-0000 Fire and Safety Systems	\$2,195.17	\$0.00	(\$2,195.17)	#DIV/0!	Sprinkler annual inspection; Repairs.
6532-0000 Cleaning Contract	\$2,019.00	\$218.75	(\$1,800.25)	-822.97%	Unit/Property cleaning reclasses.

RESIDENT DELINQUENT RENT STATUS

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

Bldg/Unit	Name	Code Description	Total Delinquent	Delinquency Comment
01 - 101		DAMAGES	\$ 65.35	Collecting by EOM
01 - 104		RENT	\$ 938.00	Will be paid in full by 9/9/22
01 - 106		RENT	\$ 288.00	Spoke to resident, she will be making paymebnts of \$25.00 a month until caught up
01 - 107		RENT	\$ 6,958.00	Third party RA in progress, RA approved in the past
02 - 110		RENT	\$ 1,118.00	Left VM
03 - 115		RENT	\$ 1,000.00	Reviewed with resident, she misplaced the money order misplaced and is waiting on the new one to be issued
03 - 118		RENT	\$ 374.00	Left VM
03 - 215		RENT	\$ 4,552.00	RA application in place
03 - 216		RENT	\$ 1,734.00	Left VM
04 - 120		RENT	\$ 337.00	Left VM
04 - 219		RENT	\$ 1,118.00	Paid in full by 9/15
04 - 220		RENT	\$ 7,993.00	DEL Comment: ; Payment arrangement has been made with tenant to pay an extra \$300.00 a month to catch up, denied for rental assistance(01/27/2022;AHaver)
04 - 221		RENT	\$ 722.00	Pro rated due to move out.
05 - 226		RENT	\$ 382.00	RA application in place
06 - 133		RENT	\$ 217.00	Left VM
06 - 230		RENT	\$ 1,780.00	Third party RA in progress, RA approved in the past.
06 - 234		RENT	\$ 5,855.59	DEL Comment: ; Unable to leave v/m, number is disconnected(12/10/2021;RSpence)
07 - 137		RENT	\$ 3,133.00	RA application in place
07 - 138		RENT	\$ 842.00	Paying in full by end of October, family crisis
07 - 139		RENT	\$ 820.00	Called resident, she will be paid in full prior to end of week,
07 - 238		RENT	\$ 14,649.00	DEL Comment: ; Left v/m regarding outstanding rent(12/10/2021;RSpence)
07 - 239		RENT	\$ 766.00	Left VM
08 - 244		RENT	\$ 321.00	Check in the mail, payees sent out late

SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS

2022 Capital Expenditures:

Property/SPM	Capital Project		Funding Sources				Monitoring Status			
			Replacement Reserves (0001)	Replacement Reserves GL Codes	Operating Cash (0002)	Operating Cash GL Codes	3 Bid Package Status	Project Status	Actual Cost	Variance to Budget
Harvest Park	Tree Trimming/Shaping (Rod's Landscape)	Complete	\$0	-	\$20,570	1415-0002		Complete	\$20,570.00	\$0
Derrek Hammes	Mulch Application (NorCal Landscape)	Complete	\$0	-	\$5,000	1415-0002		Complete	\$6,800.00	\$1,800
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				\$27,370	\$1,800

- YTD Actual Capital Improvements Completed \$27,370 (*Tree trimming & Mulch completed*)
- YTD Budgeted Capital Improvements Budgeted \$45,970

GENERAL PROPERTY ISSUES and HIGHLIGHTS

We ended the month with (0) vacant unit; (0) Units On-Notice. 100% leased & 100% occupied.

We filled the Harvest Park PM position open as well as the Maintenance Tech position.

Harvest Park - 1649

Budget Comparison

August 31, 2022

	Month Ending 08/31/2022				Year to Date 08/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
INCOME									
RENTAL INCOME									
5120-0000 - Rental Income	54,752.00	57,070.00	(2,318.00)	(4.06)	423,216.00	447,050.00	(23,834.00)	(5.33)	675,330.00
5150-0000 - Rental Assistance	21,644.00	21,732.00	(88.00)	(0.40)	187,952.00	173,856.00	14,096.00	8.10	260,784.00
5221-0000 - Gain/(Loss) to Lease	5,507.00	6,900.00	(1,393.00)	(20.18)	49,080.00	46,440.00	2,640.00	5.68	74,040.00
TOTAL RENTAL INCOME	81,903.00	85,702.00	(3,799.00)	(4.43)	660,248.00	667,346.00	(7,098.00)	(1.06)	1,010,154.00
MISC. INCOME									
5330-0000 - Tenant Services	50.00	0.00	50.00	100.00	150.00	50.00	100.00	200.00	75.00
5332-0000 - Application Fees	35.00	105.00	(70.00)	(66.66)	70.00	455.00	(385.00)	(84.61)	595.00
5385-0000 - Late/Term Fees	550.00	100.00	450.00	450.00	3,200.00	200.00	3,000.00	1,500.00	600.00
5390-0000 - Miscellaneous Income	(100.00)	0.00	(100.00)	(100.00)	0.00	0.00	0.00	0.00	0.00
5390-0002 - Damages	450.00	425.00	25.00	5.88	954.00	3,400.00	(2,446.00)	(71.94)	5,100.00
5341-0000 - Cable Revenue	1,195.85	0.00	1,195.85	100.00	3,559.67	3,450.00	109.67	3.17	4,600.00
5341-0001 - Contra Cable Revenue	0.00	0.00	0.00	0.00	(286.75)	(864.00)	577.25	66.81	(1,152.00)
TOTAL MISC. INCOME	2,180.85	630.00	1,550.85	246.16	7,646.92	6,691.00	955.92	14.28	9,818.00
OTHER INCOME									
5493-0000 - Int on Replacement Reserve	0.00	2.00	(2.00)	(100.00)	0.00	16.00	(16.00)	(100.00)	24.00
TOTAL OTHER INCOME	0.00	2.00	(2.00)	(100.00)	0.00	16.00	(16.00)	(100.00)	24.00
VACANCY LOSS/RENTAL LOSS/BAD DEBT									
5218-0000 - Free Rent-Marketing Concession	50.00	(100.00)	150.00	150.00	(650.00)	(800.00)	150.00	18.75	(1,200.00)
5220-0000 - Vacancies Apartment	84.00	(850.00)	934.00	109.88	(3,227.00)	(6,800.00)	3,573.00	52.54	(10,200.00)
6370-0000 - Bad Debt	0.00	(417.00)	417.00	100.00	0.00	(3,336.00)	3,336.00	100.00	(5,004.00)
6370-0004 - Bad Debt-Miscellaneous	0.00	0.00	0.00	0.00	0.00	(1,000.00)	1,000.00	100.00	(1,500.00)
6330-0002 - Office Manager Rent Free Unit	(1,103.00)	(1,103.00)	0.00	0.00	(8,824.00)	(8,824.00)	0.00	0.00	(13,236.00)
TOTAL VACANCY	(969.00)	(2,470.00)	1,501.00	60.76	(12,701.00)	(20,760.00)	8,059.00	38.81	(31,140.00)
TOTAL INCOME	83,114.85	83,864.00	(749.15)	(0.89)	655,193.92	653,293.00	1,900.92	0.29	988,856.00
EXPENSES									
MANAGEMENT FEES									
6320-0000 - Management Fees	3,881.92	4,172.00	290.08	6.95	32,623.80	32,362.00	(261.80)	(0.80)	49,011.00
TOTAL MANAGEMENT FEES	3,881.92	4,172.00	290.08	6.95	32,623.80	32,362.00	(261.80)	(0.80)	49,011.00
REAL ESTATE TAXES									
6710-0000 - Taxes Real Estate	13.41	14.00	0.59	4.21	107.26	112.00	4.74	4.23	168.00
6712-0000 - Taxes Other	0.00	0.00	0.00	0.00	389.00	385.00	(4.00)	(1.03)	385.00
TOTAL REAL ESTATE TAXES	13.41	14.00	0.59	4.21	496.26	497.00	0.74	0.14	553.00
INSURANCE									
6720-0000 - Insurance Property	2,890.90	2,814.17	(76.73)	(2.72)	22,129.53	21,745.84	(383.69)	(1.76)	33,002.52

Harvest Park - 1649

Budget Comparison

August 31, 2022

	Month Ending 08/31/2022				Year to Date 08/31/2022				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
TOTAL INSURANCE	2,890.90	2,814.17	(76.73)	(2.72)	22,929.53	22,545.84	(383.69)	(1.70)	33,802.52
UTILITIES EXPENSES									
6430-0000 - Electricity Vacant	350.22	25.00	(325.22)	(1,300.88)	558.08	200.00	(358.08)	(179.04)	300.00
6430-0001 - Employee Unit Utility	59.08	0.00	(59.08)	(100.00)	472.64	0.00	(472.64)	(100.00)	0.00
6440-0000 - Gas/Oil Heat Vacant	27.00	12.50	(14.50)	(116.00)	50.59	100.00	49.41	49.41	150.00
6450-0000 - Electricity	1,374.43	1,200.98	(173.45)	(14.44)	7,188.66	9,607.84	2,419.18	25.17	14,411.76
6451-0000 - Water and Sewer	5,190.30	4,777.00	(413.30)	(8.65)	37,556.96	38,216.00	659.04	1.72	57,324.00
6452-0000 - Natural Gas Heat	16.42	35.00	18.58	53.08	1,455.81	1,240.00	(215.81)	(17.40)	2,240.00
6470-0000 - Rubbish Removal	0.00	1,008.90	1,008.90	100.00	6,229.80	8,071.20	1,841.40	22.81	12,106.80
6470-0001 - Rubbish Removal - Bulk	0.00	65.39	65.39	100.00	474.40	523.12	48.72	9.31	784.68
6454-0000 - Utility Processing	43.20	75.00	31.80	42.40	547.16	900.00	352.84	39.20	1,200.00
TOTAL UTILITY EXPENSES	7,060.65	7,199.77	139.12	1.93	54,534.10	58,858.16	4,324.06	7.34	88,517.24
PAYROLL									
6310-0000 - Office Payroll	144.73	110.00	(34.73)	(31.57)	3,910.17	880.00	(3,030.17)	(344.33)	1,420.00
6317-0000 - Temporary Services	0.00	0.00	0.00	0.00	3,608.49	0.00	(3,608.49)	(100.00)	0.00
6330-0000 - Managers Payroll	5,538.49	6,864.00	1,325.51	19.31	34,087.44	40,872.00	6,784.56	16.59	60,742.00
6539-0000 - Maintenance Payroll General	2,596.08	3,973.00	1,376.92	34.65	39,618.04	32,637.00	(6,981.04)	(21.38)	50,697.00
6714-0001 - Taxes-Payroll Administrative	494.04	525.00	30.96	5.89	3,504.20	3,694.00	189.80	5.13	5,213.00
6714-0002 - Taxes-Payroll Maintenance	286.89	304.00	17.11	5.62	3,201.41	2,949.00	(252.41)	(8.55)	4,331.00
6724-0001 - Workers Comp. - Payroll Admin	289.00	477.00	188.00	39.41	2,312.00	2,839.00	527.00	18.56	4,219.00
6724-0002 - Workers Compensation-Payroll Maintenance	263.00	276.00	13.00	4.71	2,104.00	2,268.00	164.00	7.23	3,523.00
6726-0001 - Health Ins. & Benefits-Payroll Admin	416.40	1,533.00	1,116.60	72.83	4,162.14	11,917.00	7,754.86	65.07	17,888.00
6726-0002 - Health Ins. & Benefits-Payroll Maint.	1,590.49	1,183.00	(407.49)	(34.44)	15,025.92	9,547.00	(5,478.92)	(57.38)	14,398.00
TOTAL PAYROLL	11,619.12	15,245.00	3,625.88	23.78	111,533.81	107,603.00	(3,930.81)	(3.65)	162,431.00
OPERATING & MAINTENANCE EXPENSE									
6462-0000 - Exterminating Contract	700.00	433.00	(267.00)	(61.66)	5,600.00	5,066.00	(534.00)	(10.54)	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	0.00	105.00	105.00	100.00	540.00	840.00	300.00	35.71	1,260.00
6521-0000 - Grounds Supplies	0.00	425.00	425.00	100.00	925.00	2,620.00	1,695.00	64.69	2,920.00
6522-0000 - Grounds Contract	2,230.00	1,955.00	(275.00)	(14.06)	11,070.00	15,640.00	4,570.00	29.21	23,460.00
6541-0000 - Maintenance Supplies	1,991.79	833.33	(1,158.46)	(139.01)	11,465.91	6,666.64	(4,799.27)	(71.98)	9,999.96
6545-0000 - Repairs Contract General	0.00	400.00	400.00	100.00	3,566.02	3,760.00	193.98	5.15	7,310.00
6546-0000 - Repairs Contract Electric	0.00	0.00	0.00	0.00	939.72	600.00	(339.72)	(56.62)	800.00
6547-0000 - Repairs - Contract - HVAC	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	100.00	1,500.00
6548-0000 - Repairs - Contract - Plumbing	918.00	208.00	(710.00)	(341.34)	6,355.25	1,944.00	(4,411.25)	(226.91)	2,776.00
6552-0000 - Uniforms	0.00	0.00	0.00	0.00	0.00	250.00	250.00	100.00	500.00
6581-0000 - Appliance Repair	107.23	210.00	102.77	48.93	1,560.24	1,680.00	119.76	7.12	2,520.00
6582-0000 - Lock and Key Expense	0.00	50.00	50.00	100.00	919.90	100.00	(819.90)	(819.90)	100.00
6586-0000 - Fire and Safety Systems	2,195.17	0.00	(2,195.17)	(100.00)	6,065.29	955.20	(5,110.09)	(534.97)	3,530.40

Harvest Park - 1649

Budget Comparison

August 31, 2022

	Month Ending 08/31/2022				Year to Date 08/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
6991-0000 - Pool Supplies	0.00	175.00	175.00	100.00	917.38	980.00	62.62	6.38	1,260.00
6992-0000 - Pool Contract	0.00	275.00	275.00	100.00	1,637.05	2,200.00	562.95	25.58	3,300.00
TOTAL OPERATING & MAINT. EXPS.	8,142.19	5,069.33	(3,072.86)	(60.61)	51,587.09	44,801.84	(6,785.25)	(15.14)	68,034.36
TURNOVER COSTS									
6531-0000 - Cleaning Supplies	0.00	0.00	0.00	0.00	60.54	562.50	501.96	89.23	750.00
6532-0000 - Cleaning Contract	2,019.00	218.75	(1,800.25)	(822.97)	3,749.00	1,750.00	(1,999.00)	(114.22)	2,625.00
6532-0001 - Carpet Cleaning	(840.00)	0.00	840.00	100.00	0.00	0.00	0.00	0.00	0.00
6561-0000 - Decorator Supplies	0.00	0.00	0.00	0.00	112.93	900.00	787.07	87.45	1,200.00
6562-0000 - Decorator Contract Services	0.00	0.00	0.00	0.00	0.00	1,875.00	1,875.00	100.00	2,500.00
TOTAL TURNOVER COSTS	1,179.00	218.75	(960.25)	(438.97)	3,922.47	5,087.50	1,165.03	22.89	7,075.00
MARKETING									
6212-0000 - Collateral Materials/Brand Identity	383.76	87.00	(296.76)	(341.10)	1,707.57	946.00	(761.57)	(80.50)	1,294.00
6216-0000 - Promotions and Promotional Items	0.00	0.00	0.00	0.00	0.00	156.00	156.00	100.00	156.00
6290-0000 - Miscellaneous Renting Expense	67.50	58.00	(9.50)	(16.37)	641.90	428.00	(213.90)	(49.97)	740.00
6981-0000 - Resident Supplies	0.00	450.00	450.00	100.00	1,667.27	940.00	(727.27)	(77.36)	1,420.00
TOTAL MARKETING	451.26	595.00	143.74	24.15	4,016.74	2,470.00	(1,546.74)	(62.62)	3,610.00
ADMINISTRATIVE EXPENSES									
6280-0000 - Credit Reports and Fees	0.00	11.00	11.00	100.00	0.00	88.00	88.00	100.00	132.00
6311-0000 - Office Expenses	732.89	565.00	(167.89)	(29.71)	4,879.86	5,528.10	648.24	11.72	7,818.10
6312-0000 - Copy Machine	296.62	132.00	(164.62)	(124.71)	1,512.46	1,056.00	(456.46)	(43.22)	1,584.00
6313-0000 - Postage	1.59	25.00	23.41	93.64	118.08	200.00	81.92	40.96	300.00
6316-0000 - Travel/Mileage	746.46	100.00	(646.46)	(646.46)	1,016.67	820.00	(196.67)	(23.98)	1,220.00
6316-0003 - Training	0.00	670.00	670.00	100.00	440.98	1,410.00	969.02	68.72	1,743.00
6316-0004 - Training - New Employee Orientation	3.54	0.00	(3.54)	(100.00)	835.69	0.00	(835.69)	(100.00)	0.00
6340-0000 - Legal Expense	0.00	0.00	0.00	0.00	367.54	2,400.00	2,032.46	84.68	2,400.00
6350-0000 - Auditing	0.00	0.00	0.00	0.00	12,800.00	12,781.00	(19.00)	(0.14)	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	109.41	869.00	759.59	87.40	8,424.61	6,952.00	(1,472.61)	(21.18)	10,428.00
6380-0000 - Advertising - Employees	425.00	0.00	(425.00)	(100.00)	2,850.00	0.00	(2,850.00)	(100.00)	0.00
6385-0000 - Dues and Memberships	307.73	0.00	(307.73)	(100.00)	901.83	180.00	(721.83)	(401.01)	450.00
6390-0000 - Miscellaneous	0.00	0.00	0.00	0.00	9.92	540.00	530.08	98.16	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	189.26	257.00	67.74	26.35	1,728.53	2,056.00	327.47	15.92	3,084.00
6392-0001 - RP Transaction Fees	54.20	0.00	(54.20)	(100.00)	645.63	0.00	(645.63)	(100.00)	0.00
6392-0002 - Paymode Rebates	0.00	0.00	0.00	0.00	(173.27)	0.00	173.27	100.00	0.00
TOTAL ADMINISTRATIVE EXPENSES	2,866.70	2,629.00	(237.70)	(9.04)	36,358.53	34,011.10	(2,347.43)	(6.90)	45,530.10
TOTAL EXPENSES	38,105.15	37,957.02	(148.13)	(0.39)	318,002.33	308,236.44	(9,765.89)	(3.16)	458,564.22
NET OPERATING INCOME	45,009.70	45,906.98	(897.28)	(1.95)	337,191.59	345,056.56	(7,864.97)	(2.27)	530,291.78
REPLACEMENT RESERVE/OTHER ESCROWS									

Harvest Park - 1649

Budget Comparison

August 31, 2022

	Month Ending 08/31/2022				Year to Date 08/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
1316-0000 - Escrow - Replacement Reserve	2,332.50	2,333.00	0.50	0.02	18,660.00	18,664.00	4.00	0.02	27,996.00
TOTAL REPLACEMENT RESERVE/OTHER ESCROWS	2,332.50	2,333.00	0.50	0.02	18,660.00	18,664.00	4.00	0.02	27,996.00
DEBT SERVICE									
2320-0000 - Mortgage Payable - Wells Fargo	5,000.00	5,000.00	0.00	0.00	40,000.00	40,000.00	0.00	0.00	60,000.00
6820-0000 - Interest Expense - Wells Fargo	10,729.38	10,729.37	(0.01)	0.00	86,310.01	86,310.00	(0.01)	0.00	129,227.48
6824-0000 - Interest Expense - HACB	1,297.17	1,416.31	119.14	8.41	10,377.36	11,330.48	953.12	8.41	16,995.72
6828-0000 - Service Fee	5,874.08	5,910.58	36.50	0.61	47,262.33	47,408.33	146.00	0.30	71,006.45
TOTAL DEBT SERVICE	22,900.63	23,056.26	155.63	0.67	183,949.70	185,048.81	1,099.11	0.59	277,229.65
MISCELLANEOUS									
6890-0000 - Miscellaneous Financial Exp	416.67	416.67	0.00	0.00	3,333.36	5,833.36	2,500.00	42.85	10,000.04
6892-0000 - Trustee Fees	283.33	4,183.33	3,900.00	93.22	2,266.64	6,166.64	3,900.00	63.24	7,299.96
TOTAL MISCELLANEOUS	700.00	4,600.00	3,900.00	84.78	5,600.00	12,000.00	6,400.00	53.33	17,300.00
CAPITAL EXPENDITURES									
1415-0002 - Landscape and Land Improvements	0.00	0.00	0.00	0.00	25,070.00	25,570.00	500.00	1.95	25,570.00
1440-0002 - Carpet/Flooring	0.00	0.00	0.00	0.00	4,022.68	8,000.00	3,977.32	49.71	14,000.00
1486-0000 - Appliances	0.00	0.00	0.00	0.00	8,568.63	6,400.00	(2,168.63)	(33.88)	6,400.00
TOTAL CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	37,661.31	39,970.00	2,308.69	5.77	45,970.00
MORTGAGOR EXPENSES									
7115-0000 - Non Profit Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
7135-0000 - Asset Management Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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
TOTAL MORTGAGOR EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,084.00
PROFIT/LOSS	19,076.57	15,917.72	3,158.85	19.84	91,320.58	89,373.75	1,946.83	2.17	119,712.13
Additional Adjustments to Cash Flow									
Accounts Payable	(6,117.27)	0.00	(6,117.27)	(100.00)	725.68	0.00	725.68	100.00	0.00
Resident Accounts Receivable	(9,566.04)	0.00	(9,566.04)	(100.00)	(1,663.60)	0.00	(1,663.60)	(100.00)	0.00
Subsidy Accounts Receivable	434.41	0.00	434.41	100.00	(853.46)	0.00	(853.46)	(100.00)	0.00
Other Accounts Receivable	0.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00	0.00
Prepaid Expenses	2,890.90	0.00	2,890.90	100.00	(15,120.03)	0.00	(15,120.03)	(100.00)	0.00
Prepaid Rent	1,155.81	0.00	1,155.81	100.00	(660.93)	0.00	(660.93)	(100.00)	0.00
Net Accruals	565.41	0.00	565.41	100.00	2,902.74	0.00	2,902.74	100.00	0.00
Security Deposits	1,450.00	0.00	1,450.00	100.00	1,350.00	0.00	1,350.00	100.00	0.00
Accrued Interest on Deferred Loans	1,297.17	(1,297.17)	2,594.34	200.00	10,377.36	(10,377.36)	20,754.72	200.00	(15,566.04)
Distributions to Owners	(142,414.00)	0.00	(142,414.00)	(100.00)	(142,414.00)	0.00	(142,414.00)	(100.00)	0.00
Escrow Tax	(13.68)	(14.00)	0.32	2.28	(29.00)	(112.00)	83.00	74.10	(168.00)
Escrow Insurance	(4,436.00)	(2,814.17)	(1,621.83)	(57.63)	11,451.00	(21,745.84)	33,196.84	152.65	(33,002.52)
Escrow Other	0.00	(2.00)	2.00	100.00	0.00	(16.00)	16.00	100.00	(24.00)

Harvest Park - 1649
Budget Comparison
August 31, 2022

	Month Ending 08/31/2022				Year to Date 08/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
Total Additional Adjustments to Cash Flow	(154,753.29)	(4,127.34)	(150,625.95)	(3,649.46)	(131,934.24)	(32,251.20)	(99,683.04)	(309.08)	(48,760.56)
Total Net Adjusted Cash Flow	(135,676.72)	11,790.38	(147,467.10)	(1,250.74)	(40,613.66)	57,122.55	(97,736.21)	(171.09)	70,951.57
Net Change in Cash from TB	(135,676.72)	0.00	(135,676.72)	100.00	(40,613.66)	0.00	(40,613.66)	100.00	0.00
Variance	0.00	(11,790.38)	11,790.38	100.00	0.00	(57,122.55)	57,122.55	100.00	(70,951.57)



GRIDLEY SPRINGS September 2022

Property Status:

1. GSI has 1 vacant unit with Zero notices to vacate
2. GSII has 1 vacant unit with Zero notices to vacate.
3. Annual Power Washing of both properties has been scheduled for this month.
4. GSI is still waiting for the remaining covid payments which are in process.

