

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

**MEETING AGENDA**

October 17, 2024  
2:00 p.m.

*Due to COVID-19 and California State Assembly Bill 361 that amends the Ralph M. Brown Act to include new authorization for remote meetings, including remote public comment for all local agencies. California State Assembly Bill 361 extends the provision of Governor Newsom’s Executive Order N-29-20 and N-35-20 until January 2024. The meeting will be a hybrid meeting both in person at this Housing Authority office and remotely. 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/209893213>

You can also dial in using your phone.

Access Code:  
209-893-213  
United States (Toll Free):  
[1 866 899 4679](tel:18668994679)  
United States:  
[+1 \(571\) 317-3116](tel:+15713173116)

If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email [marysolp@butte-housing.com](mailto:marysolp@butte-housing.com) or call 530-895-4474 x.210. Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

---

NEXT RESOLUTION NO. 4941

ITEMS OF BUSINESS

1. ROLL CALL

2. AGENDA AMENDMENTS

3. CONSENT CALENDAR

3.1 Minutes for the meeting of September 19, 2024

3.2 Checks written for:

3.2.1	Accounts Payable (General) –	\$1,360,759.43
3.2.2	Landlords –	\$1,994,178.74
3.2.3	Payroll–	\$150,785.07

3.3 Financial Statements

3.4 Section 8 Housing Choice Voucher Program

3.5 Property Vacancy Report

3.6 Public Housing

3.7 Construction Projects

3.8 Capital Fund Improvement Projects

3.9 Farm Labor Housing Report

3.9.1 Mi Casa Newsletter

3.10 HACB Owned Properties

3.11 Tax Credit Properties

3.12 Family Self Sufficiency

3.13 Rental Assistance Programs

3.14 News Articles

3.14.1 “Investigation finds widespread discrimination against Section 8 tenants in California” *The Associated Press*, October 8, 2024

4. CORRESPONDENCE

4.1 2131 Fogg Avenue Apartments, Oroville - Article 34 FAQ and ballot measure information

4.2 HDLI Comprehensive List of Industry Acronyms and Terms, October 9, 2024

*Housing Authority of the County of Butte  
Board of Commissioners  
Agenda –Meeting of October 17, 2024  
Page 2*

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Family Self-Sufficiency (FSS Graduate) – Recognition of FSS Graduate Sonya Snodgrass.

Recommendation: Resolution No. 4941

5.2 Family Self-Sufficiency (FSS Graduate) – Recognition of FSS Graduate Ameer Mubarak.

Recommendation: Resolution No. 4942

5.3 Family Self-Sufficiency (FSS Graduate) – Recognition of FSS Graduate Kendra Bonner.

Recommendation: Resolution No. 4943

5.4 HACB Write-Offs – Approval of HACB Write-Offs Uncollectible Accounts Receivable.

Recommendation: Resolution No. 4944

5.5 Gridley Farm Labor Housing (GFLH) – Receive and Accept FYE 2023 Audit Report.

Recommendation: Motion

5.6 Personnel – Memorandum of Understanding (MOU) Housing Authority of the County of Bute and Golden State Risk Management Authority (GSRMA) PRISMHealth Program.

Recommendation: Resolution No. 4945

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

8.1 NAHRO: 2024 National Conference and Exhibition, September 26-28, 2024 Orlando, FL – Report by Larry Guanzon, Executive Director and Tamra Young, Deputy Executive Director.

9. REPORTS FROM COMMISSIONERS

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION
12. COMMISSIONERS' CALENDAR
  - **Next Meeting November 21, 2024**
13. ADJOURNMENT

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

**MEETING MINUTES OF September 19, 2024**

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

Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:18 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Darlene Fredericks, Rich Ober, David Pittman, and Sarah Richter; all attended in person with the exception of Chair Pittman who attended by means of web conference.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Hope Stone, Finance Director; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager, and Marysol Perez, Executive Assistant; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

4.1 HUD Correspondence regarding award of additional funding point of Obligation Letter for HUD VASH.

4.2 US Interagency Council on Homelessness – Larry Guanzon, Executive Director participated in this council with multiple agencies.

5. REPORTS FROM EXECUTIVE DIRECTOR

*Housing Authority of the County of Butte  
Board of Commissioners  
Minutes – Meeting of September 19, 2024  
Page 1*

- 5.1 HACB Consolidated Budget – The FY 2024-25 budget was presented for approval. This is a routine annual item; the proposed budget becomes effective October 1st, 2024, and was reviewed and discussed by the Board Budget Committee. The operating budget presented addresses and budgets anticipated expenses and revenues of the agency for all agency programs and projects. It includes roll-up of sub-budgets, many of which were previously reviewed and approved by the Board. In summary, this is a routine budget, consistent with previous operations activity and trajectory, presented for approval.

**\*RESOLUTION NO. 4939\***

Commissioner Richter moved that Resolution No. 4939 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2024-25 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”. Commissioner Coy seconded. The vote in favor was unanimous.

- 5.2 Section 8 Housing Choice Voucher (HCV) & Emergency Housing Voucher (EHV) – Area Fair Market Rents (FMR’s) by bedroom size for Butte and Glenn Counties are issued by HUD annually. HACB analyzes them to set Payment Standards for purposes of program administration. This year HUD- published FMR’s saw an average increase of 2%. Rental Assistance Program Manager Angie Little and Deputy Executive Director Tamra Young, analyzed the program projections for 2025 and 2026 as well as the HACB’s Budget and determined the agency is not able to support an increase to the HCV Payment Standards at this time; by not increasing the Payment Standards the Section 8 HCV program will minimize overspending, while still being able to provide adequate rental subsidy to participants. The EHV program is a separate funding source and analysis of the budget and program indicate adequate funding to provide the maximum 120% of FMR. Staff is recommending the HCV Payment Standards remain unchanged from 2024 and increase the EHV Payment Standards to 120% of FMR for 2025.

**\*RESOLUTION NO. 4940\***

Commissioner Richter moved that Resolution No. 4940 be adopted by reading of title only: “DETERMINATION OF 2025 PAYMENT STANDARDS FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER AND EMERGENCY HOUSING VOUCHER PROGRAMS”. Commissioner Fredericks seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

2131 Fogg Avenue, Oroville – Taylor Gonzalez, Project Manager is working on Fogg Avenue/Article 34 FAQ and once complete it will be provided to Commissioners and posted on the website.

8. SPECIAL REPORTS

Hope Stone, Finance Director provided a brief update of the Accounting/Finance Department. The contract with the auditors Novogradac & Company LLP was not renewed and Bowman & Company, LLP was hired in their place. The Bowman team is currently working on the FYE 2023 Audit and the expected delivery of the FYE 2023 Audit is in a couple weeks. Additionally, YARDI was on site a couple weeks ago trying to find resolution to accounting problems with their software and were unsuccessful, this was a last-ditch effort to fix the accounting issues that have been ongoing since the initial conversion in the fall of 2021. Since the failed visit with YARD, HACB Accounting Department has moved forward with contracting a new software company (MIP) for accounting purposes only, YARDI will still remain contracted for all other HACB departments/programs. Finance Director Stone reports she is hopeful for 2025.

9. REPORTS FROM COMMISSIONERS

Chair Pittman shared update that City of Oroville has hired two (2) full-time Housing navigators, to assist the homeless on a daily basis. He also reported that the Esperanza Village project in Oroville will have a soft opening in December.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **NAHRO: 2024 National Conference and Exhibition, Orlando, FL - September 26-28, 2024**
- **Next Meeting – October 17, 2024**

13. ADJOURNMENT

The meeting was adjourned at 3:20 p.m.

Dated: September 19, 2024.

---

David Pittman, Board Chair

ATTEST:

---

Lawrence C. Guanzon, Secretary



**Housing Authority of the County of Butte  
HACB Business Activities Account  
AP Check Register**

Check Date	Check #	Vendor	Total Amount
9/16/2024	0	v0002183 - Chico Pacific Associates	0.00
9/3/2024	3708	v0000031 - PG&E	20.00
9/5/2024	3722	v0000312 - Unum Life Insurance Company	366.42
9/5/2024	3723	v0004479 - Netsys Systems, Inc.	350.00
9/12/2024	3724	v0000004 - CHWCA	24,876.00
9/12/2024	3725	v0000007 - CITY OF CHICO (22332) (FUEL)	68.04
9/12/2024	3726	v0000011 - California Water Service - Chico	336.26
9/12/2024	3727	v0000031 - PG&E	6,579.67
9/12/2024	3728	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	35.86
9/12/2024	3729	v0000057 - OPER. ENG. LOCAL #3	868.00
9/12/2024	3730	v0000140 - COMCAST CABLE	1,058.08
9/12/2024	3731	v0000149 - Susana Torres-Agustin	286.00
9/12/2024	3732	v0000229 - InterWest Insurance Services, LLC	600.00
9/12/2024	3733	v0000241 - WASTE MANAGEMENT	433.45
9/12/2024	3734	v0000256 - North Valley Property Owners Association	2,775.50
9/12/2024	3735	v0000267 - OFFICE DEPOT INC	306.71
9/12/2024	3736	v0000276 - Scrubbs, Inc.	18.00
9/12/2024	3737	v0000312 - Unum Life Insurance Company	366.42
9/12/2024	3738	v0000336 - Housing Tools	4,080.00
9/12/2024	3739	v0000357 - Yuba City	190.00
9/12/2024	3740	v0000357 - Yuba City	98.00
9/12/2024	3741	v0000362 - Modern Building, Inc.	100,648.70
9/12/2024	3742	v0000380 - Staples Business Credit	162.30
9/12/2024	3743	v0000459 - E Center	304.04
9/12/2024	3744	v0000469 - Thermalito Irrigation	44.38
9/12/2024	3745	v0000474 - Advanced Document	129.49
9/12/2024	3746	v0000599 - Access Information Holdings, LLC.	32.69
9/12/2024	3747	v0000631 - Hignell, Inc. dba Experts in Your Home	45,505.56
9/12/2024	3748	v0000749 - Larry Guanzon	281.00
9/12/2024	3749	v0000773 - Clean Master	1,560.00
9/12/2024	3750	v0000795 - Richard's North State Pest Mgmt (dba)	43.00
9/12/2024	3751	v0000806 - Cypress Dental Administrators	681.11
9/12/2024	3752	v0000807 - David Pittman	50.00
9/12/2024	3753	v0000821 - Golden State Risk Management Authority	7,894.00
9/12/2024	3754	v0000859 - Richard H. Ober	50.00
9/12/2024	3755	v0000863 - Nor-Cal Landscape Maintenance dba	72.88
9/12/2024	3756	v0000888 - Sarah Richter	50.00
9/12/2024	3757	v0000899 - Kinetic Valuation Group	2,500.00
9/12/2024	3758	v0000905 - Tiffany Lee	525.00
9/12/2024	3759	v0004557 - Darlene D. Fredericks	82.96
9/12/2024	3760	v0004614 - City of Chico (Sewer)	84.66
9/12/2024	3761	v0004751 - Abila, Inc.	62.50
9/12/2024	3762	v0004752 - Evans Appraisal Services, In.	6,000.00
9/26/2024	3763	v0000031 - PG&E	32.05
9/26/2024	3764	v0000031 - PG&E	2,418.43
9/26/2024	3765	v0000031 - PG&E	82.13
9/26/2024	3766	v0000108 - AT&T	10.21
9/26/2024	3767	v0000267 - OFFICE DEPOT INC	220.75
9/26/2024	3768	v0000402 - US Bank	316.65
9/26/2024	3769	v0000422 - CAHA	1,200.00
9/26/2024	3770	v0000425 - Climate & Energy Solutions	99.00
9/26/2024	3771	v0000430 - HARRP	30.00
9/26/2024	3772	v0000723 - Basis Architecture & Consulting, Inc.	7,935.00
9/26/2024	3773	v0000732 - WCP Solutions	88.16
9/26/2024	3774	v0000807 - David Pittman	50.00

9/26/2024	3775	v0000859 - Richard H. Ober	50.00
9/26/2024	3776	v0000866 - Charles Alford	50.00
9/26/2024	3777	v0000888 - Sarah Richter	50.00
9/26/2024	3778	v0004526 - VSP Vision Care	147.76
9/26/2024	3779	v0004549 - Randy Coy	50.00
9/26/2024	3780	v0004557 - Darlene D. Fredericks	82.96
9/26/2024	3781	v0004667 - NV5, Inc.	7,414.84
9/26/2024	3782	v0004759 - Old Republic Title Company	550.00
9/6/2024	90624	v0000891 - Paylocity	106,636.12
9/20/2024	92024	v0000891 - Paylocity	108,581.07
9/3/2024	100216	v0002183 - Chico Pacific Associates	932.00
9/3/2024	100217	v0003020 - Palo Verde Apartments LLC	365.00
9/3/2024	100218	V0003856 - Campos Properties Limited Partnership	1,500.00
9/3/2024	100219	v0003988 - Elle Property Management Solutions	269.00
9/16/2024	100223	v0004114 - DeGarmo Terrace Apts	4,141.00
9/12/2024	100224	v0000155 - Susanne Kemp	56.93
9/12/2024	100225	v0000159 - Tamra C. Young	118.32
9/12/2024	100226	v0000159 - Tamra C. Young	212.00
9/26/2024	100227	v0000724 - ED MAYER	485.47
9/26/2024	100228	v0004543 - Joseph Young	803.60
9/13/2024	159236	v0004576 - Aflac	954.06
9/15/2024	1041114	v0000799 - Benefit Resource, Inc.	150.00
9/9/2024	2731198	v0000059 - CalPERS	34,802.25
9/9/2024	2731199	v0000059 - CalPERS	11,807.58
9/9/2024	2731201	v0000059 - CalPERS	8,127.69
9/9/2024	2731202	v0000059 - CalPERS	195.25
9/18/2024	2738256	v0000059 - CalPERS	11,882.20
9/18/2024	2738257	v0000059 - CalPERS	7,717.88
9/18/2024	2738258	v0000059 - CalPERS	565.00
9/25/2024	9252024	v0000793 - Verizon Wireless	353.11
9/27/2024	9272024	v0000039 - TPx Communications	229.80
9/5/2024	378595579	v0000181 - Empower	1,540.00
9/17/2024	383755269	v0000181 - Empower	1,540.00

---

**TOTAL      535,319.95**

**Housing Authority of the County of Butte  
HACB Public Housing Account  
AP Check Register**

Check Date	Check #	Vendor	Total Amount
9/5/2024	1950	v0000312 - Unum Life Insurance Company	550.80
9/5/2024	1952	v0004479 - Netsys Systems, Inc.	560.00
9/5/2024	1953	v0004653 - Jessee Heating & Air Conditioning	2,446.50
9/5/2024	1954	v0000006 - Biggs Municipal Utilities	27.00
9/5/2024	1955	v0000011 - California Water Service - Chico	124.00
9/5/2024	1956	v0000014 - Gridley Municipal Utilities	480.00
9/5/2024	1957	v0000031 - PG&E	1,470.00
9/5/2024	1958	v0004614 - City of Chico (Sewer)	37.00
9/12/2024	1959	v0000006 - Biggs Municipal Utilities	2,644.32
9/12/2024	1960	v0000007 - CITY OF CHICO (22332) (FUEL)	565.29
9/12/2024	1961	v0000010 - California Water Service - Oroville	33.95
9/12/2024	1962	v0000010 - California Water Service - Oroville	1,678.32
9/12/2024	1963	v0000015 - A-1 Appliance	218.46
9/12/2024	1964	v0000017 - EAGLE SECURITY SYSTEMS	110.90
9/12/2024	1965	v0000022 - Meeks Building Supply	89.84
9/12/2024	1966	v0000031 - PG&E	387.43
9/12/2024	1967	v0000031 - PG&E	175.19
9/12/2024	1968	v0000031 - PG&E	23.22
9/12/2024	1969	v0000031 - PG&E	27.61
9/12/2024	1970	v0000031 - PG&E	23.62
9/12/2024	1971	v0000031 - PG&E	1,723.03
9/12/2024	1972	v0000031 - PG&E	15.65
9/12/2024	1973	v0000031 - PG&E	7.28
9/12/2024	1974	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	2,080.96
9/12/2024	1975	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	2,557.48
9/12/2024	1976	v0000040 - Gregory P. Einhorn	220.00
9/12/2024	1977	v0000072 - Towne Flooring Center	8,646.48
9/12/2024	1978	v0000078 - Johnny's Lock & Safe	20.03
9/12/2024	1979	v0000140 - COMCAST CABLE	243.41
9/12/2024	1980	v0000154 - FLETCHER PLUMBING & CONT., INC.	3,708.38
9/12/2024	1981	v0000235 - HD Supply Facilities Maintenance, Ltd.	2,047.21
9/12/2024	1982	v0000241 - WASTE MANAGEMENT	1,396.02
9/12/2024	1983	v0000276 - Scrubbs, Inc.	32.00
9/12/2024	1984	v0000309 - Illustratus	131.72
9/12/2024	1985	v0000312 - Unum Life Insurance Company	550.80
9/12/2024	1986	v0000322 - Oroville Safe & Lock	16.24
9/12/2024	1987	v0000322 - Oroville Safe & Lock	246.81
9/12/2024	1988	v0000322 - Oroville Safe & Lock	32.05
9/12/2024	1989	v0000380 - Staples Business Credit	270.08
9/12/2024	1990	v0000401 - Plan B Professional Answering Services	132.80
9/12/2024	1991	v0000425 - Climate & Energy Solutions	449.00
9/12/2024	1992	v0000469 - Thermalito Irrigation	883.65
9/12/2024	1993	v0000474 - Advanced Document	76.01
9/12/2024	1994	v0000484 - United Rentals, Inc.	322.92
9/12/2024	1995	v0000504 - Jiffy Lube, Inc.	218.74
9/12/2024	1996	v0000592 - Neal Road Recycling & Waste	130.33
9/12/2024	1997	v0000599 - Access Information Holdings, LLC.	32.71
9/12/2024	1998	v0000669 - ROTO-ROOTER OROVILLE	710.00
9/12/2024	1999	v0000773 - Clean Master	870.00
9/12/2024	2000	v0000795 - Richard's North State Pest Mgmt (dba)	1,561.50
9/12/2024	2001	v0000806 - Cypress Dental Administrators	1,366.25
9/12/2024	2002	v0000821 - Golden State Risk Management Authority	14,813.00
9/12/2024	2003	v0000833 - Henry Carlson	44.95
9/12/2024	2004	v0000843 - Squyres Fire Protection, Inc.	290.00
9/12/2024	2006	v0000858 - Down Range Investments, LLC	395.06
9/12/2024	2007	v0000863 - Nor-Cal Landscape Maintenance dba	13,902.46
9/12/2024	2008	v0004614 - City of Chico (Sewer)	18.59
9/12/2024	2009	v0004614 - City of Chico (Sewer)	1,624.38
9/12/2024	2010	v0004637 - Ferguson US Holdings, Inc. (HVAC)	568.23
9/12/2024	2011	v0004653 - Jessee Heating & Air Conditioning	10,767.50
9/12/2024	2012	v0004706 - Above Board Construction & Roofing Inc.	162,286.60

9/16/2024	2013	t0007988 - Ward	186.59
9/26/2024	2014	t0001241 - Miranda	149.00
9/26/2024	2015	v0000010 - California Water Service - Oroville	19.05
9/26/2024	2016	v0000010 - California Water Service - Oroville	183.20
9/26/2024	2017	v0000010 - California Water Service - Oroville	296.75
9/26/2024	2018	v0000010 - California Water Service - Oroville	4,523.91
9/26/2024	2019	v0000014 - Gridley Municipal Utilities	1,479.03
9/26/2024	2020	v0000015 - A-1 Appliance	347.62
9/26/2024	2021	v0000017 - EAGLE SECURITY SYSTEMS	210.00
9/26/2024	2022	v0000031 - PG&E	245.13
9/26/2024	2023	v0000031 - PG&E	23.08
9/26/2024	2024	v0000031 - PG&E	19.94
9/26/2024	2025	v0000031 - PG&E	18.95
9/26/2024	2026	v0000031 - PG&E	25.61
9/26/2024	2027	v0000048 - Valero Fleet	635.81
9/26/2024	2029	v0000108 - AT&T	21.29
9/26/2024	2030	v0000140 - COMCAST CABLE	439.05
9/26/2024	2031	v0000206 - JACKSONS GLASS CO, INC.	518.74
9/26/2024	2032	v0000267 - OFFICE DEPOT INC	226.59
9/26/2024	2033	v0000425 - Climate & Energy Solutions	4,132.00
9/26/2024	2034	v0000463 - Sherwin-Williams Company	1,260.57
9/26/2024	2035	v0000504 - Jiffy Lube, Inc.	81.16
9/26/2024	2036	v0000631 - Hignell, Inc. dba Experts in Your Home	307.50
9/26/2024	2037	v0000669 - ROTO-ROOTER OROVILLE	335.00
9/26/2024	2038	v0000845 - HMR Architects, Inc.	963.08
9/26/2024	2039	v0000849 - R&D Mfg. & Machine Co. dba	225.00
9/26/2024	2040	v0000886 - Candelario Ace Hardware dba	119.62
9/26/2024	2041	v0000887 - Grimes Heating & Air Inc	215.00
9/26/2024	2042	v0004526 - VSP Vision Care	267.88
9/26/2024	2043	v0004593 - Citiguard, Inc.	2,520.00
9/26/2024	2044	v0004653 - Jessee Heating & Air Conditioning	1,379.00
9/17/2024	9172024	v0000088 - The Home Depot Credit Services	6,818.96
9/25/2024	9252024	v0000039 - TPx Communications	139.87
9/25/2024	9252024	v0000793 - Verizon Wireless	676.36

---

**TOTAL      276,094.10**

**Housing Authority of the County of Butte  
HACB S8 Admin Account  
AP Check Register**

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Total Amount</b>
9/12/2024	124	v0003078 - Youth For Change	1,000.00
9/12/2024	125	v0004627 - Habitat for Humanity dba Purpose Place Apartments	500.00
9/12/2024	126	v0004740 - Anastasio Huerta Ramirez	1,000.00
9/26/2024	127	v0001866 - Lincoln Apartments	500.00
9/5/2024	2275	v0000312 - Unum Life Insurance Company	572.62
9/5/2024	2276	v0004479 - Netsys Systems, Inc.	70.00
9/12/2024	2277	v0000007 - CITY OF CHICO (22332) (FUEL)	226.08
9/12/2024	2278	v0000040 - Gregory P. Einhorn	1,630.00
9/12/2024	2279	v0000236 - National Credit Reporting	20.85
9/12/2024	2280	v0000240 - CIC	2,320.25
9/12/2024	2281	v0000267 - OFFICE DEPOT INC	66.70
9/12/2024	2282	v0000312 - Unum Life Insurance Company	519.82
9/12/2024	2283	v0000428 - Adecco Employment Services	1,407.60
9/12/2024	2284	v0000474 - Advanced Document	88.88
9/12/2024	2285	v0000513 - CDW Government, Inc.	470.70
9/12/2024	2286	v0000599 - Access Information Holdings, LLC.	32.71
9/12/2024	2287	v0000806 - Cypress Dental Administrators	905.50
9/12/2024	2288	v0000821 - Golden State Risk Management Authority	11,312.00
9/12/2024	2289	v0000858 - Down Range Investments, LLC	81.15
9/12/2024	2290	v0000863 - Nor-Cal Landscape Maintenance dba	212.30
9/26/2024	2291	v0000048 - Valero Fleet	88.10
9/26/2024	2292	v0000085 - LES SCHWAB TIRES	17.54
9/26/2024	2293	v0000108 - AT&T	57.46
9/26/2024	2294	v0000192 - Nan McKay & Associates, Inc.	239.00
9/26/2024	2295	v0000267 - OFFICE DEPOT INC	1,005.30
9/26/2024	2296	v0000402 - US Bank	165.10
9/26/2024	2297	v0000504 - Jiffy Lube, Inc.	193.24
9/26/2024	2298	v0000732 - WCP Solutions	103.30
9/26/2024	2299	v0004526 - VSP Vision Care	134.28
9/25/2024	9252024	v0000039 - TPx Communications	629.43
9/25/2024	9252024	v0000793 - Verizon Wireless	172.45
<b>TOTAL</b>			<b>25,742.36</b>

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

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Total Amount</b>
9/12/2024	1180	v0000660 - HACB	6,813.00
9/12/2024	1181	v0000863 - Nor-Cal Landscape Maintenance dba	3.68
<b>TOTAL</b>			<b>6,816.68</b>

**Housing Authority of the County of Butte  
HACB BCAHDC Account  
AP Check Register**

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Total Amount</b>
9/12/2024	1498	v0000040 - Gregory P. Einhorn	930.00
9/12/2024	1499	v0000474 - Advanced Document	25.26
9/12/2024	1500	v0000660 - HACB	15,827.40
9/12/2024	1501	v0000863 - Nor-Cal Landscape Maintenance dba	3.68
9/23/2024	1502	V0002976 - Tri Counties Bank	250,000.00
9/23/2024	1503	v0004552 - Mechanics Bank	250,000.00
<b>TOTAL</b>			<b>516,786.34</b>

Housing Authority of the County of Butte  
BALANCE SHEET  
August 31, 2024

CUMULATIVE

**ASSETS**

**Current Assets**

Cash - Unrestricted	48,153,451
Cash - Other Restricted	(25,279,037)
Account Receivable - Current	1,539,439
Other Current Assets	(5,011,590)

<b>Total Current Assets</b>	<b>19,402,263</b>
-----------------------------	-------------------

**Fixed Assets**

Fixed Assets & Accumulated Depreciation	47,102,038
-----------------------------------------	------------

<b>Total Fixed Assets</b>	<b>47,102,038</b>
---------------------------	-------------------

**Other Non-Current Assets**

Notes Loans & Mortgages Receivable	1,945,049
------------------------------------	-----------

<b>Total Other Non-Current Assets</b>	<b>1,945,049</b>
---------------------------------------	------------------

<b>TOTAL ASSETS</b>	<b>68,449,350</b>
---------------------	-------------------

**LIABILITIES**

**Current Liabilities**

Accounts Payable	643,192
Tenant Security Deposits	233,430
Long Term Debt - Current Portion	904,291
Other Long Term Liabilities	9,099,894

<b>Total Current Liabilities</b>	<b>10,880,807</b>
----------------------------------	-------------------

**Long-Term Liabilities**

Long-Term Debt	20,396,477
Other Long Term Liabilities	2,554,859

<b>Total Long-Term Liabilities</b>	<b>22,951,336</b>
------------------------------------	-------------------

<b>TOTAL LIABILITIES</b>	<b>33,832,143</b>
--------------------------	-------------------

**NET POSITION**

Beginning Net Position	4,791,209
Retained Earnings	29,825,998

<b>TOTAL NET POSITION</b>	<b>34,617,207</b>
---------------------------	-------------------

<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>68,449,350</b>
-------------------------------------------	-------------------



Housing Authority of the County of Butte  
CONSOLIDATED INCOME STATEMENT  
August 31, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	390,363	397,195	6,832	4,214,813	4,369,141	154,329	88.43%
Tenant Charges	3,505	5,367	1,862	89,624	59,033	(30,591)	139.17%
Laundry Revenue	1,964	2,658	694	13,184	29,234	16,050	41.34%
HUD Grant Revenue	2,262,997	1,982,633	(280,364)	25,781,833	21,808,964	(3,972,869)	108.37%
Other Grant Revenue	522,013	0	172,976	1,633,979	0	509,241	0.00%
Investment Income-unrestricted	219	705	485	1,960	7,751	5,792	23.18%
Investment Income - restricted	0	12,181	12,181	0	133,988	133,988	0.00%
Fraud Recovery	2,714	4,167	1,453	43,069	45,833	2,764	86.14%
Other Income	70,242	58,892	(11,350)	2,755,396	647,808	(2,107,588)	389.90%
<b>TOTAL REVENUES</b>	<b>3,254,016</b>	<b>2,463,796</b>	<b>(95,231)</b>	<b>34,533,859</b>	<b>27,101,754</b>	<b>(5,288,885)</b>	<b>116.80%</b>
Administrative Employee Salaries	196,436	223,978	27,543	2,412,778	2,463,762	50,983	89.77%
Audit Fee	10,000	3,328	(6,673)	64,794	36,603	(28,192)	162.27%
Advertising & Marketing	346	1,911	1,564	3,671	21,017	17,346	16.01%
Admin Fringe Benefits & Taxes	60,904	120,844	59,940	732,346	1,329,281	596,935	50.50%
Office Expenses	21,711	24,464	2,754	200,376	269,109	68,733	68.25%
Legal Expenses	5,302	5,449	147	91,881	59,941	(31,940)	140.51%
Travel	497	2,435	1,937	19,411	26,780	7,369	66.44%
Allocated Overhead	(3,409)	68,475	71,884	(37,505)	753,221	790,727	-4.56%
Other Admin Expenses	57,535	53,489	(4,046)	861,303	588,380	(272,923)	134.19%
<b>Total Operating Admin Costs</b>	<b>349,321</b>	<b>504,372</b>	<b>155,051</b>	<b>4,349,055</b>	<b>5,548,094</b>	<b>1,199,039</b>	<b>71.86%</b>
Tenant Services - Salaries	10,722	9,673	(1,049)	160,706	106,403	(54,303)	138.45%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	3,236	4,279	1,042	49,369	47,064	(2,306)	96.16%
Resident Services MISC	0	19,816	19,816	0	217,979	217,979	0.00%
<b>Total Tenant Services</b>	<b>13,958</b>	<b>33,768</b>	<b>19,816</b>	<b>210,075</b>	<b>371,445</b>	<b>161,370</b>	<b>51.84%</b>
Water	17,893	19,012	1,119	200,762	209,132	8,370	88.00%
Electricity	17,942	9,439	(8,502)	145,688	103,834	(41,855)	128.62%
Gas	2,373	4,934	2,562	45,048	54,278	9,230	76.08%
Sewer	11,440	18,469	7,029	255,899	203,155	(52,744)	113.34%
<b>Total Utilities - Project</b>	<b>49,647</b>	<b>51,854</b>	<b>2,207</b>	<b>647,397</b>	<b>570,399</b>	<b>(76,998)</b>	<b>103.35%</b>
Maintenance Salaries	42,822	38,946	(3,876)	458,266	428,402	(29,864)	98.06%
Maintenance Materials	43,167	23,606	(19,561)	417,513	259,667	(157,846)	147.39%
Maintenance Contract Costs	101,436	88,367	(13,070)	704,662	972,032	267,370	66.45%
Maintenance Fringe Benefits	36,038	17,571	(18,467)	406,282	193,285	(212,998)	192.68%
<b>Total Maintenance Costs</b>	<b>223,464</b>	<b>168,490</b>	<b>(54,975)</b>	<b>1,986,724</b>	<b>1,853,385</b>	<b>(133,338)</b>	<b>98.26%</b>
Protective Services	3,973	2,825	(1,148)	48,924	31,075	(17,849)	144.32%
Insurance-Liability/Property/Auto	17,703	34,731	17,028	199,748	382,043	182,295	47.93%
Other General Expenses	2,507	9,964	7,456	41,469	109,599	68,130	34.68%
PILOT	0	9,667	9,667	1,184	106,341	105,156	1.02%
Bad Debt - Tenant	0	6,267	6,267	0	68,933	68,933	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	16,059	28,867	12,808	176,649	317,533	140,885	51.00%
<b>Total Other Operating Expenses</b>	<b>40,243</b>	<b>92,320</b>	<b>52,078</b>	<b>467,974</b>	<b>1,015,525</b>	<b>547,550</b>	<b>42.24%</b>
Maintenance - Extraordinary	700	0	(700)	87,250	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,981,436	1,551,473	(429,963)	20,519,822	17,066,207	(3,453,616)	110.22%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>1,982,136</b>	<b>1,551,473</b>	<b>(430,663)</b>	<b>20,607,072</b>	<b>17,066,207</b>	<b>(3,453,616)</b>	<b>110.69%</b>
<b>TOTAL EXPENSES</b>	<b>2,658,769</b>	<b>2,402,278</b>	<b>(256,491)</b>	<b>28,268,297</b>	<b>26,425,054</b>	<b>(1,755,993)</b>	<b>98.05%</b>
<b>RETAINED EARNINGS</b>	<b>595,247</b>	<b>61,518</b>	<b>(533,729)</b>	<b>6,265,562</b>	<b>676,700</b>	<b>(3,532,892)</b>	<b>18.76%</b>

Housing Authority of the County of Butte  
BUSINESS ACTIVITIES INCOME STATEMENT  
August 31, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	259,623	264,576	4,954	2,814,000	2,910,338	96,338	88.63%
Tenant Charges	2,061	2,033	(28)	19,047	22,367	3,320	78.06%
Laundry Revenue	1,015	1,324	309	16,516	14,568	(1,949)	103.93%
HUD Grant Revenue	0	0	0	0	0	0	0.00%
Other Grant Revenue	522,013	0	(522,013)	1,633,979	0	(1,633,979)	0.00%
Investment Income-unrestricted	219	171	(48)	1,960	1,885	(75)	95.32%
Investment Income - restricted	0	8,014	8,014	0	88,155	88,155	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	62,489	58,067	(4,423)	2,708,396	638,733	(2,069,663)	388.69%
<b>TOTAL REVENUES</b>	<b>847,420</b>	<b>334,186</b>	<b>(513,234)</b>	<b>7,193,898</b>	<b>3,676,045</b>	<b>(3,517,853)</b>	<b>179.39%</b>
Administrative Employee Salaries	80,829	54,277	(26,551)	1,046,678	597,048	(449,631)	160.70%
Audit Fee	10,000	1,261	(8,739)	64,794	13,869	(50,925)	428.25%
Advertising & Marketing	346	744	398	3,671	8,184	4,513	41.12%
Admin Fringe Benefits & Taxes	20,943	30,393	9,450	310,412	334,323	23,911	85.11%
Office Expenses	11,859	4,964	(6,895)	101,363	54,609	(46,755)	170.15%
Legal Expenses	750	2,533	1,783	12,150	27,858	15,708	39.98%
Travel	497	933	436	19,411	10,267	(9,144)	173.31%
Allocated Overhead	(58,868)	(58,868)	0	(647,548)	(647,548)	0	91.67%
Other Admin Expenses	47,356	22,355	(25,001)	737,232	245,910	(491,323)	274.81%
<b>Total Operating Admin Costs</b>	<b>113,712</b>	<b>58,593</b>	<b>(55,120)</b>	<b>1,648,164</b>	<b>644,518</b>	<b>(1,003,646)</b>	<b>0.00%</b>
Tenant Services - 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 MISC	0	2,181	2,181	0	23,989	23,989	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>2,181</b>	<b>2,181</b>	<b>0</b>	<b>23,989</b>	<b>23,989</b>	<b>0.00%</b>
Water	8,204	8,004	(200)	83,241	88,040	4,799	86.67%
Electricity	15,237	5,614	(9,622)	122,993	61,759	(61,234)	182.55%
Gas	1,929	4,314	2,385	37,771	47,449	9,677	72.97%
Sewer	7,505	8,549	1,044	140,043	94,037	(46,006)	136.51%
<b>Total Utilities - Project</b>	<b>32,874</b>	<b>26,480</b>	<b>(6,393)</b>	<b>384,049</b>	<b>291,285</b>	<b>(92,764)</b>	<b>120.86%</b>
Maintenance Salaries	10,225	8,402	(1,823)	86,235	92,418	6,183	85.53%
Maintenance Materials	40,278	12,648	(27,631)	327,006	139,125	(187,881)	215.46%
Maintenance Contract Costs	65,320	59,688	(5,632)	416,856	656,565	239,709	58.20%
Maintenance Fringe Benefits	12,148	467	(11,682)	114,326	5,133	(109,193)	2041.53%
<b>Total Maintenance Costs</b>	<b>127,972</b>	<b>81,204</b>	<b>(46,768)</b>	<b>944,423</b>	<b>893,242</b>	<b>(51,181)</b>	<b>96.92%</b>
Protective Services	986	167	(820)	15,256	1,833	(13,423)	762.82%
Insurance-Liability/Property/Auto	17,703	17,142	(561)	194,950	188,562	(6,388)	94.77%
Other General Expenses	2,507	4,547	2,040	40,442	50,016	9,574	74.12%
PILOT	0	292	292	0	3,216	3,216	0.00%
Bad Debt - Tenant	0	2,100	2,100	0	23,100	23,100	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	16,059	28,867	12,808	176,649	317,533	140,885	51.00%
<b>Total Other Operating Expenses</b>	<b>37,256</b>	<b>53,115</b>	<b>15,859</b>	<b>427,297</b>	<b>584,260</b>	<b>156,964</b>	<b>67.04%</b>
Maintenance - Extraordinary	700	0	(700)	87,250	0	(87,250)	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	2,996	12,917	9,921	98,898	142,083	43,185	63.81%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>3,696</b>	<b>12,917</b>	<b>9,221</b>	<b>186,148</b>	<b>142,083</b>	<b>(44,065)</b>	<b>120.10%</b>
<b>TOTAL EXPENSES</b>	<b>315,510</b>	<b>234,489</b>	<b>(81,021)</b>	<b>3,590,081</b>	<b>2,579,378</b>	<b>(1,010,703)</b>	<b>127.59%</b>
<b>RETAINED EARNINGS</b>	<b>531,910</b>	<b>99,697</b>		<b>3,603,817</b>	<b>1,096,667</b>		<b>51.80%</b>

