

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

**MEETING AGENDA**

May 21, 2026  
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.

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

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NEXT RESOLUTION NO. 4991

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS

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3. CONSENT CALENDAR

3.1 Minutes for the meeting of April 16, 2026

3.1.1 HACB Board Minutes - Attachment A Popovich - Written Public Comment  
04-16-2026

3.1.2 HACB Comprehensive response - Public Comment Board - A Garcia 05-  
01-2026

3.2 Checks written for:

3.2.1	Accounts Payable (General) –	\$953,182.36
3.2.2	Landlords –	\$2,189,931.92
3.2.3	Payroll–	\$154,270.29

3.3 Finance Update

3.3.1 GASB 68 Revised Report

3.4 Section 8 Housing Choice Voucher Program

3.5 Property Vacancy Report

3.6 Public Housing

3.7 Construction Projects

3.8 Capital Fund Improvement Projects

3.9 Farm Labor Housing Report

3.10 HACB Owned Properties

3.11 Tax Credit Properties

3.12 Family Self Sufficiency

3.13 Rental Assistance Programs

3.14 Quarterly Investment Report

3.15 News Articles

3.15.1 California Housing Partnership [Butte Housing Report 2026.pdf](#)

3.15.2 California Housing Partnership [Glenn Housing Report 2026.pdf](#)

4. CORRESPONDENCE

4.1 Commissioner Appointment: Tim Merrill, HACB Commissioner, District 2

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Family Self-Sufficiency (FSS Graduate) – Recognition of FSS Graduate Theresa Volk.

Recommendation: Resolution No. 4991

5.2 Housing Authority of the County of Butte (HACB) – Adopt Updated Procurement Policy

Recommendation: Resolution No. 4992

5.3 Employment Development Department (EDD) – Authorization to Execute Agreement.

Recommendation: Resolution No. 4993

5.4 Budgets – Establish 2026 Budget Committees.

Recommendation: Discussion/Assignment

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

9. REPORTS FROM COMMISSIONERS

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

11.1 Pursuant to California Government Code 54956.8: Conference with real estate negotiator.

Property located at: Evanswood Apartments, Oroville, CA

11.2 Pursuant to California Government Code 54957: Public Employment Performance Evaluation

One Matter: Executive Director Evaluation

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12. COMMISSIONERS' CALENDAR

- **PSWRC-NAHRO – Annual Conference: May 27-29, 2026, Santa Barbara, CA**
- **Next Meeting: June 18, 2026**

13. ADJOURNMENT

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

**MEETING MINUTES OF  
April 16, 2026**

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

Vice Chair Ober called the meeting of the Housing Authority of the County of Butte to order at 2:02 p.m.

1. ROLL CALL

Present for the Commissioners: Bob Crowe, Laurel Faulk, Rich Ober, Sarah Richter, and Jean Snow; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager; Marco Cruz, CFO Consultant; and Javi Pinedo, Special Programs Coordinator; all attended in person.

Present for the Public: Karen Garrett, Mary Jawar, Gloria Miller, Anna Backer, and Carolyn Fraser, all from 1200 Park Avenue Apartments attended in person; Anthony Scott, FSS Graduate and Kristina Scott, both also attended in person; and April Garcia, attended via web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

CFO Consultant Marco Cruz commented on 3.3 Financials:

- Starting next month, financials will be presented quarterly, with the goal that they will be produced monthly.
- EHV: Congress has not authorized any additional funding for this program. Therefore, Accounting and Section 8 are working together to ensure no one loses assistance. All EHV participants will be moved to HCV. Current estimate is that there is enough funding in EHV, based on current run rates, to make payments through the end of October (with a

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partial months funding still available for November 2026). However, we may be able to receive more EHV funds, since HUD has indicated that they may be reallocating unused funds from PHA's that have liquidated their EHV program to PHA's still running an EHV program. We will continue to keep a close eye on the program for possible additional funds and timing of the transfer of participants between EHV and HCV. HACB would like to fully utilize as much of EHV funding available as possible, while ensuring that participants transfer smoothly.

- HCV: CFO Consultant Cruz is auditing the HCV program to ensure the funds are properly coded as to whether they are HAP or Admin Fees.
- Public Housing: CFO Consultant Cruz reported that Public Housing is currently on "solid footing".
- Audits: Smith Marion conducted the in-house audit last week. Currently we know that there will be two findings: 1) SEMAP: SEMAP was approved by the Board and all forms were completed, with applicable back-up documentation on file. Unfortunately, SEMAP was not submitted online by due date, and 2) FDS: The unaudited preliminary FDS, which was submitted to HUD, will be very different than the audited FDS, which will be submitted. This is due to all of the clean-up work that we have been working on for the past 10+ months and the fact that HACB requested a 90-day extension from HUD and only received 30 days. We are currently coordinating closely with third party property management companies on the audit. The audit will be submitted on time (no later than June 30, 2026).

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

#### 4. CORRESPONDENCE

4.1-4.2 HACB requested and received approval from the Town of Paradise for a unit mix revision for Mayer Commons Apartments in order to support leasing efforts at the property. With the approval of the unit mix revision, all the units have been leased, except one (1).