Sincerely,
Mac Upshaw



DHI GRIDLEY SPRINGS I
As of
August 31, 2022

CASH SUMMARY - Operating Account	AUGUST		8 months YTD	
	2022	%%	2022	%%
Total Rent Revenue	24,117.80	100.00%	193,239.80	100.00%
Vacancies	(1,600.00)	-6.63%	(7,648.00)	-3.96%
Net Rental Revenue	22,517.80	93.37%	185,591.80	96.04%
Other Income	930.32	3.86%	4,613.15	2.39%
Total Revenue	23,448.12	97.22%	190,204.95	98.43%
Expenses:				
Administrative Expenses	6,087.53	25.24%	45,201.00	23.39%
Utilities	2,931.24	12.15%	22,123.47	11.45%
Operating & Maintenance	6,809.49	28.23%	36,969.73	19.13%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	1,287.52	5.34%	30,832.57	15.96%
Total Expenses	17,115.78	65.63%	135,126.77	46.03%
Net Operating Income	6,332.34	40.39%	55,078.18	30.58%
Interest and Finance Expense	1,289.43	5.35%	10,298.32	5.33%
Replacement Costs	0.00	0.00%	5,959.84	3.08%
Net Cash Flow from Operations	5,042.91		38,820.02	
Plus (Minus)				
Interest Income	(4.17)		(61.86)	
Unpaid Rent Collected (Owed)	395.00		1,089.00	
Unpaid Subsidy Rent Collected (Owed)	(666.00)		(12,138.02)	
Prepaid Expenses	583.33		5,819.88	
Impound/Escrow Funds	(3,825.14)		(8,050.58)	
Prepaid Rent Received (Absorbed)	(216.00)		181.73	
Security Deposits Received (Refunded)	171.00		(610.00)	
Mortgage Principle payment	(2,704.93)		(21,601.56)	
Net Cash Increase (Decrease)	(1,224.00)		3,448.61	
Beginning of Period Cash Balance	13,292.13		7,984.82	
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	0.00		634.70	
Ending Cash Balance - Operating Account	\$12,068.13		\$12,068.13	
- Security Deposit Accounts			\$16,094.51	
- USDA Reserves			\$92,961.18	

	Current Month	UNIT STATUS	Current Month
TENANT RECEIVABLES			
Rent and Rent Related Receivables			
Balance at Beginning of Month	5,668.00	Total Units	32
Uncollected (Collected) During Month	(395.00)	Vacant units at beginning of month	2
Written off to Bad Debts	0.00	Plus Units vacated during month	1
Balance at End of Month	\$5,273.00	Less move ins and deposits to hold	1
		Vacant units at end of month	2
Move out Repairs, Cleaning & Legal Fees, etc.			
Balance at Beginning of Month	0.00		
Uncollected (Collected) During Month	0.00		
Written off to Bad Debts	0.00		
Balance at End of Month	\$0.00		

Balance Sheet
DHI GRIDLEY SPRINGS I
As of
August 31, 2022

***** ASSETS *****

Petty Cash	250.00	
Cash - Operating	12,068.13	
Cash - USDA Reserve	92,961.18	
Cash - Security Deposit Account	16,094.51	
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	
Total Cash		331,359.82

ACCOUNTS RECEIVABLE

Tenant Rent Receivable	5,273.00	
Tenant Subsidy Rent Receivable	12,138.02	
Accounts Receivable	4,180.00	
Total Accounts Receivable		21,591.02

OTHER CURRENT ASSETS

Prepaid Expenses	7,236.31	
Reserve Escrow (Bonneville-USDA Fee)	2,732.13	
Reserve Escrow (Bonneville-Insurance)	3,480.56	
Reserve Escrow (Bonneville-Tax Escrow)	3,497.37	
Reserve Escrow (Lewiston-Replacement Res)	71,990.74	
Reserve Escrow (Lewiston CD-Replacement Res)	244,800.00	
Total Other Assets		333,737.11
Total Current Assets		686,687.95

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)	
Total Fixed Assets		2,794,702.00
TOTAL ASSETS		3,481,389.95

***** 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	16,115.60	
Prepaid Rent	148.00	
Total Current Liabilities		450,353.60

Long Term Liabilities

Note Payable - Bonneville	323,372.20	
Note Payable - USDA	1,001,064.88	
Note Payable - Gridley	12,040.00	
Note Payable - City of Gridley	2,080,000.00	
Total Long Term Liabilities		3,416,477.08
Total Liabilities		3,866,830.68

***** 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)	38,820.02	
Total Equity		(385,440.73)
Total Liabilities & Equity		3,481,389.95

**Income Statement
DHI GRIDLEY SPRINGS I**

As of
August 31, 2022

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	9,084.80	25,105.00	(16,020.20)	74,569.80	200,840.00	(126,270.20)
Tenant Assistance Payments	15,033.00	0.00	15,033.00	118,670.00	0.00	118,670.00
Total Revenue	24,117.80	25,105.00	(987.20)	193,239.80	200,840.00	(7,600.20)
Apartment Vacancies	(1,600.00)	(484.00)	(1,116.00)	(7,648.00)	(3,874.00)	(3,774.00)
Total Vacancies	(1,600.00)	(484.00)	(1,116.00)	(7,648.00)	(3,874.00)	(3,774.00)
NET RENTAL REVENUE	22,517.80	24,621.00	(2,103.20)	185,591.80	196,966.00	(11,374.20)
Interest Income-Other Cash	3.56	8.00	(4.44)	58.25	67.00	(8.75)
Interest Income-Sec Deposits	0.61	13.00	(12.39)	3.61	100.00	(96.39)
Total Financial Revenue	4.17	21.00	(16.83)	61.86	167.00	(105.14)
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	1,037.00	0.00	1,037.00
Laundry Revenue	926.15	250.00	676.15	3,514.29	2,000.00	1,514.29
Total Other Revenue	926.15	250.00	676.15	4,551.29	2,000.00	2,551.29
TOTAL REVENUE	23,448.12	24,892.00	(1,443.88)	190,204.95	199,133.00	(8,928.05)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	0.00	0.00	0.00	0.00	0.00
Rent Concessions	112.00	0.00	112.00	675.00	0.00	675.00
Credit Reports	193.00	10.00	183.00	313.00	80.00	233.00
Uniforms	148.25	0.00	148.25	148.25	0.00	148.25
IT Support Services	171.00	171.00	0.00	1,368.00	1,368.00	0.00
Telephone & Answering Service	67.63	52.00	15.63	446.73	419.00	27.73
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	240.00	(232.42)
Administrative Expenses	160.00	0.00	160.00	1,359.36	0.00	1,359.36
Office Supplies/Expenses	490.42	150.00	340.42	1,910.60	1,200.00	710.60
Dues and Subscriptions	0.00	0.00	0.00	85.71	0.00	85.71
Management Fee	2,146.00	2,294.00	(148.00)	17,759.00	18,352.00	(593.00)
Manager Salaries	2,015.90	2,090.00	(74.10)	15,686.09	16,716.00	(1,029.91)
Education/Registration Fees	0.00	250.00	(250.00)	0.00	2,000.00	(2,000.00)
Legal Expense	0.00	83.00	(83.00)	425.00	667.00	(242.00)
Auditing Fees	583.33	667.00	(83.67)	4,666.68	5,333.00	(666.32)
Accounting Services	0.00	10.00	(10.00)	350.00	80.00	270.00
Total Administrative Expenses	6,087.53	5,807.00	280.53	45,201.00	46,455.00	(1,254.00)
Utility Expenses						
Electricity	532.93	772.00	(239.07)	6,393.23	6,173.00	220.23
Water	590.99	439.00	151.99	2,216.04	3,515.00	(1,298.96)
Gas	111.94	33.00	78.94	892.74	267.00	625.74
Sewer	1,123.40	700.00	423.40	8,060.18	5,600.00	2,460.18
Garbage and Trash Removal	571.98	594.00	(22.02)	4,561.28	4,752.00	(190.72)
Total Utility Expenses	2,931.24	2,538.00	393.24	22,123.47	20,307.00	1,816.47
Operating & Maintenance Expense						
Clean/Repair Apartment	269.00	0.00	269.00	1,196.00	0.00	1,196.00
Cleaning Supplies	0.00	0.00	0.00	547.00	0.00	547.00
Exterminating Contract	100.00	0.00	100.00	800.00	0.00	800.00
Tree Service	2,285.60	0.00	2,285.60	2,285.60	0.00	2,285.60
Grounds Maintenance and Supplies	0.00	400.00	(400.00)	0.00	3,200.00	(3,200.00)
Grounds Contract	1,000.00	1,290.00	(290.00)	8,180.56	10,320.00	(2,139.44)
Maintenance Personnel	2,015.90	2,090.00	(74.10)	13,432.48	16,716.00	(3,283.52)
Repair Materials	19.74	304.00	(284.26)	1,984.28	2,433.00	(448.72)
Repair Contract/Vendor Labor	278.19	233.00	45.19	278.19	1,867.00	(1,588.81)
Electrical Repair/Supplies	0.00	0.00	0.00	218.75	0.00	218.75
HVAC Repair and Maintenance	0.00	0.00	0.00	2,495.00	0.00	2,495.00
Appliance Repair and Maintenance	0.00	0.00	0.00	505.30	0.00	505.30
Plumbing Repair and Supplies	609.83	0.00	609.83	1,328.50	0.00	1,328.50
Interior Painting and Supplies	0.00	92.00	(92.00)	3,235.00	733.00	2,502.00
Gas, Oil and Mileage	0.00	0.00	0.00	251.84	0.00	251.84
Equipment Leasing	0.00	0.00	0.00	0.00	0.00	0.00
Fire Protection Equipment	231.23	0.00	231.23	231.23	0.00	231.23
Total Operating & Maint Expenses	6,809.49	4,409.00	2,400.49	36,969.73	35,269.00	1,700.73

Income Statement
DHI GRIDLEY SPRINGS I

As of
August 31, 2022

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	0.00	940.00	(940.00)
Payroll Taxes	495.86	444.00	51.86	3,455.16	3,550.00	(94.84)
Misc Taxes & Licenses	0.00	1,017.00	(1,017.00)	1,600.00	8,133.00	(6,533.00)
Property & Liability Insurance	314.12	1,189.00	(874.88)	21,045.68	9,512.00	11,533.68
Worker's Compensation	319.96	221.00	98.96	2,152.89	1,768.00	384.89
Health/Dental Insurance	157.58	463.00	(305.42)	2,093.54	3,707.00	(1,613.46)
Other Insurance	0.00	0.00	0.00	485.30	0.00	485.30
Total Taxes & Insurance Expenses	1,287.52	3,334.00	(2,046.48)	30,832.57	27,610.00	3,222.57
TOTAL EXPENSES	17,115.78	16,088.00	1,027.78	135,126.77	129,641.00	5,485.77
NET OPERATING INCOME (LOSS)	6,332.34	8,804.00	(2,471.66)	55,078.18	69,492.00	(14,413.82)
Interest & Finance Expense						
Mortgage Interest	1,254.43	1,607.00	(352.57)	10,073.32	12,859.00	(2,785.68)
General Partner Fee	0.00	2,700.00	(2,700.00)	0.00	21,600.00	(21,600.00)
Bank Fees	35.00	0.00	35.00	225.00	0.00	225.00
Total Interest & Finance Expense	1,289.43	4,307.00	(3,017.57)	10,298.32	34,459.00	(24,160.68)
OPERATING PROFIT (LOSS)	5,042.91	4,497.00	545.91	44,779.86	35,033.00	9,746.86
Replacements						
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	0.00	0.00	0.00	5,460.00	0.00	5,460.00
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	400.00	(400.00)
Door & Screen Repair/ Replacement	0.00	0.00	0.00	499.84	0.00	499.84
Total Cost of Replacements	0.00	50.00	(50.00)	5,959.84	400.00	5,559.84
NET CASH FLOW FROM OPERATIONS	5,042.91	4,447.00	595.91	38,820.02	34,633.00	4,187.02

Date: 09/09/2022

MEMO

To: HACB Board of Commissioners

From: Angie Little, Section 8 Housing Manager

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

Program Statistics for Period Ending	August 2022	August 2021
Number of participants as of last day of the month	35	41
Number of Orientation Briefings	0	0
Number of signed contracts	0	0
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	1
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	5	0
Number of participants with annual income increases (YTD)	0	6
Number of participants with new employment (YTD)	0	3
Number of participants with escrow accounts	24	24
Number of participants currently escrowing	16	15
Amount disbursed from escrow account	\$0.00	\$9,167.84
Balance of Escrow Account	\$115,869.12	\$104,700.31

FSS FY 2022 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2022)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	35
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	1

HACB CoC Programs: A Report to the Board of Commissioners for the Month of August 2022

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	08/2022 Enrollment	08/2022 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	2	\$1,869.00	\$24,344.90
City of Chico - LGP	7/1/22 - 6/30/23	\$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	7/1/22 - 6/30/23	\$150,000.00	City of Chico	SSA	18	Low-income, under case management with self-sufficiency plan	Butte County	9	\$9,605.00	\$130,755.00
BHHAP/Security Deposit	7/1/22 - 6/30/23	\$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	7/1/22 - 6/30/23	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$642.00	\$23,007.00
Totals		\$235,197.00			40			13	\$12,116.00	\$190,532.90

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:09/8/2022

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

How Climate Disasters Impact Housing Supply: A Case Study from Chico, Calif.

Journal of Housing & Community Development, August 15, 2022, by Sarah Christiansen



Across the country, communities struggle to keep up with adequate housing stock to meet the demands of people needing housing. Housing supply shortages existed long before the COVID-19 pandemic, but the health and economic crisis that followed only exacerbated the issue. It's estimated the nation is short 3.8 million homes, double the number from 2012, according to the housing policy group Up For Growth.

Add in a climate-related disaster and that struggle only intensifies. One community that faced this problem head on lies in the rural forested area of Northern California.

On Nov. 8, 2018, the skies of Butte County became a hazy orange. A Pacific Gas and Electric Company (PG&E) power line fell after a period of extreme wind, igniting the dry brush surrounding it. As the wildfire grew, several towns in the county stood in the immediate path of it.

The Camp Fire spread quickly, burning down anything and everything in its path. Evacuation orders were given as people rushed to exit safely. For some, the only notice they received was from the sound of propane tanks exploding as the fire approached. In one day, 14,000

homes in Paradise or 90% of both commercial and residential property were destroyed. The most destructive and deadliest fire in California history killed 86 people.

As homes were taken, families poured into neighboring towns like Chico seeking refuge. In the days following the fires, about 50,000 people were displaced and about 20,000 of them sought shelter in Chico. The city, which was already facing a 1% vacancy rate, could not meet the dire need the emergency required.

“They were living in trailers and tents, under bridges, in backyards doubled up, tripled up in housing any way they could,” Executive Director of the Butte County Housing Authority (BCHA) Ed Mayer said.

Mayer, who’s worked for the BCHA since 2008, is no stranger to dealing with disasters. He previously worked in Santa Cruz County assisting with recovery after the Loma Prieta earthquake in 1989. The Camp Fire had the most severe impact on the elderly and disabled and those who lacked adequate fire or home insurance. The blaze destroyed some 14,000 affordable housing units, forcing thousands to look for homes.

For the many displaced, Butte County with its natural beauty of foliage and scenic views, was and is home. When city officials and BCHA staff began trying to rehouse people in other areas, such as the Bay Area or Los Angeles, most refused to leave. “This was their home,” Mayer said. “They would rather be on the streets than go elsewhere.”

Housing in Butte County quickly became nonexistent. Despite this, residents insisted on staying in their home in whatever form that came in.

With the population increase becoming inherently permanent, BCHA knew it had to act. The agency’s top concern was how to maintain its Section 8 program. Mayer described the housing situation in Chico as a game of musical chairs with residents fitting in where they could.

“How do you rebuild when a community like Paradise just got erased?” Mayer said.

The first step was to tend to the hundreds of families who were already voucher holders that lost their homes to the fire.

BCHA worked to recover its Section 8 program by pioneering the substantive project-basing of vouchers in Low-Income Housing Tax Credit (LIHTC) and Community Development Block Grant (CDBG) Disaster Recovery (DR) to subsidize new development projects. This was done with the assistance of partnerships with for-and non-profit affordable housing developers and operators, according to Mayer. The new norm led the Butte County Housing Authority to process 600 Section 8 voucher applications a day. However, as Mayer said, only about 1 in 15 find housing which leads to the voucher being returned.

“When you only have 6% of your applicants succeeding and securing housing, the Section 8 program almost becomes disingenuous,” Mayer said.

The California Congressional Delegation passed a special allocation in the appropriations bill for 9% LIHTC. This gave BCHA the ability to initiate several development projects.

“Community Development Block Grant disaster recovery funds started landing in California federal dollars in order to be dispersed for disaster recovery.”, Mayer said, three years after the fire left its destruction

With the help of the aid, the Authority has 21 affordable housing developments under construction, including some 1,146 units of regulated housing, in which the agency has committed 335 vouchers to project-basing. Prior to the fire, the rate of construction of affordable housing in Butte County was more along the lines of 60 to 100 units in three to five years.

In addition to BCHA taking advantage of disaster-related special allocations of 9% LIHTC’s from Congress, and CDBG-DR funds, the private and non-profit sector has 1,649 units

of LIHTC/CDBG-DR units in the disaster-response pipeline, supported by BCHA's commitment of another 231 Section 8 vouchers for project-basing. All 2,825 units are scheduled to be placed in service in 2023 and 2024, the first being delivered around the first of this coming year.

But despite the strides to recover what was lost, it is still not enough to keep pace with demand.

"Here we are four years after the fire, and I can tell you, we're very much still involved in disaster recovery," Mayer said. "My message is, that we may be the first at this scale in this proportion, but we're not going to be the last."

Each community forced to grapple with a climate disaster will encounter its own challenges that may differ from the ones before, but Mayer says regardless it's clear "no community has a perfect solution."

The city of Chico, and the agencies that operate in the city, such as BCHA, utilized the tools available to them and succeeded in making a dent to address the housing shortage. However, Mayer is cautiously optimistic.

"When a community loses 90% of its fabric, and there's no place for people to go, there's no solution set for that kind of problem," Mayer said.

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United States Senate
WASHINGTON, DC 20510-0507

COMMITTEES:
BUDGET
ENVIRONMENT AND PUBLIC WORKS
HOMELAND SECURITY AND
GOVERNMENTAL AFFAIRS
JUDICIARY
RULES AND ADMINISTRATION

April 22, 2022



Mr. Edward Mayer
2039 Forest Avenue
Chico, CA 95928-7620

Dear Mr. Mayer,

Thank you for writing to share your support for increased investment in infrastructure. I appreciate hearing from you.

Despite being the wealthiest nation on Earth, the United States is home to crumbling bridges, decaying roads, sparse broadband service, and unreliable electrical grids. The American Society of Civil Engineers gave America's infrastructure a "C-" grade overall. This is the result of decades of deferred maintenance, and it is a recipe for disaster.

I believe Congress must act boldly to rebuild our infrastructure, grow our economy, and address climate change. That is why on August 10, 2021, I was proud to vote for the *Infrastructure Investment and Jobs Act* (Public Law 117-58), which was later signed into law by President Biden. This bipartisan law is delivering long overdue, historic investments to improve Californians' lives and start to rebuild our infrastructure in an equitable and sustainable way.

This law and the "Build Back Better Act" (H.R. 5376), introduced in the House of Representatives by Rep. John Yarmuth (D-KY), incorporate elements of President Biden's "American Jobs Plan" and "American Families Plan," a comprehensive effort to rebuild our nation's infrastructure, strengthen the middle class, support our nation's children and families, and ensure our economic competitiveness for generations to come. With the passage of the bipartisan infrastructure law, we will finally begin modernizing tens of thousands of miles of highways, repairing thousands of bridges, replacing outdated rail cars and buses, and rebuilding transit stations. With the "Build Back Better Act," we can continue to address climate change, support families, and build an equitable economy. I am committed to working with my colleagues in the Senate to find a way forward on Build Back Better.

Please know that I will continue to working hard to deliver important investments in our nation's infrastructure.