Housing Authority of the County of Butte  
HOUSING-ALL INCOME STATEMENT  
August 31, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	91.67% % Used
Dwelling Rent	130,740	132,619	1,878	1,400,813	1,458,804	57,991	88.02%
Tenant Charges	4,226	3,333	(892)	63,631	36,667	(26,965)	159.08%
Laundry Revenue	949	1,333	384	(3,332)	14,667	17,999	-20.83%
HUD Grant Revenue	132,127	117,947	(14,181)	1,318,486	1,297,412	(21,075)	93.16%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	383	383	0	4,217	4,217	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	537	200	(337)	18,158	2,200	(15,958)	756.58%
<b>TOTAL REVENUES</b>	<b>268,579</b>	<b>255,815</b>	<b>(12,764)</b>	<b>2,797,756</b>	<b>2,813,965</b>	<b>16,209</b>	<b>91.14%</b>
Administrative Employee Salaries	49,674	50,480	807	608,061	555,283	(52,779)	100.38%
Audit Fee	0	267	267	0	2,933	2,933	0.00%
Advertising & Marketing	0	750	750	0	8,250	8,250	0.00%
Admin Fringe Benefits & Taxes	20,088	26,906	6,818	219,257	295,966	76,709	67.91%
Office Expenses	5,159	5,000	(159)	47,987	55,000	7,013	79.98%
Legal Expenses	596	1,250	654	20,905	13,750	(7,155)	139.37%
Travel	0	235	235	0	2,590	2,590	0.00%
Allocated Overhead	25,485	25,485	0	280,340	280,340	0	91.67%
Other Admin Expenses	2,362	4,870	2,508	16,460	53,571	37,111	28.17%
<b>Total Operating Admin Costs</b>	<b>103,364</b>	<b>115,244</b>	<b>11,880</b>	<b>1,193,010</b>	<b>1,267,682</b>	<b>74,672</b>	<b>86.27%</b>
Tenant Services - 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 MISC	0	719	719	0	7,906	7,906	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>719</b>	<b>719</b>	<b>0</b>	<b>7,906</b>	<b>7,906</b>	<b>0.00%</b>
Water	9,690	10,833	1,144	117,170	119,167	1,996	90.13%
Electricity	2,705	2,417	(288)	19,793	26,583	6,790	68.25%
Gas	444	500	56	7,227	5,500	(1,727)	120.44%
Sewer	3,935	10,108	6,174	115,817	111,192	(4,625)	95.48%
<b>Total Utilities - Project</b>	<b>16,773</b>	<b>23,858</b>	<b>7,085</b>	<b>260,007</b>	<b>262,442</b>	<b>2,435</b>	<b>90.82%</b>
Maintenance Salaries	32,597	30,044	(2,553)	372,031	330,484	(41,547)	103.19%
Maintenance Materials	2,677	10,417	7,740	83,870	114,583	30,713	67.10%
Maintenance Contract Costs	31,241	27,429	(3,813)	219,076	301,716	82,640	66.56%
Maintenance Fringe Benefits	23,890	16,825	(7,066)	291,957	185,071	(106,885)	144.61%
<b>Total Maintenance Costs</b>	<b>90,405</b>	<b>84,714</b>	<b>(5,691)</b>	<b>966,933</b>	<b>931,855</b>	<b>(35,079)</b>	<b>95.12%</b>
Protective Services	2,987	2,333	(653)	30,616	25,667	(4,949)	109.34%
Insurance-Liability/Property/Auto	0	16,021	16,021	0	176,229	176,229	0.00%
Other General Expenses	0	250	250	907	2,750	1,843	30.25%
PILOT	0	9,375	9,375	1,184	103,125	101,941	1.05%
Bad Debt - Tenant	0	4,167	4,167	0	45,833	45,833	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>2,987</b>	<b>32,146</b>	<b>29,159</b>	<b>32,707</b>	<b>353,604</b>	<b>320,897</b>	<b>8.48%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	246	0	(246)	21,242	0	(21,242)	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>246</b>	<b>0</b>	<b>(246)</b>	<b>21,242</b>	<b>0</b>	<b>(21,242)</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>213,775</b>	<b>256,681</b>	<b>42,906</b>	<b>2,473,900</b>	<b>2,823,489</b>	<b>349,589</b>	<b>80.32%</b>
<b>RETAINED EARNINGS</b>	<b>54,804</b>	<b>(866)</b>		<b>323,857</b>	<b>(9,524)</b>		<b>-3117.00%</b>

Housing Authority of the County of Butte  
CAPITAL FUNDS INCOME STATEMENT  
August 31, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	91.67% % 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	0	95,315	95,315	1,875,359	1,048,463	(826,895)	163.96%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	0	0	0	0	0	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>95,315</b>	<b>95,315</b>	<b>1,875,359</b>	<b>1,048,463</b>	<b>(826,895)</b>	<b>163.96%</b>
Administrative Employee Salaries	6,246	6,708	462	83,412	73,788	(9,624)	103.62%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	784	3,575	2,791	10,696	39,329	28,632	24.93%
Office Expenses	0	333	333	0	3,667	3,667	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	94	94	0	1,031	1,031	0.00%
Allocated Overhead	1,144	1,144	0	12,585	12,585	0	0.00%
Other Admin Expenses	93	208	116	5,672	2,292	(3,380)	0.00%
<b>Total Operating Admin Costs</b>	<b>8,267</b>	<b>12,063</b>	<b>3,796</b>	<b>112,365</b>	<b>132,691</b>	<b>20,326</b>	<b>77.62%</b>
Tenant Services - Salaries	0	0	0	0	0	0	0.00%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	0	0	0	0	0	0	0.00%
Resident Services	0	0	0	0	0	0	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	0	0	0	0.00%
Maintenance Contract Costs	1,766	0	0	53,870	0	(53,870)	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>1,766</b>	<b>0</b>	<b>0</b>	<b>53,870</b>	<b>0</b>	<b>(53,870)</b>	<b>0.00%</b>
Protective Services	0	0	0	2,375	0	(2,375)	0.00%
Insurance-Liability/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 Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,375</b>	<b>0</b>	<b>(2,375)</b>	<b>0.00%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	0	0	0	0	0	0	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>10,033</b>	<b>12,063</b>	<b>3,796</b>	<b>168,611</b>	<b>132,691</b>	<b>(35,920)</b>	<b>116.48%</b>
<b>RETAINED EARNINGS</b>	<b>(10,033)</b>	<b>83,252</b>		<b>1,706,748</b>	<b>915,772</b>		<b>170.84%</b>

Housing Authority of the County of Butte  
SECTION 8 INCOME STATEMENT  
August 31, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	91.67% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	(2,571)	0	2,571	9,435	0	(9,435)	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	2,012,330	1,654,722	(357,608)	21,174,869	18,201,945	(2,972,924)	106.64%
Other Grant Revenue	0	0	336,265	0	0	672,530	0.00%
Investment Income-unrestricted	0	150	150	0	1,650	1,650	0.00%
Investment Income - restricted	0	4,167	4,167	0	45,833	45,833	0.00%
Fraud Recovery	2,503	4,167	1,664	40,580	45,833	5,253	81.16%
Other Income	7,215	625	(6,590)	17,920	6,875	(11,045)	238.94%
<b>TOTAL REVENUES</b>	<b>2,019,477</b>	<b>1,663,831</b>	<b>(19,382)</b>	<b>21,242,804</b>	<b>18,302,136</b>	<b>(2,268,138)</b>	<b>106.40%</b>
Administrative Employee Salaries	59,688	75,467	15,779	674,627	830,135	155,508	74.49%
Audit Fee	0	1,800	1,800	0	19,800	19,800	0.00%
Advertising & Marketing	0	417	417	0	4,583	4,583	0.00%
Admin Fringe Benefits & Taxes	19,088	40,224	21,136	191,980	442,462	250,482	39.77%
Office Expenses	4,693	10,417	5,724	51,025	114,583	63,558	40.82%
Legal Expenses	3,937	1,250	(2,687)	58,293	13,750	(44,543)	388.62%
Travel	0	350	350	0	3,850	3,850	0.00%
Allocated Overhead	26,355	26,355	0	289,909	289,909	0	91.67%
Other Admin Expenses	7,724	20,855	13,131	101,939	229,400	127,461	40.73%
<b>Total Operating Admin Costs</b>	<b>121,485</b>	<b>177,134</b>	<b>55,649</b>	<b>1,367,773</b>	<b>1,948,473</b>	<b>580,700</b>	<b>64.35%</b>
Tenant Services - 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 MISC	0	0	0	0	0	0	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Water	0	133	133	350	1,467	1,117	21.88%
Electricity	0	1,092	1,092	2,903	12,008	9,106	22.16%
Gas	0	83	83	50	917	867	4.97%
Sewer	0	125	125	39	1,375	1,336	2.60%
<b>Total Utilities - Project</b>	<b>0</b>	<b>1,433</b>	<b>1,433</b>	<b>3,341</b>	<b>15,767</b>	<b>12,425</b>	<b>19.43%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	212	417	204	6,637	4,583	(2,054)	132.75%
Maintenance Contract Costs	3,109	917	(2,192)	14,511	10,083	(4,427)	131.92%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>3,321</b>	<b>1,333</b>	<b>(1,988)</b>	<b>21,148</b>	<b>14,667</b>	<b>(6,481)</b>	<b>132.18%</b>
Protective Services	0	267	267	677	2,933	2,256	21.16%
Insurance-Liability/Property/Auto	0	433	433	4,798	4,767	(31)	92.27%
Other General Expenses	0	5,167	5,167	120	56,833	56,713	0.19%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>5,867</b>	<b>5,867</b>	<b>5,595</b>	<b>64,533</b>	<b>58,938</b>	<b>7.95%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,882,831	1,459,677	(423,154)	19,264,728	16,056,443	(3,208,285)	109.98%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>1,882,831</b>	<b>1,459,677</b>	<b>(423,154)</b>	<b>19,264,728</b>	<b>16,056,443</b>	<b>(3,208,285)</b>	<b>109.98%</b>
<b>TOTAL EXPENSES</b>	<b>2,007,637</b>	<b>1,645,444</b>	<b>(362,193)</b>	<b>20,662,586</b>	<b>18,099,883</b>	<b>(2,562,703)</b>	<b>104.65%</b>
<b>RETAINED EARNINGS</b>	<b>11,840</b>	<b>18,387</b>		<b>580,219</b>	<b>202,253</b>		<b>262.97%</b>

Housing Authority of the County of Butte  
EMERGENCY HOUSING VOUCHERS INCOME STATEMENT  
August 31, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	91.67% % Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	(211)	0	211	(2,489)	0	2,489	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	109,904	107,452	(2,452)	1,369,492	1,181,976	(187,516)	106.21%
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	211	0	(211)	2,489	0	(2,489)	0.00%
Other Income	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>109,904</b>	<b>107,452</b>	<b>(2,452)</b>	<b>1,369,492</b>	<b>1,181,976</b>	<b>(187,516)</b>	<b>106.21%</b>
Administrative Employee Salaries	0	0	0	0	0	0	0.00%
Audit Fee	0	125	125	0	1,375	1,375	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	417	417	0	4,583	4,583	0.00%
Legal Expenses	19	0	(19)	533	0	(533)	0.00%
Travel	0	0	0	0	0	0	0.00%
Allocated Overhead	2,474	2,474	(0)	27,209	27,209	0	91.67%
Other Admin Expenses	0	951	951	0	10,457	10,457	0.00%
<b>Total Operating Admin Costs</b>	<b>2,493</b>	<b>3,966</b>	<b>1,473</b>	<b>27,743</b>	<b>43,625</b>	<b>15,882</b>	<b>58.29%</b>
Tenant Services - Salaries	5,397	5,015	(382)	63,854	55,165	(8,689)	106.11%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	461	2,006	1,545	7,319	22,066	14,747	30.41%
Resident Services MISC	0	16,917	16,917	0	186,083	186,083	0.00%
<b>Total Tenant Services</b>	<b>5,858</b>	<b>23,938</b>	<b>18,080</b>	<b>71,173</b>	<b>263,314</b>	<b>192,141</b>	<b>0.00%</b>
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	0	0	0	0.00%
Maintenance Contract Costs	0	0	0	348	0	(348)	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>348</b>	<b>0</b>	<b>(348)</b>	<b>0.00%</b>
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/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 Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	95,363	78,880	(16,483)	1,134,954	867,680	(267,274)	119.90%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>95,363</b>	<b>78,880</b>	<b>(16,483)</b>	<b>1,134,954</b>	<b>867,680</b>	<b>(267,274)</b>	<b>119.90%</b>
<b>TOTAL EXPENSES</b>	<b>103,714</b>	<b>106,784</b>	<b>3,069</b>	<b>1,234,219</b>	<b>1,174,619</b>	<b>(59,599)</b>	<b>96.32%</b>
<b>RETAINED EARNINGS</b>	<b>6,190</b>	<b>669</b>		<b>135,273</b>	<b>7,356</b>		<b>1685.65%</b>

Housing Authority of the County of Butte  
ROSS GRANT (FSS) INCOME STATEMENT  
August 31, 2024

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	91.67% % 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	8,636	7,197	(1,439)	43,628	79,169	35,541	50.51%
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	10,922	0	(10,922)	0.00%
<b>TOTAL REVENUES</b>	<b>8,636</b>	<b>7,197</b>	<b>(1,439)</b>	<b>54,550</b>	<b>79,169</b>	<b>24,619</b>	<b>63.16%</b>
Administrative Employee Salaries	0	0	0	0	0	0	0.00%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	0	0	0	0	0	0	0.00%
Office Expenses	0	0	0	0	0	0	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	0	0	0	0	0	0.00%
Allocated Overhead	0	0	0	0	0	0	0.00%
Other Admin Expenses	0	0	0	0	0	0	0.00%
<b>Total Operating Admin Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Tenant Services - Salaries	5,325	4,658	(667)	96,852	51,238	(45,614)	173.27%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	2,775	2,273	(503)	42,050	24,998	(17,052)	154.20%
Resident Services MISC	0	0	0	0	0	0	0.00%
<b>Total Tenant Services</b>	<b>8,100</b>	<b>6,931</b>	<b>(1,169)</b>	<b>138,902</b>	<b>76,236</b>	<b>(62,666)</b>	<b>167.02%</b>
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	0	0	0	0.00%
Maintenance Contract Costs	0	0	0	0	0	0	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/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 Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	0	0	0	0	0	0	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>8,100</b>	<b>6,931</b>	<b>(1,169)</b>	<b>138,902</b>	<b>76,236</b>	<b>(62,666)</b>	<b>167.02%</b>
<b>RETAINED EARNINGS</b>	<b>536</b>	<b>267</b>		<b>(84,352)</b>	<b>2,933</b>		<b>-103.86%</b>

Housing Authority of the County of Butte  
VASH (24) GRANT INCOME STATEMENT  
August 31, 2024

	Month to Date			Year to Date			YTD %
	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	61,935	0	(61,935)	61,935	0	(61,935)	0.00%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	0	0	0	0	0	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>61,935</b>	<b>0</b>	<b>(61,935)</b>	<b>61,935</b>	<b>0</b>	<b>(61,935)</b>	<b>0.00%</b>
Administrative Employee Salaries	0	0	0	0	0	0	0.00%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	0	0	0	0	0	0	0.00%
Office Expenses	0	0	0	0	0	0	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	0	0	0	0	0	0.00%
Allocated Overhead	0	0	0	0	0	0	0.00%
Other Admin Expenses	0	0	0	0	0	0	0.00%
<b>Total Operating Admin Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Tenant Services - 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 MISC	0	0	0	0	0	0	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	0	0	0	0.00%
Maintenance Contract Costs	0	0	0	0	0	0	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/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 Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	0	0	0	0	0	0	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>RETAINED EARNINGS</b>	<b>61,935</b>	<b>0</b>		<b>61,935</b>	<b>0</b>		<b>0.00%</b>



**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM  
CALENDAR YEAR 2024**

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	725,447	826,372	926,141	1,000,237	1,063,180	1,097,737	1,124,385	1,195,272					1,551,819
BEG. INVESTED IN CAPITAL ASSETS	0	0	0	0	0	0	0	0					0
HUD ADMIN FEE REVENUE	191,764	202,704	191,764	191,482	191,482	192,984	204,768	223,806					394,468
FRAUD RECOVERY	3,146	1,322	1,829	612	6,495	3,986	2,105	1,385					4,468
INTEREST INCOME / GAIN or LOSS INV	0	0	0	0	0	0	0	0					0
DEPRECIATION (reduces Capital Assets)	0	0	0	0	0	0	0	0					0
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0					0
ADMINISTRATIVE EXPENDITURES	-93,985	-104,257	-119,497	-129,151	-163,420	-170,322	-135,986	-124,806					-198,242
ENDING ADMIN RESERVE BALANCE	826,372	926,141	1,000,237	1,063,180	1,097,737	1,124,385	1,195,272	1,295,657	0	0	0	0	1,752,513
YTD Change in Admin.	100,925	200,694	274,790	337,733	372,290	398,938	469,825	570,210					1,027,066
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	270,415	462,010	466,372	431,937	419,030	1,023,371	1,047,378	1,090,140					732,425
HUD HAP REVENUE	1,844,147	1,687,444	1,712,199	1,742,580	2,354,054	1,771,622	1,806,836	1,788,524					3,531,591
FRAUD RECOVERY	3,146	1,322	1,829	612	6,495	3,986	2,105	1,385					4,468
FSS FORFEITURES	0	0	0	0	0	0	0	0					0
BAD DEBT-HAP	0	0	0	0	0	0	0	0					0
HOUSING ASSISTANCE PAYMENTS	-1,655,698	-1,684,404	-1,748,463	-1,756,099	-1,756,208	-1,751,601	-1,766,179	-1,782,874					-3,340,102
ENDING HAP RESERVE BALANCE	462,010	466,372	431,937	419,030	1,023,371	1,047,378	1,090,140	1,097,175	0	0	0	0	928,382
YTD Change in HAP	191,595	195,957	161,522	148,615	752,956	776,963	819,725	826,760					657,967
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)	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	19,856,667
HAP EXPENDITURES (Current Month)	1,749,683	1,788,661	1,867,960	1,885,250	1,919,628	1,921,923	1,902,165	1,907,680	0	0	0	0	14,942,950
CY 2024 HAP BUDGET UTILIZATION	106%	108%	113%	114%	116%	116%	115%	115%	0%	0%	0%	0%	75%
BUDGET AVAILABLE (YTD)	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	1,654,722	21,511,389
TOTAL HAP EXPENDITURES (YTD)	1,749,683	1,788,661	1,867,960	1,885,250	1,919,628	1,921,923	1,902,165	1,907,680	0	0	0	0	14,942,950
BUDGET REMAINING (YTD)	(94,961)	(133,939)	(213,238)	(230,528)	(264,906)	(267,201)	(247,443)	(252,958)					6,568,439
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	2,214	2,216	2,265	2,249	2,232	2,200	2,210	2,204					17,790
UNIT MONTH'S AVAILABLE	2,254	2,254	2,254	2,254	2,254	2,254	2,254	2,254					18,032
OVER or (UNDER) LEASED	-40	-38	11	-5	-22	-54	-44	-50					-242
CY 2024 VOUCHER UTILIZATION	98%	98%	100%	100%	99%	98%	98%	98%					99%
CY 2023 VOUCHER UTILIZATION	95%	97%	96%	97%	97%	97%	97%	97%					98%
CY 2024 AVERAGE HAP	790	807	825	838	860	874	861	866					840
CY 2023 AVERAGE HAP	695	707	713	724	711	760	732	739					756

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

<b>UNITS LEASED SUMMARY</b>	<b>OCT'24</b>	<b>SEP'24</b>	<b>AUG'24</b>	<b>JUL'24</b>	<b>JUN'24</b>	<b>MAY'24</b>	<b>APR'24</b>	<b>MAR'24</b>	<b>FEB'24</b>	<b>JAN'24</b>	<b>DEC'23</b>	<b>NOV'23</b>
<b>BUTTE</b>												
ACC UNIT MONTHS	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973	1973
CURRENT LEASED	1919	1932	1952	1973	1959	1981	1997	2030	2002	2006	2010	2008
<b>VOUCHER UTILIZATION %</b>	<b>97.26%</b>	<b>97.92%</b>	<b>98.94%</b>	<b>100.00%</b>	<b>99.29%</b>	<b>100.41%</b>	<b>101.22%</b>	<b>102.89%</b>	<b>101.47%</b>	<b>101.67%</b>	<b>101.88%</b>	<b>101.77%</b>
<b>GLENN</b>												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	106	81	77	78	76	77	78	72	54	54	55	57
<b>VOUCHER UTILIZATION %</b>	<b>121.84%</b>	<b>93.10%</b>	<b>88.51%</b>	<b>89.66%</b>	<b>87.36%</b>	<b>88.51%</b>	<b>89.66%</b>	<b>82.76%</b>	<b>62.07%</b>	<b>62.07%</b>	<b>63.22%</b>	<b>65.52%</b>
<b>VASH</b>												
ACC UNIT MONTHS	194	194	194	194	194	194	194	194	194	194	194	194
CURRENT LEASED	161	163	164	166	166	168	170	169	163	162	150	150
<b>VOUCHER UTILIZATION %</b>	<b>82.99%</b>	<b>84.02%</b>	<b>84.54%</b>	<b>85.57%</b>	<b>85.57%</b>	<b>86.60%</b>	<b>87.63%</b>	<b>87.11%</b>	<b>84.02%</b>	<b>83.51%</b>	<b>77.32%</b>	<b>77.32%</b>
<b>TOTAL</b>												
ACC UNIT MONTHS	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254	2254
CURRENT LEASED	2186	2176	2193	2217	2201	2226	2245	2271	2219	2222	2215	2215
<b>VOUCHER UTILIZATION %</b>	<b>96.98%</b>	<b>96.54%</b>	<b>97.29%</b>	<b>98.36%</b>	<b>97.65%</b>	<b>98.76%</b>	<b>99.60%</b>	<b>100.75%</b>	<b>98.45%</b>	<b>98.58%</b>	<b>98.27%</b>	<b>98.27%</b>

<b>HAP SUMMARY*</b>	<b>OCT'24</b>	<b>SEP'24</b>	<b>AUG'24</b>	<b>JUL'24</b>	<b>JUN'24</b>	<b>MAY'24</b>	<b>APR'24</b>	<b>MAR'24</b>	<b>FEB'24</b>	<b>JAN'24</b>	<b>DEC'23</b>	<b>NOV'23</b>
ACC BUDGET	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,700,008	\$ 1,640,381	\$ 1,640,381
ACTUAL HAP	\$ 1,763,028	\$ 1,745,125	\$ 1,741,255	\$ 1,764,615	\$ 1,770,673	\$ 1,768,946	\$ 1,773,035	\$ 1,774,682	\$ 1,718,421	\$ 1,687,937	\$ 1,643,583	\$ 1,636,571
PER UNIT COST	\$ 807	\$ 802	\$ 794	\$ 796	\$ 804	\$ 795	\$ 790	\$ 781	\$ 774	\$ 760	\$ 742	\$ 739
<b>BUDGET UTILIZATION %</b>	<b>103.71%</b>	<b>102.65%</b>	<b>102.43%</b>	<b>103.80%</b>	<b>104.16%</b>	<b>104.06%</b>	<b>104.30%</b>	<b>104.39%</b>	<b>101.08%</b>	<b>99.29%</b>	<b>100.20%</b>	<b>99.77%</b>

<b>ACTIVITY SUMMARY</b>	<b>OCT'24</b>	<b>SEP'24</b>	<b>AUG'24</b>	<b>JUL'24</b>	<b>JUN'24</b>	<b>MAY'24</b>	<b>APR'24</b>	<b>MAR'24</b>	<b>FEB'24</b>	<b>JAN'24</b>	<b>DEC'23</b>	<b>NOV'23</b>
# PORT IN BILLED	11	8	4	4	2	2	1	0	0	0	0	0
#PORT OUT UNDER CONTRACT	55	52	54	57	57	56	58	55	49	49	43	38
ZERO HAP	11	12	10	11	12	13	13	12	16	16	20	17
UTILITY ASSISTANCE PAYMENTS	125	137	137	117	112	116	121	116	111	106	136	125
NEW ADMISSIONS	**	3	8	7	1	3	5	17	69	13	4	19
INITIAL VOUCHERS SEARCHING	1	4	4	4	5	13	17	24	29	33	37	35
ACTUAL/ESTIMATED EOP	18	10	20	21	21	25	20	24	23	14	12	14
REMAIN ON WAITING LIST	1501	1501	1501	1501	1501	1501	1501	1501	1500	1500	1500	1506

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

\*\*No data.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
SECTION 8 EMERGENCY HOUSING CHOICE VOUCHER PROGRAM  
CALENDAR YEAR 2024**

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	343,285	342,139	343,486	345,543	347,873	350,396	351,067	351,109					685,424
BEG. INVESTED IN CAPITAL ASSETS	0	0	0	0	0	0	0	0					0
HUD EHV ADMIN FEE REVENUE	10,404	10,404	11,656	11,655	13,689	13,690	9,369	9,170					20,808
ADMINISTRATIVE EXPENDITURES	-11,550	-9,057	-9,599	-9,325	-11,166	-13,019	-9,327	-9,323					-20,607
ENDING ADMIN RESERVE BALANCE	342,139	343,486	345,543	347,873	350,396	351,067	351,109	350,956	0	0	0	0	685,625
YTD Change in Admin.	-1,146	201	2,258	4,588	7,111	7,782	7,824	7,671					342,340
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	89,096	121,494	151,463	160,398	168,714	168,816	170,795	279,255					210,590
HUD EHV HAP REVENUE	130,227	130,226	106,410	106,411	99,014	99,014	202,233	100,734					260,453
HOUSING ASSISTANCE PAYMENTS	-97,829	-100,257	-97,475	-98,095	-98,912	-97,035	-93,773	-96,863					-198,086
ENDING HAP RESERVE BALANCE	121,494	151,463	160,398	168,714	168,816	170,795	279,255	283,126	0	0	0	0	272,957
YTD Change in HAP	32,398	62,367	71,302	79,618	79,720	81,699	190,159	194,030					183,861
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)	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	1,289,428
HAP EXPENDITURES (Current Month)	109,379	109,314	107,074	107,420	110,078	110,054	103,100	106,186	0	0	0	0	862,605
CY 2024 EHV HAP BUDGET UTILIZATION	102%	102%	100%	100%	102%	102%	96%	99%	0%	0%	0%	0%	67%
BUDGET AVAILABLE (YTD)	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	107,452	1,396,880
TOTAL HAP EXPENDITURES (YTD)	109,379	109,314	107,074	107,420	110,078	110,054	103,100	106,186	0	0	0	0	862,605
BUDGET REMAINING (YTD)	(1,927)	(1,862)	378	32	(2,626)	(2,602)	4,352	1,266	-	-	-	-	534,275
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	115	116	116	112	114	111	112	109					905
UNIT MONTH'S AVAILABLE	116	116	116	116	116	116	116	116	116	116	116	116	1,392
OVER or (UNDER) LEASED	-1	0	0	-4	-2	-5	-4	0	0	0	0	0	-487
CY 2024 VOUCHER UTILIZATION	99%	100%	100%	97%	98%	96%	97%	94%	0%	0%	0%	0%	65%
CY 2023 VOUCHER UTILIZATION	81%	97%	96%	97%	97%	97%	97%	97%	99%	99%	100%	99%	98%
CY 2024 AVERAGE HAP	951	942	923	959	966	991	921	974					953
CY 2023 AVERAGE HAP	906	906	906	906	906	906	906	906					0

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
VACANCY REPORT AS OF THE 1ST OF THE MONTH  
2024**

HOUSING AUTHORITY OWNED PROPERTIES													
	Gridley FLH			Open Market Units									
Location	FLH	Demo	Other	Gridley Springs II	Cameo	Locust	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	7	1****	24	20	10	30	31	0 (12)***	18	40	173	%
Oct-24	12**	0	1****	2	2	0	1	2	12***	0	0	5	97.1%
Sep-24	12**	0	1****	2	1	0	2	2	12***	1	0	6	96.6%
Aug-24	12**	0	1****	1	1	0	1	1	12***	1	0	4	97.7%
Jul-24	11**	0	1****	1	0	0	2	0	12***	0	0	2	98.9%
Jun-24	12**	0	1****	0	0	0	0	0	12***	1	0	1	99.4%
May-24	13**	0	1****	1	0	0	0	0	12***	1	1	2	98.9%
Apr-24	13**	0	1****	1	1	0	0	0	12***	1	0	2	98.9%
Mar-24	15**	0	1****	1	2	1	1	0	12***	1	0	5	97.1%
Feb-24	14**	0	1****	1	5	1	1	2	12***	0	0	9	94.8%
Jan-24	15**	0	2	1	2	0	0	1	12***	0	3	6	96.6%
Dec-23	15**	0	2	0	1	0	0	0	12***	1	2	4	97.7%
Nov-23	17**	0	2	1	1	0	1	1	12***	1	1	5	97.1%
Oct-23	17**	0	2	0	1	0	0	0	12***	0	4	5	97.1%
Sep-23	14**	0	2	0	1	0	0	0	12***	0	4	5	97.1%

\* Unit count adjusted by units offline - (18) uninhabitable and (10) 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.

\*\*\*\* Laurel Street house donated as of 1/25/2024.

HUD LOW-INCOME PUBLIC HOUSING									
Location	Gridley	Biggs	Chico	Oroville	Chico	Oroville	Oroville	Total	Occupancy
Project #	43-1, 4	43-2	43-3	43-10	43-13	43-14	43-15		%
# of Units	50	20	100	60	45	20	50	345	%
Oct-24	2	1	3	1	2	1	3	13	96.2%
Sep-24	2	2	2	2	3	1	2	14	95.9%
Aug-24	2	3	2	2	3	2	1	15	95.7%
Jul-24	2	4	2	1	5	1	2	17	95.1%
Jun-24	1	2	3	1	5	2	3	17	95.1%
May-24	1	2	2	1	3	4	3	16	95.4%
Apr-24	1	2	2	1	2	5	1	14	95.9%
Mar-24	1	2	1	2	2	4	4	16	95.4%
Feb-24	2	2	0	3	4	4	4	19	94.5%
Jan-24	3	2	0	5	2	2	2	16	95.4%
Dec-23	4	2	0	4	1	2	1	14	95.9%
Nov-23	3	3	1	2	1	2	1	13	96.2%
Oct-23	2	2	1	3	2	2	2	14	95.9%
Sep-23	3	3	1	2	2	2	2	15	95.7%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Oct-24	8
Sep-24	9
Aug-24	9
Jul-24	7
Jun-24	7
May-24	9
Apr-24	8
Mar-24	6
Feb-24	7
Jan-24	5
Dec-23	4
Nov-23	5
Oct-23	4
Sep-23	3

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Oct-24	8	0	1	0
Sep-24	8	0	1	1
Aug-24	11	0	2	1
Jul-24	6	0	1	0
Jun-24	4	0	1	0
May-24	4	1	0	1
Apr-24	4	2	2	1
Mar-24	4	2	2	1
Feb-24	4	2	7	2
Jan-24	4	1	5	4
Dec-23	4	0	3	4
Nov-23	5	1	1	3
Oct-23	4	0	2	3
Sep-23	6	2	5	4

## Public Housing

### Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	24 Transfer list	6+	2333	6+	2160	6+
2	3232	3+			868	2+
3	886	2+	830	2+	507	2+
4	321	5+			164	4+
5					40	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	551	3	422	2
2	460	7			88	
3	62	2	57	6	40	
4	19	4+			13	
5					2	

## MEMO

Date: October 11, 2024  
To: HACB Board of Commissioners  
From: Taylor Gonzalez, Project Manager  
Subject: Status of HACB Construction Projects

As of October 11, 2024, the status of HACB construction activity follows:

### **2020A Bond – Activities:**

- To date, **\$6,406,203** has been expended, representing approximately **67%** of the project fund. Expenses include the Property Condition Assessment Repairs completed at the six properties that were used to leverage the bond proceeds, and the larger scale capital improvement projects listed below. Larger bond disbursements are expected to commence next month as the CDBG-DR funds for Mayer Commons are now fully expended, and as the Lincoln Stair and Second Floor Walkway Repair project commences.

### **Mayer Commons (formerly Kathy Court Apartments), Paradise:**

- Construction continues to pace on schedule with final completion slated for April, 2025.
- Exterior work has progressed significantly. The siding and roofing installation are nearly complete, with the painting crew closely following the carpenters. The exterior finish work is expected to be completed by mid-October.
- The Town of Paradise conducted a 4-way inspection during the week of September 16<sup>th</sup>, where approval to insulate and install drywall was granted.
- To date, we have incurred additional costs of **\$146,103**, representing a **3.2%** increase from the original contract amount. These additional costs are primarily due to revisions in the electrical design, septic system repairs, and site work design, as well as additional required rough framing. It's important to note that all of these additional costs have been absorbed by the project's contingency fund.
- The eighth disbursement of the Town of Paradise CDBG-DR loan funds has been received, while the ninth disbursement is currently pending. A total of **\$2,175,786** has been drawn on the **\$2,695,318** loan total, including the pending disbursement. The remaining loan funds will be disbursed at the end of the project. The loan funds will be utilized to pay the retainage due to Modern Building, as well as a \$250,000 Developer Fee due to the HACB.



*Photo of construction progress (back of building as seen from Rosemary Court)*

*October 11, 2024  
HACB Construction Status Memo  
pg. 1*

**Mayer Commons (formerly Kathy Court Apartments), Paradise: (continued)**



*Siding installation at front of building*



*Siding installation at front of building*



*Exterior Painting at rear of building*



*Soffits, gutters and downspouts installed*



*Insulation installed and drywall in process*



*Sound dampening measures in place at first floor units*

*October 11, 2024  
HACB Construction Status Memo  
pg. 2*

**Lincoln Apartments, Chico:** *Exterior Rehabilitation including repairs to the upper level walkway and staircases, painting of the building exterior, and replacement of the existing aluminum framed, single pane windows and electrical subpanels at the interior of each unit.*

- HACB staff, in collaboration with the general contractor and the third-party property manager, are currently finalizing a construction schedule that prioritizes minimizing tenant disruption. To facilitate demolition activities, a select group of tenants will need to be temporarily relocated.
- On-site project commencement is anticipated to occur in late October.



*Upper level walkway slated for repair*



*Upper level stair landing slated for repair*

**Park Place Apartments, Oroville:** *Exterior Site Rehabilitation with emphasis on an Accessible Path of Travel, replacement of the pergola, and Community Room improvements, including the addition of an accessible bathroom and kitchenette.*

- Once the Lincoln Apartments, Chico work is complete, remaining bond funds will be directed to improvements at Park Place Apartments, Oroville.
- Staff continues to coordinate with the third-party property manager, RSC Associates to plan the future improvements.



*Pergola slated for replacement*



*Community Building prior to improvements*

*October 11, 2024  
HACB Construction Status Memo  
pg. 3*



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

- Building demolition is scheduled to commence on October 17<sup>th</sup> and will be completed on October 23<sup>rd</sup>.
- The California Department of Housing and Community Development (HCD) is scheduled to announce CDBG-DR MHP award recipients on February 5, 2025. Given the anticipated high level of competition for these funds, we expect this funding round to be challenging.
- HACB staff engaged with a consultant to prepare and send informational mail-pieces to registered Oroville voters regarding Measure N. The first of three mail-pieces was mailed to the voters on the week of October 7<sup>th</sup>.
- A ‘Frequently Asked Questions’ *Information on MEASURE N* document has been added to the HACB website to educate voters on the proposed project.

*Fogg Avenue Apartments – Information on MEASURE N*

**Farm Labor Housing, Gridley: State Water Board Backup Generator Funding Program**

- A progress meeting between RCAC and HACB occurred in mid-September to review project advancement. HACB staff is coordinating with the design team to determine the proper generator sizing and fuel type.
- The project is expected to be completed within a timeframe of 14 to 24 months, contingent on potential procurement delays.

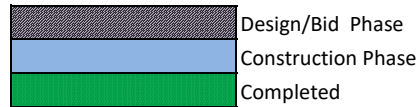


*FLH Wellhead*

*October 11, 2024  
HACB Construction Status Memo  
pg. 4*

**12 Month HACB Construction Project Schedule - October, 2024**

		Budgeted Amount	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
<b>Evanswood Estates, Oroville</b>														
	Exterior Modernization (Project Close-out Underway)	\$3,371,940	Completed											
<b>Lincoln Apartments, Chico</b>														
	Stair and Second Floor Walkway Repair Project	\$530,683	Construction Phase	Construction Phase	Construction Phase	Completed								
<b>Park Place Apartments, Oroville</b>														
	Community Building Renovation and Site Improvements	\$649,038	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Construction Phase	Construction Phase	Construction Phase	Completed					
<b>Kathy Court Apartments, Paradise</b>														
	Replacement Project	\$6,738,294	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Completed					
<b>2131 Fogg Avenue, Oroville</b>														
	Design Development and Construction Drawings	\$450,000	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase
	Seek Funding and Grant Application Preparation	\$50,000	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase
	Demolish Existing Vacant Single Family Residence	\$50,000	Construction Phase	Completed										
<b>Farm Labor Housing, Gridley</b>														
	Well 03 Backup Generator Installation (Grant Funded)	\$411,637	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase	Design/Bid Phase
<b>Total next 12 months:</b>		<b>\$12,251,592</b>												



## MEMO

Date: October 11, 2024

To: Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Public Housing - Capital Fund Status Report

As of October 11, 2024, the status of HACB Capital Fund construction activity follows:

- Public Housing - Five-year Environmental Review, RFP was issued August 27, 2024 to perform required environmental review of improvement and maintenance projects planned for the next five-year period for all Public Housing sites.
- Public Housing - HUD Safety and Security Grant - Winston Gardens Apts, Oroville, Public Housing Project 43-10. Access Control and Video Surveillance Systems project to add additional wrought iron fencing, driveway access control gates and all new LED exterior pole lighting. Plans were approved by the City of Oroville on September 4, 2024. On September 12, 2024 the HACB signed a contract for \$496,771.00 with Birchard Construction for performance of the work. The project is anticipated to begin in October 2024 and to be completed in Spring of 2025. Notice to Proceed was issued October 9, 2024.
- Public Housing – Roof Replacement Project (43-14, 43-15) The work includes re-roofing of (70) Public Housing units and ancillary structures in Oroville (not including Winston Gardens). Contract was awarded to Above Board Construction and Roofing for \$580,653.00. ABC Roofing has completed installation of the roofs and are currently working on punch list.
- Public Housing – All sites, ongoing. Abatement and replacement of asbestos-containing floor tiles; three units have been completed during the FY 2024; 158 of 232 Public Housing units have been completed overall. The work is being accomplished at unit turnover.
- Public Housing – a project is currently being organized to paint the trim of the 70 townhouses at 43-14 and 43-15 in Oroville. Anticipated IFB release date is October 18, 2024.

*October 11, 2024  
HUD Public Housing Capital Fund Report  
pg. 1*

*Detailed Capital Fund activity is provided following, by Capital Fund Project:*

**Capital Fund 2021, Funding Amount \$917,518.00 to be expended by February 22, 2025**

This Capital Fund is 99.95% obligated and 99.95% expended.

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Unit Range Replacements** - Replaced (122) select Gas Ranges which have reached the end of their useful life. Installation was completed August 2022. - complete
- **Tree Trim and Removal Project** – Trimmed 294 trees and removed 12 trees. - complete
- **Community Room Improvements** – Winston Gardens (43-10), Community Room accessibility and water distribution improvements, 100% complete.

**Capital Fund 2022, Funding Amount \$1,117,056.00 to be expended by May 11, 2026**

This Capital Fund is 98.32% obligated and 92.93% expended.

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **HVAC Replacement Chico** – Replace 35 HVAC unit which reached the end of their useful life. 100% complete
- **Roof Replacements** – Replace 70 roofs at 43-14 and 43-15 in Oroville. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in progress.
- **Architect Services** – HMR to design plans for Safety and Security Improvements at Winston Gardens, in progress.

**Capital Fund 2023, Funding Amount \$1,147,379.00 to be expended by May 11, 2026**

This Capital Fund is 46% obligated and 14% expended.

- **ACM Tile Replacement** – All concrete-block units – ongoing
- **Paint Trim** - at 43-14 and 43-15 in Oroville
- **Fencing** – add additional wrought iron fencing and access control systems to the perimeter of the property.
- **Exterior Lighting** – Upgrade exterior grounds and parking lot pole lighting to LED
- **Security Camera** – Install security cameras to the grounds and interior of the community room
- **Access Control System** – Install vehicle and pedestrian gates at Winston Gardens

**Capital Fund 2023E, Safety and Security Grant for Winston Gardens,  
Funding Amount \$225,639.00 to be expended by September 17, 2025**

This Capital Fund is 100% obligated and 1.11% expended.

- **Fencing** – add additional wrought iron fencing and access control systems to the perimeter of the property.
- **Exterior Lighting** – Upgrade exterior grounds and parking lot pole lighting to LED
- **Security Camera** – Install security cameras to the grounds and interior of the community room
- **Access Control System** – Install vehicle and pedestrian gates at Winston Gardens

**Capital Fund 2024, Funding Amount \$1,159,420.00 to be expended by May 5, 2028**

This Capital Fund is 0% obligated and 0% expended.