4.3 Laurel Faulk was introduced and welcomed as the new HACB Tenant Commissioner.

#### 5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Election of Officers – Vice Chair Ober turned the meeting over to Executive Director/Board Secretary Guanzon, to conduct the annual election of Board

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Officers in accordance with HACB Bylaws. Executive Director Guanzon asked for nominations for positions of Chair and Vice Chair for April 2026 through March 2026. Commissioner Crowe nominated Chair Pittman to continue to serve as Chair, to which Commissioner Richter seconded. No other nominations were made and nominations for Chair was closed. The vote in favor was unanimous and Chair Pittman was re-elected as Board Chair. Commissioner Crowe nominated Vice Chair Ober to continue to serve as Vice Chair, to which Commissioner Richter seconded. No other nominations were made and nominations for Vice Chair was closed. The vote in favor was unanimous and Vice Chair Ober was re-elected as Vice Chair of the Board. Congratulations and appreciation for willingness to once again serve the HACB Board of Commissioners was offered. The meeting was turned over to Vice Chair Ober.

- 5.2 Family Self-Sufficiency (FSS) Graduate – Family Self-Sufficiency Graduate Anthony Scott Sr., and his wife Kristina, were present for his recognition. Mr. Scott enrolled in the FSS program on August 1, 2024. During Mr. Scott’s enrollment in the FSS program, he has secured full-time employment and his goal is to work his way up the ladder. Mr. Scott attributes much of his success and motivation to his partnership with his wife. He graduates the FSS program having secured \$12,544.57 in escrow funds.

**\*RESOLUTION NO. 4987\***

Commissioner Richter moved that Resolution No. 4987 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE ANTHONY SCOTT SR”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.3 Section 8 Administrative Plan – In order to transition EHV families into the PHA’s regular HCV program, each family must be selected through the PHA’s HCV waiting list. The HACB’s request for waiver to streamline the process of placing all EHV families on its HCV waiting list, with the appropriate preference, has already been approved by HUD. At February’s Board meeting, the draft Admin Plan, with changes to Chapter 4 to provide two (2) EHV preferences, was received and filed. The forty-five (45) day review period has been completed. There were no comments received on the proposed changes to the S8 Admin Plan during the comment period. There was also no public comment at the Board meeting and adoption of the Section 8 Admin Plan, as proposed at the February meeting, was recommended by Staff.

**\* RESOLUTION NO. 4988\***

Commissioner Crowe moved that Resolution No. 4988 be adopted by reading of title only: “ADOPTION OF SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Richter seconded. The vote in favor was unanimous.

5.4 Receive and File Proposed Agency Annual/Five Year Plan – Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –

HUD requires the HACB to annually update its Agency Plan, Public Housing program Capital Fund Plan(s), Public Housing Program Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Voucher program Administrative Plan (AP), and Family Self-Sufficiency (FSS) Action Plan. The plan documents must be submitted to HUD for review at least 75 days (July 18<sup>th</sup>) prior to the end of the agency’s fiscal year (September 30<sup>th</sup>), requiring HACB plan approval at the June Board meeting. Drafts of the plans must be available for public review and comment for 45 days prior to consideration for approval by the Board. The draft plans have already been reviewed by the Resident Advisory Board (RAB), which was attended by one (1) Section program participant. Some highlighted changes to the Annual Agency Plan include three (3) new PBV contracts executed in the previous fiscal year (Oleander Community Housing Apartments, Chico; Cypress Family Apartments, Paradise; and Bar Triangle Apartments, Chico), representing eighty-seven (87) PBVs and an increase of one hundred seventy-eight (178) new units in the community; HACB is now designated as a “Troubled PHA”, with a HUD site visit scheduled for June 15, 2026; and “Conversion of Public Housing to Project-based Rental Assistance or Project-Based Vouchers under RAD” has been added in order to allow HACB to RAD Public Housing units if/when we elect to do so. The changes recommended in the ACOP and Admin Plan are suggested changes provided by policy consultant Nan McKay and reflect current regulations and Executive Orders. The most noteworthy changes in the Admin Plan and ACOP are related to requirements for Limited English Proficient persons and Violence Against Women Act (VAWA) emergency transfers. Staff recommends receiving and filing of the documents for public review and comment. Commissioners present were in favor of receiving draft documents and authorized publication of Public Notice for public review and comment, as well as scheduling Public Hearing for receipt of comment and final adoption of documents during the June 18<sup>th</sup>, 2026 Board of Commissioners meeting.

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- 5.6 CalPERS/CERBT – The HACB has established an Other Post Employment Benefits (OPEB) trust with CERBT as trustee. OPEB trust assets have exceeded OPEB liabilities and staff are in the process of reimbursing HACB for out of pocket costs. CERBT identified that HACB’s authorized requesters were established in 2012 and should be updated. Resolution No. 4989 is required by CalPERS to update authorized requesters/signers for the CERBT plan.