Once again, thank you for writing. Should you have any other questions or comments, please call my Washington, D.C. office at (202) 224-3553 or visit my website at <https://www.padilla.senate.gov/>. You can also follow me on <https://www.facebook.com/SenAlexPadilla/>, and <https://twitter.com/SenAlexPadilla>, and you can sign up for my email newsletter at <http://www.padilla.senate.gov/newsletter-signup/>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Padilla". The signature is fluid and cursive, with the first name "Alex" and last name "Padilla" clearly distinguishable.

Alex Padilla
United States Senator

September 9, 2022

Memo

To: Board of Commissioners

From: Ed Mayer, Executive Director
Hope Stone, Finance Director

Subject: Agenda Item 5.1 – Resolution No 4872
Fiscal Year 2023 HACB Agency-Wide Operating Budget

The Budget Committee met and reviewed budget assumptions and projections. The agency's two principal programs, the Section 8 and Public Housing programs, are seeing funding support from Congress. The proposed budget includes flexibilities that will provide for consideration of inflation as it impacts employee compensation, should such impacts be realized in 2023. The individual fund budgets were crafted using revenue and expense trends from FY 2022, plus various considerations outlined below:

1) All Funds:

a) Salaries Expense:

- i) Total Salaries are estimated at \$2,915,849 for the fiscal year. The Salaries include \$20,300 Step and Longevity increases; an approximate \$52,510 for the 2% cost of living increase effective January 1, 2023, per Union MOU; and an additional \$105,020 for a potential 6% mid-year look back depending on 2023 inflation trends.
- ii) The budget assumes the current Organizational Chart will remain unchanged.
- iii) This budget includes the salary for the new Project Manager position.
- iv) The budget does not include the Development Manager position, this work is currently being done by existing staff.
- v) Budgets to each fund reflect historical data for actual charges to each program, plus filling the vacant positions.

b) Payroll Taxes and Benefits Expenses:

- i) These costs follow Salaries in their allocation to programs.
- ii) Health, Dental, and Vision insurance increases of approximately 10%, plus CalPERS payments, are estimated to increase the benefits by roughly 10% overall.
- iii) Ten (10) employees are currently opting out of HACB paid medical insurance at an estimated net budget savings of \$128,000 per year (assuming the family medical rate for all). The opt out payments are 80% of the Employee Only medical rate, estimated at \$587/month and are budgeted as Salaries subject to payroll taxes.

*Memo
FY 2023 HACB Agency-Wide Operating Budget
September 9, 2022
Page 1*

- iv) The combined Payroll Tax and Benefits fringe rate of 53.3% which excludes employee medical insurance opt-out payments (3.1%). Both the ROSS Grant and EHV Grant carry lower fringe rates due to the particular employees assigned to those programs.
- v) CalPERS employer rates dropped slightly in July 2022, however, the Unfunded Actuarial Liability (UAL) payments continue to escalate for both Classic and PEPRAs members. The fluctuations in UAL payments are to be addressed with flat payments of \$190,000 from operational cash flow and the balance funded from the PARS Section 115 Trust, as per the most recent estimates from the Actuary.
- vi) The HACB's Unfunded Pension Liability is estimated at \$3.7 million as of 6/30/2022 and the Employer rates and UAL for CalPERS the most recent years are as follows:

CalPERS Classic Rate History			
CalPERS year	HACB Paid Employer %	Total HACB Paid	UAL due
2018-2019	9.409%	9.409%	\$ 242,586
2019-2020	10.221%	10.221%	\$ 280,255
2020-2021	11.031%	11.031%	\$ 294,223
2021-2022	10.880%	10.880%	\$ 329,757
2022-2023	10.870%	10.870%	\$ 349,760

PEPRA Rate History		
Employee Paid %	HACB Paid Employer %	UAL due
6.250%	6.842%	\$ 83
6.750%	6.985%	\$ 1,360
6.750%	7.732%	\$ 1,599
6.750%	7.590%	\$ 1,966
6.750%	7.470%	\$ 2,528

- vii) Other Post Retirement Benefits (OPEB GASB 75): the calculations, contributions, and liability are based upon a July-June fiscal year, same as the Pension reporting per GASB Statement No. 68. Starting with FY 2018, the net unfunded liability is reported on the balance sheet (Liability less Trust Balance). The following data is from the June 30, 2020 OPEB Actuarial Study:

Plan Year	2019 - 2020	2020 - 2021	2021 - 2022
Actuarial Accrued Liability	\$851,105	Projected ¹ \$895,586	Projected ¹ \$931,909
Actuarial Value of Assets ²	601,331	649,359	691,567
Unfunded Actuarial Accrued Liability	\$249,774	\$246,228	\$240,342
Amortization Period ³	19	18	17
Normal Cost (EOY)	\$29,923	\$29,923	\$29,923
Amortization of UAAL ⁴	18,241	18,716	19,073
Actuarially Determined Contribution	\$48,164	\$48,639	\$48,996

- c) Insurance-All: Budget includes a 35% increase to all insurance premiums. Driven by the increase in coverage for Cinderblock dwellings from \$150 per square foot to \$175 and for Stick built dwellings from \$175 to \$200 per square foot.
- d) Utilities: budgeted with an increase of 5% over the current rates at current usage.

- e) Other Admin: planned purchase of six new desktop computer stations phasing out older, outdated and slower models. Travel/Training budget was increased due to COVID closure declines and the reinstatement of in person training and seminars.

2) USDA Farm Labor Housing

- a) This budget was approved by the Board on June 16, 2022 and by the USDA on August 30, 2022.

3) HUD Low Income Public Housing (LIPH)

- a) CY 2023 Operating Subsidy revenue is estimated at 98.5% and offset by increased rents. The CY 2022 proration is over 98.5% but may vary before it is finalized at the end of the year.
- b) Rents are based upon current rent rolls, which have been increasing over the past several years. Increasing rents result in lower Operating Subsidy as per HUD funding calculations.
- c) Maintenance Contracts are estimated to increase due to minimum wage increases; however, the budget is lower with Bond improvements listed “below the line” as Capital Assets. Other expenses have been reviewed and updated to current trends.
- d) A transfer from the Capital Fund is budgeted at \$58,149 this year, although 20% of the grant is allowed to be transferred to Public Housing Operations. An additional \$200,000 is budgeted to be transferred from reserves to cover any future salary adjustments as needed.

4) HUD Section 8 Housing Choice Voucher Program (HCV)

- a) Housing Assistance Payments (HAP) funding is recalculated each calendar year based upon the prior calendar year’s HAP expenditures.
- b) HAP revenue is estimated at a 100% proration for CY 2022, plus \$2.8 million of carry over funds (Reserves) from FY 2021, for an estimated total of \$20.4 million of available HAP dollars. HAP Reserves are recognized as Revenue in the year disbursed to the HACB, in this case FY 2021. The carryover funds are the result of additional Set-Aside funds and CARES Act funds combined with a low leasing rate. Housing scarcity continues to be an issue, plus several PHA’s recently absorbed many Port Out tenants.
- c) Per unit HAP costs with the new approved payment standard have increased. The average HAP is estimated now to be \$719.49.
- d) The FY 2023 lease up rate is estimated at 96% which would expend about \$19.4 million of available HAP dollars. However, given the scarcity of housing, the actual lease up rate may be less. If actual leasing is lower, then Administrative Fee (AF) Reserves are available to fill the budget gap.
- e) Administrative Fee revenue is estimated using the CY 2022 HUD AF rates; proration levels of 85.73% for CY 2022 and CY 2023; coupled with a 96% lease up rate for an estimated \$1.76 million in AF Revenue.
- f) AF revenue is earned based upon units leased, a higher lease up rate yields higher AF revenue, and vice versa. AF rates paid by HUD are re-determined annually.

5) HUD S8 Emergency Housing Vouchers Grant

- a) New funds to assist housing people experiencing homelessness; this program is funded through the American Rescue Plan Act of 2021. New vouchers leasing under this program are projected to cease on September 30, 2023, unless the program is extended.
- b) Revenue and expenses estimated at projected funding levels, assuming full lease up of 116 vouchers.
- c) A portion of a Special Programs Coordinator will be paid from this grant.
- d) Tenant Services are funded separately from Admin. and HAP dollars and may be used for a wide variety of services to assist families to attain into housing.
- e) Supportive services are to be provided by MOU with local service agencies.

6) HUD ROSS Grant (FSS Coordinator Grant):

- a) Funding estimated at CY 2022 level to pay a portion of a Special Programs Coordinator position. The balance of the payroll costs are budgeted to Section 8 HCV and the General Fund for managing City of Chico and Butte County HAP Programs.

7) HUD Capital Fund Program

- a) This budget uses the FY 2022 Grant amount of \$1,113,256.
- b) A transfer of Operations the Public Housing is budgeted at \$58,149. Up to 20% of the Capital funds may be used for Public Housing operations.

8) General Fund

- a) The Tenants Services budget was moved from the Demo fund in this fund. This line item includes \$20,000 earmarked for a donation to the Mi Casa After School program, plus \$2,400 in shared utilities for the space occupied by the program.
- b) Other General Expenses include \$1,500 for the Employee Wellness Committee; \$10,000 for the annual S&P rating; \$6,000 for the Holiday Luncheon and service awards; \$4,000/yr. for employee meetings; the acknowledgement of special occasions; coffee/tea; and \$4,900 for Board stipends.
- c) Excess cash from the HACB owned properties are proposed to be transferred into the General Fund at fiscal year-end.
- d) The General Fund will pay the annual 2020A Bond Debt and Reserve payments from excess cash transferred from the Bond Properties. Reserves deposits are budgeted at \$300 per unit per year. This arrangement will simplify the allocation of the payments.
- e) City of Chico and County of Butte programs are also budgeted in this fund: Admin \$33,000 and HAP \$155,000.

9) Demo

- a) Funds were budgeted at current income and expense level for the management and maintenance for the nine (9) residential units.

10) HCD Gridley Springs II

- a) This budget was approved by the Board in July 2022; HCD has yet to approve it.

11) Kathy Court Apts

- a) RSC manages the upkeep of the vacant property for a small management fee.

12) 21, 24, 33 Evanswood

- a) These are the three (3) units purchased with 2020A Bond proceeds.
- b) The units are accounted for separately from the Evanswood Estates units covered by the 2020A Bond issuance.

13) 2020A Bond Properties

- a) The new Bond issuance includes regulatory compliance for Locust St Apts, Park Place, Lincoln, Alamont, Evanswood Estates, and Cordillera/Cameo.
- b) Excess cash flow will be transferred to the General Fund to cover the annual debt and reserves payments.
- c) Proceeds from the Bonds will be used to complete much needed capital improvements at the properties as well as to purchase new properties, should the opportunity arise.
- d) All of these budgets were crafted in coordination with RSC.

If you have any questions, they may be addressed at the Board Meeting.

Recommendation: approval Resolution Number 4872

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4872

APPROVAL OF FISCAL YEAR 2022-23 CONSOLIDATED OPERATING BUDGET

INCLUDING THE

HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM,
HUD CONVENTIONAL LOW RENT PUBLIC HOUSING PROGRAM,
USDA FARM LABOR HOUSING PROGRAM,
AUTHORITY OWNED PROJECTS, AND OTHER
AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS

WHEREAS, the Housing Authority of the County of Butte (HACB) approves an agency-wide Operating Budget on an annual basis; and

WHEREAS, the Operating Budget addresses and budgets anticipated expenses and revenues of the HACB, its properties, programs and contracts for the fiscal year extending from October 1, 2022 through September 30, 2023; and

WHEREAS, in the approval of said Budgets certain HUD and USDA forms, reflecting the approved budget, must be completed and signed for program compliance;

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte (HACB) to hereby approve the Operating Budget for fiscal year 2022-23, extending from October 1, 2022 through September 30, 2023, such Operating Budget attached to and part of this Resolution No. 4872, and further, to authorize the Executive Director to sign all applicable program, contract and other forms on behalf of the HACB and submit them to the U.S. Department of Housing and Urban Development, U.S. Department of Agriculture, and other contracting entities as required to implement and administer the budget as here adopted.

Dated: September 15, 2022.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY of the COUNTY of BUTTE
FY 2023 PROPOSED OPERATING BUDGET

96.0%
 CY 2021 98.50% 84.0%
 CY 2022 98.50% 84.0%

August 23, 2022

	AGENCY WIDE TOTAL	777	300	601/603	700	705	801	921	(See Page 2)
		Allocated	USDA	HUD	HUD	HUD	HUD	HUD	Business
		Overhead	FLH	Public Hsg	S8 HCV	S8 EHV	FSS/ROSS	CAP FUND	Activities
REVENUE	3,032	0	103	345	2,236	116	0	0	232
POTENTIAL DWELLING RENT	4,872,386	0	1,406,616	1,539,000	0	0	0	0	1,926,770
REBATES	0	0	0	0	0	0	0	0	0
VACANCY LOSS*	-453,178	0	-277,715	-61,560	0	0	0	0	-113,903
NET DWELLING RENT	4,419,208	0	1,128,901	1,477,440	0	0	0	0	1,812,867
TENANT CHARGES	62,895	0	1,130	40,000	0	0	0	0	21,765
LAUNDRY REVENUE	32,960	0	2,600	16,000	0	0	0	0	14,360
HUD GRANT REVENUE	23,159,540	0	0	1,288,359	19,410,575	1,268,896	78,454	1,113,256	0
OTHER GRANT REVENUE	0	0	0	0	0	0	0	0	0
MORTGAGE INTEREST INCOME	76,369	0	0	0	0	0	0	0	76,369
FRAUD RECOVERY	50,000	0	0	0	50,000	0	0	0	0
OTHER INCOME	606,700	0	0	2,400	7,500	0	0	0	596,800
INVESTMENT INCOME-unrestrict.	8,372	0	200	4,600	1,800	0	0	0	1,772
INVESTMENT INCOME-restricted	71,000	0	1,200	0	50,000	0	0	0	19,800
TOTAL REVENUE	28,487,044	0	1,134,031	2,828,799	19,519,875	1,268,896	78,454	1,113,256	2,543,733
EXPENSES									
ADMIN. SALARIES	2,332,563	650,000	92,563	450,000	715,000	0	0	150,000	275,000
AUDIT FEES	54,500	0	8,000	3,200	20,100	1,500	0	0	21,700
ADVERTISING & MKTG	21,870	0	4,500	9,000	5,000	0	0	0	3,370
PR TAXES & BENEFITS-ADMIN	1,256,617	346,450	62,697	239,850	381,095	0	0	79,950	146,575
OFFICE EXPENSES	300,196	40,000	20,148	60,000	125,000	5,000	0	4,000	46,048
LEGAL EXPENSES	59,900	5,000	3,500	15,000	15,000	0	0	0	21,400
TRAVEL	124,314	70,664	1,250	7,000	29,900	0	0	2,350	13,150
ALLOCATED OVERHEAD	0	-1,208,451	0	453,707	469,193	44,037	0	20,368	221,146
OTHER ADMIN. EXPENSE	670,818	51,000	88,080	58,441	250,255	11,408	0	2,500	209,134
TOTAL OPERATING ADMIN.	4,820,778	-45,337	280,738	1,296,198	2,010,543	61,945	0	259,168	957,523
TENANT SERVICES-SALARIES	100,500	0	0	0	0	48,000	52,500	0	0
RELOCATION COSTS	0	0	0	0	0	0	0	0	0
PR TAXES & BENEFITS-TS	45,154	0	0	0	0	19,200	25,954	0	0
TENANT SERVICES-MISC.	267,945	0	30,000	8,625	0	203,000	0	0	26,320
TOTAL TENANT SERVICES	413,599	0	30,000	8,625	0	270,200	78,454	0	26,320
WATER	225,140	500	35,000	130,000	1,600	0	0	0	58,040
ELECTRICITY	114,382	3,800	32,000	29,000	13,100	0	0	0	36,482
GAS	23,934	450	7,000	6,000	1,000	0	0	0	9,484
SEWER	221,624	400	26,093	121,300	1,500	0	0	0	72,331
TOTAL UTILITIES-PROJECT	585,080	5,150	100,093	286,300	17,200	0	0	0	176,337
MAINTENANCE SALARIES	482,786	10,000	81,851	377,335	0	0	0	0	13,600
MAINTENANCE MATERIALS	155,145	1,500	19,345	125,000	5,000	0	0	0	4,300
MAINT. CONTRACT COSTS	1,107,647	4,000	329,643	329,145	11,000	0	0	0	433,859
PR TAXES & BENEFITS-MAINT	222,508	5,600	0	211,308	0	0	0	0	5,600
TOTAL MAINTENANCE	1,968,086	21,100	430,839	1,042,788	16,000	0	0	0	457,359
PROTECTIVE SERVICES	59,310	700	25,410	28,000	3,200	0	0	0	2,000
INSURANCE-ALL	450,577	18,387	78,289	259,538	7,020	0	0	0	87,344
OTHER GENERAL EXP.	97,200	0	0	3,000	62,000	0	0	0	32,200
PILOT	116,008	0	0	112,500	0	0	0	0	3,508
BAD DEBTS-TENANT	68,200	0	0	50,000	0	0	0	0	18,200
BAD DEBTS-OTHER	0	0	0	0	0	0	0	0	0
INTEREST EXPENSE	346,441	0	0	0	0	0	0	0	346,441
TOTAL OTHER OP. EXPENSES	1,137,736	19,087	103,699	453,038	72,220	0	0	0	489,692
TOTAL OPERATING EXPENSES	8,925,278	0	945,369	3,086,948	2,115,963	332,145	78,454	259,168	2,107,231
EXTRAORDINARY MAINT.	0	0	0	0	0	0	0	0	0
CASUALTY LOSSES	0	0	0	0	0	0	0	0	0
HOUSING ASSIST. PAYMENTS	18,746,475	0	0	0	17,644,915	946,560	0	0	155,000
HAP - PORT IN	0	0	0	0	0	0	0	0	0
FRAUD LOSSES	0	0	0	0	0	0	0	0	0
TOTAL OTHER COSTS	18,746,475	0	0	0	17,644,915	946,560	0	0	155,000
TOTAL EXPENSES	27,671,753	0	945,369	3,086,948	19,760,878	1,278,705	78,454	259,168	2,262,231
RETAINED EARNINGS	815,291	0	188,662	-258,149	-241,003	-9,809	0	854,088	281,501
+ BOND \$ or RESERVE USAGE	916,762	0	34,500	200,000	291,003	9,809	0	0	381,450
+/- CASH TRANSFERS	0	0	0	58,149	0	0	0	-58,149	0
- DEBT PRINCIPAL PAYMENTS	-325,703	0	-150,703	0	0	0	0	0	-175,000
- CAPITALIZED ASSETS	-1,166,035	0	-34,500	0	0	0	0	-795,939	-335,596
- RESERVE DEP or RESTR INTEREST	-159,776	0	-35,900	0	-50,000	0	0	0	-73,876
NET CASH FLOW	80,539	0	2,059	0	0	0	0	0	78,479

Operating Budget page 1 of 3

HOUSING AUTHORITY of the COUNTY of BUTTE
FY 2023 PROPOSED OPERATING BUDGET

August 23, 2022		BUSINESS ACTIVITIES TOTAL	OTHER HACB OWNED					(See Page 3)
			600	500	504	508	510	
			General Fund	Demo Units	Kathy Ct Apts	Gridley Springs II	21, 25, 33 E'wood	Bond Properties
REVENUE		232	50	9	0	24	3	146
POTENTIAL DWELLING RENT	1,926,770	0	90,648	0	195,744	37,975	1,602,403	
REBATES	0	0	0	0	0	0	0	
VACANCY LOSS*	-113,903	0	-2,719	0	-3,915	-1,394	-105,875	
703.0 NET DWELLING RENT	1,812,867	0	87,929	0	191,829	36,581	1,496,528	
704.0 TENANT CHARGES	21,765	0	700	0	500	150	20,415	
704.0 LAUNDRY REVENUE	14,360	0	0	0	500	0	13,860	
706.0 HUD GRANT REVENUE	0	0	0	0	0	0	0	
708.0 OTHER GRANT REVENUE	0	0	0	0	0	0	0	
712.0 MORTGAGE INTEREST INCOME	76,369	76,369	0	0	0	0	0	
714.0 FRAUD RECOVERY	0	0	0	0	0	0	0	
715.0 OTHER INCOME	596,800	596,800	0	0	0	0	0	
711.0 INVESTMENT INCOME-unrestricted	1,772	1,700	0	0	0	0	72	
720.0 INVESTMENT INCOME-restricted	19,800	19,800	0	0	0	0	0	
TOTAL REVENUE	2,543,733	694,669	88,629	0	192,829	36,731	1,530,875	
EXPENSES								
911.0 ADMIN. SALARIES	275,000	260,000	15,000	0	0	0	0	
912.0 AUDIT FEE	21,700	15,255	100	0	4,200	70	2,075	
914.0 ADVERTISING & MKTG	3,370	0	0	0	250	0	3,120	
915.0 PR TAXES & BENEFITS-ADMIN	146,575	138,580	7,995	0	0	0	0	
916.0 OFFICE EXPENSES	46,048	15,000	3,800	0	7,000	0	20,248	
917.0 LEGAL EXPENSES	21,400	10,000	0	0	1,000	0	10,400	
918.0 TRAVEL	13,150	12,800	0	0	350	0	0	
918.1 ALLOCATED OVERHEAD	221,146	171,024	13,761	1,440	0	0	34,921	
919.0 OTHER ADMIN. EXPENSE	209,134	14,320	9,937	3,050	65,428	0	116,399	
TOTAL OPERATING ADMIN.	957,523	636,979	50,593	4,490	78,228	70	187,163	
921.0 TENANT SERVICES-SALARIES	0	0	0	0	0	0	0	
922.0 RELOCATION COSTS	0	0	0	0	0	0	0	
923.0 EMP. BENEFITS-TENANT SVCS	0	0	0	0	0	0	0	
924.0 TENANT SERVICES-MISC.	26,320	23,500	0	0	0	0	2,820	
TOTAL TENANT SERVICES	26,320	23,500	0	0	0	0	2,820	
931.0 WATER	58,040	1,600	3,800	0	6,000	1,440	45,200	
932.0 ELECTRICITY	36,482	2,200	2,400	0	3,720	0	28,162	
933.0 GAS	9,484	300	150	0	820	0	8,214	
936.0 SEWER	72,331	1,000	2,000	0	9,840	1,380	58,111	
TOTAL UTILITIES-PROJECT	176,337	5,100	8,350	0	20,380	2,820	139,687	
941.0 MAINTENANCE SALARIES	13,600	2,000	8,000	0	0	3,600	0	
942.0 MAINTENANCE MATERIALS	4,300	1,500	2,500	0	0	300	0	
943.0 MAINT. CONTRACT COSTS	433,859	10,000	5,329	6,900	57,800	9,437	344,393	
945.0 PR TAXES & BENEFITS-MAINT	5,600	1,120	4,480	0	0	0	0	
TOTAL MAINTENANCE	457,359	14,620	20,309	6,900	57,800	13,337	344,393	
952.0 PROTECTIVE SERVICES	2,000	500	1,500	0	0	0	0	
961.0 INSURANCE-ALL	87,344	27,135	4,725	41	4,244	1,486	49,713	
962.0 OTHER GENERAL EXP.	32,200	32,000	200	0	0	0	0	
963.0 PILOT	3,508	8	3,500	0	0	0	0	
964.0 BAD DEBTS-TENANT	18,200	0	0	0	0	0	18,200	
966.0 BAD DEBTS-OTHER	0	0	0	0	0	0	0	
967.0 INTEREST EXPENSE	346,441	339,900	0	0	6,541	0	0	
TOTAL OTHER OP. EXPENSES	489,692	399,543	9,925	41	10,785	1,486	67,913	
TOTAL OPERATING EXPENSES	2,107,231	1,079,742	89,177	11,431	167,193	17,713	741,976	
971.0 EXTRAORDINARY MAINT.	0	0	0	0	0	0	0	
972.0 CASUALTY LOSSES	0	0	0	0	0	0	0	
973.0 HOUSING ASSIST. PAYMENTS	155,000	155,000	0	0	0	0	0	
973.5 HAP - PORT IN	0	0	0	0	0	0	0	
975.0 FRAUD LOSSES	0	0	0	0	0	0	0	
TOTAL OTHER COSTS	155,000	155,000	0	0	0	0	0	
TOTAL EXPENSES	2,262,231	1,234,742	89,177	11,431	167,193	17,713	741,976	
RETAINED EARNINGS	281,501	-540,073	-549	-11,431	25,636	19,018	788,899	
+ BOND \$ or RESERVE USAGE	381,450	50,000	0	0	0	0	331,450	
+/- CASH TRANSFERS	0	56,277	0	0	6,541	-19,018	-43,800	
- DEBT PRINCIPAL PAYMENTS	-175,000	-175,000	0	0	0	0	0	
- CAPITALIZED ASSETS	-335,596	0	0	0	0	0	-335,596	
- RESERVE DEP or RESTR INTEREST	-73,876	-63,600	0	0	-10,276	0	0	
NET CASH FLOW	78,479	-672,396	-549	-11,431	21,901	0	740,953	