- **HVAC Replacement Project**– Select units, replace HVAC units which have reached the end of their useful life, in planning
- **Bathroom Tub/Shower Remodel** – Select concrete block units, in planning
- **Paint** – at 43-10 in Oroville – Select units in phases, in planning

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 10/31/2024

Capital Funds: CF-21, CF-22, CF-23, CF-23E, CF-24

Line No.	Summary Line Description Account	CF-21			CF-22			CF-23			CF-23E Safety and Security			CF-24			Totals		
		Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Orig/Revised	Expended	Balance
	<b>Total Non-CDF Funds</b>																		
1	Reserved Budget	4,143.00			3,800.00			3,601.00									11,554.00		11,554.00
2	Operations (20% Max)	27,875.00	27,875.00	27,875.00	69,149.00	69,149.00	69,149.00	45,668.00	45,668.00	45,668.00			231,214.00				481,817.00	247,892.75	233,923.25
3	Management Improvements						5,000.00										7,000.00	1,832.75	5,167.25
4	Administration (10% Max)	91,336.00	91,336.00	91,336.00	111,325.00	111,325.00	111,325.00	91,336.00	91,336.00	91,336.00			115,687.00				678,029.00	462,817.00	115,212.00
14	1400 General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	754,154.00	757,053.75	757,053.75	942,782.00	933,769.00	883,678.38	1,001,774.00	990,095.10	99,777.89	225,639.00	225,639.00	2,426.83	812,448.00			5,178,832.00	3,091,063.89	2,085,768.11
		917,519.00	915,164.75	915,164.75	1,117,656.00	1,098,243.00	1,042,378.38	1,147,378.00	1,117,100.10	107,781.69	298,639.00	298,639.00	2,426.83	1,159,490.00			9,355,239.00	3,893,627.63	2,451,611.37
			99.99%	99.99%		98.32%	92.93%	94%	46%	14%		100.00%	1.11%	0%	0%				

Housing Authority of the County of Butte

**HUD Low Income Public Housing**

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

		<b>100</b> Reserved Budget	<b>1406</b> Operations	<b>1408</b> Mgmt. Improvements	<b>1410</b> Admin	<b>1480</b> General Capital Activity	<b>Totals</b>	<b>"UC"</b> Under Contract
<b>Acct Code</b>	<b>Cash Available as of 10</b>	<b>11,554.00</b>	<b>233,923.25</b>	<b>5,116.21</b>	<b>115,212.00</b>	<b>2,085,768.91</b>	<b>2,451,574.37</b>	
	<b>CF-20, CF-21, CF-22, CF-23, CF23E Fun</b>							
<b>100</b>	<b>Reserved Budget</b>	<b>11,554.00</b>					<b>11,554.00</b>	
<b>1406</b>	<b>Operations</b>		<b>233,923.25</b>				<b>233,923.25</b>	
<b>1408</b>	<b>Management Improvements</b>			<b>5,116.21</b>			<b>5,116.21</b>	
<b>1410</b>	<b>Administration</b>				<b>115,212.00</b>		<b>115,212.00</b>	
<b>1480</b>	<b>General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment</b>					<b>2,085,768.91</b>	<b>2,085,768.91</b>	
							<b>2,451,574.37</b>	<b>Total</b>

0.00

0.00

0.00

0.00

0.00

0.00

**MEMO**

Date: October 11, 2024  
To: HACB Board of Commissioners  
From: Juan Meza, Public Housing Manager  
Taylor Gonzalez, Project Manager  
Subject: Farm Labor Housing, Gridley – status report

As of October 1<sup>st</sup>, there were a total of (75) occupied units. There were no move-in’s or move-out’s in the month of September. A total of (12) concrete block units are vacant and are rent ready. (18) units are deemed uninhabitable, and (10) are offline, waiting for the next phase renovation. All of the remodeled units are occupied with the exception of 1520 Booth Dr. which is expected to be rented soon. **As residents move-out of the old 1930’s-era wooden units the total number of units available for occupancy decreases as they are designated “Uninhabitable” with USDA-RD.** There are no pending unlawful detainers or intent to vacate notices at this time.



*Renovated 1980’s era Concrete Block Housing*

AWI staff continue their marketing efforts. There are (10) applicants in the eligibility process, with (3) applicants nearing approval to move them in this month. Marketing includes distribution of flyers to local farms and businesses, a listing on Craig’s List, and \$100 referral reward coupons to residents who make successful referrals. AWI is also offering a one-month free rent move-in special for all applicants. AWI outreaches to local farms and canneries, to improve the Wait List.

AWI has obtained a USDA-RD compliant Market Study, which is being readied for submittal to USDA-RD. The study indicates there’s a lack of farm workers in the area that meet the 514 criteria in order to house them at GFLH. The waiver request would permit occupancy by over-income and/or non-farm labor households, and allow current over-income residents to remain that would make them eligible for housing.

Chavarria’s Landscaping continues to service the landscaping needs of the property. Staff has an estimate to replace the damaged slide in the playground and is seeking a second estimate at this

time. Other planned improvements to the existing playground include adding bark and a border around the playground area.



*Unrenovated 1980's era Concrete-block Unit*

Mi C.A.S.A.'s monthly food distribution was held on October 8<sup>th</sup>, 2024. Mi CASA's Fall Session is underway classes, and staff is reporting that they have (45-50) students attend classes on a daily basis. For the 2025 NAHRO poster contest we received (2) poster entries from Mi CASA students; one was chosen by staff to be judged at the NorCal/Nevada NAHRO conference. The Mi CASA poster entry in the Elementary category was chosen, and moved on to Regional NAHRO competition in Santa Clara but it didn't move on to the National NAHRO competition.

The NVCSS Promotores Dual Language Learning (DLL) program is currently working with (16) families. Promotores and Red Cross staff collaborate with the residents on a Community Garden, located near the soccer field away from the rental units.



*State Demonstration "Demo" Housing Unit*

AWI continues their efforts to renovate the old concrete block units. Currently there are (2) concrete block units being rehabbed. The AWI narrative has "progress photo's" for your review. The flooring is being removed in both units and the walls are being painted before the rehab can



start due to lead and asbestos. The abatement for both units was completed on 09/09/24. Both units are expected to be fully rehabbed by the end of October, 2024 by Summit Peak Construction.

YTD income comes in at \$16,989.00 more than anticipated at \$1,149,620.64. Increased Rental Income, Less Vacancy Loss & increased Other Project Income attributed to the increased income YTD. Total YTD Expenses comes in \$58,041.32 less than budget at \$1,072,530.68. This brought our YTD Net Profit to \$77,089.96. The reserve balance held by AWI is \$69,057.79

Additional funds are being sought to continue property building renovation. The USDA is not a factor. State Joe Serna Jr. Farmworker Housing and other program funds are contemplated. Renovation and/or demolition and/or historic preservation of the historically significant 1930's era wooden units is pressing – only nine of the original twenty-four wooden units are habitable.



*1930's era Wood Frame Units*

Project planning and design for the Well Backup Generator is underway. A progress meeting between RCAC and HACB occurred in mid-September to review project advancement. HACB staff is coordinating with the design team to determine the proper generator sizing and fuel type. Project completion is anticipated within 14 to 24 months after the design phase is complete, subject to potential procurement challenges.

Please find third party property manager AWI's September, 2024 report following.



## Gridley Farm Labor Housing September 2024



Separate *Variance Report* explaining budget differences and expenditures.

The reserve balance held at AWI is \$69,057.79.

### Updates:

**GFLH** currently has 12 units available for occupancy. There were no move-in's/out's during the month of September.

As of the end of September.

- 75 Occupied
- 10 units held for the next phase of rehab / in house rehab (2 in process)
- 18 units deemed uninhabitable (old wooden units)
- 12 units available for occupancy

### **Renovated Units:**

- **Unit #BO1520** Full paint and deep cleaning needed. Applicants in process.

### **Unit Turns:**

- **Unit #OG1461** Market ready. Applicant close to an approval.
- **Unit #MC1457** Market Ready. Applicants in process.

### **Rehab Units:**

- **Unit #OG1486** Summit Peak Construction rehabbing the unit.
- **Unit #OG1490** Summit Peak Construction rehabbing the unit.



Staff currently has 10 applicants on hand, currently processing all as well as bringing in additional techs to expedite turns.

**Important Note:** As residents move out of the “old wooden units” the total number of units available for occupancy decreases as they are marked uninhabitable with USDA-RD.

Advertising is ongoing via Craigslist, The Publisher, Flyers, Signage, and Resident referral move in specials, outreach to ag employers, canneries, etc...

Several October rents payments outstanding as it is early in the month.

Staff has received the first estimate to replace the playground slide and is seeking a second estimate plus bids to add a border and bark.

**Rehab photos:** Work is still in process.



---

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



*AWI Management Corporation is an Equal Opportunity provider.*



(530) 745-6170 tel  
(530) 745-6171 fax  
[www.awimc.com](http://www.awimc.com)

**AWI Management Corporation**  
120 Center Street  
Auburn CA 95603

*AWI Management Corporation is an Equal Opportunity provider.*

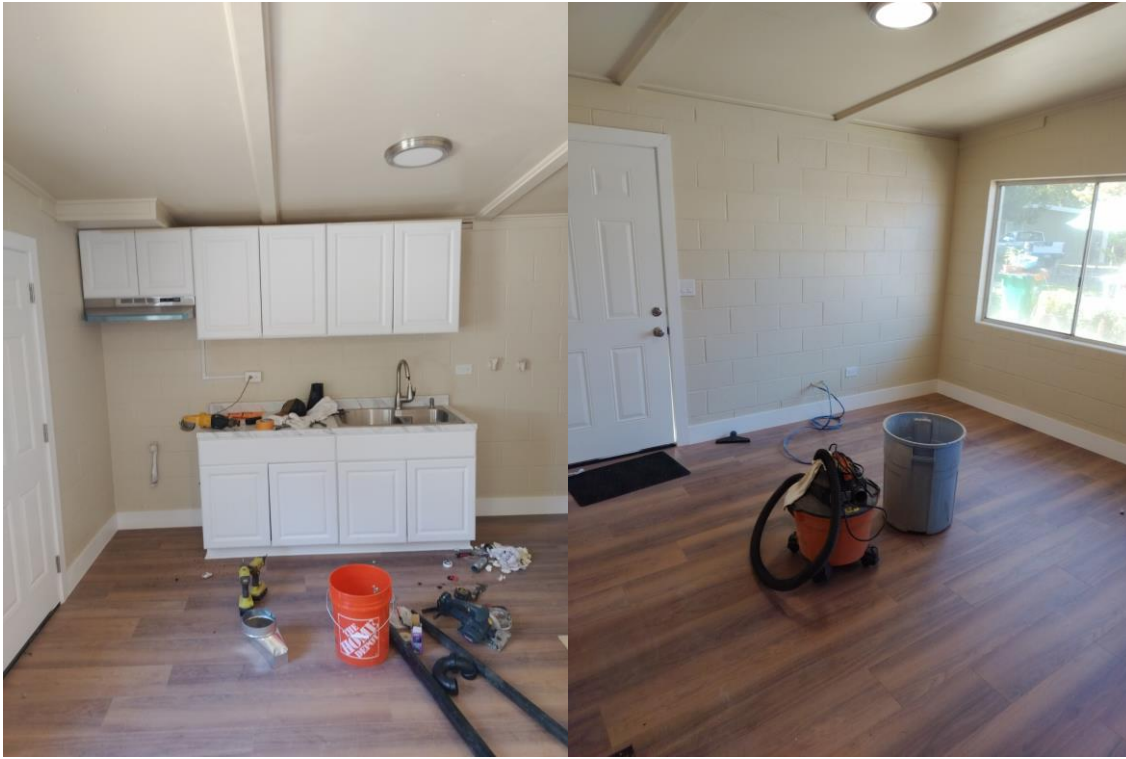




(530) 745-6170 tel    AWI Management Corporation  
(530) 745-6171 fax    120 Center Street  
www.awimc.com        Auburn CA 95603

*AWI Management Corporation is an Equal Opportunity provider.*





---

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

*AWI Management Corporation is an Equal Opportunity provider.*



Gridley Farm Labor 645  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 118,360.00	\$ 118,448.00	\$ (88.00)	\$ 1,428,595.00	\$ 1,421,376.00	\$ 7,219.00
Vacancies	\$ (24,172.00)	\$ (23,142.91)	\$ (1,029.09)	\$ (272,258.00)	\$ (277,715.00)	\$ 5,457.00
Manager's Unit	0.00	(1,230.00)	1,230.00	(12,692.00)	(14,760.00)	2,068.00
<b>Total Tenant Rent</b>	<b>\$ 94,188.00</b>	<b>\$ 94,075.09</b>	<b>\$ 112.91</b>	<b>\$ 1,143,645.00</b>	<b>\$ 1,128,901.00</b>	<b>\$ 14,744.00</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 216.66	\$ (216.66)	\$ 1,609.20	\$ 2,600.00	\$ (990.80)
Interest Income	244.09	2.50	241.59	1,724.38	30.00	1,694.38
Restricted Reserve Interest Incom	2.31	0.00	2.31	250.06	0.00	250.06
Other Tenant Income	0.00	91.66	(91.66)	1,315.00	1,100.00	215.00
Miscellaneous Income	0.00	0.00	0.00	1,077.00	0.00	1,077.00
<b>Other Project Income</b>	<b>\$ 246.40</b>	<b>\$ 310.82</b>	<b>\$ (64.42)</b>	<b>\$ 5,975.64</b>	<b>\$ 3,730.00</b>	<b>\$ 2,245.64</b>
<b>Total Project Income</b>	<b>\$ 94,434.40</b>	<b>\$ 94,385.91</b>	<b>\$ 48.49</b>	<b>\$ 1,149,620.64</b>	<b>\$ 1,132,631.00</b>	<b>\$ 16,989.64</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 124,443.38	\$ 35,903.14	\$ 88,540.24	\$ 402,928.59	\$ 430,838.00	\$ (27,909.41)
Utilities (Page 3)	7,266.05	10,841.07	(3,575.02)	109,082.46	130,093.00	(21,010.54)
Administrative (Page 3)	8,541.16	15,386.91	(6,845.75)	199,025.59	184,643.00	14,382.59
Taxes & Insurance (Page 3)	10,127.46	8,510.25	1,617.21	122,324.42	102,123.00	20,201.42
Other Taxes & Insurance (Page 4)	1,982.83	5,356.11	(3,373.28)	34,144.15	64,273.00	(30,128.85)
Other Project Expenses (Page 4)	943.72	2,158.23	(1,214.51)	12,317.95	25,899.00	(13,581.05)
<b>Total O&amp;M Expenses</b>	<b>\$ 153,304.60</b>	<b>\$ 78,155.71</b>	<b>\$ 75,148.89</b>	<b>\$ 879,823.16</b>	<b>\$ 937,869.00</b>	<b>\$ (58,045.84)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$ .37	\$ 150,707.52	\$ 150,703.00	\$ 4.52
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 7,500.00	\$ 7,500.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	34,500.00	34,500.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 16,058.96</b>	<b>\$ 16,058.59</b>	<b>\$ .37</b>	<b>\$ 192,707.52</b>	<b>\$ 192,703.00</b>	<b>\$ 4.52</b>
<b>Total Project Expenses</b>	<b>\$ 169,363.56</b>	<b>\$ 94,214.30</b>	<b>\$ 75,149.26</b>	<b>\$ 1,072,530.68</b>	<b>\$ 1,130,572.00</b>	<b>\$ (58,041.32)</b>
<b>Net Profit (Loss)</b>	<b>\$ (74,929.16)</b>	<b>\$ 171.61</b>	<b>\$ (75,100.77)</b>	<b>\$ 77,089.96</b>	<b>\$ 2,059.00</b>	<b>\$ 75,030.96</b>

Gridley Farm Labor 645  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (2.31)	\$ 0.00	\$ (2.31)	\$ 9,749.94	\$ 0.00	\$ 9,749.94
T & I Transfers	(10,607.16)	0.00	(10,607.16)	12,094.19	0.00	12,094.19
Operating-MMKT-FFB*	(135.93)	0.00	(135.93)	(160,948.03)	0.00	(160,948.03)
Other Cash Changes	0.00	0.00	0.00	(100.00)	0.00	(100.00)
Tenants Security Deposits - FLH	(1,000.00)	0.00	(1,000.00)	(74.00)	0.00	(74.00)
Authorized Reserve - Other	0.00	0.00	0.00	(10,000.00)	0.00	(10,000.00)
Tenant Receivables	782.00	0.00	782.00	3,243.00	0.00	3,243.00
Other Receivables	6,794.38	0.00	6,794.38	(12,710.06)	0.00	(12,710.06)
Rental Assistance	1,414.00	0.00	1,414.00	(5,980.00)	0.00	(5,980.00)
Accounts Payable - Trade	0.00	0.00	0.00	(9,642.50)	0.00	(9,642.50)
Accrued Sewer Fees	2,469.58	0.00	2,469.58	25,723.53	0.00	25,723.53
Accrued Property Taxes	2,500.00	0.00	2,500.00	22,375.36	0.00	22,375.36
Accrued Property Taxes	1,499.75	0.00	1,499.75	0.00	0.00	0.00
Accrued Local Administration Fee	625.00	0.00	625.00	0.00	0.00	0.00
<b>Total Other Cash Flow Items</b>	<b>\$ 4,339.31</b>	<b>\$ 0.00</b>	<b>\$ 4,339.31</b>	<b>\$ (126,268.57)</b>	<b>\$ 0.00</b>	<b>\$ (126,268.57)</b>
<b>Net Operating Cash Change</b>	<b>\$ (70,589.85)</b>	<b>\$ 171.61</b>	<b>\$ (70,761.46)</b>	<b>\$ (49,178.61)</b>	<b>\$ 2,059.00</b>	<b>\$ (51,237.61)</b>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 88,989.56	\$ 39,810.95	\$ (49,178.61)
Operating-MMKT-FFB*	0.00	160,948.03	160,948.03
Cash - FLH Operating Acct TCB	77,838.00	77,838.00	0.00
Cash - FLH Operating Acct-Umpq	255,643.00	255,643.00	0.00
Tax & Insurance - FFB	192,911.66	92,559.11	(100,352.55)
Tax & Insurance - MMKT - FFB*	(74.62)	88,183.74	88,258.36
RD Reserves - FFB	44,307.73	9,057.79	(35,249.94)
RD Reserves - MMKT - FFB*	0.00	60,000.00	60,000.00
Cash - FLH Security Deposits-TCB	49,340.00	49,340.00	0.00
Cash - FLH Reserves-TCB	364,191.00	364,191.00	0.00
<b>Payables &amp; Receivables:</b>			
Accounts Payable - Trade	9,642.50	0.00	(9,642.50)
Rents Receivable - Current Tenants	5,826.35	2,593.35	(3,233.00)
Allowance for Doubtful Accounts	(60.00)	(60.00)	0.00
Other Tenant Charges Receivable	10.00	0.00	(10.00)

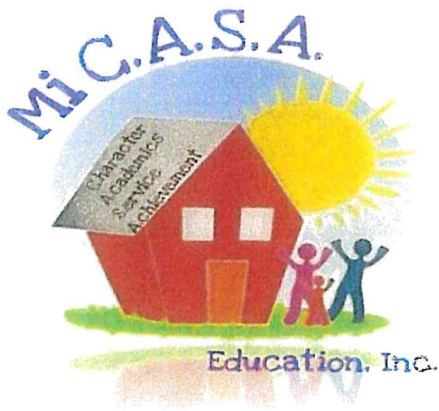


Gridley Farm Labor 645  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Maintenance &amp; Operating Expenses:</b>						
Maintenance Payroll	\$ 7,587.44	\$ 6,820.91	\$ 766.53	\$ 89,339.91	\$ 81,851.00	\$ 7,488.91
Janitorial/Cleaning Supplies	281.29	79.75	201.54	2,182.26	957.00	1,225.26
Plumbing Repairs	0.00	832.91	(832.91)	1,960.00	9,995.00	(8,035.00)
Painting & Decorating	512.89	199.41	313.48	3,618.35	2,393.00	1,225.35
Repairs & Maintenance - Supply	1,887.75	1,532.34	355.41	22,832.15	18,388.00	4,444.15
Repairs & Maintenance - Contract	13,131.18	2,252.91	10,878.27	21,586.31	27,035.00	(5,448.69)
Grounds Maintenance	8,741.00	8,000.00	741.00	107,405.74	96,000.00	11,405.74
Pest Control Service	0.00	249.41	(249.41)	1,225.00	2,993.00	(1,768.00)
Fire/Alarm Services	0.00	1,588.50	(1,588.50)	1,233.92	19,062.00	(17,828.08)
Security Service	2,137.63	0.00	2,137.63	21,798.79	0.00	21,798.79
Repairs & Maintenance - Other	88,728.15	11,983.34	76,744.81	114,849.23	143,800.00	(28,950.77)
Repairs & Maintenance - Flooring	0.00	975.00	(975.00)	1,829.52	11,700.00	(9,870.48)
Repairs & Maintenance - Appliance	1,436.05	697.25	738.80	8,688.95	8,367.00	321.95
Repairs & Maintenance - HVAC	0.00	250.00	(250.00)	556.70	3,000.00	(2,443.30)
Repairs & Maintenance - Water Heaters	0.00	142.50	(142.50)	0.00	1,710.00	(1,710.00)
Carpet Cleaning	0.00	25.09	(25.09)	0.00	301.00	(301.00)
HVAC Repairs	0.00	53.41	(53.41)	3,689.44	641.00	3,048.44
Cable Service	0.00	178.75	(178.75)	0.00	2,145.00	(2,145.00)
Tenant Services	0.00	41.66	(41.66)	132.32	500.00	(367.68)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 124,443.38</b>	<b>\$ 35,903.14</b>	<b>\$ 88,540.24</b>	<b>\$ 402,928.59</b>	<b>\$ 430,838.00</b>	<b>\$ (27,909.41)</b>
<b>Utilities:</b>						
Electricity	\$ 3,055.03	\$ 2,666.66	\$ 388.37	\$ 30,684.71	\$ 32,000.00	\$ (1,315.29)
Water	0.00	2,916.66	(2,916.66)	23,374.01	35,000.00	(11,625.99)
Sewer	2,469.58	2,174.41	295.17	25,723.53	26,093.00	(369.47)
Heating Fuel/Other	93.09	583.34	(490.25)	3,662.47	7,000.00	(3,337.53)
Garbage & Trash Removal	1,648.35	2,500.00	(851.65)	25,637.74	30,000.00	(4,362.26)
<b>Total Utilities</b>	<b>\$ 7,266.05</b>	<b>\$ 10,841.07</b>	<b>\$ (3,575.02)</b>	<b>\$ 109,082.46</b>	<b>\$ 130,093.00</b>	<b>\$ (21,010.54)</b>
<b>Administrative:</b>						
Manager's Salary	\$ 4,732.56	\$ 7,713.59	\$ (2,981.03)	\$ 83,311.67	\$ 92,563.00	\$ (9,251.33)
Management Fees	3,126.00	6,715.00	(3,589.00)	89,902.00	80,580.00	9,322.00
Bad Debt Expense	10.00	0.00	10.00	1,069.50	0.00	1,069.50
Auditing	666.67	666.66	.01	23,714.14	8,000.00	15,714.14
Legal	5.93	291.66	(285.73)	79.68	3,500.00	(3,420.32)
Other Administrative Expenses	0.00	0.00	0.00	948.60	0.00	948.60
<b>Total Administrative Expense</b>	<b>\$ 8,541.16</b>	<b>\$ 15,386.91</b>	<b>\$ (6,845.75)</b>	<b>\$ 199,025.59</b>	<b>\$ 184,643.00</b>	<b>\$ 14,382.59</b>
<b>Taxes &amp; Insurance Reserve For:</b>						
Real Estate Taxes	\$ 1,499.75	\$ 1,493.34	\$ 6.41	\$ 17,997.00	\$ 17,920.00	\$ 77.00
Special Assessments	2,500.00	2,117.50	382.50	30,000.00	25,410.00	4,590.00
Property Insurance	6,127.71	4,899.41	1,228.30	74,327.42	58,793.00	15,534.42

Gridley Farm Labor 645  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Total Taxes & Insurance Expense	\$ 10,127.46	\$ 8,510.25	\$ 1,617.21	\$ 122,324.42	\$ 102,123.00	\$ 20,201.42
Other Taxes & Insurance:						
Payroll Taxes	\$ 935.12	\$ 1,270.59	\$ (335.47)	\$ 14,525.96	\$ 15,247.00	\$ (721.04)
Other Taxes, Fees & Permits	492.45	116.34	376.11	11,965.55	1,396.00	10,569.55
Bond Premiums	0.00	15.00	(15.00)	571.00	180.00	391.00
Worker's Compensation Insurance	517.60	1,075.84	(558.24)	6,841.47	12,910.00	(6,068.53)
Personnel Medical Insurance	37.66	2,878.34	(2,840.68)	240.17	34,540.00	(34,299.83)
Total Other Taxes & Insurance	\$ 1,982.83	\$ 5,356.11	\$ (3,373.28)	\$ 34,144.15	\$ 64,273.00	\$ (30,128.85)
Other Project Expenses						
Telephone & Answering Service	\$ 65.52	\$ 314.66	\$ (249.14)	\$ 967.65	\$ 3,776.00	\$ (2,808.35)
Internet Service	390.03	135.34	254.69	4,225.90	1,624.00	2,601.90
Advertising	0.00	375.00	(375.00)	468.17	4,500.00	(4,031.83)
Water/Coffee Service	14.48	0.00	14.48	108.93	0.00	108.93
Office Supplies & Expense	235.58	504.41	(268.83)	3,187.81	6,053.00	(2,865.19)
Postage	74.27	41.75	32.52	303.69	501.00	(197.31)
Toner/Copier Expense	8.43	27.75	(19.32)	346.15	333.00	13.15
Office Furniture & Equipment Expense	0.00	0.00	0.00	516.44	0.00	516.44
Travel & Promotion	56.25	611.91	(555.66)	918.00	7,343.00	(6,425.00)
Training Expense	99.16	104.16	(5.00)	1,045.33	1,250.00	(204.67)
Credit Checking	0.00	13.41	(13.41)	229.88	161.00	68.88
Employee Meals	0.00	29.84	(29.84)	0.00	358.00	(358.00)
Total Other Project Expenses	\$ 943.72	\$ 2,158.23	\$ (1,214.51)	\$ 12,317.95	\$ 25,899.00	\$ (13,581.05)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$ .37	\$ 150,707.52	\$ 150,703.00	\$ 4.52
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 7,500.00	\$ 7,500.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	34,500.00	34,500.00	0.00
Total Mortgage & Owner's Exp.	\$ 16,058.96	\$ 16,058.59	\$ .37	\$ 192,707.52	\$ 192,703.00	\$ 4.52
Total Expenses	\$ 169,363.56	\$ 94,214.30	\$ 75,149.26	\$ 1,072,530.68	\$ 1,130,572.00	\$ (58,041.32)
Reserves						
Authorized Reserve - Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00



SEP 18 2024

16

**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

**THANK YOU FOR YOUR SUPPORT!**

**Thanks** to your generosity, Mi C.A.S.A. saw many exciting achievements during 2023 – 2024 academic year. Farm labor students were volunteers at several community functions and received many academic honors. Many family members were involved with Mi C.A.S.A. programs and activities.

**Students** supported the Gridley Chamber of Commerce during Red Suspenders Days and the winter Parade of Lights. They **volunteered** at the Gridley LIONS Club Easter Egg Hunt and the Gridley Museum fundraising dinner. They generously donated many hours of help to the Community Action Agency food distribution to farm labor families. At Christmas time students supported the local Arcade and Our Town Pizza in downtown Gridley. If we can help you with your planned events, let us know! **We look forward to volunteering to help you!**

Student **achievements** were at every academic level. There were 2 graduate students that received master's degrees in May, 2 others earned their bachelor's degrees and 2 others their associate degrees. At the high school all three graduates received academic recognition at the high school awards night. How great was that!!

Tutors and staff teamed up with Migrant Education tutors to provide personalized lessons in math. Together we focused on areas that needed clarification and additional understanding. It was a positive collaboration!!

**Parents** supported Mi CASA programs by having many fund raising activities. Our parents organized tamale sales, posole sales, bake sales, and a yard sale. They worked hard to match the individual donations of community members.

We know you have many demands for **your charitable giving**, and we ask you to strongly consider a generous gift to Mi C.A.S.A., your local students! 100% of your donation goes to support student services here, in Gridley. You may make monthly donations on PayPal (micasaeducation.com), or on face book (casa2casa), or in the self addressed envelope included.

**Your donation is not only appreciated but is the sole source of our funding.** We aren't a government funded program. Your support is critical to our sustainability and success.

Sincerely grateful for your donation, today,

Kathy McKenzie (director)

Grecia Ponce (treasurer)

Alma Luna, ( assistant directors)

Alexandra Ramirez (personnel director)

Date: October 11, 2024

MEMO

To: HACB Board of Commissioners

From: Larry Guanzon, Executive Director

Subject: Agenda Item 3.10 - Status Report: Bond-Financed and Other-owned Properties

Bond-Financed

- Alamont Apartments, Chico (30 units, family)
- Cordillera/Cameo Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (31 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Locust Apartments, Chico (10 units, family)
- Park Place Apartments, Oroville (40 units, senior)

Other-Owned

- Gridley Springs II, Gridley (24 units, family)
- Mayer Commons, Paradise (12 units, family)
- 2131 Fogg Ave, (1 single family house)

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

**Alamont Apartments, Chico** (30 units, family, RSC) – There was one (1) vacancy as of the first of October. This unit has since been re-rented as of this letter. All rents were collected for the month. Total YTD income is \$3,025 more than budget, at \$367,990. Total expenses are \$20,673 less than anticipated, bringing the NOI to \$23,698 more than budget, at \$233,537.



*Alamont Apartments, 811 West East Avenue, Chico*

**Cordillera/Cameo Apartments, Chico** (20 units, family, RSC) - The property had two (2) vacancies as of October 1<sup>st</sup>. RSC has reiterated all rents collected for the month. Total YTD

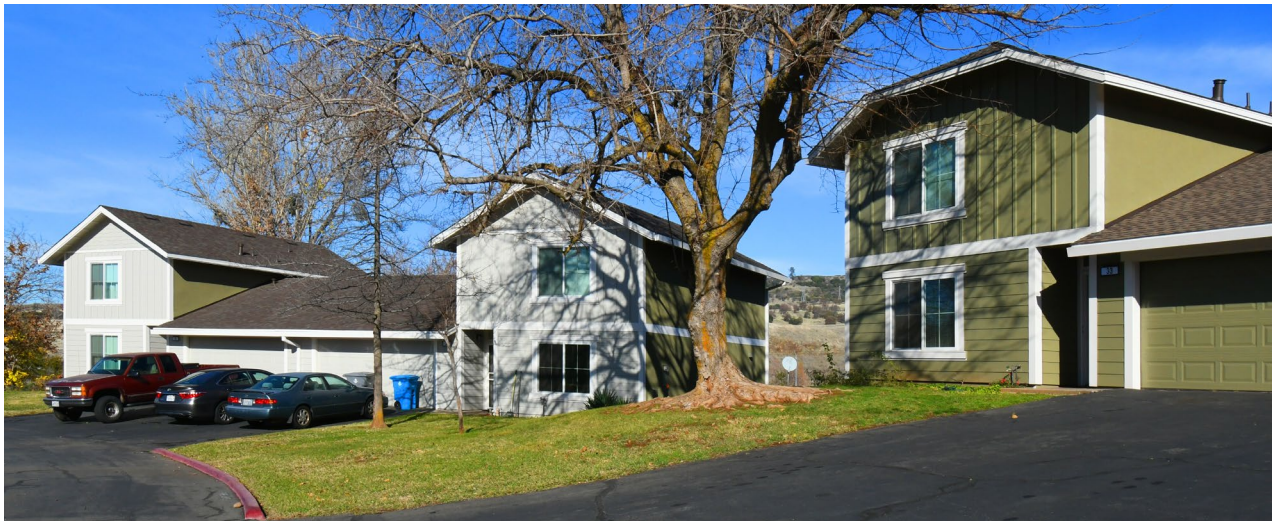
income is slightly higher than budget by \$82 at \$210,756. YTD vacancy loss is more than anticipated at \$10,580, or \$4,830 more than budget. Total Operating Expenses are higher by only \$96 at \$110,013 with NOI at \$100,743.



*Cordillera Apartments, Cameo Way, Chico*

**Evanswood Estates Apartments, Oroville** (31 units, family, RSC) – There was two (2) vacancies as of the first of the month. One unit did not pay rent for the month and just turned in their keys; all other rents were fully collected for the month. Total income YTD is \$310 more than anticipated, at \$469,953. Total YTD Operating Expenses are \$4,868 less than budget, at \$238,924. YTD NOI is \$4,558 more than budget, at \$231,029. Maintenance and utility expenses all came in higher YTD.

**Evanswood Estates Apartments, Oroville Units #21, 25, and 33**, tracked separately, were occupied with no unpaid rents. Income and expenses are all within or slightly ahead of budget, with expenses being lower than budget. YTD NOI is \$2,852 more than budget, at \$21,690.



*Evanswood Estates, Table Mountain Boulevard, Oroville - new exteriors.*



*Lincoln Apartments, 474 East 12<sup>th</sup> Street, Chico*

**Lincoln Apartments, Chico** (18 units, family, RSC) – Lincoln Apartments had no vacancy as of the first of the month; all rents were collected. Total YTD income is ahead of budget by \$1,360 at \$179,432. YTD Expenses are over budget by \$5,925, bringing YTD NOI to \$4,565 below budget at \$87,411. Exterior Rehabilitation including repairs to the upper level walkway and staircases, and painting of the building exterior are in process with the execution of a construction contract with the successful bidder. Prior to construction commencement on-site, HACB will meet with the 3rd party property manager and the general contractor to develop a strategic plan to minimize tenant disturbances during construction. Pending general contractor availability, we anticipate commencement next month with completion slated for early January, 2025.

**Locust Apartments, Chico** (10 units, family, RSC) – The property has zero (0) vacancy as of October 1<sup>st</sup>. Total income YTD is ahead of budget by \$4,286 at \$97,527. Total Expenses are lower than budget by \$14,475, so NOI came in higher than budget by \$17,101, at \$62,336. The majority of bond-funded capital improvements are complete, with replacement of water heaters, range hoods, and GFCI outlets installed.



*Locust Apartments, 1519 Locust Street, Chico*



*Park Place Apartments, 2105 Park Avenue, Oroville*

**Park Place Apartments, Oroville** (40 units, senior, RSC) – The month ended with no vacancy. All rents were paid for the month. Total YTD Income is higher than budget by \$14,537 at \$341,202. Our overall vacancy loss was \$5,260 less than anticipated; thus, the increase in Total Income YTD. Expenses are higher than budget due to costs associated with the four units previously turned over earlier this year. Turnover, and Maintenance expenses were higher than anticipated YTD, bringing NOI to \$566 less than budget, at \$184,217. Bond-funded work, including equipment and pergola replacements, upgrade of the Community Room, and site path of travel improvements, are in process, with property management collecting bids - work is anticipated for late in 2024.

### **Other-Owned Properties**

**Gridley Springs II**, Gridley (24 units, Family, Arrowhead Housing) The property has two (2) vacancies as of the 1<sup>st</sup> of October. Two approved households are scheduled to move in by 10-10-24. There are no additional 30-day notices. Property management has transitioned to Arrowhead Housing, with ending and starting balances confirmed. YTD income is down compared to budget, though rent increases will be implemented consistent with release of the annual Area Medium Income (AMI) schedules, upon which rents are structured. The actual budgeted amount will increase as the rent increases go in effect. Again, the total YTD Income is skewed on the budget due to rental increases yet to be incorporated. YTD expenses total \$178,010 or \$5,257 more than budget. NOI comes in YTD at \$8,815; thus, affecting the decrease in property's budgeted NOI. The decrease

YTD is attributed to less income collected as well as administrative expenses coming in higher than budget. Overages in software expenses, manager salaries, annual audit expenses, and annual distributions. Please find Arrowhead's short narrative, following.



*Gridley Springs Apartments II, 210 Ford Avenue, Gridley*

**Mayer Commons (Kathy Court Apartments), Paradise** (12 units, family, RSC) – Exterior work has progressed significantly. The siding and roofing installation are nearly complete, with the painting crew closely following the carpenters. The exterior finish work is expected to be completed by mid-October. The Town of Paradise conducted a 4-way inspection during the week of September 16<sup>th</sup>, where approval to insulate and install drywall was granted. Final completion is scheduled for April, 2025.

**2131 Fogg Ave, Oroville** (SFH, HACB) – The single-family house is vacant with building demolition scheduled to commence on October 17<sup>th</sup> and will be completed on October 23<sup>rd</sup>. HACB staff engaged with a consultant to prepare and send informational mail-pieces to registered Oroville voters regarding Measure N. The first of three mail-pieces was mailed to the voters on the week of October 7<sup>th</sup>. A ‘Frequently Asked Questions’ *Information on MEASURE N* document has been added to the HACB website to educate voters on the proposed project.



October 9, 2024

Larry Guanzon  
Executive Director  
Housing Authority of the County of Butte  
2039 Forest Ave  
Chico, CA 95928

RE: September 2024 HACB Monthly Financial Package

Dear Mr. Guanzon:

Below is a summary of the September 2024 key operational activities and highlights of significant financial results for HACB properties managed by RSC Associates, Inc. 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. 2023/2024 Performance Review
9. Capital Improvement Summary

### **1519 Locust Apartments**

#### **Monthly Highlights:**

- **Occupancy** – 100% at the end of September. There were no new move-ins or move-outs during the month.

#### **Annual Financial Summary:**

- **Revenue** -
  - Total rental income exceeded the budget for the years 2023 - 2024 by 4.5%. Total income increased by 2.5% over budget for the year.

Mr. Larry Guanzon, Executive Director  
Chico, California

- **Expenses -**
  - Total operating expenses for 2023 - 2024 were under budget by 29%.
- **Net Operating Income -** exceeded budget by 37% over the year.
- **Capital Improvements –**
  - 2020A Bond improvements for the year included:
    - Exterior dry rot repair and painting.
    - Interior improvements included a new refrigerator in unit #4 and new blinds in unit #7.
  - Other capital improvements included new kitchen cabinets and interior paint in unit #3.
- **Owner Distributions –**
  - The owner distribution for the year totaled \$60,250.07.

### Alamont Apartments

#### Monthly Highlights:

- **Occupancy –**
  - We ended September with 1 vacant, unit #17. We moved a new resident into the unit on October 5<sup>th</sup>. This resident lost their home in the Park fire.
- **Rent Collection –**
  - All residents have paid in full.
  - We received funds from a previous resident totaling \$114.36, which is reflected as a credit under Bad Debt Expense.
- **Expense Variances –**
  - Utility expenses - Water costs were over budget for the month and YTD. This overage is attributed to Cal Water rate increases exceeding our projection.
  - All other expense categories were at or below budget.

#### Annual Financial Summary:

- **Revenue -**
  - Total rental income exceeded the budget for the years 2023 - 2024 by 1.3% and increased by .83% over budget.