**\*RESOLUTION NO. 4989\***

Commissioner Richter moved that Resolution No. 4989 be adopted by reading of title only: “DELEGATION OF AUTHORITY TO REQUEST DISBURSEMENTS CALIFORNIA EMPLOYERS’ RETIREE BENEFIT TRUST”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.7 Gridley Farm Labor Housing – In December 2022, the HACB successfully applied to the State Water Resources Control Board (SWRCB) Backup Generator Funding Program (Program). The Program provides backup generators to drinking water systems that do not have adequate backup electrical supply to ensure continuous operations during power failures. Utilizing technical support from the Rural Community Assistance Corporation (RCAC) and PACE Engineering, Inc. (PACE), the Gridley Farm Labor Housing Generator Project was developed to construct a new stationary natural gas emergency generator and automatic transfer switch at the well site. The new equipment will allow the generator to automatically provide backup power when utility power is unavailable. The Project was advertised for bids on January 28, 2026, and on March 4, 2026 ten (10) bids were received. Upon review by the HACB and PACE, Clyde G. Steagall, Inc., with a bid of \$257,848, provided the Lowest Responsive and Responsible bid for this project, which is below the Engineer’s Construction Cost Estimate. RCAC confirmed that a total project budget of \$492,066, which includes all engineering and construction costs based on Clyde G. Steagall, Inc.’s bid, along with a 10% contingency has been approved. The HACB has been notified that RCAC’s Program agreement with the State will not be extended beyond February 28, 2027. Therefore, should this project be substantially delayed, the HACB may be responsible for any remaining payments due to the contractor at that time. RCAC reports that an extension could be granted at a later date, but cannot make any guarantees. Therefore, should the project be delayed and RCAC’s program agreement extension not be approved, the HACB can utilize the properties “Construction Reserve” to pay any remaining expenses. The Notice to Proceed must be issued no later than May 4, 2026, to accommodate the 300-day contractual period required for substantial completion.

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To date, the Program has covered all technical assistance costs, including engineering fees. Staff recommended adoption of Resolution No. 4990, authorization to enter into a construction contract with Cyde G. Steagall, Inc.

**\*RESOLUTION NO. 4990\***

Commissioner Crowe moved that Resolution No. 4990 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH CLYDE G. STEAGALL, INC. FOR THE GRIDLEY FARM LABOR HOUSING GENERATOR PROJECT”. Commissioner Richter seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

1200 Park Avenue residents wanted to share with the Board that they are extremely happy with both the full-time resident manager (that has been there about one year) and the part-time assistant manager. Since their arrival, they have been instrumental in hosting community events and assist in taking care of the property and residents. Their concerns were that unless the part-time assistant manager can be made full-time that both would burn out. They also shared concerns regarding the lack of ADA accessibility for the managers’ office, creating a lack of privacy for wheel-chair bound and other disabled residents, since they can’t ‘get through the door’. Executive Director Guanzon will follow up with AWI regarding 1200 Park Avenue budget and staffing, as well as concerns regarding the property management office ADA-accessibility.

April Garcia, member of the public, attended via web conference and the Board was unable to hear her due to technical issues (despite extensive trouble shooting efforts by HACB IT). In lieu, she elected to send an email outlining her concerns to the Board, which was received after meeting was adjourned. Email was then forwarded to the HACB Board. A copy of her email is attached to the Minutes. HACB Management staff will prepare a response to Ms. Garcia.

7. MATTERS CONTINUED FOR DISCUSSION

Project Manager Gonzalez is researching murals, at the request of Commissioner Richter, for Lincoln Apartments.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

11.1 Government Code 54957: Public Employment Performance Evaluation

No Executive Session; Matter moved to next meeting.

12. COMMISSIONERS' CALENDAR

- **Next Meeting: May 21, 2026**
- **PSWRC-NAHRO – Annual Conference: May 27-29, 2026, Santa Barbara CA**

13. ADJOURNMENT

The meeting was adjourned at 4:08 p.m.

Dated: April 16, 2026.

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David Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary

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**From:** [April Popovich](#)  
**To:** [Tamra Young](#)  
**Subject:** URGENT: Written Public Comment for April 16 Meeting - Technical Failure.  
**Date:** Thursday, April 16, 2026 3:54:07 PM

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**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

I am writing to submit my public comment for today's Board of Commissioners meeting. I was present on the remote meeting at 2:00 PM, but when I was called on, technical issues prevented my audio from being heard by the Board.

I am submitting this written statement to be entered into the permanent record for today's meeting (April 16, 2026). I am a single mother of three and I am putting on the record a systemic pattern of misinformation and neglect that has brought my family to a housing crisis point.

#### HACB Board Meeting Phone Statement

"Good afternoon, Chairman Cooper and Members of the Board. My name is April Garcia. I am a single mother of three, and I am calling to put on the record a systemic pattern of misinformation and neglect that has brought my family to a crisis point.

Before I begin, I want to clarify that staff members Luz, Juan, and Joel have been professional and helpful. However, their efforts are being undermined by a systemic pattern of misinformation and a total lack of responsiveness from executive leadership.

1. Dangerous Miscommunication: Due to a massive failure to communicate the actual paperwork required for a transfer, I was almost left homeless for 24 hours on April 30th. While this was 'fixed' this morning, it only happened after I was forced to escalate. This pattern of misinformation has gone on for over a year regarding my disabled son's accommodation. It was even stated by Selicia that this was never communicated to me.

2. Administrative Negligence: In October 2024, staff negligence caused me to miss a 3-bedroom unit, leaving my disabled son in a 2-bedroom home for 18 months longer

than medically necessary. The overcrowding has split my family; my older children sometimes have to sleep at other locations just to pass their classes.

3. Bad Faith Gatekeeping: I have written proof that my property manager told me my son's medical needs were 'not an emergency' and that her private lawyers had to 'approve' his disability. This agency sat back and let a private landlord override a doctor's medical orders for a year.

4. Records Withholding and Evidence of Lies: I requested my records on March 25th. After weeks of delay, I was provided a file a few hours ago. However, the internal Memo Log is blank for October 2024. My caseworker claimed she contacted my manager about an open unit that month, but there is no record of that communication in this file. Either the worker was untruthful, or the agency is withholding logs to hide negligence.