HOUSING AUTHORITY of the COUNTY of BUTTE
FY 2023 PROPOSED OPERATING BUDGET

August 23, 2022		BOND TOTALS	2020A BOND PROPERTIES					
			501	502	503	505	506	509
			1519 Locust	Park Place Apts	Lincoln Apts	Alamont Apts	Evanswood Estates	Cordillera / Cameo
REVENUE		146	10	40	18	30	28	20
POTENTIAL DWELLING RENT	1,602,403	91,450	323,692	173,650	348,690	447,271	217,650	
REBATES	0	0	0	0	0	0	0	0
VACANCY LOSS*	-105,875	-2,550	-19,395	-13,440	-22,815	-28,860	-18,815	
703.0 NET DWELLING RENT	1,496,528	88,900	304,297	160,210	325,875	418,411	198,835	
704.0 TENANT CHARGES	20,415	1,290	3,100	700	4,000	8,950	2,375	
704.0 LAUNDRY REVENUE	13,860	480	3,780	3,600	4,500	0	1,500	
706.0 HUD GRANT REVENUE	0	0	0	0	0	0	0	
708.0 OTHER GRANT REVENUE	0	0	0	0	0	0	0	
712.0 MORTGAGE INTEREST INCOME	0	0	0	0	0	0	0	
714.0 FRAUD RECOVERY	0	0	0	0	0	0	0	
715.0 OTHER INCOME	0	0	0	0	0	0	0	
711.0 INVESTMENT INCOME-unrestricted	72	12	12	12	12	12	12	
720.0 INVESTMENT INCOME-restricted	0	0	0	0	0	0	0	
TOTAL REVENUE	1,530,875	90,682	311,189	164,522	334,387	427,373	202,722	
EXPENSES								
911.0 ADMIN. SALARIES	0	0	0	0	0	0	0	
912.0 AUDIT FEE	2,075	200	400	200	300	300	675	
914.0 ADVERTISING & MKTG	3,120	420	600	360	480	720	540	
915.0 PR TAXES & BENEFITS-ADMIN	0	0	0	0	0	0	0	
916.0 OFFICE EXPENSES	20,248	690	4,873	3,272	3,550	4,144	3,719	
917.0 LEGAL EXPENSES	10,400	1,200	1,200	1,000	3,000	2,000	2,000	
918.0 TRAVEL	0	0	0	0	0	0	0	
918.1 ALLOCATED OVERHEAD	34,921	1,245	5,520	3,707	4,600	14,234	5,615	
919.0 OTHER ADMIN. EXPENSE	116,399	7,382	21,055	15,308	26,140	25,096	21,418	
TOTAL OPERATING ADMIN.	187,163	11,137	33,648	23,847	38,070	46,494	33,967	
921.0 TENANT SERVICES-SALARIES	0	0	0	0	0	0	0	
922.0 RELOCATION COSTS	0	0	0	0	0	0	0	
923.0 EMP. BENEFITS-TENANT SVCS	0	0	0	0	0	0	0	
924.0 TENANT SERVICES-MISC.	2,820	150	1,520	0	400	0	750	
TOTAL TENANT SERVICES	2,820	150	1,520	0	400	0	750	
931.0 WATER	45,200	2,106	10,794	4,791	7,245	13,664	6,600	
932.0 ELECTRICITY	28,162	900	5,705	6,180	12,600	972	1,805	
933.0 GAS	8,214	0	1,680	1,315	0	375	4,844	
936.0 SEWER	58,111	2,880	20,208	5,760	8,596	14,726	5,941	
TOTAL UTILITIES-PROJECT	139,687	5,886	38,387	18,046	28,441	29,737	19,190	
941.0 MAINTENANCE SALARIES	0	0	0	0	0	0	0	
942.0 MAINTENANCE MATERIALS	0	0	0	0	0	0	0	
943.0 MAINT. CONTRACT COSTS	344,393	23,765	55,179	35,055	57,134	128,460	44,800	
945.0 PR TAXES & BENEFITS-MAINT	0	0	0	0	0	0	0	
TOTAL MAINTENANCE	344,393	23,765	55,179	35,055	57,134	128,460	44,800	
952.0 PROTECTIVE SERVICES	0	0	0	0	0	0	0	
961.1 INSURANCE-ALL	49,713	3,295	11,064	5,832	7,550	14,616	7,356	
962.0 OTHER GENERAL EXP.	0	0	0	0	0	0	0	
963.0 PILOT	0	0	0	0	0	0	0	
964.0 BAD DEBTS-TENANT	18,200	1,700	2,000	1,600	3,100	6,000	3,800	
966.0 BAD DEBTS-OTHER	0	0	0	0	0	0	0	
967.0 INTEREST EXPENSE	0	0	0	0	0	0	0	
TOTAL OTHER OP. EXPENSES	67,913	4,995	13,064	7,432	10,650	20,616	11,156	
TOTAL OPERATING EXPENSES	741,976	45,933	141,798	84,380	134,695	225,307	109,863	
971.0 EXTRAORDINARY MAINT.	0	0	0	0	0	0	0	
972.0 CASUALTY LOSSES	0	0	0	0	0	0	0	
973.0 HOUSING ASSIST. PAYMENTS	0	0	0	0	0	0	0	
973.5 HAP - PORT IN	0	0	0	0	0	0	0	
975.0 FRAUD LOSSES	0	0	0	0	0	0	0	
TOTAL OTHER COSTS	0	0	0	0	0	0	0	
TOTAL EXPENSES	741,976	45,933	141,798	84,380	134,695	225,307	109,863	
RETAINED EARNINGS	788,899	44,749	169,391	80,142	199,692	202,066	92,859	
+ BOND \$ or RESERVE USAGE	331,450	38,050	71,400	33,000	90,000	42,000	57,000	
+/- CASH TRANSFERS	-43,800	-3,000	-12,000	-5,400	-9,000	-8,400	-6,000	
- DEBT PRINCIPAL PAYMENTS	0	-35,267	-141,068	-63,480	-105,801	-98,748	-70,535	
- CAPITALIZED ASSETS	-335,596	-38,050	-71,400	-33,000	-90,000	-42,000	-61,146	
- RESERVE DEP or RESTR INTEREST	0	0	0	0	0	0	0	
NET CASH FLOW	740,953	6,482	16,323	11,262	84,891	94,918	12,178	



HOUSING AUTHORITY of the County of Butte

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September 9, 2022

Memo

To: HACB Board of Commissioners

From: Angie Little, Section 8 Housing Manager
 Tamra C. Young, Administrative Operations Director

Subject: Agenda Item 5.2 - Resolution No. 4873
 2023 HUD Section 8 HCV and EHV Payment Standards

Each year, as administrator of the HUD Section 8 Housing Choice Voucher (HCV) Program, the HACB sets Payment Standards for its rental assistance programs. HUD issues Fair Market Rent (FMR) data, which is then analyzed by the local PHA for applicability to local market conditions and program funding levels. The PHA then adopts the standards, which are applied to program administration for the following fiscal year. The PHA has discretionary authority to set the Payment Standards anywhere from 90-110% of the FMRs.

Below are two (2) charts, the first showing 2022 FMRs and adopted Payment Standards for each of HACB's jurisdictions, Butte and Glenn Counties. The second chart shows HUD's 2023 FMRs and staff's recommendations for Payment Standards. While an increase of the FMRs was expected, it was surprising that the overall increase for Butte County was approximately 6.4% from the previous year as opposed to the expected 10%. Glenn County was also given a lower than expected increase for the one- and two-bedroom units, which was below 6%. Based on this, and the staff's working knowledge of the current rental market, we recommend establishing Payment Standards for both Butte and Glenn County at the maximum of 110% for the HCV Program and 120% for the EHV Program to provide the best possible chance of success for our Section 8 clients in this competitive housing market.

2022 HCV FMRs and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2022 HUD FMR	\$826	\$895	\$1,177	\$1,662	\$2,015
% FMR	105.9%	108.9%	105.8%	105.9%	106%
Butte County 2022 Payment Standard	\$875	\$975	\$1,245	\$1,760	\$2,135
Glenn County – 2022 HUD FMR	\$627	\$717	\$944	\$1,167	\$1,280
% FMR	106.9%	107.4%	108.1%	108%	108%
Glenn County 2022 Payment Standard	\$670	\$770	\$1,020	\$1,260	\$1,382



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



2023 HCV FMRs and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2023 HUD FMR	\$893	\$941	\$1239	\$1761	\$2110
% FMR	110%	110%	110%	110%	110%
Butte County 2023 Payment Standard	\$982	\$1035	\$1362	\$1937	\$2321
Glenn County – 2023 HUD FMR	\$668	\$759	\$999	\$1272	\$1511
% FMR	110%	110%	110%	110%	110%
Glenn County 2022 Payment Standard	\$734	\$834	\$1098	\$1399	\$1662

2022 EHV FMRs and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2022 HUD FMR	\$826	\$895	\$1,177	\$1,662	\$2,015
% FMR	119.9%	120%	119.9%	119.9%	120%
Butte County 2022 Payment Standard	\$991	\$1,074	\$1,412	\$1,994	\$2,418
Glenn County – 2022 HUD FMR	\$627	\$717	\$944	\$1,167	\$1,280
% FMR	119.9%	119.9%	119.9%	119.9%	120%
Glenn County 2022 Payment Standard	\$752	\$860	\$1,132	\$1,400	\$1,536

2023 EHV FMRs and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2023 HUD FMR	\$893	\$941	\$1239	\$1761	\$2110
% FMR	120%	120%	120%	120%	120%
Butte County 2022 Payment Standard	\$1071	\$1129	\$1486	\$2113	\$2532
Glenn County – 2023 HUD FMR	\$668	\$759	\$999	\$1272	\$1511
% FMR	120%	120%	120%	120%	120%
Glenn County 2022 Payment Standard	\$801	\$910	\$1198	\$1526	\$1813

*Recommendation: Adoption of Resolution No. 4873, by reading of title only:
Determination of 2023 Payment Standards for the HUD Section 8
Housing Choice Voucher Program and Emergency Housing Voucher
Program*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4873

DETERMINATION OF 2023 PAYMENT STANDARDS
FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND
EMERGENCY HOUSING VOUCHER PROGRAM

WHEREAS, the Housing Authority of the County of Butte (HACB) administers under contract the U.S. Department of Housing and Urban Development (HUD) Housing Choice Voucher (HCV) program in two jurisdictions, Butte and Glenn Counties; and

WHEREAS, the Housing Authority of the County of Butte (HACB) administers under contract the U.S. Department of Housing and Urban Development (HUD) Emergency Housing Voucher (EHV) program in two jurisdictions, Butte and Glenn Counties; and

WHEREAS, each year HUD, in accordance with 24 CFR Part 982, issues Fair Market Rent (FMR) data for the HACB's jurisdictions, such data to be used by the HACB as a starting point in the determination of Payment Standards for purposes of administration of the HCV and EHV programs; and

WHEREAS, by program regulation, HACB has authority to set areawide HCV Payment Standards between 90% and 110% of the applicable FMR for each unit size, and can set Payment Standards for the EHV program at up to 120% of the applicable FMR for each unit size; and

WHEREAS, the HACB determines Payment Standards that is the amount generally needed to rent a moderately-priced dwelling unit in the local housing market and that is used to calculate the amount of housing assistance a family will receive; and

WHEREAS, HACB has reviewed its available HCV and EHV program budget authorities and obligations, as well as its Rent Reasonableness database, regarding rent burdens in the two (2) jurisdictional areas; and

WHEREAS, the HACB had determined that Payment Standards for 2023 be set in accordance with the following tables, such Payment Standards being determined to be in the best interest of the HACB, its HCV and EHV programs, and its HCV and EHV program participants;

2023 HCV FMRs and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2023 HUD FMR	\$893	\$941	\$1239	\$1761	\$2110
% FMR	110%	110%	110%	110%	110%
Butte County 2023 Payment Standard	\$982	\$1035	\$1362	\$1937	\$2321
Glenn County – 2023 HUD FMR	\$668	\$759	\$999	\$1272	\$1511
% FMR	110%	110%	110%	110%	110%
Glenn County 2022 Payment Standard	\$734	\$834	\$1098	\$1399	\$1662

2023 EHV FMRs and Payment Standards

	Bedrooms				
	0	1	2	3	4
Butte County – 2023 HUD FMR	\$893	\$941	\$1239	\$1761	\$2110
% FMR	120%	120%	120%	120%	120%
Butte County 2022 Payment Standard	\$1071	\$1129	\$1486	\$2113	\$2532
Glenn County – 2023 HUD FMR	\$668	\$759	\$999	\$1272	\$1511
% FMR	120%	120%	120%	120%	120%
Glenn County 2022 Payment Standard	\$801	\$910	\$1198	\$1526	\$1813

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to set its 2023 Payment Standards for the HUD Section 8 Housing Choice Voucher and Emergency Housing Voucher programs in accordance with the tables above, such standards to be applied effective October 1, 2022.

Dated: September 15, 2022.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4874

ADOPTION OF ACTION PLAN FOR SECTION 8 HOUSING CHOICE VOUCHER
FAMILY SELF-SUFFICIENCY PROGRAM

WHEREAS, the Housing Authority of the County of Butte (HACB) administers under contract the U.S. Department of Housing and Urban Development Section 8 Housing Choice Voucher (HCV) Family Self Sufficiency (FSS) program; and

WHEREAS, administration of the FSS program requires establishment and maintenance of an FSS Action Plan, detailing policies and procedures for program administration; and

WHEREAS, the HACB received HUD approval of its initial FSS Action Plan on July 5, 1995; and

WHEREAS, the HACB updated its FSS Action Plan on December 15, 2008, June 16, 2011, and November 19, 2020, and received HUD approval of such updates; and

WHEREAS, HUD has released new FSS Program regulations, such regulations requiring update to the FSS Action Plan, that it more accurately reflect current program administrative policy, procedure, and implementation, and that it be consistent with the Section 8 Housing Choice Voucher Program's Administrative Plan; and

WHEREAS, the revised FSS Action Plan is due to be submitted to the HUD no later than September 30, 2022; and

WHEREAS, the HACB has reviewed the proposed FSS Action Plan revisions and determined them to be in the best interest of the HACB, its Section 8 HCV and FSS programs, and the clients served;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to revise the Section 8 Family Self Sufficiency Action Plan supporting its U.S. Department of Housing and Urban Development Section 8 Housing Choice Voucher Family Self-Sufficiency program, such revision made a part of and attached to this resolution, and to further authorize submission of the revision to HUD for approval.

Dated: September 15, 2022.

ATTEST:

David Pittman, Board Chair

Edward S. Mayer, Secretary



**HOUSING AUTHORITY
of the County of Butte**

**FSS ACTION PLAN
FOR THE
FAMILY SELF-SUFFICIENCY PROGRAM
EFFECTIVE 10/01/2022**

Adopted by Resolution No. 4874 on September 15, 2022



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Chapter 1

THE FAMILY SELF-SUFFICIENCY PROGRAM AND THE FSS ACTION PLAN

INTRODUCTION

This chapter provides an overview of the family self-sufficiency (FSS) program and FSS action plan, including the purpose, organization, and required contents of the FSS action plan.

Part I: The Family Self-Sufficiency (FSS) Program and FSS Action Plan: This part provides an overview of the family self-sufficiency program and the purpose of the FSS action plan.

Part II: Requirements of the FSS Action Plan: This part covers action plan requirements, including development, revision, and contents of the action plan. It also contains information on family demographics, which is part of the required contents of the action plan.

PART I: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM AND FSS ACTION PLAN

1-I.A. OVERVIEW OF THE FAMILY SELF-SUFFICIENCY PROGRAM

The origins of the FSS program are in two pilot projects implemented in 1986 and 1990, Project Self-Sufficiency and Operation Bootstrap, respectively. These projects were set up to test self-sufficiency programs for families with housing subsidies, and both demonstrated that families needed essential services to move toward economic self-sufficiency. These services include child care, transportation, medical care, and long-term education and training.

In the wake of the successful demonstration of these projects, family self-sufficiency became one of the initiatives under the Homeownership and Housing Opportunities for People Everywhere (HOPE) program enacted in 1990, and the FSS program was subsequently created under the National Affordable Housing Act the same year.

FSS built upon and refined both Project Self-Sufficiency and the Bootstrap program. It remained a voluntary program in 1991 and 1992 but became mandatory in 1993 for any new increments of funding issued to PHAs. The 1993 regulations were further modified by the Quality Housing and Work Responsibility Act of 1998 (QHWRA). In 2018, expansive changes were made to the FSS program by the Economic Growth, Regulatory Relief, and Consumer Protection Act known as “the Economic Growth Act” or “the Act.”

The purpose of the FSS program is to coordinate housing assistance with public and private resources to enable assisted families to achieve economic self-sufficiency. The purpose and basic requirements of the FSS program are further elaborated upon in Chapter 2.

This family self-sufficiency program is administered by the Housing Authority of the County of Butte for the jurisdiction of Butte and Glenn Counties.

1-I.B. APPLICABLE REGULATIONS

Applicable regulations for Section 8 and public housing FSS programs include:

24 CFR Part 5: General Program Requirements

24 CFR Part 8: Nondiscrimination

24 CFR Part 902: Public Housing Assessment System

24 CFR Part 903: Public Housing Agency Plans

24 CFR Part 945: Designated Housing

24 CFR Part 960: Public Housing Admission and Occupancy Policies

24 CFR Part 965: PHA-Owned or Leased Projects—General Provisions

24 CFR Part 966: Public Housing Lease and Grievance Procedures

24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program

24 CFR Part 984: Section 8 and Public Housing Family Self-Sufficiency Program

1-I.C. THE FAMILY SELF-SUFFICIENCY ACTION PLAN

The family self-sufficiency (FSS) action plan is required by HUD. The purpose of the FSS action plan is to establish policies for conducting the family self-sufficiency program in a manner consistent with HUD requirements and local goals and objectives contained in the PHA's Agency Plan. This FSS action plan is a supporting document to the PHA Agency Plan and is available for public review as required by 24 CFR Part 903.

This family self-sufficiency action plan is set forth to define the PHA's local policies for operation of the program in the context of federal laws and regulations. All issues related to FSS not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices, and other applicable laws. The policies in this FSS action plan have been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for program funding.

The PHA is responsible for complying with all changes in HUD regulations pertaining to the FSS program. If such changes conflict with this plan, HUD regulations will take precedence.

Administration of the FSS program and the functions and responsibilities of PHA staff shall comply with the PHA's personnel policy and HUD's family self-sufficiency regulations, as well as all Section 8 and public housing regulations, in addition to federal, state, and local fair housing laws and regulations.

PART II: REQUIREMENTS OF THE FSS ACTION PLAN

1-II.A. OVERVIEW

A PHA must have a HUD-approved action plan before implementing an FSS program, regardless of whether the FSS program is a mandatory or voluntary program. Further, this action

plan must comply with the requirements specified for the plan in the regulations [24 CFR 984.201(a)].

The regulatory requirements dealing specifically with the FSS action plan itself largely involve the development, revision, and required contents of the action plan. This part covers those requirements.

1-II.B. HUD APPROACH TO POLICY DEVELOPMENT

In developing policy for the FSS action plan, PHAs need to be aware of the distinction HUD makes between mandatory and discretionary policies.

Mandatory policies are those driven by legislation, regulations, current handbooks, notices, and legal opinions.