Mr. Larry Guanzon, Executive Director  
Chico, California

- **Expenses –**
  - Total utility expenses over budget for the year due to water fee increases year over year. In the 2023-2024 fiscal year, the water costs increased 50%.
  - Total operating expenses for 2023 - 2024 were under budget by 13%.
- **Net Operating Income** was above budget by \$23,698.39 or 11% for the reasons described above.
- **Capital Improvements –**
  - 2020A Bond improvements for the year included:
    - A/C unit replaced for unit #19
    - New range in unit #6, refrigerator in unit #22, and dishwasher in unit #15.
  - Other capital improvements included the fabrication and installation of the pool entry gate.

### Cordillera/Cameo Drive Apartments

#### Monthly Highlights:

- **Occupancy –**
  - We ended September with two vacant units, 37-4 and 41-3A. We are interested in 37-4, but there are no qualified applicants yet. Unit 41-3A is a Behavior Health unit. We are working closely with them to find a qualified resident for this unit.
- **Rent Collection -**
  - All residents have paid in full.
- **Expense Variances -**
  - Expense categories were within the budget for September.
- **Owner Distributions –**
  - The monthly owner distribution for September was \$30,890.00.

#### Annual Financial Summary

- **Revenue**
  - Total Income was in line with the budget for the year.
- **Expenses**
  - Total Operating Expenses were in line with the budget for the year.

**Net Operating Income** met budget for 2023 - 2024.

- **Capital Improvements –**
  - 2020A Bond improvements for the year included:
    - A/C unit replaced for unit 41-2

Mr. Larry Guanzon, Executive Director  
Chico, California

- Replaced dishwasher in units 41-1 and 45-3
  - Replaced range in 45-3 and 45-2.
  - Replaced refrigerator 45-3
  - New carpet in units 45-3, 49-3 and 49-4
  - New furnace in 45-1
- Other capital improvements
- Refurbished countertop in unit 45-3
  - Interior paint in units 37-1, 45-3, 49-3, 49-4

### **Evanswood Estates Apartments**

#### **Monthly Highlights:**

- **Occupancy**—We had two move-ins during the month, units 36 and 41. We also had two move-outs, units 364 and 368, resulting in two vacant units at the end of September. We are currently processing applications for both units.
- **Rent Collection -**
  - Unit #12 did not pay rent in September. They turned in their keys and moved out of the unit in October.
  - All other tenants paid in full.
- **Expense Variances -**
  - Water and expenses were over budget for September and YTD by 23%.
  - Turnover expenses were over budget by \$2,539.66 as we prepared units #36 and #41 for move-ins in September.
  - Total Operating expenses over budget by \$1,303, primarily due to turnover costs.
- **Owner Distribution**
  - The monthly owner distribution for September was \$40,413.08.

#### **Annual Financial Summary**

- **Revenue**
  - Total Income – was in line with the budget for the year.
- **Expenses**
  - Utility Expenses were over budget by \$2,674.56 due to water rate increases by Cal Water.
  - Total Operating Expenses were in line with the budget for the year.
- **Net Operating Income** exceeded budget by \$4,558.16 or 2%.
- **Capital Improvements –**
  - 2020A Bond improvements for the year included:
    - Water heater was replaced for units #24 and #360

Mr. Larry Guanzon, Executive Director  
Chico, California

- Replaced dishwasher in unit #21
- Replaced range in units #20 and #24
- Replaced flooring in unit #4
- Replaced the A/C in unit #29
- Other capital improvements
  - Replaced flooring in units #40 and #41.
  - New property monument sign.
  - Dishwasher in units #36.
  - Interior paint in units #4, #28, and #40.

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

#### Monthly Highlights:

- **Occupancy** – 100% at the end of August.
- **Rent Collection** – 100% of rent was collected.
- **Expense Variances**- In line with budget.
- **Owner Distributions** –
  - The monthly owner distribution for September was \$2,336.86.

#### Annual Financial Summary:

- **Revenue**
  - Total Income – actual was 6% higher than budget.
- **Expenses**
  - Total Operating Expenses in line for the year.
- **Net Operating Income**
  - Exceeded budget by \$2,852.92 or 3.77%.

### Mayer Commons (Kathy Court Apartments):

- **Annual Financial Summary**

#### **Expense Variances**

- All operating expenses were in line with the budget for the year.

Mr. Larry Guanzon, Executive Director  
Chico, California

## Lincoln Apartments

### Monthly Highlights:

- **Occupancy**—We had one move-in during September, unit #14, and no new move-outs. As of the end of September, the property was 100% occupied.
- **Rent Collection**
  - All units are paid in full.
- **Expense Variances**
  - Expenses over budget primarily due to pest extermination of the interior units. We had all units treated for pest infestation.
  - Turnover costs included interior painting of unit #14 and minor repairs in the unit to make the unit rent ready.
- **Capital Improvements**
  - Replacement of A/C in units #4, #7, & #18.

### Annual Financial Summary:

- **Revenue**
  - Total Income was over budget for the year.
- **Expenses**
  - Total Operating Expenses were over budget by \$6,197.70 for the following key reasons:
    - Much of this variance is attributed to higher Resident Manager costs as we hired and trained a new manager in June.
    - Project Fee costs were higher due to the replacement of windows and electrical panels.
    - Exterminator costs described above.
- **Net Operating Income**, also affected by vacancy, was under budget by \$4,837.47.
- **Capital Improvements –**
  - 2020A Bond improvements for the year included:
    - Replaced refrigerator in unit #18
    - Replaced carpet in unit #1, #14, and #18
    - Replaced kitchen vinyl in unit #8
  - Other capital improvements
    - Window and electrical panel replacement in all units.
    - Water heater replacement in unit #17.
    - AC replacement in units #4, #7, and #18.
    - Blind replacement in units #8 and #18.
    - Countertop replacement in unit #18.

Mr. Larry Guanzon, Executive Director  
Chico, California

- Kitchen vinyl was replaced in unit #1
- Interior paint was completed in units #8 and #18.

### **Park Place Apartments**

#### **Monthly Highlights:**

- **Site Community Manager-** After eight years, Esther Doolittle retired and moved to Ohio to be with her son and grandchildren. Her last day will be October 14<sup>th</sup>. We have promoted Kristi Shaner to the Community Manager position.
- **Occupancy** – 100% as of the end of September. There are no notices.
- **Rent Collection** –
  - All residents have paid in full.
- **Expense Variances** -
  - Resident Manager expenses were higher due to training costs for the new Manager.
  - Maintenance costs were over budget as we had the roofs, gutters, and drains cleaned in September.

#### **Annual Financial Summary**

- **Revenue**
  - Total Income – \$13,220.09 over budget due to higher Rental Potential and lower Vacancy loss.
- **Expenses**
  - Total Operating Expenses were over budget at \$12,653.14. Most of this variance is attributed to turnover costs and removing large limbs that broke off a tree.
- **Net Operating Income** was slightly above the budget for the year.
- **Capital Improvements** –
  - 2020A Bond improvements for the year included:
    - Replaced refrigerator in unit #15, #18, #39
    - Replaced range in unit #17
    - Replaced flooring in units #8, #10, #16, #18, #20, #29, #35, #39, #40
  - Other capital improvements
    - Pergola removal
    - Water heater replacement in unit #30.
    - Tub/Shower replacement in units #3 and #38.
    - Kitchen vinyl was replaced in unit #28
    - Replacement of the property monument signs along Myers Street and Park Avenue.
    - Interior paint in units #6, #8, #29 and #39.

Mr. Larry Guanzon, Executive Director  
Chico, California

- **Capital Projects in Progress –**
  - We are working with CSS Concrete on replacing the cement around the office, laundry room, and clubhouse in 2025. This project may extend to other parts of the community.

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

Respectfully,



Susan Critser, CPM®  
Regional Property Manager

cc: Richard Gillaspie





## GRIDLEY SPRINGS October 2024

### Property Status:

1. GS1 has Zero vacant units with Zero notices to vacate.
2. GS2 has 2 vacant units with Zero notices to vacate.  
Both units are scheduled for Move ins by 10/10/24.
3. Annual buildings/carports/gutters power washing  
being completed for both properties.
4. GS1 FY24 budget is being reviewed for submission to  
USDA.
5. GS2 Fiscal year ended successfully on 9/30/2024 and  
financials are being prepared and will be out by  
10/10/2024.

Sincerely,  
Mac Upshaw

## GRIDLEY SPRINGS 2 Budget Comparison September 30, 2024

	Month Ending 09/30/2024				Year to Date 09/30/2024			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b>Income</b>								
<b>Rental Income</b>								
5120 - Rent Revenue -- Gross Potential	16,752.00	18,800.00	(2,048.00)	(10.89)	184,257.00	225,600.00	(41,343.00)	(18.32)
5180 - Local Section 8 Subsidy Revenue	457.00	0.00	457.00	100.00	8,601.00	0.00	8,601.00	100.00
<b>Total Rental Income</b>	<b>17,209.00</b>	<b>18,800.00</b>	<b>(1,591.00)</b>	<b>(8.46)</b>	<b>192,858.00</b>	<b>225,600.00</b>	<b>(32,742.00)</b>	<b>(14.51)</b>
<b>Vacancy, Losses &amp; Concessions</b>								
5220 - Vacancy Loss - Apartments	(1,384.00)	(376.00)	(1,008.00)	(268.08)	(8,098.00)	(4,512.00)	(3,586.00)	(79.47)
<b>Total Vacancy, Losses &amp; Concessions</b>	<b>(1,384.00)</b>	<b>(376.00)</b>	<b>(1,008.00)</b>	<b>(268.08)</b>	<b>(8,098.00)</b>	<b>(4,512.00)</b>	<b>(3,586.00)</b>	<b>(79.47)</b>
<b>Net Rental Income</b>	<b>15,825.00</b>	<b>18,424.00</b>	<b>(2,599.00)</b>	<b>(14.10)</b>	<b>184,760.00</b>	<b>221,088.00</b>	<b>(36,328.00)</b>	<b>(16.43)</b>
<b>Financial Income</b>								
5410 - Interest Revenue	0.00	0.00	0.00	0.00	433.63	0.00	433.63	100.00
5440 - Interest Revenue -- Replacement Reserve	2.59	0.00	2.59	100.00	8.82	0.00	8.82	100.00
<b>Total Financial Income</b>	<b>2.59</b>	<b>0.00</b>	<b>2.59</b>	<b>100.00</b>	<b>442.45</b>	<b>0.00</b>	<b>442.45</b>	<b>100.00</b>
<b>Other Income</b>								
5910 - Laundry Revenue	0.00	87.00	(87.00)	(100.00)	126.51	1,000.00	(873.49)	(87.34)
5920 - Tenant Charges (Late Fees, Damages)	0.00	540.00	(540.00)	(100.00)	1,459.30	6,500.00	(5,040.70)	(77.54)
5950 - Utility Bill Back Revenue	14.45	0.00	14.45	100.00	37.40	0.00	37.40	100.00
<b>Total Other Income</b>	<b>14.45</b>	<b>627.00</b>	<b>(612.55)</b>	<b>(97.69)</b>	<b>1,623.21</b>	<b>7,500.00</b>	<b>(5,876.79)</b>	<b>(78.35)</b>
<b>Total Income</b>	<b>15,842.04</b>	<b>19,051.00</b>	<b>(3,208.96)</b>	<b>(16.84)</b>	<b>186,825.66</b>	<b>228,588.00</b>	<b>(41,762.34)</b>	<b>(18.26)</b>
<b>Expenses</b>								
<b>Administrative Expenses</b>								
6255 - Credit Check Expense	257.70	0.00	(257.70)	(100.00)	658.06	0.00	(658.06)	(100.00)
6308 - Training	20.88	31.00	10.12	32.64	281.13	350.00	68.87	19.67
6310 - Office Salaries	0.00	0.00	0.00	0.00	447.59	0.00	(447.59)	(100.00)
6311 - Office Supplies	51.42	389.00	337.58	86.78	870.76	4,624.00	3,753.24	81.16
6315 - Software Expenses	249.78	0.00	(249.78)	(100.00)	4,028.68	0.00	(4,028.68)	(100.00)
6318 - Computer Licenses, Maint (IT services) and Supplies	100.00	0.00	(100.00)	(100.00)	900.00	0.00	(900.00)	(100.00)
6319 - IT Services	0.00	128.00	128.00	100.00	384.00	1,536.00	1,152.00	75.00
6320 - Management Fee Expense	945.00	1,080.00	135.00	12.50	12,915.00	12,960.00	45.00	0.34
6330 - Manager Salaries	2,012.17	1,875.00	(137.17)	(7.31)	26,005.85	22,500.00	(3,505.85)	(15.58)
6335 - Administrative Fees Expense	0.00	31.00	31.00	100.00	1,249.99	350.00	(899.99)	(257.14)
6340 - Legal Expense - Project	0.00	125.00	125.00	100.00	1,325.00	1,500.00	175.00	11.66
6350 - Audit Expense	0.00	0.00	0.00	0.00	9,000.00	4,200.00	(4,800.00)	(114.28)
6352 - Bank Fees	0.00	0.00	0.00	0.00	15.00	0.00	(15.00)	(100.00)
6360 - Telephone Expense	0.00	70.00	70.00	100.00	640.38	840.00	199.62	23.76
6390 - Misc. Administrative Expenses	101.89	0.00	(101.89)	(100.00)	13,157.89	0.00	(13,157.89)	(100.00)

## GRIDLEY SPRINGS 2 Budget Comparison September 30, 2024

	Month Ending 09/30/2024				Year to Date 09/30/2024			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
7004 - Employee Mileage	135.34	0.00	(135.34)	(100.00)	559.22	0.00	(559.22)	(100.00)
<b>Total Administrative Expenses</b>	<b>3,874.18</b>	<b>3,729.00</b>	<b>(145.18)</b>	<b>(3.89)</b>	<b>72,438.55</b>	<b>48,860.00</b>	<b>(23,578.55)</b>	<b>(48.25)</b>
<b>Marketing Expenses</b>								
6210 - Advertising and Marketing	0.00	20.00	20.00	100.00	23.06	250.00	226.94	90.77
<b>Total Marketing Expenses</b>	<b>0.00</b>	<b>20.00</b>	<b>20.00</b>	<b>100.00</b>	<b>23.06</b>	<b>250.00</b>	<b>226.94</b>	<b>90.77</b>
<b>Utilities</b>								
6449 - Utilities - Vacant	66.12	0.00	(66.12)	(100.00)	656.57	0.00	(656.57)	(100.00)
6450 - Electricity	323.32	310.00	(13.32)	(4.29)	3,306.93	3,720.00	413.07	11.10
6451 - Water	643.98	500.00	(143.98)	(28.79)	5,664.30	6,000.00	335.70	5.59
6452 - Gas	75.07	72.00	(3.07)	(4.26)	604.09	820.00	215.91	26.33
6453 - Sewer	845.04	820.00	(25.04)	(3.05)	9,135.86	9,840.00	704.14	7.15
<b>Total Utilities</b>	<b>1,953.53</b>	<b>1,702.00</b>	<b>(251.53)</b>	<b>(14.77)</b>	<b>19,367.75</b>	<b>20,380.00</b>	<b>1,012.25</b>	<b>4.96</b>
<b>Operating &amp; Maintenance Expenses</b>								
6512 - Maintenance Salaries	1,968.94	1,875.00	(93.94)	(5.01)	23,889.62	22,500.00	(1,389.62)	(6.17)
6519 - Pest Control	200.00	0.00	(200.00)	(100.00)	1,200.00	0.00	(1,200.00)	(100.00)
6520 - Contracts - Maint. & Repairs	0.00	1,663.00	1,663.00	100.00	12,432.00	20,000.00	7,568.00	37.84
6525 - Garbage & Trash Removal	504.62	563.00	58.38	10.36	7,572.26	6,800.00	(772.26)	(11.35)
6534 - Uniforms	0.00	0.00	0.00	0.00	97.55	0.00	(97.55)	(100.00)
6536 - Grounds Supplies	0.00	0.00	0.00	0.00	885.44	0.00	(885.44)	(100.00)
6537 - Grounds Contracts	135.44	0.00	(135.44)	(100.00)	2,406.37	0.00	(2,406.37)	(100.00)
6540 - Repair Materials	472.08	2,820.00	2,347.92	83.25	8,775.52	33,785.00	25,009.48	74.02
6543 - Repairs - Plumbing	23.58	0.00	(23.58)	(100.00)	5,063.70	0.00	(5,063.70)	(100.00)
6546 - Repairs - HVAC Repairs & Maintenance	99.00	500.00	401.00	80.20	1,415.87	6,000.00	4,584.13	76.40
6560 - Interior Paint Contract	2,090.00	0.00	(2,090.00)	(100.00)	4,025.00	0.00	(4,025.00)	(100.00)
6561 - Painting Supplies	321.20	0.00	(321.20)	(100.00)	2,497.56	0.00	(2,497.56)	(100.00)
<b>Total Operating &amp; Maintenance Expenses</b>	<b>5,814.86</b>	<b>7,421.00</b>	<b>1,606.14</b>	<b>21.64</b>	<b>70,260.89</b>	<b>89,085.00</b>	<b>18,824.11</b>	<b>21.13</b>
<b>Taxes &amp; Insurance</b>								
6711 - Payroll Taxes	298.10	420.00	121.90	29.02	4,574.31	5,018.00	443.69	8.84
6720 - Property & Liability Insurance (Hazard)	0.00	163.00	163.00	100.00	0.00	2,000.00	2,000.00	100.00
6722 - Workers Compensation Ins	307.33	293.00	(14.33)	(4.89)	3,327.63	3,560.00	232.37	6.52
6723 - Health Insurance and Other Employee Benefits	875.97	300.00	(575.97)	(191.99)	8,018.26	3,600.00	(4,418.26)	(122.72)
<b>Total Taxes &amp; Insurance</b>	<b>1,481.40</b>	<b>1,176.00</b>	<b>(305.40)</b>	<b>(25.96)</b>	<b>15,920.20</b>	<b>14,178.00</b>	<b>(1,742.20)</b>	<b>(12.28)</b>
<b>Total Operating Expenses</b>	<b>13,123.97</b>	<b>14,048.00</b>	<b>924.03</b>	<b>6.57</b>	<b>178,010.45</b>	<b>172,753.00</b>	<b>(5,257.45)</b>	<b>(3.04)</b>
<b>Net Operating Income (Loss)</b>	<b>2,718.07</b>	<b>5,003.00</b>	<b>(2,284.93)</b>	<b>(45.67)</b>	<b>8,815.21</b>	<b>55,835.00</b>	<b>(47,019.79)</b>	<b>(84.21)</b>
<b>Non-Operating Expenses</b>								
<b>Capital Expenditures</b>								
7340 - Plumbing Replacement	0.00	0.00	0.00	0.00	3,666.87	0.00	(3,666.87)	(100.00)

## GRIDLEY SPRINGS 2 Budget Comparison September 30, 2024

	Month Ending 09/30/2024				Year to Date 09/30/2024			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
7360 - Exterior Building	0.00	0.00	0.00	0.00	1,550.00	0.00	(1,550.00)	(100.00)
7368 - Office Equipment	0.00	0.00	0.00	0.00	429.00	0.00	(429.00)	(100.00)
7370 - Heating/AC Replacement	530.00	0.00	(530.00)	(100.00)	22,629.00	0.00	(22,629.00)	(100.00)
7380 - Appliance Replacement	640.98	0.00	(640.98)	(100.00)	1,028.99	0.00	(1,028.99)	(100.00)
7385 - Drapery and Blind Replacement	161.38	0.00	(161.38)	(100.00)	161.38	0.00	(161.38)	(100.00)
7387 - Door/Screen Replacement	0.00	0.00	0.00	0.00	195.62	0.00	(195.62)	(100.00)
7390 - Other Capital Expenses	0.00	0.00	0.00	0.00	1,200.00	0.00	(1,200.00)	(100.00)
<b>Total Capital Expenditures</b>	<b>1,332.36</b>	<b>0.00</b>	<b>(1,332.36)</b>	<b>(100.00)</b>	<b>30,860.86</b>	<b>0.00</b>	<b>(30,860.86)</b>	<b>(100.00)</b>
<b>Debt Services</b>								
6820 - Interest on Mortgage Payable - 1st	545.08	0.00	(545.08)	(100.00)	6,540.96	0.00	(6,540.96)	(100.00)
<b>Total Debt Services</b>	<b>545.08</b>	<b>0.00</b>	<b>(545.08)</b>	<b>(100.00)</b>	<b>6,540.96</b>	<b>0.00</b>	<b>(6,540.96)</b>	<b>(100.00)</b>
<b>Total Non-Operating Expenses</b>	<b>1,877.44</b>	<b>0.00</b>	<b>(1,877.44)</b>	<b>(100.00)</b>	<b>37,401.82</b>	<b>0.00</b>	<b>(37,401.82)</b>	<b>(100.00)</b>
<b>Net Income (Loss)</b>	<b>840.63</b>	<b>5,003.00</b>	<b>(4,162.37)</b>	<b>(83.19)</b>	<b>(28,586.61)</b>	<b>55,835.00</b>	<b>(84,421.61)</b>	<b>(151.19)</b>

**MEMO**

Date: October 11, 2024  
To: HACB Board of Commissioners  
From: Larry Guanzon, Deputy Executive Director  
Subject: Status Report – HACB Investor Limited Partner (ILP) LIHTC Properties

- Chico Commons Apartment, Chico (72 units, LIHTC, Family)
- Walker Commons Apartments, Chico (56 units, LIHTC, senior/disabled)
- 1200 Park Avenue Apartments, Chico (107 units, LIHTC, senior)

*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.*

**Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP: Banyard Management, PM: AWI)** –There are eight (8) vacancies as of the 1<sup>st</sup> of October. **Two** new households moved in last month. Increased vacancies were anticipated with lease up of the new tax-credit subsidized properties in the area. AWI has increased their marketing to address the dynamic and loss. AWI details current turnover status in the monthly narrative following, as well as unpaid rents for the month. The cost for three (3) exterior building balconies (12 total balconies) came in at approximately \$50,000 and has now been completed. We are also looking to upgrade more balconies and bids are being sought. The expense to rebuild the balconies will come out of property operating and reserves. Parking lot bids to repair/replace sections of asphalt have been obtained and work will be completed weather permitting. YTD income is up approximately \$4,540 compared to budget, at \$630,257, with total expenses \$45,133 less than budget YTD. Net income is \$49,673 more than budget, at \$104,946. Current Reserve Balance is \$533,216.58 The property is subject to repositioning, involving refinancing, capital improvements, and replacements. Please find AWI’s monthly narrative and financials for your review.



*Chico Commons Apartments, 2071 Amanda Way, Chico*



*Walker Commons Apartments, 678 Buttonwillow Lane, Chico*

**Walker Commons Apartments**, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAAHDC, PM: AWI) – The property had zero (0) vacancy as of October 1<sup>st</sup>. There are no thirty (30) day notices to vacate. Residents and staff have continued to partner to create monthly activities supporting all residents. Ice cream resident socials are held every Friday in the community room during the HOT Summer! YTD income is higher than budget by approximately \$46,118 with overall expenses lower than anticipated by \$56,375, bringing the property’s Net Profit to \$102,494 more than budget, at \$121,431. Total Property Reserves balance is \$673,211.81. Bids are being collected for elimination of trip hazards, exterior painting of fading siding and gutters/downspout replacement. Tree Trimming & Path-Lighting are also being planned. The property is subject to repositioning, involving refinance, capital improvements and replacements. Gutters, downspouts and fascia boards, windows, siding, and PTAC units need attention. The property generates significant cash, which will help with anticipated renovations. Please find the AWI monthly owners report following.



*Walker Commons Apartments, Chico - Community Room Building*



*1200 Park Avenue - Street Entry*

**1200 Park Avenue Apartments**, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – There are eight (8) vacancies as of this date. A total of one new move-in occurred in the past month and another later this month. There are also 2 transfers occurring within the month. AWI reviews the turnover and market ready status of these 8 units in their report, following. Unpaid rents are also being collected. AWI is processing applications and preparing the units for lease. Marketing efforts, including flyers have increased due to vacancies; many fixed-

extremely low-income applicants on the waiting lists have insufficient income to pay the 50-60% AMI rents. Bids are being sought for “sun” damaged or frayed window screens throughout the property. Landscaping needs are being addressed. CAA Food Distribution is on-going. North Valley Catholic Social Services and others are continuing to be contacted to provide activities for property residents. The residents and AWI staff continue to calendar events - monthly bingo and birthdays are celebrated. Usage of the conference room for an “art class” is scheduled every Thursday. Butte County Library is serving property residents. Please find AWI’s monthly financials following. YTD income is down by \$33,000, at \$795,614, due to not being able to increase rents to maximum allowed by tax-credit regulation, because of State and local rent restrictions, as well as vacancy loss being \$12,013 more than anticipated. YTD expenses come in at \$755,229, or \$30,683 less than budget. This brought the net profit YTD to \$2,317 more than budget at \$40,385. Total Reserve balance is \$387,407.85. The property is subject to repositioning, involving refinancing and capital improvements.



*1200 Park Avenue Apartments, Inner Courtyard view*

## Chico Commons Apartments September 2024



Separate *Variance Report* explaining budget differences and expenditures.  
The current reserve balance is \$533,216.58.

### Updates:

Chico Commons currently has 8 vacancies. 2 move-ins during the month of September. Several of current vacancies are attributed to non-payment of rent.

### **Vacancies:**

- **Unit #6** – (Vacated for non-payment to avoid eviction). Unit turn in process. Full paint completed, new flooring, blinds, detail cleaning.
- **Unit #16** – (Termination for non-payment) Unit close to market ready. Pending detail cleaning only.
- **Unit #60** – (Termination for non-payment) Full paint complete. Detail cleaning, new flooring, blinds, partial cabinets/drawers and doors. Working on applicant and reviewing the file.
- **Unit #57** – (Personal) Minor repairs needed with touch up painting.
- **Unit #3** – (Transfer to unit #65) flooring and cabinet repairs needed, general repairs pending.
- **Unit #47** – (Termination for non-payment) Major repairs needed, flooring, cabinets, cleaning.
- **Unit #39** – (Moved to a larger unit) Unit is market ready, Applicant apt: scheduled for 10/8/24.
- **Unit #13** – (Personal) flooring, painting and general repairs needed.

Management continues advertising via: flyers, signage and resident referrals.





Chico Commons 549  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 76,801.00	\$ 73,639.00	\$ 3,162.00	\$ 695,115.00	\$ 662,751.00	\$ 32,364.00
Vacancies	\$ (10,115.00)	\$ (4,418.34)	\$ (5,696.66)	\$ (74,483.00)	\$ (39,765.00)	\$ (34,718.00)
Rent Adjustments	0.00	(245.84)	245.84	(1,213.40)	(2,212.50)	999.10
Manager's Unit	(1,024.00)	(1,024.00)	0.00	(9,157.00)	(9,216.00)	59.00
<b>Total Tenant Rent</b>	<b>\$ 65,662.00</b>	<b>\$ 67,950.82</b>	<b>\$ (2,288.82)</b>	<b>\$ 610,261.60</b>	<b>\$ 611,557.50</b>	<b>\$ (1,295.90)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 872.66	\$ (872.66)	\$ 2,863.68	\$ 7,854.00	\$ (4,990.32)
Interest Income	48.72	7.25	41.47	1,394.47	65.25	1,329.22
Restricted Reserve Interest Incom	445.33	0.00	445.33	3,268.78	0.00	3,268.78
Late Charges	275.00	271.09	3.91	2,443.22	2,439.75	3.47
Other Tenant Income	138.25	422.25	(284.00)	9,666.73	3,800.25	5,866.48
Miscellaneous Income	0.00	0.00	0.00	358.99	0.00	358.99
<b>Other Project Income</b>	<b>\$ 907.30</b>	<b>\$ 1,573.25</b>	<b>\$ (665.95)</b>	<b>\$ 19,995.87</b>	<b>\$ 14,159.25</b>	<b>\$ 5,836.62</b>
<b>Total Project Income</b>	<b>\$ 66,569.30</b>	<b>\$ 69,524.07</b>	<b>\$ (2,954.77)</b>	<b>\$ 630,257.47</b>	<b>\$ 625,716.75</b>	<b>\$ 4,540.72</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 16,675.47	\$ 25,595.68	\$ (8,920.21)	\$ 233,982.83	\$ 230,361.00	\$ 3,621.83
Utilities (Page 3)	8,241.82	10,830.25	(2,588.43)	72,473.24	97,472.25	(24,999.01)
Administrative (Page 3)	9,543.66	12,465.50	(2,921.84)	106,874.23	112,189.50	(5,315.27)
Taxes & Insurance (Page 3)	3,386.92	3,084.82	302.10	33,122.58	27,763.50	5,359.08
Other Taxes & Insurance (Page 4)	1,590.89	3,410.00	(1,819.11)	12,707.56	30,690.00	(17,982.44)
Other Project Expenses (Page 4)	1,188.33	1,812.23	(623.90)	10,492.82	16,310.25	(5,817.43)
<b>Total O&amp;M Expenses</b>	<b>\$ 40,627.09</b>	<b>\$ 57,198.48</b>	<b>\$ (16,571.39)</b>	<b>\$ 469,653.26</b>	<b>\$ 514,786.50</b>	<b>\$ (45,133.24)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$ .01	\$ 23,437.53	\$ 23,437.50	\$ .03
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 9,720.00	\$ 9,720.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	22,500.00	22,500.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 6,184.17</b>	<b>\$ 6,184.16</b>	<b>\$ .01</b>	<b>\$ 55,657.53</b>	<b>\$ 55,657.50</b>	<b>\$ .03</b>
<b>Total Project Expenses</b>	<b>\$ 46,811.26</b>	<b>\$ 63,382.64</b>	<b>\$ (16,571.38)</b>	<b>\$ 525,310.79</b>	<b>\$ 570,444.00</b>	<b>\$ (45,133.21)</b>
<b>Net Profit (Loss)</b>	<b>\$ 19,758.04</b>	<b>\$ 6,141.43</b>	<b>\$ 13,616.61</b>	<b>\$ 104,946.68</b>	<b>\$ 55,272.75</b>	<b>\$ 49,673.93</b>

Chico Commons 549  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (445.33)	\$ 0.00	\$ (445.33)	\$ (103,268.78)	\$ 0.00	\$ (103,268.78)
T & I Transfers	(3,209.54)	0.00	(3,209.54)	(28,834.08)	0.00	(28,834.08)
Operating - MMKT- FFB*	(24.68)	0.00	(24.68)	206,770.11	0.00	206,770.11
Security Deposits Held	400.00	0.00	400.00	(2,135.00)	0.00	(2,135.00)
Authorized Reserve - Other	0.00	(8,087.50)	8,087.50	0.00	(72,787.50)	72,787.50
Pending Reserves	0.00	0.00	0.00	(17,000.00)	0.00	(17,000.00)
Tenant Receivables	(4,264.00)	0.00	(4,264.00)	963.96	0.00	963.96
Other Receivables	4,111.92	0.00	4,111.92	38,773.27	0.00	38,773.27
Furniture and Equipment	0.00	0.00	0.00	(357.21)	0.00	(357.21)
Accounts Payable - Trade	0.00	0.00	0.00	(30,633.02)	0.00	(30,633.02)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	(7,812.47)	0.00	(7,812.47)
Partner's Equity	0.00	0.00	0.00	(76,798.00)	0.00	(76,798.00)
<b>Total Other Cash Flow Items</b>	<b>\$ (827.46)</b>	<b>\$ (8,087.50)</b>	<b>\$ 7,260.04</b>	<b>\$ (20,331.22)</b>	<b>\$ (72,787.50)</b>	<b>\$ 52,456.28</b>
<b>Net Operating Cash Change</b>	<b>\$ 18,930.58</b>	<b>\$ (1,946.07)</b>	<b>\$ 20,876.65</b>	<b>\$ 84,615.46</b>	<b>\$ (17,514.75)</b>	<b>\$ 102,130.21</b>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 11,486.39	\$ 96,101.85	\$ 84,615.46
Operating - MMKT- FFB*	235,996.02	29,225.91	(206,770.11)
Tax & Insurance-FFB	31,796.70	60,630.78	28,834.08
Security Deposit - FFB	44,775.00	44,775.00	0.00
Reserve Acct-FFB	46,082.80	8,862.00	(37,220.80)
Reserve Acct - MMKT - FFB*	361,365.00	524,354.58	162,989.58
<b>Payables &amp; Receivables:</b>			
Accounts Payable - Trade	24,216.07	(6,416.95)	(30,633.02)
Rents Receivable - Current Tenants	17,720.84	13,700.04	(4,020.80)
Allowance for Doubtful Accounts	(2,666.60)	(2,407.61)	258.99
Other Tenant Charges Receivable	2,090.73	4,888.58	2,797.85

Chico Commons 549  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Maintenance &amp; Operating Expenses:</b>						
Maintenance Payroll	\$ 5,473.15	\$ 6,044.16	\$ (571.01)	\$ 45,459.60	\$ 54,397.50	\$ (8,937.90)
Janitorial/Cleaning Supplies	51.53	137.34	(85.81)	681.79	1,236.00	(554.21)
Plumbing Repairs	671.96	468.16	203.80	4,138.80	4,213.50	(74.70)
Painting & Decorating	0.00	508.16	(508.16)	6,973.79	4,573.50	2,400.29
Repairs & Maintenance - Supply	3,245.45	3,707.09	(461.64)	22,678.79	33,363.75	(10,684.96)
Repairs & Maintenance - Contract	649.68	1,727.66	(1,077.98)	27,002.65	15,549.00	11,453.65
Grounds Maintenance	(400.00)	2,008.34	(2,408.34)	18,395.00	18,075.00	320.00
Pest Control Service	489.00	746.09	(257.09)	8,961.00	6,714.75	2,246.25
Fire/Alarm Services	150.00	740.00	(590.00)	3,580.76	6,660.00	(3,079.24)
Capital Improvements - Other	2,862.78	5,209.50	(2,346.72)	32,758.22	46,885.50	(14,127.28)
Capital Improvements - Flooring	1,394.37	2,433.34	(1,038.97)	18,385.82	21,900.00	(3,514.18)
Capital Improvements - Appliances	444.25	858.34	(414.09)	20,840.77	7,725.00	13,115.77
Capital Improvements - HVAC Repl.	0.00	0.00	0.00	8,520.46	0.00	8,520.46
Carpet Cleaning	169.00	66.25	102.75	826.98	596.25	230.73
HVAC Repairs	1,283.00	820.00	463.00	13,853.00	7,380.00	6,473.00
Cable Service	191.30	79.59	111.71	925.40	716.25	209.15
Tenant Services	0.00	41.66	(41.66)	0.00	375.00	(375.00)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 16,675.47</b>	<b>\$ 25,595.68</b>	<b>\$ (8,920.21)</b>	<b>\$ 233,982.83</b>	<b>\$ 230,361.00</b>	<b>\$ 3,621.83</b>
<b>Utilities:</b>						
Electricity	\$ 898.84	\$ 879.91	\$ 18.93	\$ 8,244.21	\$ 7,919.25	\$ 324.96
Water	3,383.23	2,754.84	628.39	18,100.85	24,793.50	(6,692.65)
Sewer	1,698.11	2,746.59	(1,048.48)	16,981.10	24,719.25	(7,738.15)
Heating Fuel/Other	876.74	1,933.91	(1,057.17)	11,717.78	17,405.25	(5,687.47)
Garbage & Trash Removal	1,384.90	2,515.00	(1,130.10)	17,429.30	22,635.00	(5,205.70)
<b>Total Utilities</b>	<b>\$ 8,241.82</b>	<b>\$ 10,830.25</b>	<b>\$ (2,588.43)</b>	<b>\$ 72,473.24</b>	<b>\$ 97,472.25</b>	<b>\$ (24,999.01)</b>
<b>Administrative:</b>						
Manager's Salary	\$ 4,284.23	\$ 5,865.66	\$ (1,581.43)	\$ 36,731.52	\$ 52,791.00	\$ (16,059.48)
Management Fees	3,816.00	3,816.00	0.00	34,344.00	34,344.00	0.00
Bad Debt Expense	0.00	1,269.25	(1,269.25)	25,051.09	11,423.25	13,627.84
Auditing	725.00	666.66	58.34	6,116.69	6,000.00	116.69
Legal	718.43	833.34	(114.91)	4,630.93	7,500.00	(2,869.07)
Other Administrative Expenses	0.00	14.59	(14.59)	0.00	131.25	(131.25)
<b>Total Administrative Expense</b>	<b>\$ 9,543.66</b>	<b>\$ 12,465.50</b>	<b>\$ (2,921.84)</b>	<b>\$ 106,874.23</b>	<b>\$ 112,189.50</b>	<b>\$ (5,315.27)</b>
<b>Taxes &amp; Insurance Reserve For:</b>						
Real Estate Taxes	\$ 0.00	\$ 92.66	\$ (92.66)	\$ 0.00	\$ 834.00	\$ (834.00)
Property Insurance	3,386.92	2,992.16	394.76	33,122.58	26,929.50	6,193.08
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 3,386.92</b>	<b>\$ 3,084.82</b>	<b>\$ 302.10</b>	<b>\$ 33,122.58</b>	<b>\$ 27,763.50</b>	<b>\$ 5,359.08</b>

Chico Commons 549  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Taxes &amp; Insurance:</b>						
Payroll Taxes	\$ 819.96	\$ 1,069.75	\$ (249.79)	\$ 7,342.60	\$ 9,627.75	\$ (2,285.15)
Other Taxes, Fees & Permits	359.66	192.00	167.66	1,180.61	1,728.00	(547.39)
Bond Premiums	0.00	32.25	(32.25)	377.00	290.25	86.75
Worker's Compensation Insurance	394.18	643.75	(249.57)	3,344.32	5,793.75	(2,449.43)
Personnel Medical Insurance	17.09	1,472.25	(1,455.16)	463.03	13,250.25	(12,787.22)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 1,590.89</b>	<b>\$ 3,410.00</b>	<b>\$ (1,819.11)</b>	<b>\$ 12,707.56</b>	<b>\$ 30,690.00</b>	<b>\$ (17,982.44)</b>
<b>Other Project Expenses</b>						
Telephone & Answering Service	\$ 303.56	\$ 226.00	\$ 77.56	\$ 2,322.32	\$ 2,034.00	\$ 288.32
Internet Service	289.70	271.50	18.20	1,448.50	2,443.50	(995.00)
Advertising	0.00	54.16	(54.16)	20.00	487.50	(467.50)
Water/Coffee Service	27.66	0.00	27.66	168.89	0.00	168.89
Office Supplies & Expense	190.33	245.91	(55.58)	3,186.32	2,213.25	973.07
Postage	112.44	88.75	23.69	775.99	798.75	(22.76)
Toner/Copier Expense	140.00	188.09	(48.09)	1,079.58	1,692.75	(613.17)
Office Furniture & Equipment Expense	0.00	500.00	(500.00)	116.36	4,500.00	(4,383.64)
Travel & Promotion	24.88	70.91	(46.03)	345.48	638.25	(292.77)
Training Expense	49.58	66.91	(17.33)	310.50	602.25	(291.75)
Credit Checking	50.18	100.00	(49.82)	718.88	900.00	(181.12)
<b>Total Other Project Expenses</b>	<b>\$ 1,188.33</b>	<b>\$ 1,812.23</b>	<b>\$ (623.90)</b>	<b>\$ 10,492.82</b>	<b>\$ 16,310.25</b>	<b>\$ (5,817.43)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$ .01	\$ 23,437.53	\$ 23,437.50	\$ .03
Reporting / Partner Management Fee	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 9,720.00	\$ 9,720.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	22,500.00	22,500.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 6,184.17</b>	<b>\$ 6,184.16</b>	<b>\$ .01</b>	<b>\$ 55,657.53</b>	<b>\$ 55,657.50</b>	<b>\$ .03</b>
<b>Total Expenses</b>	<b>\$ 46,811.26</b>	<b>\$ 63,382.64</b>	<b>\$ (16,571.38)</b>	<b>\$ 525,310.79</b>	<b>\$ 570,444.00</b>	<b>\$ (45,133.21)</b>
<b>Reserves</b>						
Authorized Reserve - Other	\$ 0.00	\$ 8,087.50	\$ (8,087.50)	\$ 0.00	\$ 72,787.50	\$ (72,787.50)
Pending Reserves	0.00	0.00	0.00	17,000.00	0.00	17,000.00
	\$ 0.00	\$ 8,087.50	\$ (8,087.50)	\$ 17,000.00	\$ 72,787.50	\$ (55,787.50)

## Walker Commons September 2024



Separate *Variance Report* explaining budget differences and expenditures.