5. Administrative Silence: I have sent three urgent emails to Director Larry Guanzon with no response. Angie Little's only reply failed to address the systemic issues I brought up.

6. Financial Overcharges: I asked to clarify if I should be receiving a 400\$ disability deductions for my child

I have filed a formal complaint with the California Civil Rights Department. I am asking this Board to order an immediate audit of my file, the release of unredacted communication logs, and a correction of my rent worksheet before my 10:00 AM signing on Monday. Thank you."



HOUSING AUTHORITY of the County of Butte

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WEBSITE: [www.butte-housing.com](http://www.butte-housing.com)  
2039 Forest Avenue • Chico, CA 95928

May 1, 2026

MEMORANDUM

To: April Garcia

From: Larry Guanzon, Board Secretary/Executive Director

CC: HACB Board of Commissioners  
Attachment to April 16, 2026 Board Minutes

Subject: HACB Management Response to the Written Public Comment  
Board of Commissioners Meeting, April 16, 2026

HACB acknowledges your concerns raised at the April 16, 2026 Board meeting and provides the following response.

1. Dangerous Miscommunication: The ‘massive failure to communicate actual paperwork required for a transfer’ resulting in being left homeless for 24 hours on April 30<sup>th</sup> involved a communication issue regarding HUD double subsidy requirements, which the PBV and Public Housing departments worked together to resolve. HACB does not require participants to experience gaps in housing during transfers. HACB staff coordinated to ensure you moved into Public Housing on April 20<sup>th</sup> as requested.
2. October 2024 emails: We have reviewed the correspondence. Regarding transferring into a 3-BR within the property, a 4-person household is not considered ‘underhoused’ and at that time a reasonable accommodation had not yet been requested or granted. Therefore, you would not qualify for the transfer list within the property. Regarding transferring to a 3-BR at another property, although you had been at the property for over a year, HACB had no HCV vouchers to issue (due to funding) and you would lose your PBV to HCV transfer wait list position if you moved.



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



3. Bad Faith Gatekeeping: HACB has no record from property management of such a statement about your transfer request. If you have documentation of this, please provide it so we can investigate and take appropriate action. Had we been made aware of inappropriate statements, staff would have directed you to contact Legal Services of Northern California.
4. Records Withholding and Evidence of Lies: HACB provided all documentation as requested. This was the first participant request we have received for an entire client file and gathering that much data takes time. HACB responded as quickly as possible and provided all available records. The October 2024 matter was handled via email and phone communication. We do not make notes in Yardi logs of every single inquiry, particularly routine communications.
5. Administrative Silence: Multiple emails with both duplicative and new questions were received within a 48-hour period and were responded to by caseworkers and department managers. I was aware of the situation and the responses being provided by staff. Given that these matters were being addressed by the appropriate departments, I did not provide separate responses to the emails sent to me directly. Issues were being addressed as they arose.
6. Financial Overcharges: Juan emailed you with the section of applicable regulations. The deduction for elderly/disabled household is for head, co-head, or spouse only, not child (see attached). This issue has been resolved.

If you feel it is necessary, you have every right to file a formal complaint with the California Civil Rights Department. The Board does not audit files; however, Department and Senior Management are in the process of auditing said files. All available communication records have been provided. Regarding the rent worksheet, the specific elderly/disabled household deduction you inquired about applies only to families where the head, co-head, or spouse is elderly or disabled, not dependent children. Juan provided the applicable regulations explaining this distinction. However, other disability-related deductions and allowances may apply for your son's documented needs, and these are reflected in your current rent calculation as appropriate.

Your family was provided all documentation as requested under the Public Records Request Act. HACB also provided an HCV transfer voucher on Friday, April 17<sup>th</sup>, while you were still a PBV participant as a reasonable accommodation before your move into Public Housing. We also granted your initial search time to the full six (6) months, as a reasonable accommodation. You had your move in appointment for Public Housing on Monday, April 20<sup>th</sup> and your voucher

Memo A Garcia  
Response to Written Public Comment – April 16<sup>th</sup> Board Meeting  
May 1, 2026  
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briefing was held on Tuesday, April 21<sup>st</sup>. As of April 28<sup>th</sup>, Juan has told me that you have found a house with your HCV voucher and are preparing to go through the approval process.

# Increased Standard Deduction for Elderly/Disabled Households

## § 5.611(a)(2)

**What does the HOTMA final rule change about the standard deduction for elderly/disabled households?**

HOTMA increases standard deductions for families with a head, co-head, or spouse who is elderly or a person with a disability. This amount is currently set at \$400 and will be increased to \$525 per qualified family. This is the amount set for 2024, but this standard deduction will be adjusted annually for inflation and rounded to the next lowest multiple of \$25.

2026 = \$ 550.00



**Sec - 8 HAP**

Computer Checks	\$	14,187.49
Direct Deposits	\$	2,175,744.43
<b>TOTAL</b>	<b>\$</b>	<b>2,189,931.92</b>

**PAYROLL**

**Employees:**

4/3/2026	\$	76,013.63
4/17/2026	\$	76,876.72
<b>TOTAL</b>	<b>\$</b>	<b>152,890.35</b>

**Resident Managers:**

4/3/2026	\$	689.97
4/17/2026	\$	689.97
<b>TOTAL</b>	<b>\$</b>	<b>1,379.94</b>

**BANK ACCOUNTS SUMMARY**

Business Activities	\$	930,714.07
Banyard	\$	-
BCAHDC	\$	22,468.29
<b>TOTAL</b>	<b>\$</b>	<b>953,182.36</b>

May 21, 2026

**MEMO**

**To:** Board of Commissioners  
**From:** Marco Cruz, CFO Consultant  
Larry Guanzon, Executive Director  
**Subject:** 3.3 Finance Update

**Audit Update, Fiscal Year Ending September 2025**

The Accounting team continues to work with Smith Marion & Co to complete the FYE2026 audit. A draft audit is expected to be received by the time of the May 21, 2026 Board meeting.