Discretionary policies consist of those developed for areas in which the PHA has regulatory discretion, or regarding optional, nonbinding guidance including guidebooks, notices that have expired, and recommendations from individual HUD staff.

HUD expects PHAs to develop policies and procedures that are consistent with mandatory regulations and to make clear the optional policies the PHA has adopted. The PHA's FSS action plan is the foundation of those policies and procedures for the FSS program. HUD's directions require PHAs to make policy choices that provide guidance to staff and consistency to program applicants and participants.

Following HUD guidance, even though it is not mandatory, provides a PHA with a "safe harbor." HUD has already determined that the recommendations and suggestions it makes are consistent with mandatory policies. If a PHA adopts an alternative strategy, it must make its own determination that the alternative approach is consistent with legislation, regulations, and other mandatory requirements. There may be very good reasons for adopting a policy or procedure that is different than HUD's safe harbor, but PHAs should carefully consider those decisions.

1-II.C. FSS ACTION PLAN DEVELOPMENT AND REVISION

Development of Action Plan [24 CFR 984.201(b) and (c)]

When developing an FSS action plan, a PHA must do so in consultation with the chief executive officer of the applicable unit of general local government and the program coordinating committee (PCC).

For all voluntary or mandatory FSS programs, the PHA must submit its action plan and obtain HUD approval of the plan before it can implement the FSS program. This includes a voluntary program established because the PHA chose to implement an FSS program that exceeds the minimum size for a mandatory program (see Section 2-II.A. for a discussion of mandatory versus voluntary FSS programs).

Single Action Plan [24 CFR 984.201(f)]

PHAs implementing both a Section 8 FSS program and a public or Indian housing FSS program may submit one action plan. In cases where the PHA decides to submit one plan for more than one program, the policies contained in the action plan would apply to both programs.

HACB Policy

The PHA is implementing a Section 8 FSS program only and will submit one Action Plan

Revision to the FSS Action Plan [24 CFR 984.201(c)(2)]

Following HUD's initial approval of the action plan, no further approval of the action plan is required unless the PHA proposes to make policy changes to the action plan, increase the size of a voluntary program, or revise the FSS action plan as needed to comply with changes in HUD regulations. The PHA must submit any changes to the action plan to HUD for approval.

HACB Policy

The PHA will review and update the action plan at least once a year, and more often if needed, to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation.

1-II.D. CONTENTS OF THE PLAN [24CFR 984.201(d)]

HUD regulations state that there are several components that must be included in the FSS action plan. At a minimum, the action plan must cover the policies and procedures of the PHA for operation of a local FSS program as follows:

Family demographics, including a description of the number, size, characteristics, and other demographics such as racial and ethnic data, in addition to the supportive service needs of the families expected to participate in the program. (Chapter 1)

Estimate of participating families, which means the number of families which can reasonably be expected to receive supportive services under the FSS program. (Chapter 2)

Eligible families from any other local self-sufficiency program who are expected to agree to executing an FSS contract of participation. (Chapter 2)

A statement of the PHA's FSS family selection procedures, including a description of how the procedures ensure that families are selected without regard to race, color, religion, disability, sex, familial status, or national origin. (Chapter 4)

A description of the incentives that the PHA intends to offer to families to encourage participation in the FSS program (an incentives plan), including the establishment of the escrow account. (Chapter 4)

Outreach efforts, which include a description of the PHA's efforts to recruit eligible families, the actions the PHA will take to ensure that both minority and nonminority groups are informed about the FSS program, and how the PHA will make this information known. (Chapter 4)

A description of the FSS activities and supportive services to be provided by both public and private resources to FSS families, and identification of these public and private resources. (Chapter 4)

A description of the PHA's method for identifying family support needs, including how the PHA will identify the needs and deliver the services. (Chapter 4)

A description of the PHA's policies regarding program termination or withholding of services based on a family's failure to comply with the FSS contract, and available grievance procedures. (Chapter 5)

Assurances of noninterference with rights of non-participating families which state that a family's election to not participate in the FSS program will not affect the family's admission to the Section 8 or public housing program, nor will it affect their right to occupancy in accordance with its lease. (Chapter 4)

A timetable for implementation of the FSS program, including the schedule for filling FSS slots with eligible FSS families. (Chapter 2)

A certification that development of the services and activities under the FSS program has been coordinated with programs under Title I of the Workforce Innovation and Opportunity Act, other relevant employment, childcare, transportation, training, education, and financial empowerment programs in the area, and will continue to be coordinated to avoid duplication of services and activities.

Optional Additional Information [24 CFR 984.201(d)(13)].

HUD encourages additional information in the action plan that would help to determine the soundness of the PHAs proposed FSS program.

HACB Policy

The PHA will submit additional optional information in this action plan that will help HUD determine the soundness of the proposed FSS program.

This information includes:

Policies related to the modification of goals in the ITSP. (Chapter 5)

Policies on the circumstances in which an extension of the contract of participation may be granted. (Chapter 5)

Policies on the interim disbursement of escrow, including any limitations on the use of the funds. (Chapter 6)

Policies regarding eligible uses of forfeited escrow funds by families in good standing. (Chapter 6)

Policies regarding the re-enrollment of previous FSS participants, including graduates and those who exited the program without graduating. (Chapter 4)

Policies on requirements for documentation for goal completion. (Chapter 4)

Policies on documentation of the household's designation of the "head of FSS family." (Chapter 4)

Policies for providing an FSS selection preference for porting families if the PHA elects to offer such a preference. (Chapter 7)

1-II.E. FAMILY DEMOGRAPHICS [24 CFR 984.201(d)(1)]

As part of the required contents of the FSS action plan, family demographics of the Section 8 program participants serve to provide a description of the number, size, characteristics, and other descriptive data (including racial and ethnic data of those participants). These data may later be used to help the housing authority and the program coordinating committee (PCC) to identify supportive service needs of the families expected to participate in the FSS program.

HACB Policy

Section 8	Total Families	Percent of Total
All Families	2,125	100%
Female HOH	1,492	70.21%
Male HOH	633	29.79%
Race		
White	1,715	80.71%
Black/African American	207	9.74%
American Indian/Alaska Native	123	5.79%
Asian	178	8.38%
Native Hawaiian/Other Pacific Islander	25	1.18%
Ethnicity		
Hispanic or Latino	255	12.00%
Not Hispanic or Latino	1,870	88.00%
Income		
Extremely Low-Income	1,812	85.27%
Very Low-Income	302	14.21%
Low-Income	11	0.52%
Family Composition		
Families with Children	683	32.14%
Elderly (HOH)	738	34.73%
Non-Elderly (HOH)	1,387	65.27%
Persons with Disabilities (HOH)	1237	58.21%

Chapter 2

PURPOSE, SCOPE, AND APPLICABILITY OF THE FAMILY SELF-SUFFICIENCY PROGRAM

INTRODUCTION

This chapter contains information about the FSS program's purpose, size, and measurable objectives as well as information on program operation. This includes potential participant demographics, the program timetable, the number of families to be served, and the size of the PHA's voluntary FSS program. This chapter also contains definitions of the key terms in this FSS action plan.

Part I: The Purpose and Basic Requirements of the FSS program: This part includes a description of the purpose of the FSS program on a national level—its intent, goal, and major strategies.

Part II: The Scope of the FSS program: This part contains information about housing assistance programs eligible to participate in FSS, the size of the PHA's FSS program, an estimate of participating families, eligible families from other self-sufficiency programs, and eligibility for combined FSS programs.

Part III: Program Operation: This part specifies the requirements for FSS program operation, including voluntary FSS program implementation.

Part IV: The Definitions of Terms Used in the PHA's FSS program: This section contains both HUD and PHA definitions for terms used in this policy document.

PART I: PURPOSE AND BASIC REQUIREMENTS OF THE FSS PROGRAM

2-I.A. PURPOSE

The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of the Section 8 assistance program with public and private resources enabling families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency [984.101(a)(1)].

In addition to this broader national goal of the FSS program, the PHA also establishes a local goal consistent with the PHA's mission statement to serve as a guide for establishing policy and implementing the FSS program.

HACB Policy

The PHA's local goal in operating this FSS program is to match housing-assisted families with a broad range of highly collaborative existing community services to assist FSS families in achieving economic self-sufficiency. *Economic self-sufficiency* is defined as having the sustainable skills necessary to maintain employment paying a "living wage." This wage would pay for the family's basic needs without the use of government subsidies.

2-I.B. PROGRAM OBJECTIVES [24 CFR 984.102]

In order to reach the FSS national program goal, HUD has defined its FSS program objective as to reduce the dependency of low-income families on welfare assistance and on housing subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling, and other forms of social service assistance while living in assisted housing so that they may obtain the education, employment, business and social skills necessary to achieve self-sufficiency. As with the goals of the program, FSS program objectives are defined on the national level through FSS regulation, and on the local level by PHA policy.

HACB Policy

On the local level, the PHA will achieve the national program objective by offering low-income families a broad range of services through partnering with the program coordinating committee (PCC). These services will provide long-term education, job training, counseling, and other forms of social service assistance so that families may achieve economic self-sufficiency, as defined in Section 2-I.A. of this document.

2-I.C. BASIC REQUIREMENTS OF THE FSS PROGRAM [24 CFR 984.104]

An FSS program established under 24 CFR Part 984 must operate in conformity with the regulations and this FSS action plan (as required in 24 CFR 984.201, provide comprehensive supportive services as defined in 24 CFR 984.103, and operate in compliance with nondiscrimination and equal opportunity requirements.

PART II: SCOPE OF THE FSS PROGRAM

2-II.A. HOUSING-ASSISTED FAMILIES ELIGIBLE TO PARTICIPATE IN FSS

The Section 8 and public housing programs through which families are eligible to participate in the FSS program was expanded by the 2018 Economic Growth Act to allow participants in HCV Homeownership, Moderate Rehabilitation, Moderate Rehabilitation Single Room Occupancy, and Family Unification Program (FUP), including the Foster Youth to Independence (FYI) Initiative.

2-II.B. PHAs REQUIRED TO OPERATE AN FSS PROGRAM

Each PHA that received funding for public housing units under the FY 1991 and FY 1992 FSS incentive award competitions must operate a public housing FSS program. Each PHA that received funding for Section 8 rental certificates or vouchers under the combined FY 1991/1992 FSS incentive award competition also must operate a Section 8 FSS program.

In addition, unless the PHA receives an exemption under 24 CFR 984.105, each PHA for which HUD reserved funding (budget authority) for additional rental certificates or vouchers in FY 1993 through October 20, 1998, must operate a Section 8 FSS program. Each PHA for which HUD reserved funding (budget authority) to acquire or construct additional public housing units in FY 1993 through October 20, 1998, must operate a public housing FSS program as well.

Every PHA that was required to administer an FSS program on May 24, 2018 (the enactment date of the Economic Growth, Regulatory Relief, and Consumer Protection Act) must continue to operate that FSS program for the total number of families determined by HUD on that date unless the PHA receives an exception as described in 24 CFR 984.105(d).

Mandatory Minimum Program Size (MMPS) [24 CFR 984.105]

PHAs that are required to operate an FSS program under 24 CFR 984.101 are subject to a minimum program size requirement.

PHA Minimum Program Size

The HACB is not required to operate an FSS Program.

Maintaining Mandatory Minimum Program Size

Although the discretion to do so ultimately rests with the PHA, mandatory minimum program size can decrease as FSS participants successfully complete the program. Per the regulation, for each family that completes the program by fulfilling its FSS contract of participation on or after May 24, 2018, the mandatory minimum program size for a PHA's FSS program is reduced by one slot. However, if an FSS slot is vacated by a family that has not completed its FSS contract of participation obligations, the slot must be filled by a replacement family which has been selected in accordance with the FSS family selection procedures [24 CFR 984.105(b)(2)].

HACB Policy

The PHA, while not required to operate an FSS Program, will maintain a minimum of 25 participants.

Option to Operate Larger FSS Program

A PHA may choose to operate an FSS program of a larger size than the minimum required by HUD [24 CFR 984.105(a)(3)].

HACB Policy

The PHA will maintain a minimum of 25 participants and allow a maximum of 50 Participants

Exception to Program Operation [24 CFR 984.105(c)]

The requirement to establish and carry out an FSS program may be waived with approval from HUD. In order to waive the requirement, the PHA must provide a certification to HUD that the establishment and operation of an FSS program is not feasible because of a lack of accessible supportive services funding, a lack of the availability of programs under the Workforce Innovation and Opportunity Act, a lack of funding for reasonable administrative costs, a lack of cooperation by other units of state or local government, or a lack of interest in participating in the FSS program on the part of eligible families.

An exception will not be granted if HUD determines that local circumstances do not preclude the PHA from effectively operating an FSS program that is smaller than the minimum program size.

Reduction in Program Size

Rather than a full exception to program operation, a PHA may also be permitted to operate an FSS program that is smaller than the minimum program size. As with the full exception, HUD may grant the PHA such a partial exception if the PHA provides to HUD a certification that the operation of an FSS program of the minimum program size is not feasible because of a decrease in or lack of accessible supportive services [24 CFR 984.105(d)].

Expiration of Exception

The approval for a full or partial exception to the FSS minimum program size requirement expires five years from the date of HUD approval of the exception. If a PHA seeks to continue an exception after its expiration, the PHA must submit a new request and a new certification to HUD for consideration [24 CFR 984.105(e)].

2-II.C. COOPERATIVE AGREEMENTS [24 CFR 984.106]

A PHA may enter into a Cooperative Agreement with one or more multifamily-assisted housing owners to voluntarily make the PHA's FSS program available to the owner's housing tenants. The Cooperative Agreement must include all the requirements for such agreements found in 24 CFR 984.106 and 24 CFR 887.107.

2-II.D. ESTIMATE OF PARTICIPATING FAMILIES [24 CFR 984.201(d)(2)]

The PHA must state the number of eligible FSS families who can reasonably be expected to receive supportive services under the FSS program based on available and anticipated federal, tribal, state, local, and private resources.

HACB Policy

Twenty-five (25) to fifty (50) eligible FSS families can reasonably be expected to receive supportive services under the FSS program, based on available and anticipated federal, tribal, state, local, and private resources.

2-II.E. ELIGIBLE FAMILIES FROM OTHER SELF-SUFFICIENCY PROGRAMS [24 CFR 984.201(d)(3)]

If applicable, the PHA must enter the number of families, by program type, who are participating in any other local housing self-sufficiency program who are expected to agree to execute an FSS contract of participation.

HACB Policy

The PHA does not operate other self-sufficiency programs and therefore no additional families from other programs are expected to execute an FSS contract of participation.

2-II.F. ELIGIBILITY OF A COMBINED PROGRAM [24 CFR 984.201(e)]

A PHA that wishes to operate a joint FSS program with other PHAs or owners of multifamily-assisted housing may combine its resources with one or more of these entities to deliver

supportive services under a joint action plan that will provide for the establishment and operation of a combined FSS program that meets the requirements of this part.

HACB Policy

The PHA will not combine its resources with any other PHA to deliver support services, have a joint action plan, or establish or operate a combined FSS Program.

PART III: PROGRAM OPERATION

2-III.A. OVERVIEW

Federal regulations specify requirements for FSS program operation regarding deadlines for program start-up and when the PHA is expected to have attained full enrollment. A timetable illustrating when the PHA intends to meet these deadlines is included as part of the required contents of the action plan.

2-III.B. PROGRAM IMPLEMENTATION DEADLINE

The deadlines for program implementation differ depending on whether the FSS program is voluntary or mandatory.

Voluntary Program [24 CFR 984.301(a)]

There is no deadline for implementation of a voluntary program. However, a voluntary program may not be implemented before the requirements specified in 24 CFR 984.201 have been satisfied (see Sections 1-II.A.–1-II.D.).

2-III.C. TIMETABLE FOR PROGRAM IMPLEMENTATION [24 CFR 984.201(d)(13)]

A timetable for implementation of the FSS program is part of the required contents of the FSS action plan.

HACB Policy

The PHA has completed implementation of its FSS program according to the following timetable:

Activity	Month and Date
Establish PCC	July, 1995
Conduct Program Needs Assessment	July, 1995
Resource Identification	July, 1995
Establish Policies	July, 1995
Design Service Delivery	July, 1995
Develop Administrative Procedures	July, 1995

Begin Service Delivery	July, 1995
Conduct Outreach	July, 1995
Conduct Orientations	July, 1995
Conduct Individual Needs Assessment	July, 1995
Begin Contracting	July, 1995
Complete Contracting	July, 1995

PART IV: DEFINITIONS

2-IV.A. DEFINITIONS [24 CFR 984.103]

The terms *1937 Act*, *fair market rent*, *HUD*, *low-income family*, *public housing*, *public housing agency (PHA)*, *secretary*, and *Section 8*, as used in this document are defined in the 24 CFR Part 5.

The term *very low-income family* is defined in 24 CFR 813.102 and 24 CFR 913.102.

The terms used in this document have the following definitions as defined by 24 CFR 984.103 and this family self-sufficiency action plan.

Baseline annual earned income means the FSS family's total annual earned income from wages and business income (if any) as of the effective date of the FSS contract. When calculating baseline annual earned income, all applicable exclusions of income must be applied, *except for* any disregarded earned income or other adjustments associated with self-sufficiency incentives that may apply to the determination of annual income.

Baseline monthly rent means 1) the FSS family's total tenant payment (TTP), as of the effective date of the FSS contract, for families paying an income-based rent as of the effective date of the FSS contract; or 2) the amount of the flat or ceiling rent (which includes the applicable utility allowance), and including any hardship discounts, as of the effective date of the FSS contract. For families paying a flat or ceiling rent this is as of the effective date of the FSS contract.

HACB Policy

Benefits means a government benefit of money or monetary value given to an individual by a federal, state, or local government agency for purposes of financial assistance, including but not limited to, Medicaid, supplemental nutritional assistance program benefits and Social Security, Temporary Assistance for Needy Families, and unemployment compensation benefits.

HACB Policy

Benefits cliff means the sudden and often unexpected decrease in public benefits that can occur with a small increase in earnings. When income increases, families sometimes lose some or all economic supports.

HACB Policy

Certain interim goals mean the family has met all its obligations under the CoP to date, including completion of the ITSP interim goals and tasks to date.

Certification means a written assertion based on supporting evidence, provided by the FSS family or the PHA or owner, which must be maintained by the PHA or owner in the case of the family's certification, or by HUD in the case of the PHA's or owner's certification. These must be made available for inspection by HUD, the PHA or owner, and the public, when appropriate. In addition, these will be considered accurate unless the Secretary or the PHA or owner, as applicable, determines otherwise after inspecting the evidence and providing due notice and opportunity for comment.

Chief executive officer (CEO) means the CEO of a unit of general local government who is the elected official or the legally designated official having primary responsibility for the conduct of that entity's governmental affairs.

Contract of participation (CoP) means a contract in a form approved by HUD, entered into between a participating FSS family and a PHA operating an FSS program that sets forth the terms and conditions governing participation in the FSS program. The contract of participation includes all individual training and services plans entered in between the PHA and all members of the family who will participate in the FSS program, and which plans are attached to the contract of participation as exhibits. For additional detail, see 24 CFR 984.303.

Current annual earned income means the FSS family's total annual earned income from wages and business income (if any) as of the most recent reexamination of income, which occurs after the effective date of the FSS contract. When calculating current annual earned income, all applicable exclusions of income will apply, including any disregarded earned income and other adjustments associated with self-sufficiency incentives or other alternative rent structures that may be applicable to the determination of annual income.

Current monthly rent means either the FSS family's TTP as of the most recent reexamination of income, which occurs after the effective date of the FSS contract, for families paying an income-based rent as of the most recent reexamination of income; or the amount of the flat rent, including applicable utility allowance or ceiling rent. This amount must include any hardship discounts, as of the most recent reexamination of income, which occurs after the effective date of the FSS contract, for families paying a flat rent or ceiling rent as of the most recent reexamination of income.

Earned income means income or earnings included in annual income from wages, tips, salaries, other employee compensation, and self-employment. Earned income does not include any pension or annuity, transfer payments, any cash or in-kind benefits, or funds deposited in or accrued interest on the FSS escrow account established by a PHA on behalf of a participating family.

Effective date of contract of participation means the first day of the month following the month in which the FSS family and the PHA entered into the contract of participation.

Eligible families for the FSS program means current participants in Section 8, residents of public housing, or residents in multifamily-assisted housing if a Cooperative Agreement exists.

HACB Policy

Enhance the effectiveness of the FSS program means a demonstrable improvement in the quality of an FSS program in which the enrollment ratio, escrow balance average, and graduation rate is at or above the national average as measured in HUD's Composite Scores in FR Notice 11/15/18.

Enrollment means the date that the FSS family entered the contract of participation with the PHA.

Family self-sufficiency program or *FSS program* means the program established by a PHA within its jurisdiction to promote self-sufficiency among participating families, including the provision of supportive services to these families, as authorized by section 23 of the 1937 Act.

FSS escrow account means the FSS escrow account authorized by section 23 of the 1937 Act.

FSS escrow credit means the amount credited by the PHA to the participating family's FSS account.

FSS family means a family that receives Section 8 assistance or resides in public housing (section 9), that elects to participate in the FSS program, and whose designated adult member (head of FSS family) has signed the CoP.

FSS family in good standing means an FSS family that is in compliance with their FSS CoP, has either satisfied or are current on any debts owed the PHA or owner, and is in compliance with the regulations in 24 CFR Part 5 regarding participation in the relevant rental assistance program.

FSS-related service program means any program, publicly or privately sponsored, that offers the kinds of supportive services described in the definition of *supportive services*.

FSS slots refer to the total number of public housing units or the total number of rental vouchers that comprise the minimum size of a PHA's respective Section 8 and public housing FSS program.

FSS Program Coordinator means the person(s) who runs the FSS program. This may include (but is not limited to) performing outreach, recruitment, and retention of FSS participants; goal setting and case management/coaching of FSS participants; collaborating with the community and service partners; and tracking program performance.

FY means federal fiscal year (starting with October 1, and ending September 30, and designated by the calendar year in which it ends).

Head of FSS family means the designated adult family member of the FSS family who has signed the CoP. The head of FSS family may, but is not required to be, the head of the household for purposes of determining income eligibility and rent.