\*\*The current reserve balance is \$673,211.81.

### **Updates:**

Walker Commons is currently 100% occupied.

### **Upcoming Vacancies:**

There are no upcoming vacancies.

### **Projects Pending for Completion by Year End:**

Estimates on hand to eliminate trip hazards.

Beginning the bidding process for painting the faded siding.

Collecting bids for gutter cleaning and repairs.

Tree trimming scheduled for 10/16/24

Path lighting repairs scheduled for 10/10/24

### **Events:**

- The property holds a donut and ice cream social each Friday. The residents look forward to the time to socialize with neighbors and enjoy a treat.

AWI is drafting the 2025 budgets for HACB review and approval. We expect to have the first draft ready by October 15<sup>th</sup>.



Walker Commons 550  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 35,919.00	\$ 40,042.50	\$ (4,123.50)	\$ 379,141.00	\$ 360,382.50	\$ 18,758.50
Private Subsidy Income	\$ 7,777.00	\$ 0.00	\$ 7,777.00	\$ 15,459.00	\$ 0.00	\$ 15,459.00
Vacancies	(77.00)	(1,201.25)	1,124.25	(5,927.00)	(10,811.25)	4,884.25
Rent Adjustments	0.00	(18.00)	18.00	(402.00)	(162.00)	(240.00)
Manager's Unit	(775.00)	(775.00)	0.00	(6,928.00)	(6,975.00)	47.00
<b>Total Tenant Rent</b>	<b>\$ 42,844.00</b>	<b>\$ 38,048.25</b>	<b>\$ 4,795.75</b>	<b>\$ 381,343.00</b>	<b>\$ 342,434.25</b>	<b>\$ 38,908.75</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 341.97	\$ 271.84	\$ 70.13	\$ 3,075.59	\$ 2,446.50	\$ 629.09
Interest Income	137.59	6.09	131.50	1,756.44	54.75	1,701.69
Restricted Reserve Interest Income	546.76	0.00	546.76	4,297.18	0.00	4,297.18
Late Charges	21.00	4.16	16.84	542.92	37.50	505.42
Other Tenant Income	0.00	123.75	(123.75)	82.49	1,113.75	(1,031.26)
Miscellaneous Income	0.00	0.00	0.00	1,107.91	0.00	1,107.91
<b>Other Project Income</b>	<b>\$ 1,047.32</b>	<b>\$ 405.84</b>	<b>\$ 641.48</b>	<b>\$ 10,862.53</b>	<b>\$ 3,652.50</b>	<b>\$ 7,210.03</b>
<b>Total Project Income</b>	<b>\$ 43,891.32</b>	<b>\$ 38,454.09</b>	<b>\$ 5,437.23</b>	<b>\$ 392,205.53</b>	<b>\$ 346,086.75</b>	<b>\$ 46,118.78</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 10,740.64	\$ 13,977.72	\$ (3,237.08)	\$ 105,758.68	\$ 125,799.00	\$ (20,040.32)
Utilities (Page 3)	2,982.42	4,880.59	(1,898.17)	23,526.51	43,925.25	(20,398.74)
Administrative (Page 3)	6,970.98	8,165.34	(1,194.36)	63,957.84	73,488.00	(9,530.16)
Taxes & Insurance (Page 3)	2,113.67	1,948.93	164.74	19,516.30	17,540.25	1,976.05
Other Taxes & Insurance (Page 4)	3,169.76	3,485.34	(315.58)	24,801.60	31,368.00	(6,566.40)
Other Project Expenses (Page 4)	436.06	1,083.75	(647.69)	7,937.69	9,753.75	(1,816.06)
<b>Total O&amp;M Expenses</b>	<b>\$ 26,413.53</b>	<b>\$ 33,541.67</b>	<b>\$ (7,128.14)</b>	<b>\$ 245,498.62</b>	<b>\$ 301,874.25</b>	<b>\$ (56,375.63)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 11,250.00	\$ 11,250.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,625.00	\$ 5,625.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	8,400.06	8,400.00	.06
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 2,808.34</b>	<b>\$ 2,808.34</b>	<b>\$ 0.00</b>	<b>\$ 25,275.06</b>	<b>\$ 25,275.00</b>	<b>\$ .06</b>
<b>Total Project Expenses</b>	<b>\$ 29,221.87</b>	<b>\$ 36,350.01</b>	<b>\$ (7,128.14)</b>	<b>\$ 270,773.68</b>	<b>\$ 327,149.25</b>	<b>\$ (56,375.57)</b>
<b>Net Profit (Loss)</b>	<b>\$ 14,669.45</b>	<b>\$ 2,104.08</b>	<b>\$ 12,565.37</b>	<b>\$ 121,431.85</b>	<b>\$ 18,937.50</b>	<b>\$ 102,494.35</b>

Walker Commons 550  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (546.76)	\$ 0.00	\$ (546.76)	\$ (104,297.18)	\$ 0.00	\$ (104,297.18)
T & I Transfers	(2,134.71)	0.00	(2,134.71)	(18,635.29)	0.00	(18,635.29)
Operating - MMKT- FFB*	(116.55)	0.00	(116.55)	118,398.50	0.00	118,398.50
Other Cash Changes	0.00	0.00	0.00	(1.66)	0.00	(1.66)
Security Deposits Held	340.00	0.00	340.00	1,240.00	0.00	1,240.00
Authorized Reserve - Other	0.00	(3,583.34)	3,583.34	0.00	(32,250.00)	32,250.00
Tenant Receivables	218.00	0.00	218.00	(4,188.65)	0.00	(4,188.65)
Other Receivables	2,780.34	0.00	2,780.34	25,154.33	0.00	25,154.33
Accounts Payable - Trade	414.92	0.00	414.92	(21,703.56)	0.00	(21,703.56)
Accounts Payable Other	0.00	0.00	0.00	(2,428.00)	0.00	(2,428.00)
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	(52,019.00)	0.00	(52,019.00)
Accrued Partnership Fees	625.00	0.00	625.00	(9,375.00)	0.00	(9,375.00)
Partner's Equity	0.00	0.00	0.00	(42,967.00)	0.00	(42,967.00)
<b>Total Other Cash Flow Items</b>	<b>\$ 2,830.24</b>	<b>\$ (3,583.34)</b>	<b>\$ 6,413.58</b>	<b>\$ (110,822.51)</b>	<b>\$ (32,250.00)</b>	<b>\$ (78,572.51)</b>
<b>Net Operating Cash Change</b>	<b>\$ 17,499.69</b>	<b>\$ (1,479.26)</b>	<b>\$ 18,978.95</b>	<b>\$ 10,609.34</b>	<b>\$ (13,312.50)</b>	<b>\$ 23,921.84</b>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 64,428.37	\$ 75,037.71	\$ 10,609.34
Operating - MMKT- FFB*	256,384.62	137,986.12	(118,398.50)
Tax & Insurance - FFB	33,586.56	52,221.85	18,635.29
Security Deposit - FFB	21,230.00	21,230.00	0.00
Reserve Acct - FFB	42,300.28	50,912.81	8,612.53
Reserve Acct MMKT-FFB*	518,214.29	622,299.00	104,084.71
<b>Payables &amp; Receivables:</b>			
Accounts Payable - Trade	14,547.69	(7,155.87)	(21,703.56)
Rents Receivable - Current Tenants	(574.00)	3,239.74	3,813.74
Other Tenant Charges Receivable	226.00	600.91	374.91

Walker Commons 550  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Maintenance &amp; Operating Expenses:</b>						
Maintenance Payroll	\$ 3,844.26	\$ 4,134.59	\$ (290.33)	\$ 31,355.42	\$ 37,211.25	\$ (5,855.83)
Janitorial/Cleaning Supplies	62.64	110.59	(47.95)	1,197.73	995.25	202.48
Plumbing Repairs	0.00	375.00	(375.00)	1,985.41	3,375.00	(1,389.59)
Painting & Decorating	64.45	461.25	(396.80)	740.28	4,151.25	(3,410.97)
Repairs & Maintenance - Supply	1,588.91	1,089.09	499.82	15,256.81	9,801.75	5,455.06
Repairs & Maintenance - Contract	1,446.43	1,250.00	196.43	11,698.61	11,250.00	448.61
Grounds Maintenance	1,750.00	2,008.34	(258.34)	16,900.00	18,075.00	(1,175.00)
Pest Control Service	278.00	333.34	(55.34)	2,675.00	3,000.00	(325.00)
Fire/Alarm Services	0.00	276.75	(276.75)	2,086.01	2,490.75	(404.74)
Capital Improvements - Other	159.91	3,371.34	(3,211.43)	430.05	30,342.00	(29,911.95)
Capital Improvements - Flooring	0.00	0.00	0.00	7,491.13	0.00	7,491.13
Capital Improvements - Appliances	723.02	0.00	723.02	6,250.00	0.00	6,250.00
Capital Improvements - HVAC Repl.	713.37	0.00	713.37	5,873.17	0.00	5,873.17
Carpet Cleaning	0.00	70.84	(70.84)	0.00	637.50	(637.50)
HVAC Repairs	0.00	200.00	(200.00)	0.00	1,800.00	(1,800.00)
Cable Service	109.65	96.59	13.06	973.75	869.25	104.50
Tenant Services	0.00	200.00	(200.00)	845.31	1,800.00	(954.69)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 10,740.64</b>	<b>\$ 13,977.72</b>	<b>\$ (3,237.08)</b>	<b>\$ 105,758.68</b>	<b>\$ 125,799.00</b>	<b>\$ (20,040.32)</b>
<b>Utilities:</b>						
Electricity	\$ 851.19	\$ 779.84	\$ 71.35	\$ 6,411.92	\$ 7,018.50	\$ (606.58)
Water	572.77	775.00	(202.23)	4,345.54	6,975.00	(2,629.46)
Sewer	946.18	2,178.91	(1,232.73)	7,568.62	19,610.25	(12,041.63)
Heating Fuel/Other	74.68	386.59	(311.91)	1,122.96	3,479.25	(2,356.29)
Garbage & Trash Removal	537.60	760.25	(222.65)	4,077.47	6,842.25	(2,764.78)
<b>Total Utilities</b>	<b>\$ 2,982.42</b>	<b>\$ 4,880.59</b>	<b>\$ (1,898.17)</b>	<b>\$ 23,526.51</b>	<b>\$ 43,925.25</b>	<b>\$ (20,398.74)</b>
<b>Administrative:</b>						
Manager's Salary	\$ 3,330.38	\$ 4,134.59	\$ (804.21)	\$ 29,625.38	\$ 37,211.25	\$ (7,585.87)
Management Fees	2,968.00	2,968.00	0.00	26,712.00	26,712.00	0.00
Bad Debt Expense	0.00	208.34	(208.34)	1,614.50	1,875.00	(260.50)
Auditing	666.67	666.66	.01	6,000.03	6,000.00	.03
Legal	5.93	171.09	(165.16)	5.93	1,539.75	(1,533.82)
Other Administrative Expenses	0.00	16.66	(16.66)	0.00	150.00	(150.00)
<b>Total Administrative Expense</b>	<b>\$ 6,970.98</b>	<b>\$ 8,165.34</b>	<b>\$ (1,194.36)</b>	<b>\$ 63,957.84</b>	<b>\$ 73,488.00</b>	<b>\$ (9,530.16)</b>
<b>Taxes &amp; Insurance Reserve For:</b>						
Real Estate Taxes	\$ 0.00	\$ 12.59	\$ (12.59)	\$ 0.00	\$ 113.25	\$ (113.25)
Property Insurance	2,113.67	1,936.34	177.33	19,516.30	17,427.00	2,089.30
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 2,113.67</b>	<b>\$ 1,948.93</b>	<b>\$ 164.74</b>	<b>\$ 19,516.30</b>	<b>\$ 17,540.25</b>	<b>\$ 1,976.05</b>



Walker Commons 550  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Taxes &amp; Insurance:</b>						
Payroll Taxes	\$ 514.37	\$ 751.59	\$ (237.22)	\$ 5,031.75	\$ 6,764.25	\$ (1,732.50)
Other Taxes, Fees & Permits	237.68	295.91	(58.23)	1,058.63	2,663.25	(1,604.62)
Bond Premiums	0.00	25.09	(25.09)	291.00	225.75	65.25
Worker's Compensation Insurance	291.14	449.84	(158.70)	2,481.01	4,048.50	(1,567.49)
Personnel Medical Insurance	2,126.57	1,962.91	163.66	15,939.21	17,666.25	(1,727.04)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 3,169.76</b>	<b>\$ 3,485.34</b>	<b>\$ (315.58)</b>	<b>\$ 24,801.60</b>	<b>\$ 31,368.00</b>	<b>\$ (6,566.40)</b>
<b>Other Project Expenses</b>						
Telephone & Answering Service	\$ 222.88	\$ 229.00	\$ (6.12)	\$ 2,138.13	\$ 2,061.00	\$ 77.13
Internet Service	71.95	197.00	(125.05)	647.55	1,773.00	(1,125.45)
Advertising	0.00	16.66	(16.66)	0.00	150.00	(150.00)
Water/Coffee Service	17.43	2.09	15.34	220.85	18.75	202.10
Office Supplies & Expense	36.66	325.00	(288.34)	3,050.55	2,925.00	125.55
Postage	20.12	81.00	(60.88)	366.73	729.00	(362.27)
Toner/Copier Expense	0.00	110.34	(110.34)	198.59	993.00	(794.41)
Office Furniture & Equipment Expense	0.00	0.00	0.00	547.64	0.00	547.64
Travel & Promotion	0.00	33.34	(33.34)	280.08	300.00	(19.92)
Training Expense	49.58	47.66	1.92	260.50	429.00	(168.50)
Credit Checking	17.44	41.66	(24.22)	227.07	375.00	(147.93)
<b>Total Other Project Expenses</b>	<b>\$ 436.06</b>	<b>\$ 1,083.75</b>	<b>\$ (647.69)</b>	<b>\$ 7,937.69</b>	<b>\$ 9,753.75</b>	<b>\$ (1,816.06)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 11,250.00	\$ 11,250.00	\$ 0.00
Reporting / Partner Management Fee	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,625.00	\$ 5,625.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	8,400.06	8,400.00	.06
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 2,808.34</b>	<b>\$ 2,808.34</b>	<b>\$ 0.00</b>	<b>\$ 25,275.06</b>	<b>\$ 25,275.00</b>	<b>\$ .06</b>
<b>Total Expenses</b>	<b>\$ 29,221.87</b>	<b>\$ 36,350.01</b>	<b>\$ (7,128.14)</b>	<b>\$ 270,773.68</b>	<b>\$ 327,149.25</b>	<b>\$ (56,375.57)</b>
<b>Reserves</b>						
Authorized Reserve - Other	\$ 0.00	\$ 3,583.34	\$ (3,583.34)	\$ 0.00	\$ 32,250.00	\$ (32,250.00)
	\$ 0.00	\$ 3,583.34	\$ (3,583.34)	\$ 0.00	\$ 32,250.00	\$ (32,250.00)

## 1200 Park Avenue Apartments August 2024

Separate *Variance Report* explaining budget differences and expenditures.  
The current reserve balance is \$387,407.85.

### Updates:

1200 Park Avenue currently has 8 vacancies. 1 move in during September. Currently 1 move-in is scheduled and 2 transfers in progress.

### **Vacancies:**

- **Unit #237** (Eviction – Non-payment) Unit is ready, Applicant in process.
- **Unit #133** (Moved to Family) Unit is ready, reasonable accommodation transfer in progress.
- **Unit #314** (Deceased) Flooring installed on 10/3, Applicant in process.
- **Unit #319** (Moved with family) Unit needs minor repairs.
- **Unit #214** (Deceased) Unit needs minor repairs.
- **Unit #260** (Termination) Unit needs minor repairs.
- **Unit #255** (Moved to a new complex) Unit is ready, 1 applicant in process.
- **Unit #201** (Transferred) Unit is ready, 1 applicant in process.

### **Upcoming Vacancies:**

- **Unit #221** (Reasonable Accommodation) Transfer
- **Unit #242** (Reasonable Accommodation) Transfer

Current applicants on waiting list have insufficient income to pay the 50% and 60% rents. Staff is working to turn and lease units as quickly as possible.

To date in October, 14 rent payments are outstanding– PM following up to collect.

### **Events:**

- Getting bids to paint the center posts and mailbox to accent the new flooring.
- Remodeling the office to optimize for work flow. New desks, flooring, paint.
- Courtyard lawn has been treated for clover and weeds as well as the rest of the property.
- Tree trimming in the courtyard completed.
- The City of Chico has been notified about the tree trimming needed along Oakdale.



Park Avenue 569  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 91,411.00	\$ 94,698.25	\$ (3,287.25)	\$ 827,372.00	\$ 852,284.25	\$ (24,912.25)
Vacancies	\$ (6,228.00)	\$ (2,840.91)	\$ (3,387.09)	\$ (37,582.00)	\$ (25,568.25)	\$ (12,013.75)
Rent Adjustments	(148.00)	0.00	(148.00)	(365.69)	0.00	(365.69)
Manager's Unit	(965.00)	(889.00)	(76.00)	(8,632.00)	(8,001.00)	(631.00)
<b>Total Tenant Rent</b>	<b>\$ 84,070.00</b>	<b>\$ 90,968.34</b>	<b>\$ (6,898.34)</b>	<b>\$ 780,792.31</b>	<b>\$ 818,715.00</b>	<b>\$ (37,922.69)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 3,000.00	\$ 666.66	\$ 2,333.34	\$ 7,500.00	\$ 6,000.00	\$ 1,500.00
Interest Income	40.72	0.00	40.72	784.51	0.00	784.51
Restricted Reserve Interest Incom	27.60	1.66	25.94	187.61	15.00	172.61
Late Charges	276.00	36.09	239.91	1,081.64	324.75	756.89
Application Fees	0.00	16.66	(16.66)	125.00	150.00	(25.00)
Other Tenant Income	335.00	333.34	1.66	4,965.14	3,000.00	1,965.14
Miscellaneous Income	0.00	45.59	(45.59)	178.36	410.25	(231.89)
<b>Other Project Income</b>	<b>\$ 3,679.32</b>	<b>\$ 1,100.00</b>	<b>\$ 2,579.32</b>	<b>\$ 14,822.26</b>	<b>\$ 9,900.00</b>	<b>\$ 4,922.26</b>
<b>Total Project Income</b>	<b>\$ 87,749.32</b>	<b>\$ 92,068.34</b>	<b>\$ (4,319.02)</b>	<b>\$ 795,614.57</b>	<b>\$ 828,615.00</b>	<b>\$ (33,000.43)</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 17,006.38	\$ 19,730.16	\$ (2,723.78)	\$ 181,310.84	\$ 177,571.50	\$ 3,739.34
Utilities (Page 3)	20,394.71	13,232.66	7,162.05	104,665.63	119,094.00	(14,428.37)
Administrative (Page 3)	10,640.44	12,638.93	(1,998.49)	99,151.23	113,750.25	(14,599.02)
Taxes & Insurance (Page 3)	6,169.25	5,650.16	519.09	55,523.25	50,851.50	4,671.75
Other Taxes & Insurance (Page 4)	2,902.25	3,989.68	(1,087.43)	24,056.76	35,907.00	(11,850.24)
Other Project Expenses (Page 4)	3,153.60	1,988.48	1,165.12	21,728.32	17,896.50	3,831.82
<b>Total O&amp;M Expenses</b>	<b>\$ 60,266.63</b>	<b>\$ 57,230.07</b>	<b>\$ 3,036.56</b>	<b>\$ 486,436.03</b>	<b>\$ 515,070.75</b>	<b>\$ (28,634.72)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 26,105.39	\$ 26,300.41	\$ (195.02)	\$ 234,948.51	\$ 236,703.75	\$ (1,755.24)
Managing General Partner Fees	\$ 1,085.50	\$ 1,118.09	\$ (32.59)	\$ 9,769.50	\$ 10,062.75	\$ (293.25)
Transfer - Reserves	2,675.00	2,675.00	0.00	24,075.00	24,075.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 29,865.89</b>	<b>\$ 30,093.50</b>	<b>\$ (227.61)</b>	<b>\$ 268,793.01</b>	<b>\$ 270,841.50</b>	<b>\$ (2,048.49)</b>
<b>Total Project Expenses</b>	<b>\$ 90,132.52</b>	<b>\$ 87,323.57</b>	<b>\$ 2,808.95</b>	<b>\$ 755,229.04</b>	<b>\$ 785,912.25</b>	<b>\$ (30,683.21)</b>
<b>Net Profit (Loss)</b>	<b>\$ (2,383.20)</b>	<b>\$ 4,744.77</b>	<b>\$ (7,127.97)</b>	<b>\$ 40,385.53</b>	<b>\$ 42,702.75</b>	<b>\$ (2,317.22)</b>

Park Avenue 569  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Other Cash Flow Items:</b>						
Reserve Transfers	\$ (20.70)	\$ 0.00	\$ (20.70)	\$ 9.30	\$ 0.00	\$ 9.30
T & I Transfers	(7,503.36)	0.00	(7,503.36)	(22,518.46)	0.00	(22,518.46)
Operating - MMKT- FFB*	(.86)	0.00	(.86)	89,562.45	0.00	89,562.45
Other Cash Changes	0.00	0.00	0.00	(121.08)	0.00	(121.08)
Security Deposits Held	(300.00)	0.00	(300.00)	(2,300.00)	0.00	(2,300.00)
Authorized Reserve - Other	0.00	(11,138.00)	11,138.00	0.00	(100,242.00)	100,242.00
Pending Reserves	(37,498.90)	0.00	(37,498.90)	(39,082.32)	0.00	(39,082.32)
Tenant Receivables	(1,277.00)	0.00	(1,277.00)	(6,713.63)	0.00	(6,713.63)
Other Receivables	6,856.75	0.00	6,856.75	58,978.75	0.00	58,978.75
Accounts Payable - Trade	30,035.10	0.00	30,035.10	8,334.87	0.00	8,334.87
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	(18,375.00)	0.00	(18,375.00)
Accrued Local Administration Fee	416.67	0.00	416.67	3,750.03	0.00	3,750.03
Accrued Managing GP Fee	668.83	0.00	668.83	(130,574.53)	0.00	(130,574.53)
Accrued Interest Housing Authority	4,785.75	0.00	4,785.75	7,207.75	0.00	7,207.75
<b>Total Other Cash Flow Items</b>	<u>\$ 2,287.28</u>	<u>\$ (11,138.00)</u>	<u>\$ 13,425.28</u>	<u>\$ (51,841.87)</u>	<u>\$ (100,242.00)</u>	<u>\$ 48,400.13</u>
<b>Net Operating Cash Change</b>	<u><u>\$ (95.92)</u></u>	<u><u>\$ (6,393.23)</u></u>	<u><u>\$ 6,297.31</u></u>	<u><u>\$ (11,456.34)</u></u>	<u><u>\$ (57,539.25)</u></u>	<u><u>\$ 46,082.91</u></u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 60,451.88	\$ 48,995.54	\$ (11,456.34)
Operating - MMKT- FFB*	90,586.16	1,023.71	(89,562.45)
Tax & Insurance-FFB	80,765.80	103,284.26	22,518.46
Security Deposit - FFB	36,064.00	36,064.00	0.00
Repl Reserves - Berkadia - IMP**	363,342.15	387,407.85	24,065.70
<b>Payables &amp; Receivables:</b>			
Accounts Payable - Trade	13,450.23	21,785.10	8,334.87
Rents Receivable - Current Tenants	2,490.89	8,054.23	5,563.34
Other Tenant Charges Receivable	3,335.58	4,485.87	1,150.29

Park Avenue 569  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Maintenance &amp; Operating Expenses:</b>						
Maintenance Payroll	\$ 7,967.60	\$ 7,750.25	\$ 217.35	\$ 67,583.72	\$ 69,752.25	\$ (2,168.53)
Janitorial/Cleaning Supplies	362.16	318.25	43.91	1,873.61	2,864.25	(990.64)
Plumbing Repairs	0.00	219.75	(219.75)	210.00	1,977.75	(1,767.75)
Painting & Decorating	0.00	223.84	(223.84)	654.78	2,014.50	(1,359.72)
Repairs & Maintenance - Supply	3,276.37	1,000.00	2,276.37	12,348.37	9,000.00	3,348.37
Repairs & Maintenance - Contract	1,104.41	2,250.00	(1,145.59)	15,882.33	20,250.00	(4,367.67)
Grounds Maintenance	1,750.00	1,966.66	(216.66)	17,705.00	17,700.00	5.00
Elevator Maintenance & Contract	0.00	984.16	(984.16)	8,151.30	8,857.50	(706.20)
Pest Control Service	800.00	1,000.00	(200.00)	4,696.00	9,000.00	(4,304.00)
Fire/Alarm Services	211.05	773.34	(562.29)	8,946.65	6,960.00	1,986.65
Security Service	1,392.00	701.00	691.00	6,840.00	6,309.00	531.00
Capital Improvements - Other	142.79	257.84	(115.05)	1,023.74	2,320.50	(1,296.76)
Capital Improvements - Flooring	0.00	275.00	(275.00)	14,455.77	2,475.00	11,980.77
Capital Improvements - Appliances	0.00	422.50	(422.50)	7,411.75	3,802.50	3,609.25
Capital Improvements - HVAC Repl.	0.00	0.00	0.00	594.29	0.00	594.29
Capital Improvements - Water Heaters	0.00	0.00	0.00	835.57	0.00	835.57
Carpet Cleaning	0.00	891.66	(891.66)	2,280.00	8,025.00	(5,745.00)
HVAC Repairs	0.00	179.41	(179.41)	159.00	1,614.75	(1,455.75)
Cable Service	0.00	391.50	(391.50)	0.00	3,523.50	(3,523.50)
Tenant Services	0.00	125.00	(125.00)	9,658.96	1,125.00	8,533.96
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 17,006.38</b>	<b>\$ 19,730.16</b>	<b>\$ (2,723.78)</b>	<b>\$ 181,310.84</b>	<b>\$ 177,571.50</b>	<b>\$ 3,739.34</b>
<b>Utilities:</b>						
Electricity	\$ 14,732.90	\$ 6,614.59	\$ 8,118.31	\$ 67,469.43	\$ 59,531.25	\$ 7,938.18
Water	1,658.06	1,037.91	620.15	10,042.66	9,341.25	701.41
Sewer	1,785.07	4,081.66	(2,296.59)	16,065.63	36,735.00	(20,669.37)
Heating Fuel/Other	224.12	454.91	(230.79)	2,838.99	4,094.25	(1,255.26)
Garbage & Trash Removal	1,994.56	1,043.59	950.97	8,248.92	9,392.25	(1,143.33)
<b>Total Utilities</b>	<b>\$ 20,394.71</b>	<b>\$ 13,232.66</b>	<b>\$ 7,162.05</b>	<b>\$ 104,665.63</b>	<b>\$ 119,094.00</b>	<b>\$ (14,428.37)</b>
<b>Administrative:</b>						
Manager's Salary	\$ 3,184.11	\$ 5,859.00	\$ (2,674.89)	\$ 34,818.43	\$ 52,731.00	\$ (17,912.57)
Management Fees	5,671.00	5,671.00	0.00	51,039.00	51,039.00	0.00
Bad Debt Expense	0.00	208.34	(208.34)	3,250.75	1,875.00	1,375.75
Auditing	687.50	625.00	62.50	6,186.50	5,625.00	561.50
Legal	1,090.93	212.34	878.59	3,664.68	1,911.00	1,753.68
Other Administrative Expenses	6.90	63.25	(56.35)	191.87	569.25	(377.38)
<b>Total Administrative Expense</b>	<b>\$ 10,640.44</b>	<b>\$ 12,638.93</b>	<b>\$ (1,998.49)</b>	<b>\$ 99,151.23</b>	<b>\$ 113,750.25</b>	<b>\$ (14,599.02)</b>
<b>Taxes &amp; Insurance Reserve For:</b>						
Special Assessments	\$ 0.00	\$ 27.59	\$ (27.59)	\$ 0.00	\$ 248.25	\$ (248.25)
Property Insurance	5,869.33	5,322.66	546.67	52,823.97	47,904.00	4,919.97

Park Avenue 569  
For the Month Ended September 30, 2024  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Insurance	\$ 299.92	\$ 299.91	\$ .01	\$ 2,699.28	\$ 2,699.25	\$ .03
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 6,169.25</b>	<b>\$ 5,650.16</b>	<b>\$ 519.09</b>	<b>\$ 55,523.25</b>	<b>\$ 50,851.50</b>	<b>\$ 4,671.75</b>
Other Taxes & Insurance:						
Payroll Taxes	\$ 924.00	\$ 1,199.75	\$ (275.75)	\$ 8,919.71	\$ 10,797.75	\$ (1,878.04)
Other Taxes, Fees & Permits	454.25	233.34	220.91	1,445.64	2,100.00	(654.36)
Bond Premiums	0.00	108.75	(108.75)	560.00	978.75	(418.75)
Worker's Compensation Insurance	443.96	726.09	(282.13)	4,060.23	6,534.75	(2,474.52)
Personnel Medical Insurance	1,080.04	1,721.75	(641.71)	9,071.18	15,495.75	(6,424.57)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 2,902.25</b>	<b>\$ 3,989.68</b>	<b>\$ (1,087.43)</b>	<b>\$ 24,056.76</b>	<b>\$ 35,907.00</b>	<b>\$ (11,850.24)</b>
Other Project Expenses						
Telephone & Answering Service	\$ 612.55	\$ 556.00	\$ 56.55	\$ 5,330.85	\$ 5,004.00	\$ 326.85
Internet Service	589.11	355.91	233.20	5,024.97	3,203.25	1,821.72
Advertising	0.00	3.34	(3.34)	357.68	30.00	327.68
Water/Coffee Service	54.63	111.25	(56.62)	342.38	1,001.25	(658.87)
Office Supplies & Expense	373.11	433.34	(60.23)	4,291.65	3,900.00	391.65
Postage	132.76	87.66	45.10	614.33	789.00	(174.67)
Toner/Copier Expense	691.12	297.91	393.21	1,907.40	2,681.25	(773.85)
Office Furniture & Equipment Expense	444.72	0.00	444.72	2,037.85	0.00	2,037.85
Travel & Promotion	139.00	41.66	97.34	1,299.90	375.00	924.90
Training Expense	99.16	63.91	35.25	360.08	575.25	(215.17)
Credit Checking	17.44	29.16	(11.72)	161.23	262.50	(101.27)
Employee Meals	0.00	8.34	(8.34)	0.00	75.00	(75.00)
<b>Total Other Project Expenses</b>	<b>\$ 3,153.60</b>	<b>\$ 1,988.48</b>	<b>\$ 1,165.12</b>	<b>\$ 21,728.32</b>	<b>\$ 17,896.50</b>	<b>\$ 3,831.82</b>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,105.39	\$ 26,300.41	\$ (195.02)	\$ 234,948.51	\$ 236,703.75	\$ (1,755.24)
Managing General Partner Fees	\$ 1,085.50	\$ 1,118.09	\$ (32.59)	\$ 9,769.50	\$ 10,062.75	\$ (293.25)
Transfer - Reserves	2,675.00	2,675.00	0.00	24,075.00	24,075.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 29,865.89</b>	<b>\$ 30,093.50</b>	<b>\$ (227.61)</b>	<b>\$ 268,793.01</b>	<b>\$ 270,841.50</b>	<b>\$ (2,048.49)</b>
<b>Total Expenses</b>	<b>\$ 90,132.52</b>	<b>\$ 87,323.57</b>	<b>\$ 2,808.95</b>	<b>\$ 755,229.04</b>	<b>\$ 785,912.25</b>	<b>\$ (30,683.21)</b>
Reserves						
Authorized Reserve - Other	\$ 0.00	\$ 11,138.00	\$ (11,138.00)	\$ 0.00	\$ 100,242.00	\$ (100,242.00)
Pending Reserves	37,498.90	0.00	37,498.90	39,082.32	0.00	39,082.32
	\$ 37,498.90	\$ 11,138.00	\$ 26,360.90	\$ 39,082.32	\$ 100,242.00	\$ (61,159.68)

**MEMO**

Date: October 10, 2024

To: HACB Board of Commissioners

From: Sharice Atkins, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for September 2024

<b>Program Statistics for Period Ending</b>	<b>September 2024</b>	<b>September 2023</b>
Number of participants as of last day of the month	26	36
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	2	0
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	15
Number of participants with annual income increases (YTD)	0	0
Number of participants with new employment (YTD)	0	0
Number of participants with escrow accounts	15	25
Number of participants currently escrowing	9	16
Amount disbursed from escrow account	\$0	\$0.00
Balance of Escrow Account	\$ 169,644.62	\$115,869.12

**FSS FY 2023 HUD Grant Program Tracking Data**

<b>Program Management Questions:</b>	<b>2024 Calendar Year</b>
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	NA
Number of FSS participants identified as a person with disabilities	4
Number of FSS participants employed	9
Number of FSS participants in training programs	3
Number of FSS participants enrolled in higher/adult education	3
Number of FSS participants enrolled in school and employed	3
Number of FSS families receiving cash assistance	5
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	3
How many new FSS escrow accounts were established	0
Number of FSS families moved to non-subsidized housing	0
Number of FSS families moved to home-ownership	0

**HACB CoC Programs: A Report to the Board of Commissioners for the Month of September 2024**

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	09/2024 Enrollment	09/2024 HAP Assistance	Grant Balance
City of Chico - LGP	7/1/24 - 6/30/25	\$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	7/1/24 - 6/30/25	\$150,000.00	City of Chico	SSA	18	Low-income, under case management with self-sufficiency plan	Butte County	4	\$6,593.00	\$137,166.00
BHHAP/Security Deposit**	7/1/24 - 6/30/25	\$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	7/1/24 - 6/30/25	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$634.00	\$22,419.00
<b>Totals</b>		<b>\$186,717.00</b>			<b>35</b>			<b>6</b>	<b>\$7,227.00</b>	<b>\$172,011.00</b>

**Acronym Legend**

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

**Last update:**10/10/2024

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

\*\*Written authorization given from BCDBH to take any over spent dollars from BHHAP/ASOC to cover BHHAP/Security Deposit




## Widespread discrimination found against Section 8 tenants in California



A boy walks past an apartment building at the Nickerson Gardens housing project in the Watts neighborhood of Los Angeles on June 10, 2020. JAE C. HONG — THE ASSOCIATED PRESS FILE

LOS ANGELES >> California tenants who held Section 8 housing vouchers were refused rental contracts by more than 200 landlords, including major real estate firms, according to an undercover investigation that found widespread discrimination in the state.

The investigative nonprofit Housing Rights Initiative announced Tuesday that it has filed complaints with the California Civil Rights Department, alleging landlords violated a state law against denying leases to renters who pay with vouchers. It seeks penalties against 203 companies and individuals.

The nonprofit is also pushing for more state funding to adequately enforce the law, which Democratic Gov. Gavin Newsom signed in 2019.

“This historic filing serves as an opportunity for the Governor and his housing enforcement agency to enforce the very bill he signed into law and hold violators accountable,” the Housing Rights Initiative

said in a statement.

Newsom's office referred comment on the filing to the state Civil Rights Department. Rishi Khalsa, a department spokesperson, said the agency is "deeply committed to using the tools at its disposal to combat discrimination in housing." The department has reached more than 200 settlements related to similar discrimination in recent years, Khalsa said.

"We always welcome additional support to strengthen enforcement of civil rights and we continue to work with a range of partners in those efforts," he said in an email Tuesday.

The goal of the Section 8 program, named for a component of the federal Housing Act, is to keep rental properties affordable and prevent homelessness, which has reached crisis levels in California. Under the program, which has a long waiting list, tenants typically pay about 30% of their income on rent, with the voucher covering the rest.

Over the course of a year, undercover investigators posing as prospective tenants reached out via text messages to landlords, property managers and real estate agents to determine compliance with California's fair housing laws. The investigation found voucher holders were explicitly discriminated against 44% of the time in San Francisco. Voucher denials took place in 53% of cases in Oakland, 58% in San Jose, and 70% in Los Angeles.

In one text message exchange, an agent with EXP Realty, a national brokerage firm, tells an investigator posing as a prospective tenant that utilities are included in the monthly rate for a rental unit. When informed that the tenant has a Section 8 voucher, the agent responds, "I don't work with that program," according to the investigation.

In another exchange, a broker with Sotheby's International Realty replies to an investigator posing as a hopeful renter, "Oh sorry, owner not accepting Section 8."

Representatives for EXP and Sotheby's didn't immediately respond Tuesday to emails seeking comment on the claims.

Kate Liggett, program director of Housing Rights Initiative, estimates the filing represents just a fraction of discrimination against Section 8 tenants in California.

"By exposing this widespread and harmful practice, we call on the State to provide agencies like the California Civil Rights Department with the resources they need to eradicate voucher discrimination once and for all," Liggett said in a statement.

## What is the Proposed Project?

The Proposed Fogg Avenue Apartments (located at 2131 Fogg Avenue, Oroville, CA 95965) is an affordable multi-family apartment community including five single story residential buildings.

The development will include a total of eighteen (18) dwelling units: sixteen (16) one-bedroom units, and two (2) two-bedroom units.

All buildings are single story, all units are either accessible to the physically disabled or adaptable to the physically, visually, or auditorily disabled.

## Will the Proposed Project utilize any local funding sources?

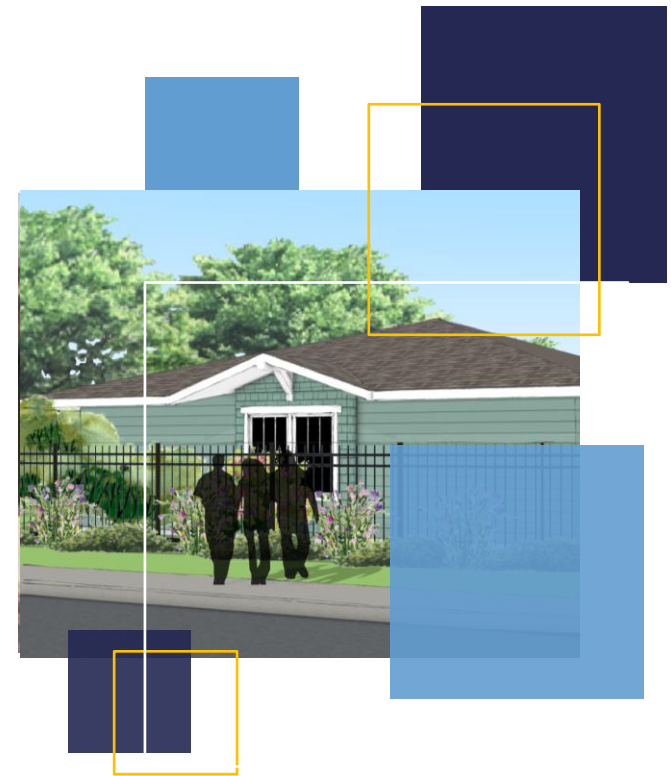
The Housing Authority of the County of Butte is seeking Federal and State Funding, and the Proposed Project would not cause any new or increased fees or taxes to be imposed. The Housing Authority will remit payment-in-lieu of taxes to the County for the property, otherwise exempt from property tax.