**Initiatives**

The Accounting team is still working diligently to complete the FYE 2026 audit but also continues to improve its processes and procedures. The Accounting team is moving out of “clean up” phase and is emphasizing optimization and analysis. Since we last presented the accomplishments are:

- Uploading budget data into the Yardi software for quicker report generation and better financial analysis.
- Starting a month end close checklist.
- Starting a monthly financial analysis procedure.
- Training a second staff member to be a payroll backup.
- Completing a deep analysis of the EHV and HCV programs to determine unrestricted vs restricted cash.

**October 2025-May 2026, FYE 2026 Financials**

Quarterly financials with notes are attached to this report of HACB’s various funds under its direct management. As discussed in the prior board meeting, quarterly reports will continue to evolve, based on the needs of the Board and the capabilities of the Yardi software system.

Note: While the Accounting team strives to not make accounting changes after the quarter is presented to the Board, the team is still adjusting classifications to increase clarity and efficiency. This will result in revenues and expenses changing in future reports. Reclassifications from the FYE 2025 audit will also affect these FYE 2026 financials.

### Business Activities Budget Comparison

Period = Jan 2026-Mar 2026

Book = Accrual ; Tree = ysi\_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3199-00-000	TENANT INCOME	20,525.00	18,372.00	2,153.00	11.72	38,675.00	36,744.00	1,931.00	5.26
3499-00-000	GRANT INCOME (1)	1,348,638.78	47,814.00	1,300,824.78	2,720.59	1,388,754.78	95,628.00	1,293,126.78	1,352.25
3699-00-000	OTHER INCOME (2)	244,450.38	104,409.00	140,041.38	134.13	595,022.18	208,818.00	386,204.18	184.95
3999-00-000	TOTAL INCOME	1,613,614.16	170,595.00	1,443,019.16	845.87	2,022,451.96	341,190.00	1,681,261.96	492.76
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES (3)	112,622.48	101,187.00	-11,435.48	-11.30	344,989.27	202,374.00	-142,615.27	-70.47
4299-00-000	TENANT SERVICES EXPENSES	8,010.85	7,914.00	-96.85	-1.22	8,770.05	15,828.00	7,057.95	44.59
4399-00-000	UTILITY EXPENSES (4)	14,731.73	29,463.00	14,731.27	50.00	34,533.19	58,926.00	24,392.81	41.40
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES (5)	23,101.02	13,239.00	-9,862.02	-74.49	35,985.14	26,478.00	-9,507.14	-35.91
4599-00-000	GENERAL EXPENSES	3,761.62	7,575.00	3,813.38	50.34	13,310.43	15,150.00	1,839.57	12.14
4799-00-000	HOUSING ASSISTANCE PAYMENTS	42,956.00	40,902.00	-2,054.00	-5.02	75,413.00	81,804.00	6,391.00	7.81
4899-00-000	FINANCING EXPENSES (6)	154,350.00	0.00	-154,350.00	N/A	154,350.00	0.00	-154,350.00	N/A
5999-00-000	NON-OPERATING ITEMS	0.00	0.00	0.00	N/A	169,731.56	0.00	-169,731.56	N/A
8000-00-000	TOTAL EXPENSES	359,533.70	200,280.00	-159,253.70	-79.52	837,082.64	400,560.00	-436,522.64	-108.98
9000-00-000	NET INCOME	1,254,080.46	-29,685.00	1,283,765.46	4,324.63	1,185,369.32	-59,370.00	1,244,739.32	2,096.58

Notes:

1. Grant income includes \$1.3M pass through IIG Grant to lend to Richmond Oroville Senior housing project.
2. Other Income includes unbudgeted ownership draws that may be reclassified in future reports.
3. YTD salaries are higher by \$21,000, benefits are \$102,000. Benefits were misclassified in prior years.
4. PTD and YTD electrical use is lower than expected.
5. Variance driven by unbudgeted consulting and architecture fees.
6. Bond interest arbitrage payment to the U.S. Treasury. Reimbursed and may be reclassified in future reports.