Individual Training and Services Plan (ITSP) means a written plan that is prepared by the PHA or owner in consultation with a participating FSS family member (the person with for and whom the ITSP is being developed), and which describes the final and interim goals for the

participating FSS family member, the supportive services to be provided to the participating FSS family member, the activities to be completed by that family member, and the agreed upon completion dates for the goals, and activities. Each ITSP must be signed by the PHA or owner and the participating FSS family member and is attached to and incorporated as part of the CoP. An ITSP must be prepared for each adult family member who elects to participate in the FSS program, including the head of FSS family who has signed the CoP.

HACB Policy

Knowledgeable professional means a person who is knowledgeable about the situation, has training, education, certification, or licensure provided by recognized professional associations and institutions that legitimizes their professional opinion, is competent to render a professional opinion, and is not able to gain, monetarily or otherwise, from the PHA FSS program decision in the area to which they are certifying.

Multifamily-assisted housing, also known as project-based rental assistance (PBRA), means rental housing assisted by a Section 8 Housing Payments Program, pursuant to 24 CFR Parts 880, 881, 883, 884, and 886.

HACB Policy

Other costs related to achieving obligations in the contract of participation means any costs necessary to complete an interim goal, a final goal, or tasks related to such in the ITSP.

Owner means the owner of multifamily-assisted housing.

Participating family is defined as *FSS family* in this section.

Program coordinating committee (PCC) means the committee described in 24 CFR 984.202.

Public housing means housing assisted under the 1937 Act, excluding housing assisted under Section 8 of the 1937 Act.

Section 8 means assistance provided under Section 8 of the 1937 Act (42 U.S.C. 1437f). Specifically, multifamily-assisted housing, as defined in this section; tenant-based and project-based rental assistance under section 8(o) of the 1937 Act; the HCV homeownership option under section 8(y) of the 1937 Act; Family Unification Program (FUP) assistance under section 8(x) of the 1937 Act; and the Section 8 Moderate Rehabilitation (Mod Rehab) for low-income families and Moderate Rehabilitation Single Room Occupancy (Mod Rehab SRO) for homeless individuals under 24 CFR part 882.

Self-sufficiency means that an FSS family is no longer receiving Section 8, public housing assistance, or any federal, state, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS account funds.

HACB Policy

Supports means, but is not limited to, transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP, and training for FSS Program Coordinator.

Supportive services mean those appropriate services that a PHA will coordinate on behalf of an FSS family under a CoP. These may include child care of a type that provides sufficient hours of operation and serves an appropriate range of ages; transportation necessary to enable a participating family to receive available services or to commute to their places of employment; remedial education; education for completion of secondary or post-secondary schooling; job training, preparation, and counseling; job development and placement; follow-up assistance after job placement and completion of the contract of participation; substance/alcohol abuse treatment and counseling; training in homemaking and parenting skills; and personal welfare services that include substance/alcohol abuse treatment and counseling, and health, dental, mental health and health insurance services; household management; money management; counseling regarding homeownership or opportunities available for affordable rental and homeownership in the private housing market (including information on an individual's rights under the Fair Housing Act) and financial empowerment that may include financial literacy, coaching, asset building, money management; and any other services and resources, including case management and reasonable accommodations for individuals with disabilities, that the PHA may determine to be appropriate in assisting FSS families to achieve economic independence and self-sufficiency.

Unit size or size of unit refers to the number of bedrooms in a dwelling unit.

Very low-income family is defined as set out in 24 CFR 813.102

Welfare assistance means (for purposes of the FSS program only) income assistance from federal or state welfare programs and includes only cash maintenance payments designed to meet a family's ongoing basic needs. Welfare assistance does not include nonrecurrent, short-term benefits that are designed to deal with a specific crisis situation or episode of need, or are not intended to meet recurrent or ongoing needs and will not extend beyond four months; work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training); supportive services such as child care and transportation provided to families who are employed; refundable earned income tax credits; contributions to, and distributions from, individual development accounts under TANF; services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement and other employment-related services that do not provide basic income support; transportation benefits provided under a Job Access or Reverse Commute project, pursuant to section 404(k) of the Social Security Act, to an individual who is not otherwise receiving assistance; amounts solely directed to meeting housing expenses; amounts for health care; food stamps and emergency rental and utilities assistance; and SSI, SSDI, or social security.

Chapter 3

PROGRAM ADMINISTRATION

INTRODUCTION

This chapter discusses administrative policies and practices as they are relevant to the activities covered in this plan. The policies and practices are discussed in two parts:

Part I: Staffing, Fees and Costs, and On-Site Facilities: This part describes identifying appropriate staff and contractors to operate the FSS program and provide the necessary direct services to FSS families. In addition, it describes how administrative fees, costs, and supportive services will be funded, and defines the use of on-site facilities.

Part II: The Program Coordinating Committee: This part covers the establishment of a program coordinating committee (PCC), which is a regulatory requirement in all FSS programs other than multifamily housing assistance. It describes required and recommended PCC membership, in addition to the option for an alternative committee.

PART I: STAFFING, FEES AND COSTS, AND ON-SITE FACILITIES

3-I.A. OVERVIEW

Several functions of program administration are crucial to running an FSS program. A PHA may need to employ a program coordinator or decide to contract with another organization to administer the program. In addition to staffing issues, PHAs should understand how program funding and expenses work to keep the program running smoothly. Finally, PHAs need to sort out whether and how to make common areas or unoccupied units available to provide supportive services.

3-I.B. PROGRAM ADMINISTRATION STAFF AND CONTRACTORS [24 CFR 984.301(b)]

PHAs have the choice between hiring their own staff and contracting with an outside organization to administer their FSS program. If the PHA should choose to employ its own staff, the staffing levels should be appropriate, and may include one or more FSS coordinators. If the PHA chooses to contract with an outside organization, the organization's staffing levels must likewise be appropriate to establish and administer the FSS program, and whether the organization's responsibilities would include managing the FSS account in accordance with federal regulations.

HACB Policy

The PHA will employ appropriate staff, including one or more FSS coordinators or program coordinators to administer its FSS program.

3-I.C. FSS PROGRAM COORDINATOR RESPONSIBILITIES

Primary Role of the FSS Program Coordinator

The FSS Program Coordinator is responsible for building partnerships with service providers in the community, working with the Program Coordinating Committee (PCC) and local service providers to ensure that FSS program participants are linked to the supportive services they need to achieve self-sufficiency, preparing an Individual Training and Services Plan (ITSP) for the head of the FSS family and each adult member of the FSS family who elects to participate in the FSS program, making certain that the services included in the participants' CoP are provided on a regular, ongoing, and satisfactory basis, ensuring FSS participants are fulfilling their responsibilities under the CoPs, monitoring progress of participants, and establishing and properly maintaining FSS escrow accounts for eligible families. FSS coordinators may also provide outreach, recruitment, goal setting, case management and coaching for FSS participants, and tracking of FSS program performance.

FSS Program Coordinators funded under the FSS Coordinator Notice of Funding Opportunity (NOFO) may not perform the routine public housing or Section 8 program functions of housing eligibility, leasing, rent calculation, and portability that are funded through Section 8 administrative fees or public housing operating funds unless doing so would enhance the effectiveness of the program. If conducting these functions would enhance the effectiveness of the FSS program, the PHA must seek prior approval from HUD of those enhancements to the FSS program and certify that doing so will neither interfere with the FSS Coordinator's ability to fulfill their primary role nor be used to balance or fill in for gaps in traditional staffing.

Performance of routine Section 8 or public housing functions for non-FSS families does not enhance the effectiveness of the FSS program and is therefore an ineligible use of FSS funds [2021 FSS NOFO, p. 36].

HACB Policy

The PHA will not require the FSS Program Coordinator to perform the routine Section 8 program functions of housing eligibility, leasing, rent calculation, and portability that are funded through Section 8 administrative fees.

3-I.D. ADMINISTRATIVE FEES AND COSTS

The Consolidated Appropriations Act of 2014 combined funding streams for the Section 8 and public housing FSS programs. FSS funding is now awarded through one NOFO. Use of this funding is no longer restricted to the applicable program and funding now may be used to serve both Section 8 and public housing FSS participants. Funding for FSS Coordinators salary, benefits, and training as well as limited administrative costs is awarded through a Grant Agreement and disbursed through HUD's Line of Credit Control System (LOCCS), rather than as an amendment to the PHA's Annual Contributions Contract (ACC). These funds are separate from other available funds that may be used.

Section 8 FSS Program

In the Section 8 programs, administrative fees are paid to PHAs for HUD-approved costs associated with the operation of an FSS program. These administrative fees are established by Congress and subject to appropriations [24 CFR 984.302(b)].

In addition, administrative fees for HUD-approved costs not specifically related to the operation of the FSS program may be used to cover these costs associated with the administration of FSS [see Notice PIH 93-24 E-7 and E-8].

See 24 CFR 982.152 and PIH 2022-18 for details on the eligible use of administrative fees.

HACB Policy

The PHA does not make *[insert amounts and source of funds to be made available]* available to provide administrative costs under the Section 8 FSS program.

Public Housing FSS Program

For public housing FSS programs, the performance funding system (PFS), provided under section 9(a) of the 1937 Act, provides for the reasonable and eligible administrative costs that the PHA incurs in carrying out the program only when funds have been appropriated. However, a PHA may use other resources for this purpose [24 CFR 984.302(a)].

In other words, the PHA may fund reasonable and eligible administrative costs in the FSS program from the Operating Fund. However, these expenses will only be reimbursed in the operating subsidy when a current appropriations act allows it. In addition, the PHA may fund reasonable and eligible administrative costs from the Capital Fund. Administrative staffing costs may also be funded through HUD or other grant or foundation sources. This includes FSS Coordinator grants when available.

HACB Policy

The PHA does not have a Public Housing FSS program.

3-I.E. SUPPORTIVE SERVICES FEES AND COSTS

Section 8 FSS Supportive Services

In the Section 8 program, the PHA may fund reasonable and eligible FSS supportive service costs in the FSS program from unrestricted net position [see Notice PIH 93-24, E-3].

The PHA may seek additional funds from HUD through submitting grant applications or seek grants from other sources when available.

In addition to unrestricted net position and other grant sources, the FSS forfeited escrow account can fund FSS supportive services. See Section 6-I.E. for eligible supportive services costs.

HACB Policy

The PHA will not make *[insert amounts and source of funds to be made available]* available to provide supportive service costs under the Section 8 FSS program.

Public Housing FSS Supportive Services

In public housing, the PHA may fund reasonable and eligible FSS supportive service costs in the FSS program from the Operating Fund. However, the costs of FSS supportive services are only reimbursed through the operating subsidy when appropriations allow it.

FSS public housing supportive services can also be funded through other HUD grants or related government and foundation grants, when available.

HACB Policy

The PHA does not have a Public Housing FSS program.

3-I.F. USE OF FORFEITED ESCROW ACCOUNTS FUNDS

In addition to Section 8 unrestricted net assets, public housing operating funds, and other grant sources, the FSS forfeited escrow account funds must be used for the benefit of FSS participants, which includes supports and other costs for FSS participants in good standing. HUD does not provide an exhaustive list of these supports. However, the supports include, but are not limited to, transportation, childcare, training, testing fees, employment preparation costs, and other costs related to achieving obligations outlined in the contract of participation as well as training for FSS Program Coordinators.

HACB Policy

The PHA will use forfeited escrow accounts for support and other costs for FSS participants in good standing when funds requested are needed to complete an interim goal or task in the ITSP and are not ongoing expenses or if the family can demonstrate that the need for one-time payment of otherwise ongoing expenses such as rent, utilities, telephone, cell phone, pager, car payments, car maintenance, insurance, or childcare is needed to complete an interim goal, a final goal, or a task related to such goals in the ITSP.

The PHA will use forfeited escrow accounts for training provided to FSS Coordinators.

The PHA will define *supports* as defined in 24 CFR 984.305(f)(2)(i)(A) as transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP, and training for FSS Program Coordinator(s)

The PHA will define *other costs related to achieving obligations in the CoP* as any costs necessary to complete an interim goal, a final goal, or tasks related to such in the ITSP as defined in 24 CFR 984.305(f)(2)(i)(A) as transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP, and training for FSS Program Coordinator(s).

The PHA will define *necessary to complete* as meaning that no other resources are available in the community either because such a resource is non-existent or that resources are utilized above capacity and agencies cannot, for an undetermined period, provide such a resource.

The PHA will provide funds from the forfeited escrow account to FSS participants in good standing before requiring the participant to use an “interim” disbursement from their current escrow account so long as:

The funds requested are needed to complete an interim goal or task within the CoP and are not ongoing expenses; or

If the family has demonstrated that the need for one-time payment of otherwise ongoing expenses such as rent, utilities, telephone, cell phone, pager, car payments, car maintenance, insurance, or childcare is needed to complete an interim goal, a final goal, or a task related to such goals.

The PHA will prioritize requests for funds from forfeited escrow accounts initially on a first come first served basis based on the date and time of the request. After that order is established, while still preserving the first come first served basis, the PHA will apply the following priorities:

Priority 1: Funds to meet a goal in the ITSP that is necessary to ensure the safety and wellbeing of victims of domestic violence, dating violence, sexual assault, and stalking as defined in the PHA's Section 8 Administrative Plan regarding VAWA.

Priority 2: Funds to meet a goal in the ITSP that is necessary to stabilize health, safety, and welfare of the FSS participant or family that if left unattended would jeopardize education, training, or employment.

Priority 3: Funds to meet a goal in the ITSP that is necessary to further education, training, and employment goals in the ITSP including childcare, transportation, and medical costs if the lack of any of these prevents completion of the education, training, and employment.

Priority 4: Funds to meet a goal in the ITSP that is necessary to further any other goal or tasks.

3-I.G. ON-SITE FACILITIES

Each PHA may, subject to the approval of HUD, make available and utilize common areas or unoccupied dwelling units in public housing projects to provide supportive services under an FSS program. This includes using such areas for participants in a Section 8 FSS program.

PART II: PROGRAM COORDINATING COMMITTEE

3-II.A. OVERVIEW

As another integral part of FSS program administration, each participating PHA must establish a program coordinating committee (PCC) whose functions will be to assist the PHA in securing commitments of public and private resources for the operation of the FSS program within the PHA's jurisdiction, including assistance in developing the action plan and in implementing the program [24 CFR 984.202(a)].

The PCC must consist of specific members, which are dependent upon whether the PHA is operating Section 8, public housing, or multifamily assisted housing FSS programs. In addition to these required members, the PCC may also include additional members recommended by regulation.

3-II.B. PROGRAM COORDINATING COMMITTEE MEMBERSHIP

Required PCC Membership [24 CFR 984.202(b)(1)]

The PCC required members consist of representatives of the PHA, including at least one FSS Program Coordinator, and one or more participants from each HUD rental assistance program (Section 8, public housing, or multifamily assisted housing) served by the PHA's FSS program.

HACB Policy

The PHA's representative to the program coordinating committee will be the FSS Program Coordinator.

Assistance in Identifying Potential PCC Members [24 CFR 984.202(b)(1)]

The PHA may seek assistance from area-wide, city-wide, or development-based resident councils, the resident management corporation, or the Resident Advisory Board, in identifying potential PCC members.

HACB Policy

The PHA will seek assistance in identifying potential members of the PCC from area-wide, city-wide, and development-based resident councils, the resident management corporation, or the Resident Advisory Board.

Recommended PCC Membership [24 CFR 984.202(b)(2)]

Membership on the PCC also may include representatives of the unit of general local government served by the PHA, local agencies (if any) responsible for carrying out employment training programs or programs funded under the Workforce Innovation and Investment Act, and other organizations, such as other state, local, or tribal welfare and employment agencies, public and private education or training institutions, child care providers, nonprofit service providers, private business, and any other public and private service providers with resources to assist the FSS program.

HACB Policy

The PHA's FSS program coordinating committee membership will include leadership from the following organizations:

- Butte County Library
- Northern Valley Catholic Social Service, Inc.
- Chico Rancheria Housing Corporation
- Salvation Army Chico Corp & Social Service
- Butte College
- Shalom Free Clinic/Shalom Thrift Store
- Oroville Adult Education
- Butte County Department of Employment and Social Services
- University of California Agriculture and Natural Resources
- California State University, Chico – Department of Social Work
- Hmong Cultural Center of Butte County
- Northern California Indian Health

3-II.C. ALTERNATIVE PCC COMMITTEE [24 CFR 984.202(c)]

It is also possible for the PHA, in consultation with the chief executive officer of the unit of general local government served by the PHA, to use an existing entity as the PCC, if the membership of the existing entity consists or will consist of the individuals required by regulation (See section 3-II.B. above).

HACB Policy

The PHA will not utilize an existing entity as its program coordinating committee.

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Chapter 4

SELECTING AND SERVING FSS FAMILIES

INTRODUCTION

FSS regulations require that the PHA include in its action plan a statement indicating how it will select families for participation in the FSS program. This includes outreach, waiting list management, and other selection procedures. When followed, the PHA's selection procedures ensure that families will be selected without regard to race, color, religion, sex, handicap, familial status, or national origin.

Once selected for participation in the FSS program, families are to be provided various activities and supportive services so that they may obtain the education, employment, business, and social skills necessary to achieve self-sufficiency. A description of such activities and supportive services is also a requirement of the FSS action plan.

This chapter contains three parts:

Part I: Incentives, Outreach, and Assurance of Noninterference: This part describes the incentives the PHA will offer and the outreach efforts the PHA will use to encourage participation and recruit eligible families for the FSS program and contains the required assurance of noninterference with the rights of nonparticipating families.

Part II: Family Selection: This part covers whether the PHA will use preferences for family selection and which preferences the PHA will employ if they choose to do so. In addition, this part describes the selection factors the PHA will use in screening families for participation in the FSS program.

Part III: Activities and Support Services: This part lists the activities and supportive services to be provided to families through both public and private resources, describes the method the PHA will use to identify family support needs, and covers the required certification of coordination.

PART I: INCENTIVES, OUTREACH, AND ASSURANCE OF NONINTERFERENCE

4-I.A. OVERVIEW

The FSS program offers incentives such as the FSS escrow account, case management, coaching, and other supportive services that not only encourage participation, but also help families achieve self-sufficiency. In addition to encouraging program participation through such incentives, PHAs also conduct outreach to recruit FSS participants from among eligible families. As part of this process, families need to know that their choice as to whether to participate in the FSS program will not affect their admission to the Section 8 or public housing programs, nor will it affect their right to occupancy. This part describes the PHA's policies regarding these issues, all of which are required aspects of the FSS action plan.

4-I.B. INCENTIVES FOR PARTICIPATION [24 984.201(d)(5)]

By regulation, the FSS action plan must include a PHA's incentives plan—a description of the incentives that the PHA intends to offer eligible families to encourage their participation in the FSS program. The incentives plan provides for the establishment of the FSS escrow account and any other incentives designed by the PHA.

HACB Policy

The PHA will offer the following services, as needed to complete obligations in the contract, to its FSS participants as incentives to participate in FSS.

Incentive	Provided By	Description
FSS escrow account	PHA	
Case management/Coaching	PHA FSS Coordinator	
Information and referrals to services	PHA FSS Coordinator	Referrals to partnering agencies

4-I.C. OUTREACH EFFORTS [24 CFR 984.201(d)(6)(i)(ii)]

In addition to offering incentives for FSS participation, PHAs also conduct outreach to recruit more FSS participants from eligible families. The FSS action plan must include a description of these efforts to recruit FSS participants, including notification and outreach, the actions the PHA will take to assure that both minority and nonminority groups are informed about the FSS program, and how the PHA will make this information known.

HACB Policy

The PHA will notify eligible families about the FSS program using the following outreach locations, activities, methods, and languages, where appropriate. These points of contact and methods have been selected to ensure that both minority and nonminority groups are informed about the FSS program.

Location/Activity	Staff/Partner	Method	Language
Briefings/Orientations	PHA Staff Specialist	Flyer Presentation	Any language requested
Interims/Recertifications	PHA Staff Specialist	Flyer	
Transfers/Portability	PHA Staff Specialist	Flyer	

Location/Activity	Staff/Partner	Method	Language
Lobby	PHA Staff Receptionist	Flyer Video	English, Spanish, Hmong
PHA Website Social Media	PHA Staff	Video Presentation	English
American Job Centers (Workforce/Career Center	Counselor	TBD	
Adult Education	Counselor Instructor	TBD	
Community College	Counselor Instructor	TBD	
Employment Training Site	Instructor	TBD	
English as a Second GED Classes Language Classes	Instructor	TBD	
Community-based Organizations	Case Worker	TBD	
Child Care Centers	Teachers	TBD	

4-I.D. ASSURANCE OF NONINTERFERENCE WITH THE RIGHTS OF NONPARTICIPATING FAMILIES [24 CFR 984.201(d)(10)]

A family's housing assistance or admission into assisted housing should never depend on whether they choose to participate in the FSS program, and PHAs need to make this known as part of the recruitment process. For this reason, the PHA's action plan must include an assurance that a family's decision to not participate in the FSS program will not affect the family's admission to the Section 8 or public housing programs, nor will it affect the family's right to occupancy in accordance with the lease.

HACB Policy

Participation in the FSS program is strictly voluntary. Section 8 participants will be notified in all literature and media presentations related to the FSS program that should they decide not to participate in the FSS program, it will not affect their Section 8. This material will also specify that the family will retain the right to occupancy according to their family obligations contract.

PART II: FAMILY SELECTION

4-II.A. OVERVIEW

The FSS action plan is required to contain a statement indicating the procedures for selecting families for FSS program participation, including a description of how the PHA will do so without regard to race, color, religion, sex (including actual or perceived gender identity), familial status, or national origin. This part describes these procedures, considering whether the PHA will use preferences for family selection and which preferences the PHA will employ if they choose to do so, in addition to defining the factors the PHA will use in screening families for program participation.

4-II.B. FSS SELECTION PREFERENCES

As part of the process for selecting families for participation in the FSS program, the PHA may choose whether to employ the use of preferences. If the PHA so chooses, it has the option of giving a selection preference for up to 50 percent of its FSS program slots to eligible families who have one or more family members currently enrolled in an FSS-related service program or who are on the waiting list for such a program. Such a preference may be further limited to participants in and applicants for one or more specific eligible FSS-related service programs.