## Why does the HACB need approval to develop the Proposed Project?

Article 34 of the State Constitution requires voter approval for public entities to construct low rent housing projects. As a public entity, the HACB must have voter approval to develop the proposed project, consistent with its mission.

## Does the City of Oroville need more Affordable Housing?

The Regional Housing Need Allocation for the City shows a need for 35 additional units of Very Low-income affordable housing. The Proposed Project would address approximately half of the remaining need. The Proposed Project also addresses Goal 3 within the City's Housing Element, to "support and encourage the construction of new housing at a range of costs, types and tenures and in quantities to meet the needs of all income groups".



**HACB**  
Housing Authority  
of the County of Butte

## What is Measure N?

**Measure N** seeks authorization from the voters for the Housing Authority of the County of Butte (HACB) to develop 18 units of affordable housing located at 2131 Fogg Avenue in Oroville, California.



## Will the Proposed Project be “Energy-Efficient”?

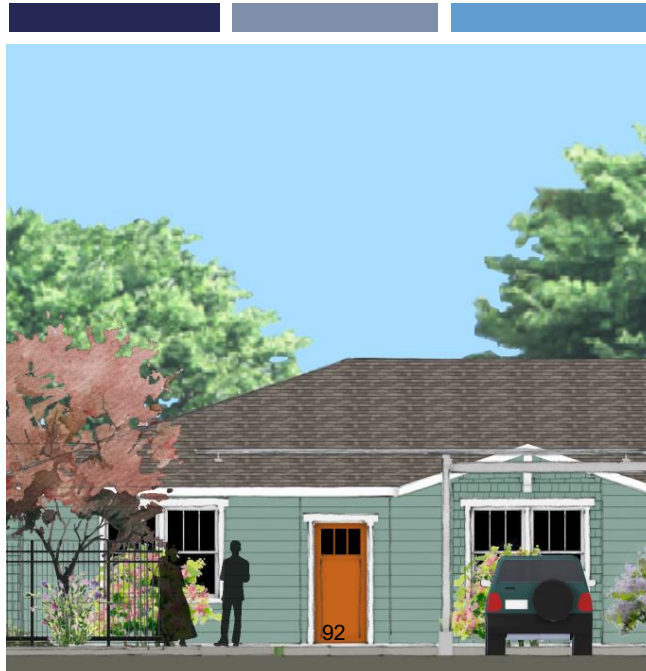
The Proposed Project has been designed with an emphasis on energy efficiency, durable long-lasting building systems and components, and health and fire safety to include the addition of fire sprinklers and WUI standard construction methods and material per City of Oroville standards. All dwelling units will be constructed slab-on-grade and wood frame to include the following amenities: dishwashers, refrigerators, ranges, garbage disposals, washer and dryers, storage and mini split HVAC systems. All appliances will be electric and energy star certified.

## How will the Proposed Project “Fit-In” with the existing Neighborhood?

The project was designed to complement the existing single-family residences and apartment developments within the immediate neighborhood of the project. All buildings are single story and sized and spaced to provide comfortable community focused apartment home qualities while still providing the maximum dwelling unit density allowed by the site parcel zoning.

## Is the Proposed Project compliant with the City of Oroville Development Standards?

Yes, the Proposed Project meets the City's development standards as specified in OMC 17.12: Development Standards.



## *For seniors, disabled, and small families*

## Who will be able to live at the Proposed Project?

The target population for the Fogg Avenue Apartments will be seniors, disabled, and small families from the City of Oroville and surrounds that meet within the income qualifications of the project. (varies between 30-60% of Area Median Income (AMI)) All units are will serve households whose incomes are considered low-income. Six (6) HUD Section 8 Project-based vouchers have been assigned to the project, to serve extremely low-income households at or below 35% of the AMI.

## What On-Site Amenities will the Proposed Project include?

On-site amenities will include 27 parking stalls (21 covered stalls with solar carports, 6 uncovered stalls) all accessed from one entrance along Fogg Avenue. The site will be landscaped, fully fenced and include a trash enclosure and community shade structure.



## Is the Proposed Project compliant with the City of Oroville Zoning Regulations?

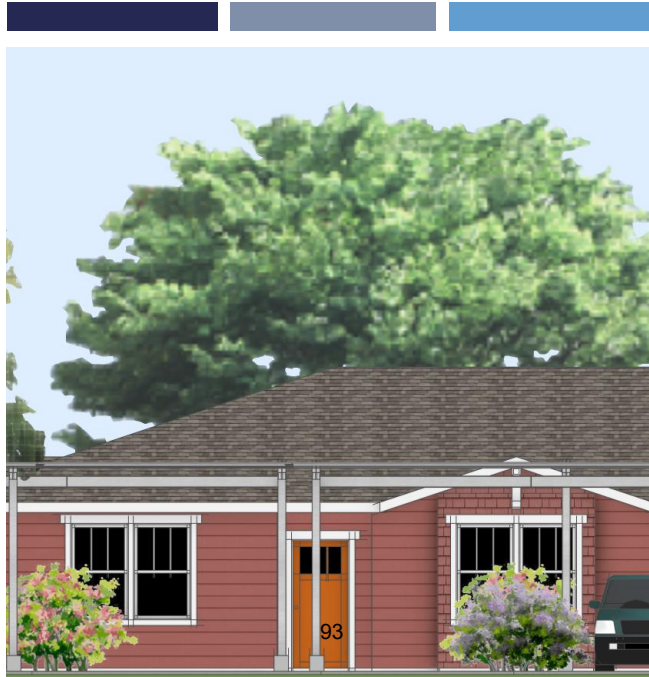
Yes, the Proposed Project is located at 2131 Fogg Avenue (APN: 031-150-010) has a zoning designation of Medium-Density Residential (R-2), and a General Plan land use designation of Medium Density Residential (6 to 14 units per acre). At 13.8 units per acre, the project complies with both the General Plan and zoning. The Oroville Municipal Code (OMC), Title 17, Section 17.28.110 defines the intent of the R-2 zone as *"provid[ing] living areas within the city where development provides for medium-density concentrations of dwelling units in varying housing types and styles."*

## What Environmental Assessments have been completed to-date?

A Phase I Environmental Site Assessment, dated June 25, 2022, was prepared by Weis Environmental, LLC. Summary Relative to Environmental Concerns: *"No recognized environmental conditions were noted in connection with the land use of the Site and improvements at the Site. In addition, the land uses of adjoining properties and properties in the vicinity of the Site do not represent recognized environmental conditions to the Site."*

## What is currently at the site of the Proposed Project?

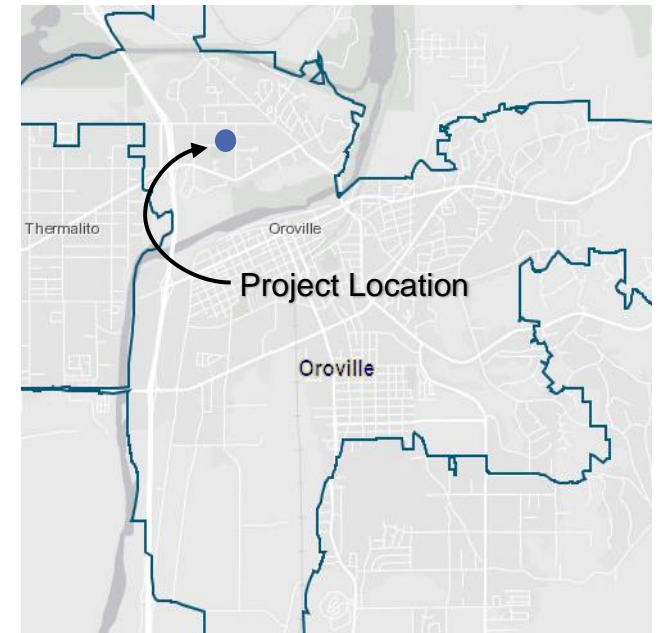
A single-family home, detached garage, and detached storage. The existing structures are slated for demolition in October, 2024.



## Designed to compliment the existing neighborhood

## Is the Proposed Project exempt from CEQA?

The City of Oroville has confirmed that the Proposed Project is ministerial and does not need planning entitlements. Therefore, under Section 21080.b.1 of the CEQA Guidelines, this development is exempt from CEQA review.



# Oroville's Measure N. The Facts...

Measure N will bring more  
Affordable Housing to Oroville.



## Measure N:

- Approves Fogg Avenue Apartments
- 18 Units of Affordable Housing
- For seniors, disabled veterans, and small families from the City of Oroville
- Upgraded security fencing, lighting and safety go beyond the minimum requirements for apartment population
- Does NOT use local taxes

Oroville's **Measure N** is on the November 5th 2024 ballot.

A **YES vote supports** allowing 18 units of affordable housing in Oroville.

## ON THE BALLOT:

"Shall the proposed low-income housing project, Fogg Avenue Apartments, located at 2131 Fogg Avenue within the City of Oroville, to be operated by the Housing Authority of the County of Butte including 18 low and very low-income units presenting 100 percent of the facility be approved?" Yes or No





**Housing Authority  
of the County of Butte**  
2039 Forest Avenue  
Chico, CA 95928

PRSR STD  
US POSTAGE  
PAID  
CORNERSTONE



**Home.**

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Compiled from the following resources:

- HDLI's annual *Index to HUD Regulations* (resource for HDLI members only)
- <https://www.hud.gov/about/acronyms>
- [https://www.hud.gov/sites/documents/DOC\\_19464.PDF](https://www.hud.gov/sites/documents/DOC_19464.PDF)
- [https://files.hudexchange.info/resources/documents/CommonHUDTermsandAcronyms\\_Handout.pdf](https://files.hudexchange.info/resources/documents/CommonHUDTermsandAcronyms_Handout.pdf)
- <https://archives.huduser.gov/portal/glossary/glossary.html>
- <https://files.hudexchange.info/resources/documents/ACOP-Guide-Appendix-I-Acronyms.pdf>
- [https://www.rbdnow.com/filemanager\\_uploads/resource%20document/HUD%20Resources%20Page/HUD%20Acronyms%2001312024.pdf](https://www.rbdnow.com/filemanager_uploads/resource%20document/HUD%20Resources%20Page/HUD%20Acronyms%2001312024.pdf)
- [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/centers/sac/library/acronyms](https://www.hud.gov/program_offices/public_indian_housing/centers/sac/library/acronyms)
- <https://static1.squarespace.com/static/62043c6fe162bf3ffdc5f475/t/6663679a097cac45292a9ce6/1717790618363/Acronyms++2024.pdf>

Acronym	Term
<b>A</b>	
1937 Act	The U.S. Housing Act of 1937 (created the public housing program)
1974 Act	The 1974 Housing and Community Development Act (created the Section 8 program)
2LP	Home Affordable Second Lien Program
AAAF	Automatic Annual Adjustment Factors
AAF	Annual Adjustment Factor
AAI	Annual Adjusted Income
ABA	Annual Budget Authority (for HAP expenses in the HCV program)
AC	Alternative Construction (under Manufactured Housing Programs)
ACA	Annual Community Assessment
ACA	Affordable Care Act of 2024
ACA	Asset Control Area
ACC	Annual Contributions Contract
ACOP	Admissions and Continued Occupancy Policy
ACRS	Administration's system for tracking requests for administrative services
ACS	American Community Survey
ADA	Americans With Disabilities Act
ADAAG	Americans With Disabilities Act Accessibility Guidelines
ADL	Activities for Daily Living
ADU	Accessory Dwelling Unit



## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
ADM	Administration (HUD Office of)
AE	HUD Account Executive
AEL	Allowable Expense Level
AFGE	American Federation of Government Employees (HUD employee union - see also NFFE)
AFFH	Affirmatively Furthering Fair Housing
AFH	Assessment of Fair Housing
AFHMP	Affirmative Fair Housing Marketing Plan
AFR	Applicable Federal Rate
AFR	Agency Financial Report
AFS	Annual Audited Financial Statements
AHAP	Agreement to Enter into a Housing Assistance Payments Contract
AHAR	Annual Homeless Assessment Report
AHM	Affordable Housing Manager (training designation from Quadel)
AHP	Affordable Housing Program
AHS	American Housing Survey
AI	Annual Income
AI	Analysis of Impediments (to fair housing)
ALJ	Administrative Law Judge
AME	Alternative Management Entity
AMI	Area Median Income
AMO	Accredited Management Organization
AMP	Asset Management Project
ANPR	Advance Notice of Proposed Rulemaking
AO	Administering Organization
AOTC	Action Other Than Closing
AP	Assistance Payment
APICs	America's Private Investment Companies
APA	Administrative Procedure Act
APP	Annual Performance Plan
APPS	Active Partners Performance System (See HUD Form 2530)
APR	Annual Performance Report (annual progress report for homeless programs)
A/R	Acquisition/Rehab
AR	Annual Recertification
ARAMS	Automatic Renewal and Amendment Management Subsystem
ARP	American Rescue Plan of 2021
ARRA	American Recovery and Reinvestment Act
ASA	American Society of Appraisers

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
ASQ	American Society for Quality
AUR/NAUR	Available Unit Rule / Next Available Unit Rule
AUS	Automated Underwriting System
<b>B</b>	
BEDI	Brownfields Economic Development Initiative. Grants, connected with 108 guaranteed loans to improve security of viability of projects.
BIN	Building Identification Number
BLI	Budget Line Item (in LOCCS)
BLS	Bureau of Labor Statistics, U.S. Department of Labor
BOSS	Budget Outlay Support System
BRI	Brownfields Redevelopment Initiative
<b>C</b>	
CA	Contract Administrator
CABHI	Cooperative Agreements to Benefit Homeless Individuals
CAM	Certified Apartment Manager (training designation)
CAOM	Contract Administration Oversight Monitor
CAAF EIV	Coordinator Access Authorization Form (for EIV)
CBA	Controlled Business Arrangement
CBD	Commerce Business Daily
CBDO	Community-Based Development Organization
CBSA	Core-Based Statistical Area
CDBG	Community Development Block Grant (HUD-CPD program)
CDC	Community Development Corporation
CDE	Community Development Entity
CDWSP	Community Development Work Study Program
CEF	Community Empowerment Fund (HUD- CPD)
CEO	Chief Executive Officer
CERS	Community Emergency Residential Services
CES	Coordinated Entry System
CEQ	Council on Environmental Quality
CFCF	Capital Fund Education and Training Community Facilities
CFFP	Capital Fund Financing Program
CFO	Chief Financial Officer (HUD Office of)
CFP	Capital Fund Program
CFR	Code of Federal Regulations
CFR	Combined Federal Register
CGP	Comprehensive Grant Program
CHAP	Commitment to Enter into a Housing Assistance Payment Contract
CHAS	Comprehensive Housing Affordability Strategy

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
CHDO	Community Housing Development Organization (a nonprofit housing provider receiving minimum of 15% of HOME Investment Partnership funds)
CHRB	Community Housing Resource Board. Organization assisting with voluntary compliance with fair housing laws.
CIAP	Comprehensive Improvement Assistance Program
CIO	Chief Information Officer (HUD Office of)
CIR	Congressional and Intergovernmental Relations (HUD Office of)
CITI	Correcting Incorrect Tenant Identifiers
CLPHA	Council of Large Public Housing Authorities
CLO	Computer Loan Origination
CMHI	Cooperative Management Housing Insurance Fund
CMS	Center for Medicaid & Medicare Services
CMSA	Consolidated Metropolitan Statistical Area
CNA	Capital Needs Assessment
CNI	Choice Neighborhoods Initiative
CO	Contracting Officer
Co-HOH	Co-Head-of-Household
CoC	HUD's Continuum of Care program (stressing permanent solutions to homelessness)
CoP	Contract of Participation (FSS program)
COCC	Central Office Cost Center
COE	Army Corps of Engineers
Con Plan	Consolidated Plan (plan under the Community Development Block Grant and other CPD programs)
COLA	Cost of Living Adjustment
CO-OP	Cooperative (housing)
COOP	Continuity of Operations
COS	Certified Occupancy Specialist (training designation from NCHM)
CPD	Community Planning and Development (HUD Office of)
CPI	Consumer Price Index
CPO	Chief Procurement Officer (HUD Office of)
CPO	Certified Professional of Occupancy (training designation from NCHM)
CPU	Cost Per Unit (Total Cost/Number of Units)
CR	Contract Rent
CRN	Contingent Repayment Note
CRP	Capital Recovery Payment
CSA	Combined Statistical Area
CSI	Community Strategies Institute

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
CSS	Community Supportive Services
CSSR	HUD's Community Service and Self-Sufficiency Requirement
CQA	Certified Quality Auditor
CQE	Certified Quality Engineer
<b>D</b>	
DA	Developmentally Disabled
DAP	Development Application Processing (FHA - Multifamily Housing)
DAP	Downpayment Assistance Program (FHA - Single Family Housing)
DAPIA	Design Approval Primary Inspection Agency (under Manufactured Housing Programs)
DARTS	Departmental Accounts Receivable Tracking/Collection System
DAS	Deputy Assistant Secretary (HUD)
DC&E	Dwelling construction and equipment
DCHV	Domiciliary Care for Homeless Veterans
DCR	Debt Coverage Ratio (NOI/Hard Debt)
DDA	Application reference number provided in the HUD IMS/PIC management system for all SAC application
DDA	Difficult Development Area
DDTF	Demolition and Disposition Transitional Funding
DE	Direct Endorsement. Program permitting lender processed and endorsed FHA mortgages.
DEC	Departmental Enforcement Center
DEP	Drug Elimination Program
DSCR	Debt Service Coverage Ratio
DGMS	Departmental Grants Management System
DHAP	Disaster Housing Assistance Program (HCV Program)
DM	Data Mart
DOFA	Date of Full Availability
DOJ	U.S. Department of Justice
DOT	Declaration of Trust
DPR	DAPIA Performance Report (under Manufactured Housing Programs)
DSC	Debt Service Coverage
DSCR	Debt Service Coverage Ratio
DT	Delivering Together
DUNS	Dun and Bradstreet Numbering System (obsolete)
DUS	Delegated Underwriting and Servicing
DV	Domestic Violence

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
<b>E</b>	
EA	Environmental Assessment
EC	Enforcement Center (formally called Departmental Enforcement Center)
EC	Enterprise Community
ED	Executive Director
EDA	Economic Development Administration (part of Dept. of Commerce)
EDI	Economic Development Initiative (CPD program)
EDSC	Elderly/Disabled Service Coordinator
EDSS	Economic Development and Supportive Services (CPD program)
EEO	Equal Employment Opportunity
EGI	Effective Gross Income (GPR - Vacancy Loss + Other Income = EGI)
EHOP	Equal Housing Opportunity Plan (Sec. 8 and Moderate Rehabilitation programs)
EID	Earned Income Disallowance or Disregard
EIN	Employer's Identification Number
EIS	Executive Information System. Designed for senior management for analysis
EIS	Empowerment Information System
EIS	Environmental Impact Statement
EIV	Enterprise Income Verification
ELI	Extremely Low-Income
ELIHPA	The Emergency Low Income Housing Preservation Act of 1987
E-LIST	HUD's electronic mailing list available in HUD USER
EMAD	Economic and Market Analysis Division (HUD)
EMM	Executive Management Meeting
EPA	U.S. Environmental Protection Agency
EPACS	Executive Performance Accountability and Communication System (HUD performance plans for Senior Executives)
EPC	Energy Performance Contract
EPIC	Energy Performance Information Center
EPGP	HUD's 2021 Eviction Protection Grant Program (designed to expand the reach of legal services to low-income tenants)
EPLS	Excluded Parties List System
EPPEP	Employee Performance Planning and Evaluation System. Used to measure/rate employee job performance.
ESG	Emergency Solutions Grants Program, formerly the Emergency Shelter Grants (CPD program)
ESG-CV	Emergency Solutions Grants Program - Corona Virus
ETL	Error Tracking Log

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
ETS	EIV Existing Tenant Search
EUA	Extended Use Agreement
EUL	Estimated Useful Life
EVS	Employee Viewpoint Survey
EZ	Empowerment Zone
F	
F47	Loan insurance program a/k/a the Modified Fatigue Impact Scale (MFIS)
FA	Financial Analyst
FAIR	Federal Activities Inventory Reform (FAIR) Act of 1998
FANNIE MAE	The Federal National Mortgage Association
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FASPHA	Financial Assessment Subsystem
FASS	Financial Assessment Subsystem
FBCO	Faith-Based and Community Organizations
FDIC	Federal Deposit Insurance Corporation
FDS	Financial Data Schedule
FEMA	Federal Emergency Management Administration
FERA	Front-End Risk Assessments (FERAs) are documented reviews by management of a component's susceptibility to waste, fraud, abuse and mismanagement. FERAs are conducted on new or substantially revised programs or administrative functions.
FFS	Federal Financial System
FFY	Federal Fiscal Year
FHA	Fair Housing Act. Part of the Civil Rights Act of 1968 (amended in 1974 and 1988)
FHA	Federal Housing Administration (HUD)
FHAP	Fair Housing Assistance Program (HUD-FHEO program)
FHEO	Fair Housing and Equal Opportunity (HUD Office of)
FHIP	Fair Housing Initiatives Program (HUD-FHEO program)
FHLB	Federal Home Loan Bank
FHLBB	Federal Home Loan Bank Board
FHLMC	Federal Home Loan Mortgage Corporation (a/k/a Freddie Mac)
FICA	Federal Insurance Contributions Act (established Social Security taxes)
FLRA	Federal Labor Relations Authority
FMC	Financial Management Center
FMD	Financial Management Division (HUD)
FMR	Fair Market Rent

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
FMS	Facilities Management Specialist
FNMA	Federal National Mortgage Association (a/k/a/ Fannie Mae)
FO	Field Office
FOIA	Freedom of Information Act
FONSI	Finding of No Significant Impact
FORQ	Field Office Initiated Accounting Adjustment
FPM	Field Policy and Management (HUD Office of)
FR	Federal Register
FREDDIE MAC	Federal Home Loan Mortgage Corporation
FSI	Financial Systems Integration
FSS	HUD's Family Self-Sufficiency program
FTE	Full-time equivalent (employee)
FUP	Family Unification Program
FWG	Field Working Group
FFY	Federal Fiscal year
FY	Fiscal year
FYE	Fiscal Year End
FYSB	Family and Youth Services Bureau
<b>G</b>	
GAAP	Generally Accepted Accounting Principles
GAO	Government Accountability Office
GBHI-SSH	Grants for the Benefit of Homeless Individuals –Services in Supportive Housing
GI	General Insurance Fund (one of four FHA insurance funds)
GIMS	Grants Interface Management System
GINNIE MAE	Government National Mortgage Association (GNMA)
GIS	Geographic Information System
GMC	Grants Management Center (under Public and Indian Housing)
GMP	Grants Management Process
GMS	Grants Management System
GNMA	Government National Mortgage Association (GINNIE MAE)
GNND	HUD's Good Neighbor Next Door program (sale of Single Family Properties in revitalization areas to police officers in order to improve neighborhood security). Formerly called the Officer Next Door program
GPO	Government Printing Office
GPD	Grant & Per Diem Program
GPR	Gross Potential Rent (Number of Units x Monthly Rent x 12 (months/annual))
GPRA	Government Performance and Results Act of 1993

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
GR	Gross Rent (TTP + UA)
GRC	Gross Rent Change or Gross Rent Certification
GRRP	Green and Resilient Retrofit Program
GSA	General Services Administration
GSE	Government Sponsored Enterprise (e.g., Fannie Mae and Freddie Mac)
GTM	Government Technical Monitor (for contracts)
GTR	Government Technical Representative (for contracts)
H	
HACAO	Housing Assistance Contract Administration Oversight (HUD)
HAMP	Home Affordable Modification Program
HAP	Housing Assistance Payments (Contract)
HAP	Housing Assistance Plan. Housing plans required by CDBG program.
HARP	Home Affordable Refinance Program
HART	HUD's Assistance and Recovery Team
HCA	Housing Credit Agency
HCA	Housing Counseling Agency
HBCU	Historically Black Colleges & Universities
HCCP	Housing Credit Certified Professional
HCD	The Housing and Community Development Act of 1974
HCD	Office of Housing and Community Development (local offices)
HCHV	Health Care for Homeless Veterans
HCRV	Health Care for Reentry Veterans
HCV	Housing Choice Voucher
HDLI	Housing and Development Law Institute
HDS	Housing Discrimination Study
HEA	Higher Education Act of 1965
HECM	Home Equity Conversion Mortgage (Insurance)
HERA	Housing and Economic Recovery Act of 2008
HERFORU	HEREMS Field Office Reporting Utility aka HEREMS
HFA	Housing Finance Agency
HH 4350.3	HUD Occupancy Handbook 4350.3
HHS	Health and Human Services (U.S. Department of)
HIC	Housing Inventory Count or Housing Inventory Chart
HIFMIP	HUD Integrated Financial Management Improvement Project
HIPAA	Health Insurance Portability and Accountability Act of 1996
HIPRS	HUD Integrated Performance Reporting System
HMDA	Home Mortgage Disclosure Act of 1975 Act ( amended 1989)
HMFA	HUD Metro FMR Area



## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
HMIS	Homeless Management Information System
HOC	Homeownership Center
HOF	Housing Opportunities Fund
HOH	Head of Household
HOME	Home Investment Partnerships (HUD-CPD program)
HOME- ARP	HOME American Rescue Plan Program
HOMES	Homeless Evaluation Management System (VA database)
HOPA	Housing for Older Persons Act of 1995
HOPE VI	Program for Revitalization of Severely Distressed Public Housing (HUD-PIH program)
HOPWA	Housing Opportunities for Persons with AIDS (HUD-CPD program)
HOZ	HUD's Homeownership Zone program
HP	Homeless Prevention
HPRP	Homeless Prevention and Rapid Re-Housing Program
HQS	Housing Quality Standards
HRE	Homelessness Resource Exchange
HRITC	Historic Rehabilitation Investment Tax Credit
HSI-WSP	Hispanic-Serving Institutions Work Study Program
HTC	Housing Tax Credits
HTF	Housing Trust Fund
HUD	U.S. Department of Housing and Urban Development
HUDAR	HUD Acquisition Regulations
HUDCAPS	HUD Central Accounting Processing System
HUDCLIPS	HUD Client Information and Policy Systems
HUDstat	HUD Internal Reporting System
HUD USER	HUD's primary online source for documents, reports, and information on housing policy and programs
HUD-VASH	HUD-Veterans Affairs Supportive Housing program
HUSM	HUD Utility Schedule Model
<b>I</b>	
IBS	Integrated Business System
IC	Initial Certification
ICDBG	Indian Community Development Block Grant program
ICF/DD	Intermediate Care Facility/Developmentally Disabled
ICF/MR	Intermediate Care Facility/Mentally Retarded
IDA	Individual Development Account
IDIS	Integrated Disbursement and Information System (HUD-CPD system)
IDRR	Initial Deposit to Replacement Reserve

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
IG	Inspector General (HUD Office of)
IHA	Indian Housing Authority
IHBG	Indian Housing Block Grants program
IL	Income Limit
Imax	Integrated Multifamily Access Exchange
IMS or (IMS-PIC)	Inventory Management System
IPA	Independent Public Accountant
IPA	Intergovernmental Personnel Act of 1970
IPF	Incentive Performance Fee
IPIA	Improper Payments Information Act of 2002
IPR	IPIA Performance Report (under Manufactured Housing Programs)
IRA	Individual Retirement Account
IREM	Institute for Real Estate Management
iREM	Integrated Real Estate Management System
IRR	Internal Rate of Return
IRS	U.S. Internal Revenue Service
IRV	Income approach to real estate property valuation (NOI/Cap Rate = Value)
IT	Information Technology
ITAG	Intermediary Technical Assistance Grant
ITIN	Individual Taxpayer Identification Number
ITSP	Individual Training and Services Plan
ITIM	Information Technology Investment Management
<b>J</b>	
JCDP	Joint Community Development Program
JTPA	Job Training Partnership Act of 1982
Jobs Plus	Jobs Plus Initiative
JPI	Jobs Plus Initiative
<b>K</b>	
KIN-GAP	Kinship Guardian Assistance Payments
<b>L</b>	
LAP	Language Assistance Plan
LAS	Loan Accounting System; direct loans
LASS	Lender Assessment Subsystem
LBP	Lead-based paint
LBPPPA	Lead-Based Paint Poisoning Prevention Act
LDP	Limited Denial of Participation
LDRS	(HUD) Leadership Development Recognition System (incentive awards system for executives, managers and supervisors)

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
LEA	Law Enforcement Agency
LEP	Limited English proficiency
LGBTQIA+	LGBTQIA+ is an inclusive acronym that stands for "lesbian, gay, bisexual, transgender, queer, intersex, asexual" and the + is meant to include other identities
LIA	Live-in Aide
LIHRPHA	Low Income Housing Preservation and Resident Home Ownership Act of 1990
LIHTC	Low Income Housing Tax Credit
LM	Loan Management
LMR	Labor Management Relations
LMSA	Loan Management Set-Aside
LOCCS	Line of Credit Control System
LOMA	Letter of Map Amendment
LOMR	Letter of Map Revision
LPR	Lawful Permanent Residents
LR	Labor Relations
LRA	Local Redevelopment Authority
LTV	Loan to Value
<b>M</b>	
M2M	HUD's Mark to Market Program (reduces rents to market levels by restructuring existing debt to levels supportable by these rents)
M&M	Management and Marketing
MA	Metropolitan Area
MAHRA	Multifamily Assisted Housing Reform and Affordability Act of 1997
MAP	Multifamily Accelerated Processing (FHA-Multifamily)
MAPS	Monitoring and Planning System
MAR	Miscellaneous Accounting Request
MARS	Multifamily Accounting Reporting and Servicing System (aka CSMS)
MAT	Monthly Activity Transmission
MBA	Mortgage Bankers Association
MBE	Minority Business Enterprise
MBS	Mortgage-Backed Securities (for secondary market issued by Ginnie Mae)
MDDR	Multifamily Delinquency and Default Reporting
MFH	Multifamily Housing
MFHRHIIP	Multifamily Housing Rental Housing Integrity Improvement Project
MFI	Median Family Income
MFIS	Modified Fatigue Impact Scale (Multifamily Insurance System a/k/a F47-insured loans)

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
MHA	Making Home Affordable
MHCC	Manufactured Housing Consensus Committee
MHCSS	Manufactured Housing Construction and Safety Standards
MHCSSA	Manufactured Housing Construction and Safety Standards Act of 1974
MIP	Mortgage Insurance Premium
MIS	Management Information System
MLIS	Mortgage Lending Information System
MLS	Multiple Listing Service
MMI	Mutual Mortgage Insurance Fund a/k/a MMIF (FHA fund)
MMIF	Mutual Mortgage Insurance Fund a/k/a MMI (FHA fund)
MSA	Metropolitan Statistical Area
MSPB	Merit Systems Protection Board. Independent agency which hears and adjudicates federal employees' allegations of abuse of merit principles.
MOA	Memorandum of Agreement
Mod Rehab	HUD's Section 8 Moderate Rehabilitation program
MOU	Memorandum of Understanding
MRN	Mortgage Restructuring Note
MTCS	Multifamily Tenant Characteristics System
MTSP	Multifamily Tax Subsidized Project
MTW	Moving to Work
<b>N</b>	
NAA	National Apartment Association
NACO	National Association of Counties
NAHASDA	Native American Housing Assistance Self-Determination Act of 1996
NAHB	National Association of Home Builders
NAHMA	National Affordable Housing Management Association
NAHRO	National Association of Housing and Redevelopment Officials
NAPA	National Academy of Public Administration
NAR	National Association of Realtors
NAREB	National Association of Real Estate Brokers
National Partnership for Reinventing Government	Formally known as NPR (National Performance Review). Review of federal government operations resulting in recommendations for improvement.
NBN	Night by Night (Emergency Shelter Type)
NCHS	National Center for Health Statistics
NCR	Noncitizen Rule
NCSBCS	National Conference of States on Building Codes and Standards

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
NCSHA	National Council of State Housing Agencies
NC/SR	Section 8 New Construction/Substantial Rehabilitation
NECMA	New England County Metropolitan Area
NED	Non-Elderly Disabled
NEPA	National Environmental Policy Act of 1969
NFC	National Finance Center
NFFE	National Federation of Federal Employees (HUD employee union - also AFGE)
NFHA	National Fair Housing Alliance
NGMS	Next Generation Management System
NHOP	Nehemiah Housing Opportunity Program Grants
NIBS	National Institute of Building Sciences
NIMBY	“Not In My Back Yard”
NLHA	National Leased Housing Association
NMHC	National Multifamily-Housing Council
NMTC	New Markets Tax Credit
NNPP	Non-necessary Personal Property
NOFA	Notice of Funding Availability
NOI	Net Operating Income
NPP	Necessary Personal Property
NPV	Net Present Value
NRP	Nuisance Remedy Program
NSF	National Science Foundation
NSP	Neighborhood Stabilization Program (authorized in 2008 under HERA)
NSPIRE	National Standards for the Physical Inspection of Real Estate
NTO	National Tenant’s Organization
<b>O</b>	
OA	Owners Agent
OAHP	Office of Affordable Housing Preservation (HUD )
OAMPO	Office of Asset Management and Portfolio Oversight
OARQ	Owner/Agent Requested Accounting Adjustment
OATG	Outreach and Training Grant
OCAF	Operating Cost Adjustment Factor
OCHCO	Office of the Chief Human Capital Officer (HUD)
OCRA	Omnibus Consolidated Rescissions and Appropriations Act of 1996
ODEEO	Office of Departmental Equal Employment Opportunity (HUD)
ODOC	Office of Departmental Operations and Coordination (HUD)
OFFHEO	Office of Federal Housing Enterprise Oversight

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
OFFP	Operating Fund Financing Program
OFND	Operating Fund Program
OGC	Office of General Counsel (HUD)
OHHLHC	Office of Healthy Homes and Lead Hazard Control (HUD)
OIG	Office of Inspector General (HUD)
OLHC	See Office of Healthy Homes and Lead Hazard Control
OLR	Office of Labor Relations-now OLSE (HUD)
OLSE	Office of Labor Standards and Enforcement (HUD)
OMHAR	Office of Multifamily Housing Assistance Restructuring (HUD)
OMB	U.S. Office of Management and Budget
OMHAR	Office of Multifamily Housing Assistance Restructuring (HUD)
OMHP	Office of Manufactured Housing Programs
ONAP	Office of Native American Programs
OND	HUD's "Officer Next Door" program (sale of single family properties in revitalization areas to police officers in order to improve neighborhood security). Now called the Good Neighbor Next Door program (GNND)
OPIIS	Online Property Integrated Information Suite formerly NASS
OPM	Office of Personnel Management
OPPLI	Office of Policy, Program, and Legislative Initiatives
Outlay	Measure of government spending for budget purposes. Any type of funds used to liquidate a federal obligation.
OSDBU	Office of Small and Disadvantaged Business Utilization (HUD)
OTAG	Outreach and Training Grant
OUP	Office of University Partnerships (HUD Office of)
P	
PAC	Project Assistance Contract (Section 202/162)
P&F	Program and Funding (budget table)
PACS	HUD Performance Accountability and Communication System (for managers and supervisors)
PAE	Participating Administrative Entity
PAS	Program Accounting System; grants
PASS	Plan to Achieve Self-Support
PASS	Physical Inspection Assessment Subsystem
PATH	Partnership for Advancing Technology in Housing (HUD-PD&R program)
PATH	Prevention Assistance and Temporary Housing (Homeless program )
PBCA	Performance Based Contract Administrator
PBRA	Project Based Rental Assistance

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
PBRA-RAD	Project-Based Rental Assistance Rental Assistance Demonstration Contract
PBV	Project-Based Voucher
PBV - RAD	Project-Based Voucher Rental Assistance Demonstration
PBVP	Project-Based Voucher Program
PEL	Project Expense Level
PCA	Physical Condition Assessment
PCPM	Post-Closing Portfolio Manager
PD	Property Disposition. Disposition of real property.
PD	Position Description. Description of the functions of a position
PD&R	Policy Development and Research (HUD Office of)
PEL	Project Expense Level
PFS	Performance Funding System. Formula used to calculate the amount of operating subsidies required by each PHA to operate it's public housing.
PFS	Pre-Foreclosure sale (REO program)
PFS	Performance Funding System
PH	Public Housing
PHA	Public Housing Authority or Public Housing Agency
PHADA	Public Housing Authority Directors Association
PHARS	Public Housing Authority Recovery and Sustainability Initiative
PHAS	Public Housing Assessment System (under REAC)
PHDEP	Public Housing Drug Enforcement Program (PIH program)
PHMAP	Public Housing Management Assessment Program (under PIH)
PHRS	Public Housing Revitalization Specialist
PIA	Primary Inspection Agency (under Manufactured Housing Programs)
PIC	Public and Indian Housing Information Center
PIH	Public and Indian Housing (HUD Office of)
PII	Personally Identifiable Information
PILOT	Payment in Lieu of Taxes
PIS	Placed In Service
PIT	Point in Time
PJs	Participating Jurisdictions (in HOME program)
PL	Public Law
PMS	Portfolio Management Specialist (PIH)
PMS	Property Management System (Multifamily)
PMSA	Primary Metropolitan Statistical Area
POA	Plan of Action
POCA	Plan of Corrective Action

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
POST	PIH One Stop Tool
PPC	Partial Payment of Claim
PRA	Portfolio Restructuring Agreement
PRA	Project Rental Assistance
PRAC	Project Rental Assistance Contract
PRN	Pro Rata Need
PTR	Post Technical Reviews
PUM	Per Unit Month
PV	Present Value
<b>Q</b>	
QA	Quality Assurance
QAM	Quality Assurance Manual
QAP	Qualified Allocation Plan
QC	Quality Control
QCT	Qualified Census Tract
QHWRA	Quality Housing and Work Responsibility Act of 1998 a/k/a Public Housing Reform Act
QMR	Quality Management Review program (HUD- for oversight of field operations)
QNP	Qualified Non-Profit
<b>R</b>	
RA	Repayment Agreement
RAAP	Rental Assistance Assessment Plan
RAB	Resident Advisory Board
RAD	Rental Assistance Demonstration
RAM	Reasonable Accommodation & Modification
RAMPS	Recovery Act Management and Performance System
RAP	Rehab Assistance Payment (applies only to Component 1 PH to PBRA RAD)
RAP	Rental Assistance Payment Contract
RBC	Regulatory Barriers Clearinghouse
RC	Resident Council
RCC	RAD Conversion Commitment
RD	Rural Development (USDA)
REAC	Real Estate Assessment Center (HUD)
REAP	Resource Estimation and Allocation Process (under Chief Financial Officer)
REAT	Rehab Escrow Administration Tracking
REMIC	Real Estate Mortgage Investment Conduit (under Ginnie Mae)



## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
REMS	Real Estate Management System (under REAC)
Rent Supp	Rent Supplement Contract (applies only to S8RAD C1)
REO	real estate owned (in reference to defaulted FHA-insured properties)
RESPA	Real Estate Settlement Procedures Act
RFP	Request for Proposals
RFQ	Request for Quotations (under the simplified acquisition procurement method)
RHF	Replacement Housing Factor
RHIIP	Rental Housing Integrity Improvement Project
RHS	Rural Housing Service
RHSP	Rural Housing Stability Program
RHY	Runaway and Homeless Youth RRH Rapid Rehousing
RHYTTAC	Runaway And Homeless Youth Training And Technical Assistance Center
RIF	Reduction In Force (Workforce)
RIGI	Regional Inspector General For Investigation (Hud)
RMC	Resident Management Corporation
RMI	Removed From Inventory
ROB	Rules of Behavior
ROI	Rate on Investment (Cash Flow/Initial Investment)
ROSS	Resident Opportunity and Supportive Services
RR	Revenue Ruling
RTC	Resolution Trust Corporation
<b>S</b>	
S8RAD C1	Section 8 PBRA RAD Component 1 PH to PBRA RAD
S8RAD C2	Section 8 PBRA RAD Component 2 Mod Rehab/Rent Supp RAP to PBRA RAD and PBRA RAD for PRAC (202 & 811)
S+C	HUD's Shelter Plus Care program
S&E	Salaries and Expenses Appropriation
SA	Subarea
SAA	State Administrative Agency (under Manufactured Housing Programs)
SAFAH	Supplemental Assistance For Facilities To Assist The Homeless
SAM	System for Award Management
SAMA	Site Appraisal and Market Analysis
SAC	Special Applications Center (under HUD-PIH)
SAMA	Site Appraisal and Market Analysis. Required for commitment of FHA mortgage insurance on most Multifamily Projects and large subdivisions.
SAS	Statistical Analysis Software

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
SAVE	Systematic Alien Verification for Entitlements Program
SBWL	Site-based waiting list
SCS2	Strong Cities, Strong Communities (2011 - 2017 HUD initiative)
Section 3	Section 3 of the Housing and Urban Development Act of 1968 (obligates PHAs to afford resident access to jobs and contracting opportunities created by federal funding)
Section 5(h)	Permits PHAs to sell all or part of a public housing development to eligible residents (homeownership program)
Section 8	A HUD assistance program created by the Housing and Community Development Act of 1974 (provides subsidies)
Section 8(a)	A program created by the Small Business Act authorizing SBA to enter into contracts with other federal agencies for goods and services. SBA then subcontracts work with eligible small firms.
Section 8 FMC	Section 8 Financial Management Center (under HUD-PIH)
Section 8 Mod Rehab	Section 8 Moderate Rehabilitation program
Section 9	A HUD assistance program authorized by the U.S. Housing Act of 1937 (provides operating costs for low-rent public housing projects)
Section 18 Demo Dispo	Section 18 Demolition/ Disposition authorized under Section 18 of the United States Housing Act of 1937 (allows for the demolition or disposition of public housing)
Section 22	Section 22 of the United States Housing Act of 1937 (allows for Voluntary Conversions and Streamlined Voluntary Conversions (SVC))
Section 32	Section 32 of the United State Housing Act of 1937 (allows dwelling units to be made available for homeownership)
Section 33	Section 33 of the United States Housing Act of 1937 (allows for Required Conversion of public housing)
Section 108	Section 108 Loan Guarantee Program (under CPD)
Section 184	Loan Guarantee Program
Section 202	Section 202 of the Housing Act of 1959 (Loans for construction/rehab of housing for the elderly or disabled)
Section 203	Basic FHA Single Family mortgage insurance program
Section 207	Section 207 of the National Housing Act (basic FHA multifamily insurance program)
Section 221(d)(3)	Section 221(d)(3) of the National Housing Act FHA mortgage insurance for Multifamily housing for low/moderate income families.
Section 221(d)(2)	Section 221(d)(2) of the National Housing Act (mortgage insurance for low/moderate income rental and cooperative housing)
Section 221(d)(4)	Section 221(d)(4) of the National Housing Act

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
Section 223(a)(7)	Section 223(a)(7) of the National Housing Act (mortgage insurance for refinancing existing FHA-insured mortgage)
Section 223(e)	Section 223(e) of the National Housing Act (mortgage insurance with housing in older declining neighborhoods)
Section 223(e)	Section 223(e) of the National Housing Act (mortgage insurance with housing in older declining neighborhoods)
Section 223(f)	Section 223(f) of the National Housing Act (mortgage insurance to refinance existing multifamily housing)
Section 231	Mortgage insurance for housing constructed or rehabilitated primarily for elderly persons
Section 235	FHA single family mortgage insurance with subsidies on interest for low/moderate income families
Section 236	Section 236 of the National Housing Act (rental and cooperative housing interest reduction payments)
Section 504	Section 504 of the Rehabilitation Act of 1973
Section 515	Section 515 of the Housing Act of 1949 (direct and insured loans for elderly and rural housing)
Section 811	Section 811 of the National Affordable Housing Act of 1990 (programs for housing assistance to the elderly and people with disabilities)
SEMAP	Section 8 Management Assessment Program
SES	Senior Executive Service. Personnel/Payroll system for executives. (Civil Service Act of 1978)
SH	Safe Harbor Income Source
SHP	Supportive Housing Program
SLR	Subsidy Layering Review
SMA	SAA Monitoring Assessment (under Manufactured Housing Programs)
SNAP	Supplemental Nutritional Assistance Program
SPII	Sensitive Personally Identifiable Information
SRA	Sponsor-Based Rental Assistance
SRI	Special Risk Insurance Fund (of FHA)
SRO	Single-Room Occupancy (mortgage insurance under Section 221(d) for single room apartments)
SS	Social Security
SSA	Social Security Administration
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
SSN	Social Security Number
SSO	Supportive Services Only

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
STARS	System for tracking calls requesting computer-related assistance
START	Neighborhood Networks Strategic Tracking and Reporting Tool
Super NOFA	HUD's consolidated approach to issuance of Notices of Funding Availability
SVC	Streamlined Voluntary Conversions (allow small PHAs with 250 or fewer public housing units to convert to tenant-based housing choice voucher assistance through streamlined authority)
SWICA	State Wage Information Collection Agency
T	
TAC	HUD's Technical Assistance Center
TBRA	Tenant Based Rental Assistance (a/k/a TRA)
TAC	Technical Assistance Center (REAC Helpdesk)
TANF	Temporary Assistance to Needy Families
TARC	Troubled Agency Recovery Center (under PIH)
TASS	Tenant Assessment Subsystem
TBV	Tenant Based Vouchers
TCA	Traditional Contract Administrator
TDAT	Tribal Directory Assessment Tool
TDC	Total Development Cost
TDHE	Tribally Designated Housing Entity
TEAPOTS	Title VIII Paperless Office and Tracking System (FHEO system)
TH	Transitional Housing
TIC	Tenant Income Certification (LIHTC program)
TLI	Targeted Lending Initiative (of Ginnie Mae)
TM	Termination/Suspension of Assistance
TOP	Tenant Opportunities Program
TOTAL	Technology Open to Approved Lenders
TPA	Transfer of Physical Assets
TPV	Tenant Protection Vouchers
TR	Tenant Rent
TRA	Tenant Based Rental Assistance (a/k/a TBRA)
TRACS	Tenant Rental Assistance Certification System
TSAP	Tenant Selection and Assignment Plan
TSCA	Toxic Substances Control Act
TSP	Tenant Selection Plan
TTP	Total Tenant Payment (before the application of any Utility Allowance)

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
<b>U</b>	
UA	Utility Allowance
UAAF	User Access Authorization Form (EIV)
UDAG	Urban Development Action Grants
UEI	GSA SAM Unique Entity Identifier
UEL	Utilities Expense Level
UFAS	Uniform Federal Accessibility Standards
UIV	Upfront Income Verification
UM	Use of Materials Bulletin
UMA	Unit Months Available
UML	Unit Months Leased
UNP	Formerly known as UNA Unrestricted Net Assets will now be referred to as Unrestricted Net Position
UPB	Unpaid Principal Balance
UPCS	Uniform Physical Condition Standards
UR	Utility Reimbursement
URA	Uniform Relocation Assistance and Real Property Acquisition Act of 1970
URD	Urban Revitalization Demonstration
URP	Utility Reimbursement Payment
USC	United States Code
USCA	United States Housing Act of 1937
USCIS	U.S. Citizenship and Immigration Services
USDA	U.S. Department of Agriculture
USHA	United States Housing Act of 1937
USPAP	Uniform Standards of Professional Appraisal Practice
UT	Unit Transfer
UVR	Unit Vacancy Rule (LIHTC)
<b>V</b>	
VA	Veterans Affairs (U.S. Department of)
VAMA	Voluntary Affirmative Marketing Agreement
VASH	HUD-Veterans Affairs Supportive Housing Program
VAWA	Violence Against Women Act and Department of Justice Reauthorization Act of 2013
VCA	Voluntary Compliance Agreement
VMS	Voucher Management System

## HDLI's Comprehensive List of Industry Acronyms & Terms – As of 10/9/24

Acronym	Term
<b>W</b>	
WASS	Web Access Security Subsystem
WBE	Women Business Enterprise
<b>X</b>	
N/A	N/A
<b>Y</b>	
YAB	Youth Action Board
YHDP	Youth Homeless Demonstration Program
YOC	Year of Conversion (applies only to Component 1 PH to PBRA RAD)
YTD	Year to Date
<b>Z</b>	
N/A	N/A

October 10, 2024

**MEMO**

To: HACB Board of Commissioners  
From: Sharice Atkins, Special Programs Coordinator  
Subject: Resolution No. 4941  
Section 8 FSS Graduate – Sonya Snodgrass

Sonya Snodgrass started the FSS program on May 1, 2019. Her goals at that time was to obtain sustainable employment, to provide for her family and write a book. In that time since, her two oldest children have graduated high school and successfully moved into their own housing, leaving Sonya to provide for the two youngest.

Sonya has reached her goal of continued employment and has finished her book. She is currently working with an online agency for publishing. As of October 17, 2024, Sonya will be graduating ahead of time. With money Sonya has saved she is relocating to Texas and is looking to buy a home.

*Recommendation: Adoption of Resolution No. 4941*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4941

RECOGNITION OF FSS GRADUATE

SONYA SNODGRASS

---

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

WHEREAS, SONYA SNODGRASS entered the FSS program on May 1, 2019; and

WHEREAS, SONYA SNODGRASS successfully completed her FSS Contract of Participation, effective October 17, 2024, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

WHEREAS, SONYA SNODGRASS obtained and maintained suitable employment and has been free of welfare assistance at the time of graduation; and

WHEREAS, SONYA SNODGRASS, in completing her Contract of Participation, has accrued an FSS escrow balance of \$24,143.30;

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

Dated: October 17, 2024

---

David Pittman, Board Chair

ATTEST:

---

Lawrence C. Guanzon, Secretary



October 10, 2024

**MEMO**

To: HACB Board of Commissioners  
From: Sharice Atkins, Special Programs Coordinator  
Subject: Resolution No. 4942  
Section 8 FSS Graduate – Ameer Mubarak

Ameer Mubarak has been in the FSS program Since December of 2018. Ameer’s goal was to clean up his credit and work his way off all subsidies. His interest then was to build a career in market strategies and become marketable. As of today, Ameer is very marketable and has achieved all his FSS goals.

*Recommendation: Adoption of Resolution No. 4942*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4942

RECOGNITION OF FSS GRADUATE

AMEER MUBARAK

---

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

WHEREAS, AMEER MUBARAK entered the FSS program on December 1, 2018 and

WHEREAS, AMEER MUBARAK successfully completed her FSS Contract of Participation, effective July 30, 2024, by fulfilling all of his responsibilities under the terms of the Contract of Participation; and

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

WHEREAS, AMEER MUBARAK, in completing her Contract of Participation, has accrued an FSS escrow balance of \$4,195.65;

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

Dated: October 17, 2024

---

David Pittman, Board Chair

ATTEST:

---

Lawrence C. Guanzon, Secretary

October 10, 2024

**MEMO**

To: HACB Board of Commissioners  
From: Sharice Atkins, Special Programs Coordinator  
Subject: Resolution No. 4943  
Section 8 FSS Graduate – Kendra Bonner

Kendra Bonner started the FSS Program September 1, 2020 as a single parent and student. Kendra's goals were to finish her bachelor's degree at Chico State, continue on to a master's program and find employment within her field of study.

Kendra Bonner is the perfect example of what the FSS Program is designed to do for our families. Kendra is working in her career choice and she graduating early from the FSS program because all goals have been met. We are proud of Kendra and the steps she has taken for her family to become self-sufficient.

*Recommendation: Adoption of Resolution No. 4943*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4943

RECOGNITION OF FSS GRADUATE

KENDRA BONNER

---

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

WHEREAS, KENDRA BONNER entered the FSS program on September 1, 2020; and

WHEREAS, KENDRA BONNER successfully completed her FSS Contract of Participation, effective June 30, 2024 by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

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

WHEREAS, KENDRA BONNER, in completing her Contract of Participation, has accrued an FSS escrow balance of \$18,452.73;

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

Dated: October 17, 2024

---

David Pittman, Board Chair

ATTEST:

---

Lawrence C. Guanzon, Secretary

October 10, 2024

MEMO

To: Board of Commissioners  
From: Hope Stone, Finance Director  
Subject: Resolution Number 4944  
Write-Off of Uncollectible Accounts Receivable, as of September 30, 2024

Annually, at fiscal year-end, accounts receivable balances are written off the Balance Sheet for vacated participant and landlord accounts for which HACB has not received a payment for ninety (90) days or more. These balances represent uncollectible tenant rent, repayment agreements, and other charges for July 1, 2023 through June 30, 2024. To provide some perspective, below is a chart comparing 2024 to the past five years, along with the six-year averages.

<b>Year</b>	<b>Public Housing</b>	<b>Farm Labor Housing</b>	<b>Housing Authority Owned</b>	<b>Housing Choice Voucher</b>	<b>VASH Security Deposits</b>	<b>Total</b>
2024	\$ 9,206	\$ 1,662	\$ 9,487	\$ 869	\$ -	\$ 21,224
2023	\$ 26,083	\$ -	\$ 46,878	\$ 77,650	\$ 2,010	\$ 152,621
2022	\$ 57,429	\$ 1,219	\$ 28,700	\$ 39,201	\$ -	\$ 126,550
2021	\$ 41,110	\$ 1,660	\$ -	\$ 29,642	\$ -	\$ 72,413
2020	\$ 74,034	\$ 10,765	\$ 8,428	\$ 18,480	\$ 500	\$ 112,207
2019	\$ 71,784	\$ 264	\$ 5,164	\$ 14,004	\$ -	\$ 91,236
<b>Averages</b>	<b>\$ 46,608</b>	<b>\$ 2,595</b>	<b>\$ 16,443</b>	<b>\$ 29,978</b>	<b>\$ 418</b>	<b>\$ 96,042</b>

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

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

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

*Recommendation: adoption of Resolution No. 4944*

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
RESOLUTION No. 4944  
WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE**

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to hereby authorize the following accounts receivable amounts to be written off the Balance Sheet as uncollectible as of September 30, 2024:

<b>PROJECT</b>	<b># of UNITS</b>	<b>RENT</b>	<b>OTHER CHARGES</b>	<b>TOTAL</b>
<b><u>PUBLIC HOUSING:</u></b> Balances from 07/01/2023-06/30/2024				
BIGGS	3	\$100.00	\$0.00	\$100.00
CHICO	9	\$5,023.74	\$0.00	\$5,023.74
GRIDLEY	6	\$387.21	\$0.00	\$387.21
OROVILLE	14	<u>\$3,695.15</u>	<u>\$0.00</u>	<u>\$3,695.15</u>
<b>TOTAL PUBLIC HOUSING:</b>		<b><u>\$9,206.10</u></b>	<b><u>\$0.00</u></b>	<b><u>\$9,206.10</u></b>
<b><u>GRIDLEY FARM LABOR HOUSING:</u></b> Balances from 07/01/2022-06/30/2023				
GFLH	4	\$1,662.00	\$0.00	\$1,662.00
<b>TOTAL GRIDLEY FARM LABOR HOUSING:</b>		<b><u>\$1,662.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,662.00</u></b>
<b><u>HOUSING AUTHORITY OWNED:</u></b> Balances from 07/01/2023-06/30/2024				
LOCUST ST APTS	1	\$392.90	\$0.00	\$392.90
PARK PLACE APTS	1	\$1,698.85	\$0.00	\$1,698.85
KATHY CT APTS	0	\$0.00	\$0.00	\$0.00
ALAMONT APTS	3	\$189.55	\$0.00	\$189.55
CAMEO APTS	2	\$2,371.75	\$0.00	\$2,371.75
EVANSWOOD ESTATES	2	\$3,759.62	\$0.00	\$3,759.62
LINCOLN APTS	1	\$1,074.39	\$0.00	\$1,074.39
DEMO	0	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>TOTAL AUTHORITY OWNED:</b>		<b><u>\$9,487.06</u></b>	<b><u>\$0.00</u></b>	<b><u>\$9,487.06</u></b>
<b><u>HOUSING CHOICE VOUCHER PROGRAM: (SEC 8):</u></b> Balances from 07/01/2023-06/30/2024				
S8 COC	0	\$0.00	\$0.00	\$0.00
S8 EHV	0	\$0.00	\$0.00	\$0.00
S8 HCV Glenn	0	\$0.00	\$0.00	\$0.00
S8 HCV	6	\$869.00	\$0.00	\$869.00
S8 VASH	0	\$0.00	\$0.00	\$0.00
<b>TOTAL SECTION 8:</b>		<b><u>\$869.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$869.00</u></b>
<b><u>VASH SECURITY DEPOSITS:</u></b> Balances from 07/01/2013 to 06/30/2024				
VASH SD	0	\$0.00	\$0.00	\$0.00
<b>TOTAL VASH SECURITY DEPOSITS:</b>		<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
			<b>GRAND TOTAL:</b>	<b><u>\$21,224.16</u></b>

Date: October 17, 2024

\_\_\_\_\_  
David Pittman, Board Chair

ATTEST:

\_\_\_\_\_  
Lawrence C. Guanzon, Secretary

October 10, 2024

**MEMO**

To: HACB Board of Commissioners

From: Hope Stone, Finance Director

Subject: Fiscal Years 2023 and 2022 Gridley Farm Labor Housing (GFLH) Audit Report

To follow, you will find the GFLH Audited Financial Statements for the years ended September 30, 2023 and 2022. This report includes a supplemental information section required by HCD which is located on pages 20-24.

To gain a better understanding of the financials, please review the Notes to Financial Statements portion of the audit report on pages 10-15. The Notes provide detail and explanations for many of the items on the balance sheet as well as information about GFLH and its operations.

The scope of the Audit covers the accuracy of the financial statements; compliance with funding agency rules and regulations; and compliance with HACB's internal policies and procedures.

We are once again pleased to report that, after another detailed and complex audit, there were no compliance findings and no questioned costs (see page 38).

For 2022, there was a comment about internal controls, a reflection of the end of the year's transition to a new Finance Director and accounting staff, and associated changes, now implemented, to accounting protocols integrating third-party property management financial reports. An additional comment for the same year tied to a form that was not dated. Both comments have been cleared (see page 38)

If you have any questions I will gladly answer them at the Board Meeting.

*Recommendation: Motion to accept the FY 2023 Audit Report as presented.*

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**USDA RURAL DEVELOPMENT  
Case No. 04-004-86391452-019**

**HCD No. 10-FWHG-7155**

***COMPARATIVE FINANCIAL REPORT***

**SEPTEMBER 30, 2023 and 2022**



## CONTENTS

	Page
<b>INDEPENDENT AUDITORS' REPORT</b>	1-3
<b>FINANCIAL STATEMENTS</b>	
Statements of net position	4-5
Statements of revenues, expenses and changes in net position	6-7
Statements of cash flows	8-9
Notes to financial statements	10-15
<b>INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i></b>	16-17
<b>INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR RD PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE <i>AUDIT GUIDE FOR AUDITS OF RD PROGRAMS</i></b>	18-19
<b>SUPPLEMENTARY INFORMATION REQUIRED BY HCD</b>	20-24
<b>MANAGEMENT AGENT'S CERTIFICATION</b>	25
<b>CERTIFICATION OF AUTHORITY</b>	26
<b>SCHEDULE OF FINDINGS AND RECOMMENDATIONS</b>	27
<b>SUPPLEMENTARY INFORMATION REQUIRED BY RURAL DEVELOPMENT</b>	28-37
<b>SCHEDULE OF FINDINGS AND QUESTIONED COSTS</b>	38
<b>SCHEDULE OF LEAD AUDITOR</b>	39



**B O W M A N**  
CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of the  
**Housing Authority of the County of Butte**  
**Gridley Farm Labor Housing**

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the accompanying financial statements of Housing Authority of the County of Butte's Gridley Farm Labor Housing Project (the "Project"), Case No. 04-004-826391452-019 and HCD Contract No. 10-FWHG-7155, which comprise the statement of net position as of September 30, 2023, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the net position of the Project as of September 30, 2023, and the changes in its net position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Project and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Project's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

#### *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Established 1949  
www.cpbowman.com

Bowman & Company, LLP  
10100 Trinity Parkway, Suite 310  
Stockton, CA 95219

Telephone: 209.473.1040  
Facsimile: 209.473.9771

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Project's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### ***Required Supplementary Information***

Management has omitted the management's discussion and analysis report that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by the missing information.

#### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental information to the financial statements as referenced in the table of contents, and as required by the *United States Department of Agriculture Rural Development and Audited Financial Statement Handbook for Multifamily Rental Housing of the California Department of Housing and Community Development and the California Housing Finance Agency*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 5, 2024, on our consideration of the Project's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Project's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, in considering the Project's internal control over financial reporting and compliance.

***Prior Financial Statements***

The financial statements of the Project, as of September 30, 2022, were audited by other auditors whose report dated October 6, 2023 expressed an unmodified opinion on those statements.

Stockton, California  
June 05, 2024

*Dowmen & Copay, L.L.P.*

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING  
HCD CONTRACT NO. 10-FWHG-7155**

**STATEMENTS OF NET POSITION  
September 30, 2023 and 2022**

<b>ASSETS</b>	<u>2023</u>	<u>2022</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 167,328	\$ 59,777
Accounts receivable - tenants, net	5,776	613
Accounts receivable - USDA Rural Development	39,795	--
Accrued interest receivable	--	432
Prepaid expenses	3,530	54,638
Total current assets	<u>216,429</u>	<u>115,460</u>
<b>RESTRICTED DEPOSITS AND FUNDED RESERVES</b>		
Tenant security deposits	49,340	46,135
Tax and insurance impounds	195,532	89,690
Construction cash	255,643	255,643
Reserve for replacements	408,499	417,734
	<u>909,014</u>	<u>809,202</u>
<b>PROPERTY AND EQUIPMENT, at cost</b>		
Land	297,326	297,326
Buildings and improvements	14,528,220	14,528,220
Furniture and fixtures	127,898	127,898
Work in progress	6,246,561	6,246,561
	<u>21,200,005</u>	<u>21,200,005</u>
Less accumulated depreciation	<u>(8,454,348)</u>	<u>(7,739,442)</u>
	<u>12,745,657</u>	<u>13,460,563</u>
Total assets	<u>13,871,100</u>	<u>14,385,225</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflows of resources - pension	--	29,850
Deferred outflows of resources - OPEB	--	18,186
Total deferred outflows of resources	<u>--</u>	<u>48,036</u>
Total assets and deferred outflows of resources	<u>\$ 13,871,100</u>	<u>\$ 14,433,261</u>

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING  
HCD CONTRACT NO. 10-FWHG-7155**

**STATEMENTS OF NET POSITION (Cont.)  
September 30, 2023 and 2022**

<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<u>2023</u>	<u>2022</u>
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 39,639	\$ 25,431
Notes payable, USDA Rural Development, current portion	120,736	117,580
Total current liabilities	<u>160,375</u>	<u>143,011</u>
<b>DEPOSIT LIABILITIES</b>		
Tenant security deposits	<u>44,801</u>	<u>49,026</u>
<b>LONG-TERM LIABILITIES</b>		
Due to Authority	160,660	160,660
Deferred revenue	80,890	80,890
Net OPEB liability	--	34,894
Net pension liability	--	25,769
Notes payable, USDA Rural Development, less current portion	2,875,360	2,998,694
Total long-term liabilities	<u>3,116,910</u>	<u>3,300,907</u>
Total liabilities	<u>3,322,086</u>	<u>3,492,944</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflows of resources - pension	--	1,093
Deferred inflows of resources - OPEB	--	9,658
Total deferred inflows of resources	<u>--</u>	<u>10,751</u>
<b>NET POSITION</b>		
Net investment in capital assets	9,749,561	10,344,289
Restricted	909,014	763,067
Unrestricted (deficit)	<u>(109,561)</u>	<u>(177,790)</u>
Total net position	<u>10,549,014</u>	<u>10,929,566</u>
Total liabilities, deferred inflows of resources and net position	<u>\$ 13,871,100</u>	<u>\$ 14,433,261</u>

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING  
HCD CONTRACT NO. 10-FWHG-7155**

**STATEMENTS OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION  
Years Ended September 30, 2023 and 2022**

	2023	2022
<b>REVENUE</b>		
Tenant rental income	\$ 491,945	\$ 433,131
Rental assistance - USDA Rural Development	635,515	466,845
Laundry income	1,546	1,954
Interest income	889	351
Tenant charges	1,791	--
Miscellaneous income	58,683	319,277
Total revenue	1,190,369	1,221,558
 <b>OPERATING AND MAINTENANCE EXPENSES</b>		
Maintenance and repairs payroll	74,841	57,028
Maintenance and repairs supply	16,719	12,196
Maintenance and repairs contract	36,601	82,073
Painting and decorating	1,232	--
Grounds	91,830	90,786
Services	24,495	14,891
Furniture and furnishings replacement	34,457	--
	280,175	256,974
 Electricity	34,503	47,264
Water	21,377	2,520
Sewer	27,712	34,253
Gas	7,316	5,645
Garbage and trash removal	24,792	--
	115,700	89,682
 Site management payroll	78,077	66,603
Rent free unit	14,760	--
Management fee	84,056	67,365
Project auditing expense	16,300	--
Legal	1,828	340
Advertising	1,247	2,156
Telephone and answering service	4,388	7,084
Office supplies	11,449	10,581
Office furniture and equipment	1,535	--

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING  
HCD CONTRACT NO. 10-FWHG-7155**

**STATEMENTS OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION (Cont.)  
Years Ended September 30, 2023 and 2022**

	2023	2022
Training expense	653	309
Health insurance and other employee benefits	463	28,879
Payroll taxes	13,474	12,014
Workers' compensation insurance	5,959	5,538
Bad debt expense	13,513	58,210
Other administrative expenses	2,898	38,448
	250,600	297,527
Real estate taxes	6,664	--
Other taxes licenses and permits	784	--
Property and liability insurance	120,087	116,471
	127,535	116,471
Total operating and maintenance expenses	774,010	760,654
<b>OTHER EXPENSES</b>		
USDA Rural Development authorized expenditures - repairs and replacements	10,400	--
USDA Rural Development authorized expenditures - grounds	33,575	--
Depreciation	714,906	714,906
Interest expense	30,530	32,503
Asset management fee	7,500	--
Total other expenses	796,911	747,409
Change in net position	(380,552)	(286,505)
Total net position, beginning of year	10,929,566	11,216,071
Total net position, end of year	\$ 10,549,014	\$ 10,929,566



**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING  
HCD CONTRACT NO. 10-FWHG-7155**

**STATEMENTS OF CASH FLOWS  
Years Ended September 30, 2023 and 2022**

	2023	2022
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Rental receipts	\$ 1,082,934	\$ 939,621
Interest receipts	889	351
Other operating receipts	62,020	321,231
Total receipts	1,145,843	1,261,203
Administrative expenses	(86,627)	(708,634)
Management fees	(75,170)	(67,365)
Utilities	(90,908)	(89,682)
Salaries, wages and related benefits	(152,918)	(123,631)
Operating and maintenance	(274,101)	(199,946)
Real estate taxes	(6,664)	--
Property insurance	(68,979)	(54,351)
Miscellaneous taxes and insurance	(20,680)	(46,431)
Tenant security deposits	(4,225)	--
Interest paid, USDA Rural Development	(30,530)	(32,503)
Asset management fee	(7,500)	--
Total disbursements	(818,302)	(1,322,543)
Net cash provided by (used in) operating activities	327,541	(61,340)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Principal payments on long-term borrowings	(120,178)	(132,379)
Net cash provided by (used in) financing activities	(120,178)	(132,379)
Increase (decrease) in cash and restricted cash	207,363	(193,719)
Cash and restricted cash – beginning of period	868,979	1,062,698
Cash and restricted cash – end of period	\$ 1,076,342	\$ 868,979
<b>CASH AND RESTRICTED CASH SUMMARY</b>		
Cash	\$ 167,328	\$ 59,777
Tenant security deposits	49,340	46,135
Tax and insurance impounds	195,532	89,690
Construction cash	255,643	255,643
Reserve for replacements	408,499	417,734
	\$ 1,076,342	\$ 868,979

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING  
HCD CONTRACT NO. 10-FWHG-7155**

**STATEMENTS OF CASH FLOWS (Cont.)  
Years Ended September 30, 2023 and 2022**

**RECONILIATION OF NET INCOME (LOSS) TO NET CASH  
PROVIDED BY (USED IN) OPERATING ACTIVITIES:**

	2023	2022
Net operating income (loss)	\$ (380,552)	\$ (286,505)
Adjustments to reconcile net income (loss) to net cash provided by (used in) operating activities:		
Depreciation	714,906	714,906
Change in operating assets and liabilities:		
Decrease (increase) in:		
Accounts receivable - USDA Rural Development	(39,795)	--
Accounts receivable - tenants, net	(5,163)	41,596
Prepaid expenses	51,108	62,120
Interest receivable	432	(432)
Miscellaneous pension and OPEB	(23,378)	(266,135)
Increase (decrease) in:		
Accounts payable and accrued liabilities	14,208	(479,919)
Tenant security deposits	(4,225)	(1,519)
Deferred revenue	--	(6,112)
Due to Authority	--	160,660
Net cash provided by (used in) operating activities	\$ 327,541	\$ (61,340)

# HOUSING AUTHORITY OF THE COUNTY OF BUTTE GRIDLEY FARM LABOR HOUSING

## NOTES TO FINANCIAL STATEMENTS

### Note 1. Organization and Summary of Significant Accounting Policies

#### Organization:

The Housing Authority of the County of Butte (the "Authority") was established by the County of Butte, California, in 1946 under the California Health and Safety Code as a non-profit public corporation. The mission of the Authority is to assist low and moderate income residents of Butte County to secure and maintain quality affordable housing.

Gridley Farm Labor Housing (the "Project"), HCD Contract No. 10-FWHG- 7155, is owned by the Authority and was formed for the purpose of operating a 121-unit community located in Gridley, California. The Project is financed by a USDA Rural Development ("RD") Section 515 Loan, and therefore is regulated by Rural Development as to rent charges and operating methods.

The Project is an enterprise fund within the Housing Authority of the County of Butte. As such, these financial statements are not intended to present the financial position and results of operations of the Authority as a whole.

#### Summary of significant accounting policies:

##### Basis of presentation

The accompanying financial statements have been prepared to present the financial activities of Gridley Farm Labor Housing, which is owned and operated by the Housing Authority of the County of Butte. In accordance with regulatory requirements mandated by the United States Department of Agricultural-Rural Development, these financial statements are required to report the operations of the Project. Accordingly, the accompanying financial statements do not provide a complete presentation of the Housing Authority of the County of Butte's basic financial statements. The financial statements of the Project are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Project applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. Proprietary funds apply Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions, unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails.

The Project prepares its financial statements on the accrual basis of accounting consistent with accounting principles generally accepted in the United States of America.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**NOTES TO FINANCIAL STATEMENTS**

**Note 1. Organization and Summary of Significant Accounting Policies (Cont.)**

Net position classification

Equity is classified as net position and displayed in three components:

*Net investment in capital assets* – consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

*Restricted net position* – consists of resources with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

*Unrestricted net position* – all other resources that do not meet the definition of “restricted” or “net investment in capital assets”.

When both restricted and unrestricted resources are available for a particular restricted use, it is the Authority’s policy to use restricted resources first, and then unrestricted resources as needed.

Cash and restricted cash

For purposes of reporting the statements of cash flows, the Project includes all cash and restricted cash accounts as cash.

The Project maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The Project believes it is not exposed to any significant risk on cash.

Accounts receivable

Accounts receivable are principally from tenants of the Project. The Project records an allowance for doubtful collections based on a review of outstanding receivables, historical collection information, and existing economic conditions. Management continues to conduct ongoing evaluations of its tenants and identifies those accounts that are determined to be uncollectible and writes them off. At September 30, 2023 and 2022, the allowance for doubtful accounts was \$60 and \$60, respectively.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**NOTES TO FINANCIAL STATEMENTS**

**Note 1. Organization and Summary of Significant Accounting Policies (Cont.)**

Construction reserve

Pursuant to the Regulatory Agreement with the California Department of Housing and Community Development, Multifamily Housing Program ("HCD"), a construction reserve account was established. No annual deposit is required and withdrawals are subject to HCD approval.

Replacement reserve

In accordance with the Loan Agreement with RD and the Regulatory Agreement, the Project is required to maintain a replacement reserve account to fund repairs and replacements of buildings and equipment. Withdrawals are subject to RD approval.

Property and equipment

Depreciation is computed using the straight-line method over the following useful lives:

Buildings and improvements	15-40
Equipment	5-15

Property and equipment is recorded at cost. Expenditures for maintenance and repairs are expensed as incurred. The Project has established a capitalization threshold of \$5,000.

The Project reviews its long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying value of the property may not be recoverable. Recoverability is measured by a comparison of the carrying amount to the future net undiscounted cash flow expected to be generated and any estimated proceeds from the eventual disposition. If the long-lived asset is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying value exceeds the fair value as determined from an appraisal, discounted cash flows analysis, or other valuation technique. For the years ended September 30, 2023 and 2022, there were no impairment losses recognized.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**NOTES TO FINANCIAL STATEMENTS**

**Note 1. Organization and Summary of Significant Accounting Policies (Cont.)**

Fair value of financial instruments

The carrying amount of financial instruments including cash, accounts receivable, prepaid expenses, accounts payable and accrued liabilities, approximate their value due to the short-term maturities of these instruments.

Revenue recognition

Rental income attributable to residential leases is recorded when due from residents, generally upon the first day of each month. Leases are for a period of up to one year, with rental payments due monthly. Subsidy income is considered part of the lease and is not considered a contribution as government payments to specifically identified participants are considered exchange transactions. Other income is recorded when earned and consists primarily of laundry and other tenant charges.

Income taxes

The Authority is exempt from Federal Income and California Franchise Taxes. Accordingly, no provision for federal or state income taxes attributable to the project was made in the accompanying financial statements.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Reclassification

Certain amounts in the September 30, 2022 financial statements have been classified for comparative purposes to conform with the presentation in the September 30, 2023 financial statements.

Subsequent events

Management has evaluated subsequent events through June 5, 2024, the date on which the financial statements were available to be issued and determined that there are no subsequent events requiring disclosure.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**NOTES TO FINANCIAL STATEMENTS**

**Note 2. Notes Payable – USDA Rural Development**

In December 2013, the Housing Authority signed a 33-year promissory note with USDA RD for two loans \$2,000,000 each, as well as two grants, \$1,000,000 each. These loans and grants were for the overall rehabilitation of the property and units of Gridley Farm Labor Housing Project. The interest on the loans equal to 1% per annum is payable on the first of each December. Principal and interest are payable on an annual installment of \$75,351 each on the first of each December until the maturity December 1, 2046. The loans are secured by a deed of trust on the real property.

The future amounts of principal payments under these notes were as follows at September 30:

2024	\$ 120,736
2025	121,943
2026	123,162
2027	124,394
2028	126,263
Thereafter	<u>2,379,598</u>
	<u>\$ 2,996,096</u>

**Note 3. Due to Authority**

Amounts due consisted of short-term amounts owed to the Authority for the reimbursement of certain operating expenses. As of September 30, 2023 and 2022, the Project owed \$160,660 and \$160,660, respectively, to the Authority.

**Note 4. Housing Assistance Payments**

The Authority has entered into a Rental Assistance Agreement (the “Agreement”) with RD providing rental assistance for 112 units. For the years ended September 31, 2023 and 2022, \$635,515 and \$466,845, respectively, of gross revenue was received from RD in the form of rental assistance.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**NOTES TO FINANCIAL STATEMENTS**

**Note 5. Management Fee**

The Authority entered into a contract with AWI Management Corporation for the day-to-day management of this property. The Authority appointed the AWI Management Corporation as its agent to manage, operate, supervise and lease the Project and to perform actions necessary to fulfill the Authority's obligations to any government agencies. This agreement does not relieve the Authority of its responsibilities under the Regulatory Agreement with the HCD. Property management fees of \$84,056 and \$67,365 were incurred during 2023 and 2022, respectively, for the property management services provided by AWI Management Corporation.

**Note 6. Current Vulnerability Due to Certain Concentrations**

The Project's major asset is Gridley Farm Labor Housing Apartments. The Project's operations are concentrated in the affordable housing real estate market. In addition, the Project operates in a heavily regulated environment. The operations of the Project are subject to the administrative directives, rules and regulations of federal, state and local regulatory agencies, including, but not limited to, Rural Development, Department of Housing and Community Development and the State Housing Agency. Such administrative directives, rules and regulations are subject to change by an act of Congress or an administrative change mandated by Rural Development, Department of Housing and Community Development or the State Housing Agency. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.





# B O W M A N

CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners of the  
**Housing Authority of the County of Butte**  
**Gridley Farm Labor Housing**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Gridley Farm Labor Housing, HCD Contract No. 10-FWHG-7155 (the "Project"), which comprise statement of net position as of September 30, 2023, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 5, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Project's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, we do not express an opinion of the effectiveness of the Project's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Project's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Established 1949  
www.cpabowman.com

Bowman & Company, LLP  
10100 Trinity Parkway, Suite 310  
Stockton, CA 95219

Telephone: 209.473.1040  
Facsimile: 209.473.9771

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Project's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Project's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Project's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Stockton, California  
June 5, 2024

*Dowman & Copay, L.L.P.*



# B O W M A N

CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR RD PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE *AUDIT GUIDE FOR AUDITS OF RD PROGRAMS*

To the Board of Commissioners of the  
**Housing Authority of the County of Butte**  
**Gridley Farm Labor Housing**

### Report on Compliance for Each Major RD Program

#### Opinion on Each Major RD Program

We have audited Gridley Farm Labor Housing's (the "Project") compliance with the compliance requirements in the *Audit Guide for Audits of RD Programs* (the Guide) that could have a direct and material effect on the Project's major U.S. Department of Rural Development (RD) program for the year ended September 30, 2023. The Project's major RD program and the related direct and material compliance requirements are as follows:

Name of Major RD Program	Direct and Material Compliance Requirements
Section 514 Labor Housing Loan	Mortgage status, replacement reserve, return on investment or return to owner, equity skimming, cash receipts, cash disbursements, tenant security deposits, management functions, unauthorized change of ownership/acquisition of liabilities and unauthorized loans of project funds.