### Housing Choice Voucher Budget Comparison

Period = Jan 2026-Mar 2026

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3199-00-000	TENANT INCOME	50,298.84	0.00	50,298.84	N/A	47,239.84	0.00	47,239.84	N/A
3499-00-000	GRANT INCOME	6,861,967.43	6,706,902.00	155,065.43	2.31	12,815,307.61	13,413,804.00	-598,496.39	-4.46
3699-00-000	OTHER INCOME	24,548.03	14,874.00	9,674.03	65.04	37,727.99	29,748.00	7,979.99	26.83
3999-00-000	TOTAL INCOME	6,936,814.30	6,721,776.00	215,038.30	3.20	12,900,275.44	13,443,552.00	-543,276.56	-4.04
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	504,850.12	514,329.00	9,478.88	1.84	1,075,276.02	1,028,658.00	-46,618.02	-4.53
4299-00-000	TENANT SERVICES EXPENSES	44.97	0.00	-44.97	N/A	16,076.51	0.00	-16,076.51	N/A
4399-00-000	UTILITY EXPENSES	9,318.45	11,274.00	1,955.55	17.35	11,451.84	22,548.00	11,096.16	49.21
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	52,591.16	4,086.00	-48,505.16	-1,187.11	97,857.74	8,172.00	-89,685.74	-1,097.48
4599-00-000	GENERAL EXPENSES	3,996.02	5,100.00	1,103.98	21.65	21,533.66	10,200.00	-11,333.66	-111.11
4799-00-000	HOUSING ASSISTANCE PAYMENTS	6,287,743.01	6,108,642.00	-179,101.01	-2.93	12,370,374.00	12,217,284.00	-153,090.00	-1.25
4899-00-000	FINANCING EXPENSES	0.01	0.00	-0.01	N/A	0.01	0.00	-0.01	N/A
8000-00-000	TOTAL EXPENSES	6,858,543.74	6,643,431.00	-215,112.74	-3.24	13,592,569.78	13,286,862.00	-305,707.78	-2.30
9000-00-000	NET INCOME	78,270.56	78,345.00	-74.44	-0.10	-692,294.34	156,690.00	-848,984.34	-541.82

**Notes:**

1. YTD HCV HAP funds lower in November due to overpayments in prior year. HAP revenues will eventually match HAP expenses.
2. YTD electrical use lower than in prior year.
3. Variance caused by unbudgeted consulting costs.
4. HAP expenses lower than expected.

### Emergency Housing Vouchers Budget Comparison

Period = Jan 2026-Mar 2026

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var
2999-99-999 Revenue & Expenses								
3000-00-000 INCOME								
3199-00-000 TENANT INCOME	-180.00	0.00	-180.00	N/A	-477.00	0.00	-477.00	N/A
3499-00-000 GRANT INCOME	358,526.00	341,073.00	17,453.00	5.12	688,271.00	682,146.00	6,125.00	0.90
3699-00-000 OTHER INCOME	180.00	378.00	-198.00	-52.38	477.00	756.00	-279.00	-36.90
3999-00-000 TOTAL INCOME	358,526.00	341,451.00	17,075.00	5.00	688,271.00	682,902.00	5,369.00	0.79
4000-00-000 EXPENSES								
4199-00-000 ADMINISTRATIVE EXPENSES	2,691.51	501.00	-2,190.51	-437.23	9,247.38	1,002.00	-8,245.38	-822.89
4399-00-000 UTILITY EXPENSES	374.65	0.00	-374.65	N/A	467.35	0.00	-467.35	N/A
4499-00-000 MAINTENANCE AND OPERATIONAL EXPENSES	2,286.39	0.00	-2,286.39	N/A	4,241.87	0.00	-4,241.87	N/A
4599-00-000 GENERAL EXPENSES	149.90	0.00	-149.90	N/A	878.98	0.00	-878.98	N/A
4799-00-000 HOUSING ASSISTANCE PAYMENTS	322,254.89	348,795.00	26,540.11	7.61	653,809.21	697,590.00	43,780.79	6.28
5999-00-000 NON-OPERATING ITEMS	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A
8000-00-000 TOTAL EXPENSES	327,757.34	349,296.00	21,538.66	6.17	668,644.79	698,592.00	29,947.21	4.29
9000-00-000 NET INCOME	30,768.66	-7,845.00	38,613.66	492.21	19,626.21	-15,690.00	35,316.21	225.09

**Notes:**

Revenues and expenses in line with budget. Full funding expected to run through October 2026. Participants will be transferred to the HCV program.

### ROSS Grant Budget Comparison

Period = Jan 2026-Mar 2026

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3499-00-000	GRANT INCOME	55,808.00	25,044.00	30,764.00	122.84	65,109.00	50,088.00	15,021.00	29.99
3999-00-000	TOTAL INCOME	55,808.00	25,044.00	30,764.00	122.84	65,109.00	50,088.00	15,021.00	29.99
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	596.52	486.00	-110.52	-22.74	1,482.16	972.00	-510.16	-52.49
4299-00-000	TENANT SERVICES EXPENSES	23,428.41	24,228.00	799.59	3.30	44,383.96	48,456.00	4,072.04	8.40
8000-00-000	TOTAL EXPENSES	24,024.93	24,714.00	689.07	2.79	45,866.12	49,428.00	3,561.88	7.21
9000-00-000	NET INCOME	31,783.07	330.00	31,453.07	9,531.23	19,242.88	660.00	18,582.88	2,815.59

(1)

**Notes:**

1. ROSS grant covers the salaries, benefits, and training of FSS Coordinators. Net income will net to zero on a fiscal and calendar year basis.