Should the PHA choose to adopt such a preference, it would need to include the following information in its action plan:

- The percentage of FSS slots, not to exceed 50 percent of the total number of FSS slots for each of its FSS programs, for which it will give a selection preference
- The FSS related service programs to which it will give a selection preference to the programs' participants and applicants
- The method of outreach to and selection of families with one or more members participating in the identified programs [24 CFR 984.203(a)]

A PHA may wish to adopt additional selection preferences as well [Notice PIH 93-24].

HACB Policy

The PHA will not adopt the use of any other preferences when selecting families for participation.

The PHA may use either of the following to select among applicants on the FSS waiting list with the same preference status [24 CFR 984.203(b)]:

- Date and time of application to the FSS program; or
- A drawing or other random choice technique.

HACB Policy

The PHA will use the date the family expressed an interest in participating in the FSS program to fill the FSS slots.

4-II.C. SELECTION FACTORS

Many factors contribute to whether a PHA may choose to select a family for participation in the FSS program. These selection factors can help the PHA screen families for admission, and ultimately contribute to the PHA's decision to either allow or deny a family's admission into the FSS program.

Motivation Selection Factors [24 CFR 984.203(d)(1)]

A PHA may screen families for interest and motivation to participate in the FSS program provided that the factors utilized by the PHA are those which solely measure the family's interest and motivation to participate in the FSS program. For this reason, PHAs must only apply motivational screening factors that are permissible under the regulations.

Permissible Motivation Selection Factors

Permitted motivational factors include requiring attendance at FSS orientation sessions or pre-selection interviews or assigning certain tasks indicating the family's willingness to undertake the obligations that may be imposed by the FSS contract of participation. However, any tasks assigned should be readily accomplishable by the family based on the family members' educational level, abilities, or disabilities, if any. Reasonable accommodations must be made for individuals whose disability (mobility, manual, sensory, speech impairments, mental, or developmental disabilities) creates a barrier to accomplishing the tasks [24 CFR 984.203(d)(2)].

HACB Policy

The PHA will screen families for interest and motivation to participate in the FSS program by assigning a meeting or workshop which is the same type of meeting or workshop for each family. The PHA will only use the fact that the family attended as a screening factor, even if tasks or exercises are not completed in the meeting. In addition, if the family needs either childcare or transportation to be able to attend, or requests an accommodation for a disability, the PHA will either refer the family to available services or exempt the family from this screening factor.

Prohibited Motivation Selection Factors

Prohibited motivational screening factors include the family's educational level, educational or standardized motivational test results, previous job history or job performance, credit rating, marital status, number of children, or other factors, such as sensory or manual skills, and any factors which may result in discriminatory practices or treatment toward individuals with disabilities or minority or nonminority groups [24 CFR 984.203(d)(3)].

Other Selection Factors

In addition to motivational screening, the PHA may also wish to screen families for the following additional factors.

PHA Debt Selection Factor

The PHA may deny FSS participation to a family if the family owes the PHA, or another PHA, money in connection with Section 8 or public housing assistance [Notice PIH 93-24, B-18].

HACB Policy

The PHA will deny FSS participation to a family if the family owes the PHA, or another PHA, money in connection with Section 8 or public housing assistance. Families that owe money to a PHA who have entered into a repayment agreement and are current on that repayment agreement will not be denied FSS participation.

Unavailable Support Services Selection Factor

If the PHA determines, after consulting with the family, that a missing service is essential to the family's needs, the PHA may skip that family (and other similar families) and offer the FSS slot to the next family for which there are available services [Notice PIH 93-24, B-8].

Previous Participation Selection Factor

A PHA may refuse to select a family for participation in the FSS program a second time if that family previously participated unsuccessfully (i.e., the family participated, did not meet its FSS obligations, and was terminated from the FSS program) [Notice PIH 93-24, B-14].

HACB Policy

The PHA will not refuse to select a family for participation in the FSS program a second time if that family previously participated and did not complete.

The PHA will enroll a family for participation in the FSS program a second time if that family previously participated, completed the COP, and received a final distribution of their escrow account if their employment skills or wages are below the level needed to achieve economic self-sufficiency (a wage that pays for basic needs without the use of subsidies).

4-II.D. SELECTION OF HEAD OF HOUSEHOLD

Each eligible family that is selected to participate in an FSS program must enter a contract of participation with the PHA. There will be no more than one contract at any time for each family. There may be an ITSP for as many members of the family who wish to participate. The contract shall be signed by a representative of the PHA and the head of FSS family, as designated by the family. This head of FSS family does not have to be the same as the official head of household for rental assistance purposes [24 CFR 984.303(a)].

HACB Policy

The PHA will meet with the family and detail the obligations, rights, and privileges that pertain to the FSS head of household and require each adult family member to certify their agreement as to their designated head of the FSS family. These certifications will be a permanent part of the FSS family's record and will be updated with each change of head of household.

PART III: ACTIVITIES AND SUPPORT SERVICES

4-III.A. OVERVIEW

Once families are admitted to the FSS program, the PHA becomes responsible for making sure these families are adequately served. The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of Section 8 and public housing assistance programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency. As such, upon selection, families are matched with the appropriate activities and supportive services so that they may obtain the education, employment, and business and social skills necessary to achieve self-sufficiency. This is a vital element of the FSS program. The PHA must make a good faith effort to replace the obtained services from another agency.

4-III.B. METHOD OF IDENTIFYING FAMILY SUPPORT NEEDS [24 CFR 984.201(d)(8)]

Before a PHA can determine the services and activities it will provide to FSS families, it must identify the services and activities appropriate to each family. The action plan must contain a description of how the program will identify the needs of FSS families and deliver the services and activities according to these needs.

HACB Policy

Supportive services needs are identified by completion of a needs assessment with the FSS Coordinator or case manager.

4-III.C. FSS ACTIVITIES AND SUPPORT SERVICES DESCRIPTION [24 CFR 984.201(d)(7)]

As part of the required contents of the action plan, PHAs must both describe the activities and supportive services to be provided by public and private resources to FSS families and identify the public and private resources that are expected to provide the supportive services.

Of course, this task assumes that the PHA has first identified the needed activities and supportive services.

HACB Policy

The PHA's FSS program, through its partners on the program coordinating committee and other services in the community, will provide the following activities and support services to FSS families:

In order to address the needs of these families the FSS Program participants will be referred to service providers that will assist them in reaching their goals by taking advantage of resources within the community. The anticipated service components include: education, childcare, health services, counseling, transportation, job search assistance, credit counseling, and homeownership.

4-III.D. CERTIFICATION OF COORDINATION [24 CFR 984.201(D)(12)]

The FSS action plan is required to contain a certification that the development of the activities and services under the FSS program has been coordinated with the JOBS program (now Welfare to Work under TANF), the programs under title I of the Workforce Innovation and Opportunity Act, and any other relevant employment, child care, transportation, training, and education programs in the applicable area. The implementation of the FSS program's activities and services must continue to be coordinated as such to avoid duplication of activities and services.

HACB Policy

The PHA certifies that its FSS program has developed its services and activities in coordination with programs under Title I of the Workforce Innovation and Opportunity Act, Workforce Investment Board and American Job Centers (also known as Workforce Centers or One Stop Career Centers), and any other relevant employment, child care, transportation, training, and education programs in the applicable area. The implementation of these activities and services will continue to be coordinated in this manner to avoid duplication of activities and services.

Chapter 5

CONTRACT OF PARTICIPATION

INTRODUCTION

Each family that is selected to participate in an FSS program must enter into a contract of participation with the PHA. This contract, which is signed by the head of the FSS family, sets forth the principal terms and conditions governing participation in the FSS program, including the rights and responsibilities of the FSS family and of the PHA, the services to be provided to the head of the FSS family and each adult member of the family who elects to participate in the program, and the activities to be completed by them. The contract also incorporates the individual training and services plan [24 CFR 984.303].

This chapter contains two parts:

Part I: Overview and Family Obligations: This part provides an overview of the form and content of the contract of participation and describes what the contract requires of FSS families.

Part II: Contract Specifications: This part explains the specifications of the contract, including terms and conditions, contract modification, contract terminations, and grievance procedures.

PART I: OVERVIEW AND FAMILY OBLIGATIONS

5-I.A. OVERVIEW

The purpose of the FSS contract of participation is to set forth the principal terms and conditions governing participation in the FSS program, including the incorporation of the individual training and services plan (ITSP) as part of the contract's required contents. The ITSP is meant to establish goals the FSS family will meet along the family's way to completing the contract and becoming self-sufficient. In addition to the goals specified in the ITSP, the contract also lists the responsibilities of the family and the PHA. This part covers the ITSP as part of the required contents of the contract of participation, and the family's obligations under the contract.

5-I.B. CONTENTS OF THE CONTRACT OF PARTICIPATION

Individual Training and Services Plan

There will only ever be one FSS contract of participation (CoP) at any time for each FSS family. As part of the required contents of the FSS contract of participation (CoP), the individual training and services plan (ITSP) establishes specific interim and final goals by which the PHA and the family measure the family's progress toward fulfilling its obligations under the contract of participation and becoming self-sufficient. Interim and final goals will differ depending on the family's individual needs. Regulations require the establishment of a final goal that includes both employment for the head of the FSS family and independence from welfare assistance for all family members regardless of age.

Interim Goals [24 CFR 984.303(b)(2)]

PHAs must work with each participant to establish realistic and individualized goals and may not include additional mandatory goals or mandatory modifications of the two mandatory goals.

Individual Training and Service Plans for Other than FSS Head [24 CFR 984.103]

An individual training and services plan is required for the head of the FSS family and all adults choosing to participate. ITSPs must be prepared for each adult family member participating. ITSPs are prepared by the PHA, in consultation with the participating family member [Notice PIH 93-24, G-16.

5-I.C. FAMILY OBLIGATIONS

Compliance with Lease Terms [24 CFR 984.303(b)(3)]

One of the obligations of the FSS family according to the contract of participation is to comply with the terms and conditions of the Section 8 or public housing lease.

Inability to comply with the lease represents an inability to comply with the contract, therefore regulations regarding noncompliance with the FSS contract apply [see 24 CFR 984.303(b)(5)]. It is up to the PHA to determine the plan of action for FSS families found in noncompliance with the lease and how the PHA will precisely define the term *comply with the lease*. All considerations allowed for other assisted residents regarding violations of the lease, must also be allowed for FSS participants.

HACB Policy

The PHA will define *comply with the lease* to mean the FSS family has not been evicted for repeated or serious violations of the lease as defined in the Section 8 Administrative Plan; or if they have been evicted for repeated and serious violations of the lease, and the family has prevailed in the informal hearing process.

The PHA's FSS program will terminate the FSS contract of participation for failure to comply with the terms of the lease.

Employment Obligation [24 CFR 984.303 (b)(4)]

Another obligation set forth by the contract of participation is for the head of the FSS family to *seek and maintain suitable employment* during the term of the contract and any extension. Although other members of the FSS family may seek and maintain suitable employment during the term of the contract, it is only a requirement for the head of the FSS family.

The obligation for the head of the FSS family to *seek employment* is defined in the regulatory language as meaning that the head of the FSS family has searched for jobs, applied for employment, attended job interviews, and has otherwise followed through on employment opportunities. However, this definition still leaves room for policy decisions on the part of the PHA because it does not define the level of activity involved in "seeking."

There is no regulatory definition of *maintain suitable employment*. For this reason, it is up to the PHA to define the term. However, there can be no minimum period of time that the head of the FSS family must work.

With the agreement of the FSS family member, the PHA makes a determination of what it means to maintain suitable employment based on the skills, education, and job training of the FSS head of household, receipt of other benefits of the family member, and the available job opportunities within the jurisdiction served by the PHA. This means that the PHA must consult with the family member and agreement must be reached as to what *maintain suitable employment* is for that family member [24 CFR 984.303 (b)(4), Notice PIH 93-24, G-3].

HACB Policy

For purposes of the PHA's FSS program, *seek employment* means the head of household has applied for employment, attended job interviews, and otherwise followed through on employment opportunities as outlined in the individual training and services plan of their contract of participation.

Maintain suitable employment is employment, on the last day of the contract, that is outlined in the individual training and service plan and is based on the skills, education, job training, and receipt of other benefits of the head of the FSS family. The PHA will require verification of this employment or enrollment.

5-I.D. CONSEQUENCES OF NONCOMPLIANCE WITH THE CONTRACT

Consequences apply for families who do not meet the terms and conditions of the contract. The regulations require that the contract of participation specify that if the FSS family fails to comply, without good cause, with the terms and conditions of the contract (including compliance with the Section 8 or public housing lease), the PHA may:

- Withhold supportive services
- Terminate the family's participation in the FSS program

PHAs are not permitted to terminate a family's housing assistance due to the family's failure to meet its obligations under the contract of participation [24 CFR 984.101(d)].

HACB Policy

The contract of participation (CoP) will be terminated before the expiration of the contract term if the participant fails to meet, without "good cause," their obligations as outlined in the CoP. If the participant fails to meet its obligations outlined in the CoP, the FSS coordinator, or their designee, will first meet with the family to reassess the need for supportive services or a change in the individual training and services plan (ITSP).

If a reassessment of supportive services and a change in the ITSP is not successful in bringing the family in to compliance, the FSS coordinator will reassess the need for, and availability of, supportive services and refer the participant to a knowledgeable professional for a formal assessment of the challenges leading to the noncompliance.

The FSS Coordinator will use this formal assessment to identify and refer to resources that remove the challenge so the participant is able to meet their obligations outlined in the CoP.

Finally, if neither of these alternatives is successful, the FSS coordinator will terminate the CoP for failure to complete the tasks, interim goals, or final goals of the ITSP in a timely manner, and thus failure to complete the obligations outlined in the CoP.

The FSS coordinator will make an exception to the actions in terminating the CoP if the participant can, with the assistance of the FSS Coordinator, demonstrate “good cause” for the failure to meet its obligations as outlined in the CoP.

For purposes of the PHA FSS program, *good cause* includes circumstances beyond the control of the FSS family:

Family circumstances

Death in the family

Serious illness

Medical emergency

Mandatory court appearances

Involuntary loss of employment

Loss of head of household through death, incarceration, or removal from lease

Change in the ITSP improving progress toward economic self-sufficiency

Community circumstances

Significant reduction in workforce (over 20 percent reduction in employment field)

Significant interruption in service delivery (over 3 months interruption)

Provider noncompliance with regulation

Provider unable or unwilling to provide service

Provider offering inferior service

Active pursuit of a current or additional self-sufficiency goal

Resolution of a barrier to employment

Completion of a college degree or technical training

Completion of a work-related certification

Credit repair towards homeownership readiness

PART II: CONTRACT SPECIFICATIONS

5-II.A. OVERVIEW

In addition to making clear the family's obligations under the program, the contract of participation contains specific terms and conditions, including those governing contract modifications, terminations, and grievance procedures. This part describes those specifications and associated policy.

5-II.B. CONTRACT TERM [24 CFR 984.303(c)]

The contract term is five years. This means that the family has no more than five years from the effective date of the contract of participation (CoP) to fulfill their obligations as specified in the contract. This five year term requirement will be specified in the CoP.

Contract Extension [24 CFR 984.303(d)]

While the term set forth in the contract of participation is for five years, contract extensions are available. According to regulation, PHAs must for "good cause" extend the term of the contract for a period not to exceed two years for any FSS family that requests an extension of the contract in writing or verbally. The family's written or verbal (documented by the FSS Coordinator) request for an extension must include a description of the need for the extension. *Good cause* means circumstances beyond the control of the FSS family, as determined by the PHA, such as a serious illness or involuntary loss of employment (further defined by PHA policy in Section 5-I.D.). Extension of the contract of participation will entitle the FSS family to continue to have amounts credited to the family's FSS account.

5-II.C. MODIFICATION OF THE CONTRACT

The contract of participation (CoP) may be modified, as long as the PHA and the FSS family mutually agree to modify it. This includes modifications in writing with respect to the individual training and services plans (ITSPs), the contract term (See Section 5-II.B. above), and designation of the head of the family [24 CFR 984.303(f)]. The conditions under which the PHA will modify the contract are set forth in the policy below.

HACB Policy

In the PHA's FSS program, the CoP will be modified by mutual agreement between the PHA and the FSS head of household:

When modifications to the ITSP improve the participant's ability to complete their obligations in the CoP or progress toward economic self-sufficiency.

When the actual end date of the CoP is determined by the effective date of the FSS family's first reexamination changes the end date of the CoP.

When the designated head of the FSS family ceases to reside with other family members in the assisted unit, and the remaining family members, designate another family member to be the FSS head of household and receive escrow funds.

When an FSS family moves to the jurisdiction of a receiving PHA that does not have an FSS program and the family may not continue participation in the FSS program, and modification of the FSS contract will allow the family to complete the contract and receive an escrow disbursement or terminate the contract with escrow disbursement.

5-II.D. COMPLETION OF THE CONTRACT

By regulation, the contract of participation is considered to be completed when the head of household is employed and the FSS family has fulfilled all of its obligations under the contract of participation, including all family members' ITSPs, on or before the expiration of the contract term, including any extension thereof.

Policies on verifying completion of the contract of participation can be found in Section 6-I.C. of this action plan.

5-II.E. TRANSITIONAL SUPPORTIVE SERVICE ASSISTANCE

Even after a family has completed the contract of participation, a PHA may continue to offer appropriate FSS supportive services to a former completed FSS family. If the family still resides in Section 8 or public housing, these supportive services would be offered for becoming self-sufficient. If the family no longer resides in Section 8 or public housing, these supportive services would be offered for becoming self-sufficient or remaining self-sufficient. Transitional services for families who no longer reside in Section 8 or public housing, may only be offered using sources that are not HUD funds or HUD restricted funds [24 CFR 984.303(j)].

HACB Policy

The PHA will not continue to offer supportive services to a former FSS family who has completed its contract of participation, and whose head of family is employed.

5-II.F. TERMINATION OF THE CONTRACT

Termination of the Contract with Escrow Distribution [24 CFR 984.303(k)]

The contract of participation will be terminated with escrow distribution before the expiration of the contract term, during any extension of the contract, or at end of the term of the contract if all obligations under such have not been met, when:

- Services that the PHA and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable, as described in Section 5-II.H. of this Action Plan. This type of termination is also referred to as "nullification" in the FSS regulations at 24 CFR 984.
- The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless the PHA and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family; or
- An FSS family in good standing moves outside the jurisdiction of the PHA (in accordance with portability requirements at 24 CFR 982.353) for good cause and continuation of the CoP

after the move or completion of the CoP prior to the move is not possible. PHAs must be consistent in their determinations of whether a family has good cause for a termination with FSS escrow disbursement.

Termination of the Contract without Escrow Distribution [24 CFR 984.303(h)]

The contract of participation may be terminated before the expiration of the contract term and any extension of the contract by the following:

Mutual consent of the parties

Failure of the FSS family to meet its obligations under the contract of participation without good cause, including in a Section 8 FSS program the failure to comply with the contract requirements because the family has moved outside the jurisdiction of the PHA

The family's withdrawal from the FSS program

Such other act as is deemed inconsistent with the purpose of the FSS program

Operation of law

HACB Policy

The CoP will be terminated before the expiration of the contract term, and any extension thereof, for any of the following reasons

Mutual consent of the parties.

Family's withdrawal from the FSS program.

Failure of the FSS family to meet its obligations under the contract of participation without good cause. *Good cause* for the purposes of the FSS program is also defined in Section 5-I.D. of this Action Plan.

Such other act as is deemed inconsistent with the purpose of the FSS program.

Operation of law.

The head of the FSS family becomes permanently disabled and other family members will not participate in FSS as the head of the FSS family.

In a Section 8 FSS program, failure to comply with the contract requirements because the family has moved outside the jurisdiction of the PHA under portability without continued FSS participation.

If the FSS family faces termination due to failing to meet, without good cause, its obligations under the CoP, the PHA will follow the relevant policy specified in Section 5-I.D. of this action plan.

Note: If the family is unable to meet the requirements of the contract of participation because essential services are not available, the contract is *nullified*, not terminated.

In addition, the contract of participation is automatically terminated if the family's Section 8 assistance is terminated in accordance with HUD requirements [24 CFR 984.303(h)].

5-II.G. OPTION TO WITHHOLD SUPPORTIVE SERVICE [24 CFR 984.303(b)(5)(i)]

As touched upon in Section 5-I.D. of this action plan, the PHA has the option to withhold supportive services or the FSS family's participation in the FSS program if the PHA determines that the FSS family has failed to comply without good cause with the requirements of the contract of participation.

PHAs are not permitted to terminate Section 8 assistance to a family due to the family's failure to meet its obligations under the contract of participation [24 CFR 984.101(d)].

5-II.H. PHA OBLIGATION TO MAKE GOOD FAITH EFFORT TO REPLACE UNAVAILABLE SUPPORT SERVICES [24 CFR 984.303(e)]

PHAs must make an extensive good faith effort to replace services that community agencies either cannot or will not provide. If all of the steps below are exhausted without the provision of an integral service, the contract of participation can be ended ahead of time as a result. This, however, should only occur as a last resort. The PHAs good faith effort must be demonstrated by taking the following steps:

- If a social service agency fails to deliver the supportive services pledged under an FSS family member's individual training and services plan (ITSP), the PHA must make a good faith effort to obtain these services from another agency.
- If the PHA is unable to obtain the services from another agency, the PHA must reassess the family member's needs and determine whether other available services would achieve the same purpose.
- If other available services would not achieve the same purpose, the PHA shall determine whether the unavailable services are integral to the FSS family's advancement or progress toward self-sufficiency.
- If the unavailable services are not integral to the FSS family's advancement toward self-sufficiency, the PHA must revise the ITSP, delete these services, and modify the contract of participation to remove any obligation on the part of the FSS family to accept the unavailable services.
- If the unavailable services *are* determined to be integral to the FSS family's advancement toward self-sufficiency (which may be the case if the affected family member is the head of the FSS family), the PHA shall terminate the contract of participation and follow the requirements in Section 5-II.F. of this Action Plan.

Termination of the contract of participation based on unavailability of supportive services shall never be grounds for termination of Section 8 or public housing assistance.