In our opinion, the Project complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each major RD program for the year ended September 30, 2023.

#### Basis for Opinion on Each Major RD Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Guide. Our responsibilities under those standards and the Guide are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Project and to meet our other ethical responsibilities, in accordance with relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major RD program. Our audit does not provide a legal determination of the Project's compliance with the compliance requirements referred to above.

#### Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Project's major RD program.

Established 1949  
www.cpabowman.com

Bowman & Company, LLP  
10100 Trinity Parkway, Suite 310  
Stockton, CA 95219

Telephone: 209.473.1040  
Facsimile: 209.473.9771

## **Auditors' Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Project's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Guide will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Project's compliance with the requirements of each major RD program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Project's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Project's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Guide, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Report on Internal Control Over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a compliance requirement of a RD program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement of a RD program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a compliance requirement of a RD program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Guide. Accordingly, this report is not suitable for any other purpose.

Stockton, California  
June 5, 2024

*Donna E. Cupay, L.L.P.*

**SUPPLEMENTARY INFORMATION  
REQUIRED BY HCD**

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING  
HCD CONTRACT NO. 10-FWHG-7155**

**SCHEDULES OF OPERATING REVENUES AND EXPENSES  
Years Ended September 30, 2023 and 2022**

	<u>2023</u>	<u>2022</u>
5100 Rent revenue		
5120 Rent revenue - gross potential	\$ 773,561	\$ 638,567
5212 Tenant assistance payments	635,515	466,845
5100T Total rent revenue	<u>1,409,076</u>	<u>1,105,412</u>
5200 Vacancies		
5220 Apartments	<u>(281,616)</u>	<u>(205,436)</u>
5200T Total vacancies	<u>(281,616)</u>	<u>(205,436)</u>
5152N Net rental revenue (rent revenue less vacancies)	<u>1,127,460</u>	<u>899,976</u>
5400 Financial revenue		
5410 Financial revenue - project operations	--	15
5440 Revenue from investments – replacement reserve	240	210
5490 Revenue from investments – other reserve	649	126
5400T Total financial revenue	<u>889</u>	<u>351</u>
5900 Other revenue		
5910 Laundry and vending revenue	1,546	1,954
5920 Tenant charges	1,791	--
5990 Miscellaneous revenue		
Pension benefit	--	279,661
Other revenue - correction of errors	58,683	36,759
Bad debt recovery	--	2,857
5900T Total other revenue	<u>62,020</u>	<u>321,231</u>
5000T Total revenues	<u>1,190,369</u>	<u>1,221,558</u>
6200 Administrative expenses		
6210 Advertising and marketing	1,247	2,156
6311 Office expenses	18,025	17,974
6320 Management fee	84,056	67,365
6330 Manager or superintendent salaries	78,077	66,603
6331 Rent free unit	14,760	--
6340 Legal expenses - project	1,828	340
6350 Audit expense	16,300	--
6370 Bad debts	13,513	58,210
6390 Miscellaneous administrative expenses		
Other administrative expenses	681	31,486
Tenant services	312	125
Travel	1,455	6,837
Credit checking	342	--
Employee meals	108	--
6263T Total administrative expenses	<u>230,704</u>	<u>251,096</u>

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING  
HCD CONTRACT NO. 10-FWHG-7155**

**SCHEDULES OF OPERATING REVENUES AND EXPENSES (Cont.)  
Years Ended September 30, 2023 and 2022**

	<u>2023</u>	<u>2022</u>
6440 Utilities expense		
6450 Electricity	34,503	47,264
6451 Water	21,377	2,520
6452 Gas	7,316	5,645
6453 Sewer	27,712	34,253
6400T Total utilities expense	<u>90,908</u>	<u>89,682</u>
6500 Operating and maintenance expense		
6510 Payroll	74,841	57,028
6515 Supplies	16,719	12,196
6520 Contracts	232,590	187,750
6525 Garbage and trash removal	24,792	--
6500T Total operating and maintenance expenses	<u>348,942</u>	<u>256,974</u>
6700 Taxes and insurance		
6710 Real estate taxes	6,664	--
6711 Payroll taxes (project's share)	13,474	12,014
6720 Property and liability insurance (hazard)	120,087	116,471
6722 Workers' compensation	5,959	5,538
6723 Health insurance and other benefits	463	28,879
6790 Miscellaneous taxes, licenses, permits and insurance	784	--
6700T Total taxes and insurance	<u>147,431</u>	<u>162,902</u>
Total operating expenses	<u>817,985</u>	<u>760,654</u>
6800 Financial expenses		
6820 Interest on mortgage, USDA Rural Development	30,530	32,503
6800T Total financial expenses	<u>30,530</u>	<u>32,503</u>
6000T Total cost of operations before depreciation	<u>848,515</u>	<u>793,157</u>
5060T Profit (loss) before depreciation	341,854	428,401
6600 Depreciation expense	714,906	714,906
5060N Operating profit (loss)	(373,052)	(286,505)
7190 Other expenses - Asset management fee	7,500	--
3250 Net income (loss)	<u>\$ (380,552)</u>	<u>\$ (286,505)</u>

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**SUPPLEMENTARY INFORMATION REQUIRED BY HCD**

For the Year Ended September 30, 2023

See Auditors' Report

Cash on Hand and in Banks

Unrestricted accounts:

Checking accounts	\$ 167,328
Total	\$ 167,328

Restricted accounts:

Tenant security deposits	\$ 49,340
Tax and insurance impounds	195,532
Construction cash	255,643
Reserve for replacements	408,499
Total	\$ 909,014

Tenant security deposits represent amounts held by the Project on behalf of tenants. Upon termination from the project, the tenant is due amounts deposited plus interest earned less any amounts charged for damage to the unit.

Reserve for Replacement and Construction Expenses

In accordance with the provisions of the regulatory agreement, restricted cash is to be used for replacements of property or other reserve requirements with the approval of HCD as follows:

	Replacement Reserve	Construction Reserve
Balance, September 30, 2022	\$ 417,734	\$ 255,643
Monthly deposits		
Twelve months at \$2,875	34,500	--
Interest earned	240	--
Withdrawals (included in operating expenses in 2023)	(43,975)	--
Balance, September 30, 2023	\$ 408,499	\$ 255,643



**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**SUPPLEMENTARY INFORMATION REQUIRED BY HCD**

For the Year Ended September 30, 2023

See Auditors' Report

Property, Equipment and Improvements

Following are the details of property, equipment and improvements:

	Balance, September 30, 2022	Additions	Deletions	Balance, September 30, 2023
Land	\$ 297,326	\$ --	\$ --	\$ 297,326
Buildings and improvements	14,528,220	--	--	14,528,220
Furniture and fixtures	127,898	--	--	127,898
Work in progress	6,246,561	--	--	6,246,561
Total property, equipment and improvements	\$21,200,005	\$ --	\$ --	21,200,005
Accumulated depreciation				(8,454,348)
Property, equipment and improvements, net				\$12,745,657

Accounts Payable and Accrued Expenses

Accounts payable are payable to vendors and are being paid on a current basis. Detail follows:

Accounts payable - Trade	\$ 39,639
--------------------------	-----------

Gross Potential Rents

Tenant rental payments	\$ 463,672
Housing assistance payments	635,515
Employee quarters shown as expense	14,760
Vacancy loss and concessions	281,616
Bad debts	13,513
Total gross potential rents	\$ 1,409,076

Management Fee

A property management fee of \$84,056 was incurred during 2023 for the property management services provided by AWI Management Corporation.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**SUPPLEMENTARY INFORMATION REQUIRED BY HCD**

For the Year Ended September 30, 2023

See Auditors' Report

**Operating cash flow/surplus cash will be distributed according to the HCD method.**

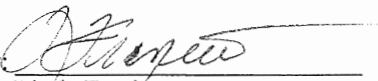
	2023	2022
Operating income		
Total income	\$ 1,190,369	\$ 1,221,558
Interest earned on restricted reserve accounts	(240)	(210)
Adjusted operating income	1,190,129	1,221,348
Operating expenses	(817,985)	(760,654)
Adjusted net income	372,144	460,694
Other activity		
Replacement reserve deposits	(34,500)	(34,500)
Debt service	(150,708)	(164,882)
Withdrawal from replacement reserve (expensed)	(43,975)	--
Total other activity	(229,183)	(199,382)
<b>Operating cash flow/surplus cash</b>	<b>\$ 142,961</b>	<b>\$ 261,312</b>

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**MANAGEMENT AGENT CERTIFICATION**

Year Ended September 30, 2023

We hereby certify that we have examined the accompanying financial statements and supplemental information of Gridley Farm Labor Housing, as of and for the year ended September 30, 2023, and to the best of our knowledge and belief, the same is complete and accurate.

By:   
Linda Frazier  
AWI Management Corporation

Date: 6/12/2024

Taxpayer Identification No. 2057024

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**CERTIFICATION OF AUTHORITY**

Year Ended September 30, 2023

We hereby certify that we have examined the accompanying financial statements and supplemental information of Gridley Farm Labor Housing as of and for the year ended September 30, 2023, to the best of my knowledge and belief, these financial statements and data are complete and accurate.



---

Hope Stone, Finance Director  
Housing Authority of the County of Butte  
Gridley Farm Labor Housing

06.12.2024

---

Date

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**FINDINGS AND RECOMMENDATIONS**

For the Year Ended September 30, 2023

For the year ended September 30, 2023:

There were no findings or questioned costs for the year ended September 30, 2023.

For the year ended September 30, 2022:

Finding 2022-001

Observation: During the September 30, 2022 audit, unaudited account balances of the Project were materially misstated.

Status: The finding has been cleared.

Finding 2022-002

Observation: The Project lacks an effective internal control structure over accounting records and financial reporting to allow for accurate financial reporting. During the testing of internal controls over the Project's tenant files, required documentation was missing from a tenant file.

Status: The finding has been cleared.

**SUPPLEMENTARY INFORMATION REQUIRED BY  
RURAL DEVELOPMENT**

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**SUPPLEMENTARY INFORMATION REQUIRED  
BY RURAL DEVELOPMENT**

For the Year Ended September 30, 2023  
See Auditors' Report

**A. Management Fee Calculation**

Total management fee is based on a fee per unit occupied by tenants during the month

Total qualified units (97 * 12 months)	1,164
Less: vacancies	100
Total occupied units	1,064
Fee per unit, includes \$5 add-on fees (Effective 10/22)	x \$ 79
Management fee expense	\$ 84,056

**B. Insurance Disclosure**

The Project maintains insurance coverage as follows:

	Deductible	Coverage
Property coverage on buildings*	\$ 5,000	\$ 2,000,000
Comprehensive business liability (per occurrence/aggregate)*	\$ 5,000	2,000,000/ \$ 2,000,000
Fidelity/employee dishonesty* *Coverage/deductible per property	\$ 1,000	\$ 100,000

**C. Return to Owner - Not applicable to Project**

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**SUPPLEMENTARY INFORMATION REQUIRED  
BY RURAL DEVELOPMENT**

For the Year Ended September 30, 2023

See Auditors' Report

**D. Schedule of Changes in Fixed Assets**

	Beginning			Ending
	Balance	Additions	Disposals	Balance
Land	\$ 297,326	\$ --	\$ --	\$ 297,326
Buildings and improvements	14,528,220	--	--	14,528,220
Furniture and fixtures	127,898	--	--	127,898
Work in progress	6,246,561	--	--	6,246,561
Total fixed assets	<u>\$ 21,200,005</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 21,200,005</u>
Accumulated depreciation				
Building and improvements	\$ 7,613,975	\$ 714,403	\$ --	\$ 8,328,378
Furniture and fixtures	125,467	503	--	125,970
Total accumulated depreciation	<u>\$ 7,739,442</u>	<u>\$ 714,906</u>	<u>\$ --</u>	<u>\$ 8,454,348</u>

Fixed asset additions for the year ended September 30, 2023

None.

Fixed asset disposals for the year ended September 30, 2023

None.



**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**SUPPLEMENTARY INFORMATION REQUIRED  
BY RURAL DEVELOPMENT**

For the Year Ended September 30, 2023  
See Auditors' Report

**1. Reconcile the reserve account:**

Required reserve balance, September 30, 2022	(1)	\$ <u>417,734</u>
Required annual reserve deposit (from Loan Agreement and any Subsequent Amendments)	(2)	<u>34,500</u>
Actual 2023 reserve account deposit		<u>34,740</u>

List all authorized withdrawals (documented by check countersigned by a  
USDA Rural development employee)

Purpose	Date	Amount	Regular or Excess	USDA Authorized
1. Canal cleaning	08/23/22	\$ 5,500	Regular	Yes
2. Well maintenance	10/20/22	4,950	Regular	Yes
3. Tree removal	04/27/23	33,525	Regular	Yes
Total all authorized <u>regular</u> reserve withdrawals				(3) <u>43,975</u>
Total all authorized <u>excess</u> reserve withdrawals				<u>--</u>
Total all unauthorized reserve withdrawals				<u>--</u>
Required reserve balance, September 30, 2023 (1) + (2) - (3) = (4)				(4) <u>408,259</u>
Confirmed balance, September 30, 2023				<u>408,499</u>
Amount account over (under) funded				<u>\$ 240</u>

**2. Return on investment (ROI) calculation:**  
Not applicable to Project


Position 3  
**MULTIPLE FAMILY HOUSING  
BORROWER BALANCE SHEET**  
PART I - BALANCE SHEET

PROJECT NAME <b>Gridley FLH</b>	BORROWER NAME <b>Butte County, H/A</b>	BORROWER ID AND PROJECT NO. <b>Case No. 826391452 01-9</b>		
BEGINNING DATES> ENDING DATES>		CURRENT YEAR <i>10/01/2022</i> <i>09/30/2023</i>	PRIOR YEAR <i>10/01/2021</i> <i>09/30/2022</i>	COMMENTS
<b><u>ASSETS</u></b>				
<b>CURRENT ASSETS</b>				
1. GENERAL OPERATING ACCOUNT.....		\$ 167,328	\$ 59,777	
2. R.E. TAX & INSURANCE ACCOUNT .....		195,532	89,690	
3. RESERVE ACCOUNT .....		408,499	417,734	
4. SECURITY DEPOSIT ACCOUNT .....		49,340	46,135	
5. OTHER CASH construction		255,643	255,643	
6. OTHER (identify)		0	0	
7. ACCOUNTS RECEIVABLE (Attach List)		45,571	1,045	
... ACCTS RCBL 0-30 DAYS \$ 45,571				
... ACCTS RCBL 30-60 DAYS \$				
8. LESS: ALLOWANCE FOR DOUBTFUL ACCOUNTS.....		0	0	
9. INVENTORIES (supplies)		0	0	
10. PREPAYMENTS.....		3,530	54,638	
11. OTHER PARTNERSHIP CASH		0	0	
12. <b>TOTAL CURRENT ASSETS</b> (Add 1 thru 11)		<b>1,125,443</b>	<b>924,662</b>	
<b>FIXED ASSETS</b>				
13. LAND .....		297,326	297,326	
14. BUILDINGS .....		14,528,220	14,528,220	
15. LESS: ACCUMULATED DEPRECIATION .....		(8,328,378)	(7,613,975)	
16. FURNITURE & EQUIPMENT .....		127,898	127,898	
17. LESS: ACCUMULATED DEPRECIATION.....		(125,970)	(125,467)	
18. <i>Work in progress</i>		6,246,561	6,246,561	
19. <b>TOTAL FIXED ASSETS</b> (Add 13 thru 18)		<b>12,745,657</b>	<b>13,460,563</b>	
<b>OTHER ASSETS</b>				
20. DEFERRED OUTFLOWS OF RESOURCES		0	48,036	
21. <b>TOTAL ASSETS</b> (Add 12, 19, and 20)		<b>13,871,100</b>	<b>14,433,261</b>	
<b><u>LIABILITIES AND OWNERS EQUITY</u></b>				
<b>CURRENT LIABILITIES</b>				
22. ACCOUNTS PAYABLE (Attach list)		39,639	25,431	
... ACCTS PAY 0-30 DAYS \$ 39,639				
... ACCTS PAY 30-60 DAYS \$				
23. NOTES PAYABLE Current portion of NP - USDA;		146,703	117,580	
24. SECURITY DEPOSITS .....		44,801	49,026	
25. <b>TOTAL CURRENT LIABILITIES</b> (Add 22 thru 24)		<b>231,143</b>	<b>192,037</b>	
<b>LONG-TERM LIABILITIES</b>				
26. NOTES PAYABLE Rural Development .....		2,849,393	2,998,694	
27. OTHER Due to auth., deferred revenue, insources		241,550	312,964	
28. <b>TOTAL LONG-TERM LIABILITIES</b> (Add 26 and 27)		<b>3,090,943</b>	<b>3,311,658</b>	
29. <b>TOTAL LIABILITIES</b> (Add 25 and 28)		<b>3,322,086</b>	<b>3,503,695</b>	
30. <b>OWNER'S EQUITY</b> (Net Worth)(21 minus 29)		<b>10,549,014</b>	<b>10,929,566</b>	
31. <b>TOTAL LIABILITIES AND OWNER'S EQUITY</b> (Add 29 and 30)		<b>\$ 13,871,100</b>	<b>\$ 14,433,261</b>	

**Warning:** Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

6/12/2024  
(Date)

  
(Signature of Borrower or Borrower's Representative)

CEO  
(Title)

**PART II - THIRD PARTY VERIFICATION OF REVIEW**

I/We have reviewed the borrower's records. The accompanying balance sheet, and statement of actual budget and income on Form RD 3560-7, is a fair presentation of the borrower's records

I/We certify that no identity of interest exists between me/us and any individual or organization doing business with the project or borrower.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Address)

In lieu of the above verification and signature, a compilation, review or audit opinion completed, dated and signed by a person or firm qualified by license or certification is attached.

**MULTIPLE FAMILY HOUSING PROJECT BUDGET/  
UTILITY ALLOWANCE**

<b>PROJECT NAME</b> <b>Gridley FLH</b>		<b>BORROWER NAME</b> <b>Butte County, H/A</b>			<b>BORROWER ID AND PROJECT NO.</b> <b>Case No. 826391452 01-9</b>	
<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	<input type="checkbox"/> Initial <input type="checkbox"/> Regular Report <input checked="" type="checkbox"/> Rent Change <input type="checkbox"/> SMR <input type="checkbox"/> Other Servicing	<input checked="" type="checkbox"/> Family <input type="checkbox"/> Elderly <input type="checkbox"/> Congregate <input type="checkbox"/> Group Home <input type="checkbox"/> Mixed <input type="checkbox"/> LH	<input type="checkbox"/> Full Profit <input type="checkbox"/> Limited Profit <input checked="" type="checkbox"/> Non-Profit	The following utilities are master metered: <input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Trash <input type="checkbox"/> Other		<input checked="" type="checkbox"/> I hereby request 0 units of RA. Current number of RA units 112 Borrower Accounting Method <input type="checkbox"/> Cash <input type="checkbox"/> Accrual

**PART I - CASH FLOW STATEMENT**

	CURRENT BUDGET ( 10/01/2022 ) ( 09/30/2023 )	ACTUAL ( 10/01/2022 ) ( 09/30/2023 )	PROPOSED ( ) ( )	
BEGINNING DATES> ENDING DATES>				
<b>OPERATIONAL CASH SOURCES</b>				
1. RENTAL INCOME.....	1,406,616	463,672		
2. RHS RENTAL ASSISTANCE RECEIVED.....		635,515		
3. APPLICATION FEES RECEIVED.....		0		
4. LAUNDRY AND VENDING.....	2,600	1,546		
5. INTEREST INCOME.....	30	889		
6. TENANT CHARGES.....	1,100	1,791		
7. OTHER - PROJECT SOURCES.....	0	58,683		
8. LESS (Vacancy and Contingency Allowance).....	( 277,715 )		( )	
9. LESS (Agency Approved Incentive Allowance).....	( 0 )		( )	
10. SUB-TOTAL [(1 thru 7)-(8&9)].....	1,132,631	1,162,096		
<b>NON-OPERATIONAL CASH SOURCES</b>				
11. CASH - NON PROJECT.....	0	0		
12. AUTHORIZED LOAN (Non-RHS).....	0	0		
13. TRANSFER FROM RESERVE.....	175,000	43,975		
14. SUB-TOTAL (11 thru 13).....	175,000	43,975		
15. <b>TOTAL CASH SOURCES (10+14).....</b>	<b>1,307,631</b>	<b>1,206,071</b>		
<b>OPERATIONAL CASH USES</b>				
16. TOTAL O&M EXPENSES (From Part II).....	937,869	745,737		
17. RHS DEBT PAYMENT.....	150,703	150,708		
18. RHS PAYMENT (Overage).....		0		
19. RHS PAYMENT (Late Fee).....		0		
20. REDUCTION IN PRIOR YEAR PAYABLES(See Part IV).....		0		
21. TENANT UTILITY PAYMENTS.....		0		
22. TRANSFER TO RESERVE.....	34,500	34,740		
23. RETURN TO OWNER.....	7,500	7,500		AMF for non-profit owner
24. SUB-TOTAL (16 thru 23).....	1,130,572	938,685		
<b>NON-OPERATIONAL CASH USES</b>				
25. AUTHORIZED DEBT PAYMENT (Non-RHS).....	0	0		
26. ANNUAL CAPITAL BUDGET (From Part III, Line 4 - 6).....	175,000	43,975		
27. MISCELLANEOUS.....	0	0		
28. SUB-TOTAL (25 thru 27).....	175,000	43,975		
29. <b>TOTAL CASH USES (24+28).....</b>	<b>1,305,572</b>	<b>982,660</b>		
30. <b>NET CASH (DEFICIT) (15-29).....</b>	<b>2,059</b>	<b>223,411</b>		
<b>CASH BALANCE</b>				
31. BEGINNING CASH BALANCE.....	28,040	149,467		
32. ACCRUAL TO CASH ADJUSTMENT.....		(10,018)		
33. ENDING CASH BALANCE (30+31+32).....	30,099	362,860		

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 2 1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE**

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	
1. MAINTENANCE & REPAIRS PAYROLL.....	81,851	74,841		
2. MAINTENANCE & REPAIRS SUPPLY .....	19,345	16,719		
3. MAINTENANCE & REPAIRS CONTRACT .....	37,973	36,601		
4. PAINTING AND DECORATING .....	2,393	1,232		
5. SNOW REMOVAL .....	0	0		
6. ELEVATOR MAINTENANCE/CONTRACT .....	0	0		
7. GROUNDS .....	96,000	91,830		
8. SERVICES .....	24,200	24,495		
9. ANNUAL CAPITAL BUDGET (From Part V - Operating)	168,577	34,457		
10. OTHER OPERATING EXPENSES(Itemize) .....	500	0		
11. SUB-TOTAL MAINT.& OPERATING (1 thru 10)	430,839	280,175		
12. ELECTRICITY .....	32,000	34,503		
13. WATER .....	35,000	21,377		
14. SEWER .....	26,093	27,712		
15. FUEL (Oil/Coal/Gas).....	7,000	7,316		
16. GARBAGE & TRASH REMOVAL.....	30,000	24,792		
17. OTHER UTILITIES .....	0	0		
18. SUB-TOTAL UTILITIES (12 thru 17)	130,093	115,700		
19. SITE MANAGEMENT PAYROLL .....	92,563	78,077		
20. MANAGEMENT FEE .....	80,580	84,056		
21. PROJECT AUDITING EXPENSE .....	8,000	16,300		
22. PROJECT BOOKKEEPING/ACCOUNTING .....	0	0		
23. LEGAL EXPENSES .....	3,500	1,828		
24. ADVERTISING .....	4,500	1,247		
25. TELEPHONE & ANSWERING SERVICE .....	5,400	4,388		
26. OFFICE SUPPLIES .....	6,887	11,449		
27. OFFICE FURNITURE & EQUIPMENT .....	0	1,535		
28. TRAINING EXPENSE .....	1,250	653		
29. HEALTH INS. & OTHER EMP. BENEFITS .....	34,540	463		
30. PAYROLL TAXES .....	15,247	13,474		
31. WORKMAN'S COMPENSATION .....	12,910	5,959		
32. OTHER ADMINISTRATIVE EXPENSES(Itemize).....	7,861	2,898		
33. SUB-TOTAL ADMINISTRATIVE (19 thru 32)	273,238	222,327		
34. REAL ESTATE TAXES .....	17,920	6,664		
35. SPECIAL ASSESSMENTS .....	25,410	0		
36. OTHER TAXES, LICENSES & PERMITS .....	1,396	784		
37. PROPERTY & LIABILITY INSURANCE .....	58,793	119,518		
38. FIDELITY COVERAGE INSURANCE .....	180	569		
39. OTHER INSURANCE .....	0	0		
40. SUB-TOTAL TAXES & INSURANCE(34 thru 39)	103,699	127,535		
41. TOTAL O&M EXPENSES (11+18+33+40).....	937,869	745,737		

**PART III - ACCOUNT BUDGETING / STATUS**

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	
<b>RESERVE ACCOUNT:</b>				
1. BEGINNING BALANCE .....	426,699	417,734		
2. TRANSFER TO RESERVE .....	34,500	34,740		
TRANSFER FROM RESERVE:				
3. OPERATING DEFICIT .....	0	0		
4. ANNUAL CAPITAL BUDGET.....	175,000	43,975		
5. BUILDING & EQUIPMENT REPAIR.....	0	0		
6. OTHER NON-OPERATING EXPENSES .....	0	0		
7. TOTAL (3 thru 6) .....	( 175,000 )	( 43,975 )	( )	
8. ENDING BALANCE [(1+2)-7] .....	286,199	408,499		

**GENERAL OPERATING ACCOUNT: \***

BEGINNING BALANCE.....	a	59,777	Beginning
ENDING BALANCE.....	b	167,328	149,467

**REAL ESTATE TAX AND INSURANCE ESCROW ACCOUNT:\***

BEGINNING BALANCE.....	c	89,690	Ending
ENDING BALANCE.....	d	195,532	362,860

**TENANT SECURITY DEPOSIT ACCOUNT:\***

BEGINNING BALANCE.....	46,135
ENDING BALANCE.....	49,340

(\* Complete upon submission of actual expenses.)

Part II, Line 32, Itemization

Travel & promotion	\$	1,455
Other administrative		681
Credit reports		342
Tenant services		312
Meals and entertainment		108
	\$	<u>2,898</u>

**PART V - ANNUAL CAPITAL BUDGET**

Gridley FLH

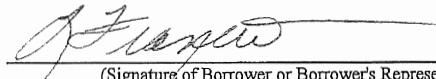
	<b>Proposed # of units/ items</b>	<b>Proposed From Reserve</b>	<b>Actual From Reserve</b>	<b>Proposed From Operating</b>	<b>Actual From Operating</b>	<b>Actual Total</b>
<b>Appliances:</b>						
Range	5	0	0	2,675	4,357	4,357
Refrigerator	3	0	0	2,412	3,856	3,856
Range Hood	0	0	0	0	0	0
Other	41	0	0	3,280	0	0
<b>Carpet and Vinyl:</b>						
1 BR	0	0	0	0	0	0
2 BR	3	0	0	11,700	3,295	3,295
3 BR	0	0	0	0	0	0
<b>Cabinets:</b>						
Kitchens	0	0	0	0	740	740
Bathroom	0	0	0	0	0	0
<b>Doors:</b>						
Exterior	0	0	0	0	257	257
Interior	0	0	0	0	0	0
<b>Window Coverings:</b>						
Blinds	5	0	0	800	243	243
<b>Heating and Air Conditioning:</b>						
Heating	0	0	0	0	0	0
Air conditioning	5	0	0	3,000	2,236	2,236
<b>Plumbing:</b>						
Water Heater	2	0	0	1,710	0	0
Bath Sinks	0	0	0	0	0	0
Kitchen Sinks	0	0	0	0	0	0
Other:	0	0	0	0	0	0
<b>Major Electrical:</b>						
Detail		0	0	0	2,420	2,420
<b>Structures:</b>						
Windows	0	0	0	0	0	0
Screens	0	0	0	0	0	0
Walls		0	0	0	0	0
Roofing		25,000	0	0	0	0
Siding		0	0	0	0	0
<b>Paving:</b>						
Asphalt		0	0	35,000	11,250	11,250
Concrete		0	0	0	0	0
Seal and Stripe		0	0	0	0	0
<b>Landscape and grounds:</b>						
Landscaping		100,000	0	0	0	0
Lawn Equipment		0	0	0	0	0
Recreation area		0	0	0	0	0
Other:		0	33,525	25,000	0	33,525
<b>Accessibility features:</b>						
Detail		0	0	0	0	0
<b>Automation equipment:</b>						
Site management		0	0	0	0	0
Common area		0	0	0	3,598	3,598
<b>Other:</b>						
List: Canal cleaning		0	5,500	3,000	0	5,500
List: Well maintenance		50,000	4,950	0	0	4,950
List: Sign		0	0	80,000	2,205	2,205
<b>TOTAL CAPITAL EXPENSES:</b>	<b>64</b>	<b>175,000</b>	<b>43,975</b>	<b>168,577</b>	<b>34,457</b>	<b>78,432</b>

PART VI - SIGNATURES, DATES AND COMMENTS

**Warning:** Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both.

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

6/12/2024  
(Date)

  
(Signature of Borrower or Borrower's Representative)  
CEO  
(Title)

AGENCY APPROVAL ( <i>Rural development Approval Official</i> ):	DATE:
-----------------------------------------------------------------	-------

COMMENTS:



**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

See Auditors' Report

For the year ended September 30, 2023:

There were no findings or questioned costs for the year ended September 30, 2023.

For the year ended September 30, 2022:

Finding 2022-001

Observation: During the September 30, 2022 audit, unaudited account balances of the Project were materially misstated.

Status: The finding has been cleared.

Finding 2022-002

Observation: The Project lacks an effective internal control structure over accounting records and financial reporting to allow for accurate financial reporting. During the testing of internal controls over the Project's tenant files, required documentation was missing from a tenant file.

Status: The finding has been cleared.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
GRIDLEY FARM LABOR HOUSING**

**SCHEDULE OF LEAD AUDITOR**

See Auditors' Report

Auditor Information: Bowman and Company, LLP  
10100 Trinity Parkway Suite 310  
Stockton, CA 95219

Phone Number: (209) 473-1040

Fax Number: (209) 473-9771

Auditor Contact: Tobbie J. Wells, CPA

Auditor Contact Title: Partner

Auditor Contact Email: [Twells@cpabowman.com](mailto:Twells@cpabowman.com)

October 14, 2024

MEMO

To: HACB Board of Commissioners

From: Tamra C. Young, Deputy Executive Director

Subject: GSRMA Health Program MOU Resolution

HACB offers health insurance to its employees as part of the HACB benefit package as outlined in the Memorandum of Understanding between the Operating Engineers Local Union No. 3 and the Housing Authority of the County of Butte from October 1, 2023 – December 31, 2028. As outlined, in the MOU, under #9 Health-Dental-Vision Insurance Benefits, HACB agrees to provide Health Insurance by means of the Affordable Care Act-compliant CSAC Silver PPO medical insurance plan (with a buy-down to CSAC Bronze or buy-up to the CSAC Gold plan). Such plan is provided through GSRMA. On September 30<sup>th</sup>, GSRMA sent an email requiring signature by Board Chair of their revised MOU in order to continue to participate in said Plan(s). HACB has reviewed the attached summary of changes and attached MOU, and have no issues with the proposed changes. Therefore, staff recommends adoption of the MOU, as presented.

*Recommendation: Adopt Resolution No. 4945 “GSRMA Memorandum of Understanding”.*

## Summary of Changes to the Memorandum of Understanding

GSRMA has updated the Health Plan Memorandum of Understanding (MOU) and is requiring each participating entity to sign the new MOU before the start of the 2025 calendar year.

Below is a summary of the changes that were made to help with your review and approval of the revised MOU.

**Item 3a.:** To stay in line with the PRISMHealth program, this section has been added to clarify that additional segments of the employee population that would like to have coverage and was not part of the initial population when joining the program must meet underwriting guidelines before being enrolled

**Item 5a.:** This has been expanded to explain if payment is not received within 30 days of the due date, GSRMA will commence with termination of benefits retroactive to the first day of the unpaid month of coverage. The previous MOU did not address what would happen in the case of non-payment, therefore the appropriate language was added to outline termination of benefits if timely payment is not made.

**Item 10:** GSRMA recognizes that rates are not available until mid-August, therefore the withdrawal timeline has been adjusted to allow the entity to have time to receive rates and make a decision. The timeline to submit an intent to withdraw has been moved from 180 days prior to the plan start date (or July 1) to September 1 and the date an entity must rescind by has been moved from August 31 to October 31.

**Item 10a:** To stay in line with the PRISMHealth program, this has been added to state an entity must leave the program as a total population.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

**RESOLUTION NO. 4945**

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (hereafter “MEMORANDUM”) is entered into by and between the Golden State Risk Management Authority (hereafter “GSRMA”) and the participating public entity, Housing Authority of The County of Butte, (hereafter “ENTITY”) who is signatory to this MEMORANDUM.

RECITALS

WHEREAS, commencing January 1, 2025, GSRMA will be an appointed administrator for the purpose of enrolling small public entities typically having 200 or less employees into the PRISMHealth Program (hereafter “PROGRAM”).

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments and premiums are governed by PRISMHealth Committee for the PROGRAM (the “COMMITTEE”) and not GSRMA.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, GSRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **INITIAL COMMITMENT PERIOD.** ENTITY understands and acknowledges that it is required to remain in the PROGRAM for a period of at least three (3) full years as a condition to participation in the PROGRAM (the “INITIAL COMMITMENT PERIOD”).
3. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through GSRMA which shall be subject to approval by the PROGRAM’s Underwriter and governing documents and in accordance with applicable eligibility guidelines.
  - a. If ENTITY enters the PROGRAM with less than their entire population, additional segments of the employee population may be added in future years assuming underwriting guidelines are met.
4. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative medical benefit solution to all participants of the ENTITY including active and retired employees, dependents and public officials. ENTITY’s contributing toward retiree benefit coverage prior to joining the PROGRAM, must contribute a minimum of 50% toward the cost of retiree benefit coverage during the INITIAL COMMITMENT PERIOD. After the INITIAL COMMITMENT PERIOD, ENTITY may discontinue coverage or change the contribution amount for retirees. However, ENTITY must contribute at least the minimum percentage required by the eligibility requirements.
5. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from their consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, GSRMA will add an administrative fee, not to exceed 5%, to premiums and rates set by the COMMITTEE for costs associated with administering the

PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

- a. GSRMA will administrate a billing to ENTITY each month, with payments due by the date specified by GSRMA. Payments received after the specified date will accrue penalties. If ENTITY does not remit payment within 30 days of date specified, GSRMA will commence the termination of benefits process retroactive to the first day of the unpaid month of coverage. Medical benefit premiums are based on a full month. There are no partial months or prorated premiums.
  - b. ENTITY must send notification of termination of benefits for a covered employee to the PROGRAM and GSRMA by the 15<sup>th</sup> of the current month to terminate at the end of the month. Otherwise (i.e. notification after the 15th), termination will be as of the end of the following month.
6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable.
  7. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, PRISMHealth documents outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM.
  8. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
  9. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments, which are deemed necessary to ensure approved funding levels, shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
    - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
    - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premium paid for the preceding 3 years. ENTITY's must be current participants to receive a dividend except upon termination of the PROGRAM and distribution of assets.
    - c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
    - d. Fund equity will be evaluated on a total program-wide basis as opposed to each year standing on its own.
  10. **WITHDRAWAL.** The program operates on a calendar basis, with the plan year spanning January 1 through December 31. ENTITY must notify GSRMA in writing of their intent to withdraw by September 1 prior to the close of the plan year in which they are terminating. ENTITY may rescind its notice of intent to withdraw no later than October 31. ENTITY may withdraw after their INITIAL COMMITMENT PERIOD (three [3] full year commitment period).

- a. ENTITY may only exit the PROGRAM as a total population. No population carve-outs of existing employee groups will be allowed once a member has entered the program.
11. **LIAISON WITH GSRMA.** Each ENTITY shall maintain staff to act as liaison with GSRMA and between the ENTITY and the GSRMA's designated PROGRAM representative.
  12. **DISPUTES.** Disputes between the parties related to this MEMORANDUM shall be resolved as follows:
    - a. Mediation Before Litigation. The parties agree that in the event of any dispute by and between them, they shall first attempt to resolve the dispute by way of an informal mediation and if such efforts do not result in a resolution, they may proceed to litigate the claims.
    - b. Selection of Mediator. The mediation shall be held before a neutral mediator having at least 15 years civil business litigation experience or a retired judge. Within ten (10) days of a demand for mediation, the parties shall attempt to mutually select a neutral and qualified mediator. If the parties agree on the selection of the mediator, the mutually selected mediator shall be appointed for the mediation. If the parties are unable to mutually select a qualified mediator, they shall each select a neutral mediator and the two shall then select the third who shall be designated as the parties' neutral mediator for the dispute. Any selected mediator who is unable or unwilling to fulfill his duties may be replaced.
    - c. Time of Mediation. Subject to the mediator's availability, the parties will make best efforts to have the mediation scheduled and held within 45 days of a demand.
    - d. Costs of Mediation. The parties shall split and pay for the fees charged by the mediator equally.
    - e. Confidentiality of Mediation Process. The parties agree that the mediation of the dispute will be an effort to compromise disputed claims and that mediation shall be deemed confidential and no statements made at the mediation can be used against them in the event of future litigation.
    - f. Position Statements. Any party making a demand for mediation shall set forth in their written demand for mediation the factual and legal basis known to them for their claims or dispute and provide copies of any statements, summaries, reports, or documentary information known to them at the time to support their claims, save and except, privileged or confidential information, which may be withheld. Within thirty (30) days after receipt of a demand for mediation, the recipient shall provide a written response to the claims setting forth the factual and legal basis known to them to support the response or affirmation defenses and also provide copies of any statements, summaries, reports, or documentary information known to them at the time to support the response or affirmative defenses save and except, privileged or confidential information, which may be withheld. Copies of the position statements and information exchanged between the parties under this provision shall be provided to the mediator in advance of the mediation.
    - g. Failure to Participate in Mediation. Any party who fails to participate in the mediation shall waive their right to collect attorney fees herein.
    - h. Exclusions From Mediation. The parties agree that any claim for immediate injunctive relief is specifically excluded from the requirements of mediation. The parties further agree that disputes related to coverage under the PROGRAM are excluded from this provision and shall be governed in accordance with PRISMHealth documents and/or PROGRAM documents.

13. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
14. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
15. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
16. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement between GSRMA and the ENTITY.
17. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
18. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the GSRMA Board of Directors and such amendments are subject to approval of ENTITY's signatory to this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
19. **EFFECTIVE DATE.** This MEMORANDUM shall become effective upon the signing of this MEMORANDUM by the ENTITY and Chief Executive Officer or Board President of GSRMA.
20. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Board Chair

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Golden State Risk Management Authority