**Public Housing (OPFND)  
Budget Comparison**

Period = Jan 2026-Mar 2026

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3199-00-000	TENANT INCOME	(1) 424,939.92	391,977.00	32,962.92	8.41	833,657.70	783,954.00	49,703.70	6.34
3499-00-000	GRANT INCOME	(2) 156,731.96	429,630.00	-272,898.04	-63.52	747,040.49	859,260.00	-112,219.51	-13.06
3699-00-000	OTHER INCOME	(3) 247,330.66	249.00	247,081.66	99,229.58	251,306.44	498.00	250,808.44	50,363.14
3999-00-000	TOTAL INCOME	829,002.54	821,856.00	7,146.54	0.87	1,832,004.63	1,643,712.00	188,292.63	11.46
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	418,214.20	405,228.00	-12,986.20	-3.20	840,374.44	810,456.00	-29,918.44	-3.69
4299-00-000	TENANT SERVICES EXPENSES	0.00	1,575.00	1,575.00	100.00	10,154.18	3,150.00	-7,004.18	-222.35
4399-00-000	UTILITY EXPENSES	86,300.09	96,075.00	9,774.91	10.17	183,530.18	192,150.00	8,619.82	4.49
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	(4) 271,396.56	323,568.00	52,171.44	16.12	520,884.58	647,136.00	126,251.42	19.51
4599-00-000	GENERAL EXPENSES	(5) 65,982.94	100,929.00	34,946.06	34.62	134,934.51	201,858.00	66,923.49	33.15
4799-00-000	HOUSING ASSISTANCE PAYMENTS	(6) 9,181.00	0.00	-9,181.00	N/A	18,031.00	0.00	-18,031.00	N/A
5999-00-000	NON-OPERATING ITEMS	(7) 0.00	-236,522.00	-236,522.00	-100.00	0.00	-236,522.00	-236,522.00	-100.00
8000-00-000	TOTAL EXPENSES	851,074.79	690,853.00	-160,221.79	-23.19	1,707,908.89	1,618,228.00	-89,680.89	-5.54
9000-00-000	NET INCOME	-22,072.25	131,003.00	-153,075.25	-116.85	124,095.74	25,484.00	98,611.74	386.96

Notes:

1. Tenant rent lower than expected but offset by higher Operating grant income.
2. Operating Fund grant higher than budgeted but includes a \$197,000 adjustment to prior year Capital Funds.
3. Other income includes \$243,000 insurance claim for South Ohio and Gardella fire damage.
4. Lower than budget as fire damage restoration classified elsewhere.
5. Lower than expected as Payments in Lieu of Taxes will occur in September.
6. Tenant utility payments were not budgeted.
7. Represents credits from the Capital Fund grant which will occur in future periods.

### Capital Fund Grant Budget Comparison

Period = Jan 2026-Mar 2026

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3499-00-000	GRANT INCOME	(1) 835,317.45	295,653.00	539,664.45	182.53	850,042.45	591,306.00	258,736.45	43.76
3999-00-000	TOTAL INCOME	835,317.45	295,653.00	539,664.45	182.53	850,042.45	591,306.00	258,736.45	43.76
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	34,665.80	28,599.00	-6,066.80	-21.21	71,765.84	57,198.00	-14,567.84	-25.47
4299-00-000	TENANT SERVICES EXPENSES	794.56	0.00	-794.56	N/A	2,373.34	0.00	-2,373.34	N/A
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	675.00	0.00	-675.00	N/A	53,774.06	0.00	-53,774.06	N/A
4599-00-000	GENERAL EXPENSES	0.00	0.00	0.00	N/A	296.07	0.00	-296.07	N/A
5999-00-000	NON-OPERATING ITEMS	0.00	236,522.00	236,522.00	100.00	0.00	236,522.00	236,522.00	100.00
8000-00-000	TOTAL EXPENSES	36,135.36	265,121.00	228,985.64	86.37	128,209.31	293,720.00	165,510.69	56.35
9000-00-000	NET INCOME	799,182.09	30,532.00	768,650.09	2,517.52	721,833.14	297,586.00	424,247.14	142.56

**Notes:**

1. Includes unbudgeted 2023 and 2024 grant draws. Some amounts will be transferred to the Public Housing program

May 21, 2026

**MEMO**

**To:** Board of Commissioners

**From:** Marco Cruz, CFO Consultant  
Larry Guanzon, Executive Director

**Subject:** 3.3.1 GASB 68 Revised Report

**Background:**

As mandated by Generally Accepted Standards Board (GASB) and CalPERS, the Housing Authority of the County of Butte (HACB) must complete an actuarial valuation of its pension and other post-retirement benefits (OPEB) obligations. These are respectively known as the GASB 68 and GASB 75 reports. On March 19, 2026, the GASB 68 report was presented to the Board of Commissioners to enter into the record.

As presented previously, HACB's FYE 2025 Net Pension Liability is \$4,553,360.00 offset by a pension trust of \$2,930,110.00 for a total liability of \$1,623,250.00.

**Restatement:**

In April 2026, it was discovered that incorrect payroll amounts had been submitted to the actuaries for the September 30, 2025 GASB 68 report. The payroll amounts are included on the audit report but are informational only. They do not affect the Net Pension Liability and no accounting correction was necessary. The actuaries were given the new payroll amounts and HACB received an updated GASB 68 report. The revised report is included for the record.

The restated payroll numbers can be found on page 6 of the GASB 68 report. *Authority's covered-employee payroll* was changed to \$2,800,469 from \$4,059,661. *Authority's proportionate share of the net pension liability* changed to 162.59% from 112.16%.

# Housing Authority of the County of Butte

Governmental Accounting Standards Board  
GASB 68 Cost Sharing Disclosure Report  
Actuarial Valuation Date: June 30, 2023  
Measurement Date: June 30, 2024  
Fiscal Year End: September 30, 2025

January 14, 2026-Revised



January 14, 2026

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

Re: September 30, 2025 GASB 68 Cost-Sharing Disclosure for the Housing Authority of the County of Butte

Dear Mr. Guanzon,

This report provides the note disclosures and required supplementary information for the Housing Authority of the County of Butte (Authority)'s cost-sharing pension plan for the reporting period ending September 30, 2025.