5-II.I. GRIEVANCE PROCEDURES

When adverse action is taken by the PHA against a family, the PHA is required to provide a grievance hearing in the public housing program, or an informal hearing in the Section 8 program [24 CFR 966 subpart B, 24 CFR 982.554].

According to regulatory requirements, the FSS action plan must contain the grievance and hearing procedures available for FSS families against whom the PHA has taken adverse action with regards to FSS [24 CFR 984.201(d)(9)].

HACB Policy

The informal hearing procedures for the FSS program will be the same as the hearing procedures adopted for the Section 8 program in the PHA's administrative plan.

Adverse actions taken within the FSS program include:

- Denial of admission into the FSS program
- Denial of request for supportive services
- Denial of request to change the ITSP
- Denial of request to change the head of household
- Denial of request for interim disbursement of the escrow account
- Denial of request to complete the CoP
- Denial of a request for extension to the FSS CoP
- Denial of request for either interim or final distribution of escrow account
- Withholding of support services
- Termination of the FSS CoP
- Denial of request for termination with escrow
- Denial of transitional services

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Chapter 6

ESCROW ACCOUNT

INTRODUCTION

The establishment of an escrow account is offered as a support and financial incentive to families for participation in the FSS program. Generally, under this incentive, the amount of an increase in family rent resulting from an increase in earned income is escrowed. That is, usually a family's rent or share of the rent goes up when the family experiences an increase in earned income. In the FSS program, this is still the case, and the part of the rent representing the increase is deposited into an account as an escrow credit. The funds from this escrow account then become available to FSS families upon successful completion of their contracts of participation and may become available earlier at the housing authority's option.

This chapter explains how the FSS escrow account works, including calculating the amount of the escrow credit, disbursing the funds, and the proper way for the PHA to manage and report on the account.

This chapter contains two parts:

Part I: The Escrow Account: This part provides an overview of how the escrow account works, including calculating the escrow credit and disbursing the funds upon completion of the contract of participation.

Part II: Escrow Fund Accounting and Reporting: This part describes the requirements for managing the escrow account, including both accounting and reporting requirements.

PART I: THE ESCROW ACCOUNT

6-I.A. OVERVIEW

As an integral incentive to the FSS program, it is especially important to have clear-cut policy spelling out how the escrow account works. This includes policy regarding the calculation of the FSS credit amount, the disbursement of FSS account funds, the use of account funds for homeownership, and forfeiture of the FSS escrow account.

6-I.B. CALCULATING THE FSS CREDIT AMOUNT

Determination of Baseline Annual Earned Income and Baseline Monthly Rent

When determining the family's baseline annual earned income and the baseline monthly rent amounts for purposes of computing the FSS escrow credit, the PHA must use the amounts on the family's most recent income reexamination in effect.

For purposes of determining the FSS credit, baseline monthly rent for families paying an income-based rent is the family's Total Tenant Payment (TTP) as of the most recent reexamination of income, which occurs after the effective date of the FSS contract.

For families in public housing who are paying either flat or ceiling rent, family rent is the amount of the flat rent (including the applicable utility allowance) or ceiling rent (including any hardship discounts) as of the most recent reexamination of income, which occurs after the effective date of the FSS contract [24 CFR 984.103(b)].

Determination of the Escrow Credit

To calculate the FSS credit, the PHA must accurately determine the family's baseline earned income and baseline monthly rent and compare those figures with the family's current earned income and current monthly rent. The FSS credit is the lesser of 30 percent of one-twelfth or 2.5 percent of the amount by which the family's current annual earned income exceeds the family's baseline annual earned income; or the increase in the family's monthly rent. The increase in the family's monthly rent is the lower of either the amount by which the family's current monthly rent exceeds the family's baseline monthly rent, or for Section 8 families, the difference between the baseline monthly rent and the current gross rent (*i.e.*, rent to owner plus any utility allowance) or the payment standard, whichever is lower [24 CFR 984.305(b)(2)].

Determination of Escrow Credit for Families Who Are Not Low Income

FSS families who are not low-income families are not entitled to any FSS credit [24 CFR 984.305(b)(2)].

Increases in FSS Family Income [24 CFR 984.304]

As described in the FSS credit calculations above, any increases in family earned income resulting in increases in family rent are deposited in the escrow account. For this reason, and because of the nature of the FSS account, any increase in the earned income of an FSS family during its participation in an FSS program may not be considered as income or an asset for purposes of eligibility of the FSS family for other benefits, or amount of benefits payable to the FSS family, under any other program administered by HUD.

Cessation of FSS Credit [24 CFR 984.305(b)(4)]

The PHA will not make any additional credits to the FSS family's FSS account when the family has completed the contract of participation, when the contract of participation is terminated, when the family is not low-income, or during the time a Section 8 family is in the process of moving to a new unit.

6-I.C. DISBURSEMENT OF FSS ACCOUNT FUNDS

Disbursement Before Completion of Contract

The PHA may at its sole option disburse FSS account funds before completion of the contract if the family needs a portion of the funds for purposes consistent with the contract of participation and the PHA determines that the FSS family has fulfilled certain interim goals established in the contract of participation. These interim disbursements could include using the funds to assist the family in meeting expenses related to completion of higher education (e.g., college, graduate school) or job training, or to meet start-up expenses involved in creation of a small business [24 CFR 984.305(c)(2)(ii)].

HACB Policy

The PHA will disburse a portion of the FSS escrow account funds before completion of the CoP when the family has met certain interim goals, which means the family has met all its obligations under the CoP to date, including completion of the ITSP interim goals and tasks to date, and:

Requested funds are needed to complete an interim goal or task within the CoP and are not ongoing expenses.

OR

The family has demonstrated that the need for one-time payment of otherwise ongoing expenses such as rent, utilities, telephone, cell phone, pager, car payments, car maintenance, insurance, or childcare is needed to complete an interim goal, a final goal, or a task related to such goals.

Disbursement at Completion of Contract [24 CFR 984.305(c)(1) and 24 984.305(c)(2)(i)]

When the contract has been completed, at or before the expiration date, according to regulation, the amount in the FSS account in excess of any amount the FSS family owes to the PHA will be paid to the head of the FSS family. To receive the disbursement, the head of the FSS family must submit a certification (as defined in 24 CFR 984.103) to the PHA at the time of contract completion that, to the best of his or her knowledge and belief, no member of the FSS family is a recipient of welfare assistance.

Disbursement at Contract Termination [24 CFR 984.305(c)(3)]

The PHA must disburse to the family its FSS escrow account funds in excess of any amount owed to the PHA when the contract has been terminated in certain circumstances. These circumstances include services are not available to the family that the PHA and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency, when the head of the FSS family becomes permanently disabled and unable to work during the period of the contract (unless the PHA and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family), or when an FSS family moves outside the jurisdiction of the PHA and continuation of the CoP after the move is not possible according to the regulations. In circumstances where a family is not able to continue in FSS after the move, it is also possible for the PHA and the family to determine if the contract can be modified to make completion and receipt of the escrow monies, possible. PHAs must be consistent in their determinations of whether a family has good cause for a termination with FSS escrow disbursement.

Verification of Family Certification at Disbursement

The PHA must verify that the family has met the requirements of either interim, final, or termination of contract with escrow. Interim disbursement may only occur after the family has completed certain interim goals and funds are needed to complete other interim goals. Final disbursement can only occur after the family has completed the contract of participation and all members are welfare-free as defined by regulation. Disbursement at contract termination only occurs if the family circumstances involve an integral missing service, the disability of the FSS

head of household, or an FSS family porting out of the jurisdiction of the PHA and HUD regulations do not allow continuation of the FSS contract. In each of these circumstances, it follows that the PHA may require verification for the completion of interim goals or the contract of participation.

At interim disbursement and before final disbursement of the FSS account funds to the family, the PHA must verify that the FSS family is no longer a recipient of welfare assistance by requesting copies of any documents which may indicate whether the family is receiving any welfare assistance, and by contacting welfare agencies [24 CFR 984.305(c)(4)].

HUD provides verification guidance in Notice PIH 2018-18. This guidance is mandatory for the Section 8 and public housing programs. The PHA's Administrative Plan or ACOP must contain verification policies following the hierarchy in this notice. The policies contained in the PHA's ACOP and Administrative Plan cover verification policies related to the FSS program in general. However, determining the need for interim disbursements may require more clarification as to what constitutes an acceptable third-party source.

HACB Policy

The PHA will require verification that the FSS family has completed certain interim goals, has completed the contract of participation, has met the requirements for termination with disbursement of escrow and that the FSS family is no longer a recipient of welfare assistance, as relevant, before making interim and final disbursements.

The PHA will follow HUD's verification hierarchy set forth in Notice PIH 2018-18 to make these verifications, including the guidance therein regarding documentation. However, the PHA will use a *knowledgeable professional* as a third-party source to verify the need for interim disbursements.

Succession to FSS Account [24 CFR 984.305(d)]

FSS account funds should be disbursed to the head of the FSS family. However, if the head of the FSS family no longer resides with the other family members in Section 8 or public housing, the remaining members of the FSS family, after consultation with the PHA, have the right to designate another family member to receive the funds.

6-I.D. USE OF FSS ACCOUNT FUNDS FOR HOMEOWNERSHIP

According to regulation, a Section 8 or public housing FSS family may use their the final distribution of FSS account funds for the purchase of a home, including the purchase of a home under one of HUD's homeownership programs, or other federal, state, or local homeownership programs, unless the use is prohibited by the statute or regulations governing the particular homeownership program [24 CFR 984.305(e)].

Homeownership is just one option for use of the FSS account funds. PHAs may not restrict the use of escrow funds at contract completion [Notice PIH 93-24, C-13].

6-I.E. USE OF FORFEITURE OF FSS ACCOUNT FUNDS

Amounts in the FSS account will be forfeited when the contract of participation is terminated without escrow disbursement, or when the contract of participation is completed by the family (see Section 5-II.D. of this action plan) but the FSS family is receiving welfare assistance at the time of expiration of the term of the contract of participation, including any contract extension [24 CFR 984.305(f)(1)].

Use of forfeited escrow accounts is described in detail in Section 3-I.F. of this FSS Action Plan.

Treatment of Forfeited FSS Account Funds

FSS escrow account funds forfeited by the FSS family must be used by the PHA for the benefit of the FSS participants. These funds may only be used for support for FSS participants in good standing. These supports include transportation, childcare, training, testing fees, employment preparation costs, and other costs related to achieving obligations outlined in the CoP; or training for FSS Program Coordinator(s). Forfeited FSS escrow accounts may not be used for salary and fringe benefits of FSS Program Coordinators, general administrative costs of the FSS program, for housing assistance payments (HAP) expenses or public housing operating funds.

PART II: ESCROW FUND ACCOUNTING AND REPORTING

6-II.A. OVERVIEW

Regulations set forth specific requirements involving the accounting and reporting for the FSS escrow account. This part describes those requirements and the PHA policy necessary for managing the account from the PHA perspective.

6-II.B. ACCOUNTING FOR FSS ACCOUNT FUNDS

When establishing FSS escrow accounts, the PHA must deposit the FSS account funds of all families participating in the PHA's FSS program into a single depository account for each (Section 8 or public housing) program. These funds are determined at each reexamination after the effective date of the contract and must be deposited each month to each family's subsidiary line item in the PHAs escrow account. In addition, the funds held in this account must be invested in one or more of the HUD-approved investments [24 CFR 984.305].

Crediting the Escrow Account [24 CFR 984.305(a)(2)(i)]

The total of the combined FSS account funds will be supported in the PHA accounting records by a subsidiary ledger showing the balance applicable to each FSS family. During the term of the contract of participation, the PHA must credit the amount of the FSS credit (see Section 6-I.B.) to each family's FSS account every month.

Proration of Investment Income [24 CFR 984.305(a)(2)(ii)]

Because the FSS account funds are to be invested, the investment income for those funds in the FSS account will also need to be credited to each family's account subsidiary line item. By regulation, these funds are to be prorated and credited to each family's FSS account based on the

balance in each family's FSS account at the end of the period for which the investment income is credited.

HACB Policy

Each month the full amount of the investment income for funds in Section 8 FSS account will be prorated and credited to each family's subsidiary line item after the deduction of unpaid rent and other amounts due under the Section 8 program.

Reduction of Amounts Due by FSS Family [24 CFR 984.305(a)(2)(iii)]

At Completion

If the FSS family has not paid the family contribution towards rent, or other amounts, if any, due under the public housing or Section 8 lease, the balance in the family's FSS account shall be reduced by that amount (as reported by the owner to the PHA in the Section 8 FSS program) at the time of final disbursement of FSS escrow funds.

Before Completion

If the FSS family has underreported income after the baseline annual income is set, the amount credited to the FSS account will be based on the income amounts originally reported by the FSS family.

If the FSS family is found to have under-reported income in the reexamination used to set the baseline, the escrow for the entire period of the CoP will be recalculated using the correct income to set the baseline and then calculate subsequent escrow amounts.

6-II.C. REPORTING ON THE FSS ACCOUNT

Each PHA must make a report, at least once annually, to each FSS family on the status of the family's FSS account.

At a minimum, the report must include [24 CFR 984.305(a)(3)]:

- The balance at the beginning of the reporting period
- The amount of the family's rent payment that was credited to the FSS account, during the reporting period
- Any deductions made from the account for amounts due the PHA before interest is distributed
- The amount of interest earned on the account during the year
- The total in the account at the end of the reporting period

HACB Policy

The PHA will provide FSS participants an annual statement on the status of their FSS escrow account.

Chapter 7

PORTABILITY IN SECTION 8 FSS PROGRAMS

INTRODUCTION

PHAs operating Section 8 FSS programs must be familiar with the rules and regulations regarding portability under the Section 8 program. As with the case of portability in the Section 8 program in general, the FSS family may move outside the initial PHA jurisdiction under portability procedures after the first 12 months of the FSS contract of participation [24 CFR 984.306].

In the event that an FSS family chooses to exercise portability, certain special requirements regarding the FSS program would apply. This chapter describes the obligations of the initial PHA, the receiving PHA, and the FSS family under portability, in addition to any special stipulations regarding portability in the FSS context.

This chapter contains two parts:

Part I: Portability in the FSS Program: This part provides a general overview of portability in the FSS program, including the residency requirements for FSS portability and management of the contract of participation when a family moves into or from another PHA's jurisdiction.

Part II: The Effects of Portability on FSS Regulations and Policy: This part describes the specific ways in which portability affects different aspects of the FSS program, including the escrow account, program termination, loss of the FSS account, and termination of Section 8 program assistance.

PART I: PORTABILITY IN THE FSS PROGRAM

7-I.A. OVERVIEW

Portability is a statutory feature of the Section 8 program—it is included in the law. As such, PHAs operating an Section 8 FSS program need to understand the effects that portability will have on Section 8 FSS families and program operation. This part provides a general overview of portability in the FSS program, including the residency requirements for FSS portability and management of the contract of participation when a family moves into or from another PHA's jurisdiction.

7-I.B. DEFINITIONS

For the purposes of portability with regards to the FSS program, the following definitions will be used [24 CFR 982.4, 24 CFR 984.306].

- *Initial PHA* means both:
 1. A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and

2. A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.
- *Receiving PHA* means a PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA either absorbs the family into its program, including issuing a voucher and providing rental assistance to the family, or bills the initial PHA for the family's housing assistance payments and the fees for administering the family's voucher.
 - *Relocating FSS Family* refers to an FSS family that moves from the jurisdiction of a PHA at least 12 months after signing its contract of participation.

7-I.C. RESIDENCY REQUIREMENTS

Families participating in a Section 8 FSS program are required to lease an assisted unit within the jurisdiction of the PHA that selected the family for the FSS program for a minimum period of 12 months after the effective date of the contract of participation. However, the initial PHA may approve a family's request to move outside its jurisdiction under portability during this period if the move is in accordance with the regulations at 24 CFR 982.353 [24 CFR 984.306(a)(1)].

HACB Policy

The PHA will approve a family's request to move outside its jurisdiction under portability during the first 12 months after the effective date of the contract of participation if the move is in accordance with the regulations for such moves at 24 CFR 982.353.

After the first 12 months of the FSS contract of participation, the FSS family may move outside the initial PHA jurisdiction under portability procedures regardless of PHA approval [24 CFR 984.306(a)(2)].

7-I.D. PORTABILITY REQUIREMENTS FOR FSS PARTICIPANTS

Receiving PHA Administers an FSS Program [24 CFR 984.306(b)]

Whether the receiving PHA bills the initial PHA or absorbs the FSS family into its Section 8 program, the receiving PHA must enroll an FSS family in good standing in its FSS program. However, if the receiving PHA is already serving the number of FSS families identified in its FSS Action Plan and determines that it does not have the resources to manage the FSS contract or the receiving PHA, the initial PHA may agree to the FSS family's continued participation in the initial PHA's FSS program. Prior to the PHAs agreeing to the continued participation, the initial PHA must determine that the relocating FSS family has demonstrated that, notwithstanding the move, it will be able to fulfill its responsibilities under the initial or a modified contract at its new place of residence.

HACB Policy

The PHA, as the initial housing authority, will agree to the participant's continued participation in their FSS program so long as the relocating family has demonstrated,

with the assistance of the FSS Coordinator, that it will be able to fulfill its responsibilities under the initial or a modified contract at its new place of residence.

Where continued FSS participation is not possible, the initial PHA **must** clearly discuss the options that may be available to the family. Depending on the family's specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement in accordance with 24 CFR 984.303(k)(1)(iii), or termination of the FSS contract and forfeiture of escrow.

HACB Policy

The PHA will clearly discuss the options that are available to the family where continued FSS participation is not possible. Depending on the family's specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

Receiving PHA Does Not Administer an FSS Program [24 CFR 984.306(c)]

If the receiving PHA does not administer an FSS program, and the RHS is absorbing the voucher, the FSS family may not continue participation in the FSS program. The initial PHA must clearly discuss the options that may be available to the family. These may include, but are not limited to, modification of the FSS contract, locating a receiving PHA that administers an FSS program, termination of the FSS contract with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

HACB Policy

The PHA will, as stated above, clearly discuss the options that may be available to the family where continued FSS participation is not possible. Depending on the family's contract specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement in accordance with 24 CFR 984.303(k)(1)(iii), or termination of the FSS contract and forfeiture of escrow.

If the receiving PHA does not administer an FSS program and the RHA is administering the voucher, the FSS family may continue participation in the FSS program. The initial PHA must clearly discuss the options that may be available to the family. These may include, but are not limited to, modification of the FSS contract, locating a receiving PHA that administers an FSS program, Termination of the FSS contact with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

HACB Policy

The PHA, as the initial housing authority, will agree to the participant's continued participation in their FSS program so long as the relocating family has demonstrated, with the assistance of the FSS Coordinator, that it will be able to fulfill its responsibilities under the initial or a modified contract at its new place of residence.

Single Contract of Participation

If the FSS family enrolls in the receiving PHA's FSS program, the receiving PHA will enter a new contract with the FSS family for the term remaining on the contract with the initial PHA. The initial PHA will end its contract with the family.

If the FSS family remains in the FSS program of the initial PHA, pursuant to this section, the contract executed by the initial PHA will remain as the contract in place.

Termination of FSS contract and Forfeiture of Escrow Account [984.306(e)]

If an FSS family relocates to another jurisdiction and is unable to fulfill its obligations under the contract, including any modifications, the PHA, which is a party to the contract, **must terminate the FSS family from the FSS program**. The family's FSS escrow account will be forfeited.

Termination of FSS program participation and forfeiture of FSS escrow must be used only as a last resort after the PHA determines, in consultation with the family, that the family would be unable to fulfill its obligations under the contract after the move, that locating another receiving housing authority with a FSS program is not possible, that the current contract cannot be modified to allow for completion prior to porting, and that the current contract cannot be terminated with FSS escrow disbursement. When termination is the only option, the PHA must clearly notify the family that the move will result in the loss of escrow funds. The PHA must follow its policy for clearly notifying the FSS family of the forfeiture.

7-I.E. NEW FSS ENROLLMENT INTO RECEIVING PHA'S FSS PROGRAM

Administering and Billing of the Voucher

If the receiving PHA has an FSS program and bills the initial PHA, the receiving PHA may, consistent with the receiving PHA's FSS enrollment policies, enroll a family that was not an FSS participant at the initial PHA into its FSS program, but only if the initial PHA manages an FSS program and agrees to such enrollment. If the receiving PHA bills the initial PHA, but the initial PHA does not manage an FSS program, the family may not enroll in the receiving PHA's FSS program.

HACB Policy

The PHA as RHA will clearly discuss the options that are available to the family where continued FSS participation is not possible. Depending on the family's specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

Absorption of the Voucher

If the receiving PHA absorbs the family into its Section 8 program, the receiving PHA may, consistent with the receiving PHA's FSS enrollment policies, enroll a family that was not an FSS participant at the initial PHA into its FSS program.

PART II: REPORTING

7-II.A. OVERVIEW

Each PHA that carries out an FSS program shall submit to HUD, in the form prescribed by HUD, a report regarding its FSS program.

7-II.B. CONTENTS OF THE FSS REPORT [24 CFR 984.401]

The report submitted to HUD must include a description of the activities carried out in the FSS program; a description of the effectiveness of the program in assisting families to achieve economic independence and self-sufficiency, including the number of families enrolled and graduated and the number of established escrow accounts and positive escrow balances; a description of the effectiveness of the program in coordinating resources of communities to assist families to achieve economic independence and self-sufficiency; and any recommendations by the PHA or the appropriate local Program Coordinating Committee for legislative or administrative action that would improve the FSS program and ensure the effectiveness of the program.

7-II.C. FAMILY SELF-SUFFICIENCY GRANT PROGRAM REVIEW PHA SELF-ASSESSMENT

HUD provides a detailed checklist for PHAs to conduct their own self-assessment of their FSS program. The form is administered by the local field office and allows each PHA to gather concrete and comprehensive data covering aspects of the program from FSS Action Plans and Composite Scores through FSS program size, participants, and graduations to reductions in FSS grants and current Memoranda of Agreement with community partners. The detailed example of the FSS Self-Assessment is available at HUD's FSS Resource page, which can be located by searching "HUD FSS" on any browser.

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