Governmental Accounting Standards Board (GASB) Statement No. 68 requires a cost-sharing employer to recognize pension expense and report deferred outflows of resources and deferred inflows of resources related to pensions for its proportionate share of collective pension expense and collective deferred outflows/inflows of resources related to pensions. The effects of a change in the employer's proportion of the collective net pension liability and differences during the measurement period between the employer's contribution and its proportionate share of the total of contributions from employers included in the collective net pension liability are also required to be determined.

The collective results set forth in this report are established from a June 30, 2023 valuation and are based on the same census, benefit provisions, and assumptions. The Authority provided contributions made for the measurement period ending June 30, 2024 as well as any contributions made after the measurement period.

We appreciate the opportunity to work on this report with the Authority and are available to answer any questions the Authority or its auditors may have regarding this report.

Sincerely,



Sue Simon ASA, MAAA, EA, FCA  
Vice President & Senior Actuary



Tina Haugbro, EA, FCA, MAAA  
Consulting Actuary

## General Information about the Cost-Sharing Pension Plan

### Plan Description

Eligible employees may retire and participate in the Authority's Miscellaneous Employee Pension Plans, cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and Authority resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS Website.

### Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Public Employees' Pension Reform Act of 2013 (PEPRA) requires new benefits and member contributions for new members as defined by PEPRA, that are hired after January 1, 2013. These PEPRA members in pooled plans are reflected in the new Miscellaneous and Safety risk pools created by the CalPERS Board in response to the passage of PEPRA, beginning with the June 30, 2013, risk-pool valuations.

The Plan provisions and benefits, for miscellaneous employees, in effect at the valuation date are summarized as follows:

Date of Hire	Prior to 1/1/2013 First Tier or Second Tier	On or after 1/1/2013 PEPRA
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50 to 63	52 to 67
Monthly benefits as a % of eligible compensation	1.4% to 2.4% or 2.0% to 2.7%	1.0% to 2.5%
Required employee contribution rates	7.00%	7.75%
Required employer contribution rates	12.52% + \$417,627	7.87% + \$2,343

### Contributions

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Miscellaneous Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Authority is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Contributions to the pension plan from the Authority were \$652,167 for the measurement year ended June 30, 2024. Authority contributions after the measurement period were \$719,827.

## Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

### Pension Liabilities

At September 30, 2025, the Authority reported a liability of \$4,553,360 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2024, and the total pension liability was determined by an actuarial valuation as of June 30, 2023. The Authority's proportion of the net pension liability was based on a projection of the Authority's long-term share of the contributions to the pension plan relative to the actuarially determined projected contributions of all participating employers. At June 30, 2024, the Authority's proportion was 0.09414 percent, which was an increase of 0.00178 percent from its proportion measured as of June 30, 2023.

### Pension Expense

For the year ended September 30, 2025, the Authority recognized pension expense of \$946,721.

### Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At September 30, 2025, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	393,680	15,361
Changes in assumptions	117,031	0
Net difference between projected and actual earnings on pension plan investments	262,131	0
Difference between Authority contributions and proportionate share of contributions	91,243	23,006
Changes in Authority's proportion	7,164	28,443
Authority's contributions subsequent to the measurement date	719,827	0
<b>Total</b>	<b>\$1,591,075</b>	<b>\$66,810</b>

Contributions subsequent to the measurement date, reported as deferred outflows of resources related to pensions, will be recognized as a reduction of the net pension liability in the year ended September 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Reporting Fiscal Year Ended September 30:	Net Deferred Outflows (Inflows) of Resources
2026	261,513
2027	609,171
2028	23,583
2029	(89,829)
2030	0
Thereafter	0
<b>Total</b>	<b>\$804,438</b>

## Actuarial Assumptions

The total pension liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation rate	2.30 percent
Salary increases	Varies by entry age and service
Investment rate of return	6.90 percent, net of pension plan investment expense, including inflation
Post retirement benefit increase	The lesser of contract COLA or 2.50% until Purchasing Power Protection Allowance floor on purchasing power applies, 2.50% thereafter

The mortality table used was developed based on CalPERS-specific data. The probabilities of mortality are based on the 2021 CalPERS Experience Study for the period from 2000 to 2019. Pre-retirement and Post-retirement mortality rates include generational improvement using 80% of Scale MP-2020 published by the Society of Actuaries. For more details on this table, please refer to the 2021 CalPERS Experience Study and Review of Actuarial Assumptions report that can be found on the CalPERS website.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account long-term market return expectations as well as the expected pension fund cash flows. Projected returns for all asset classes are estimated and, combined with risk estimates, are used to project compound (geometric) returns over the long term. The discount rate used to discount liabilities was informed by the long-term projected portfolio return. The expected real rates of return by asset class are as follows:

Asset Class	Assumed Asset Allocation	Real Return <sup>a,b</sup>
Global Equity – Cap-weighted	30.00%	4.54%
Global Equity – Non-Cap weighted	12.00%	3.84%
Private equity	13.00%	7.28%
Treasury	5.00%	0.27%
Mortgage-backed Securities	5.00%	0.50%
Investment Grade Corporates	10.00%	1.56%
High Yield	5.00%	2.27%
Emerging Market Debt	5.00%	2.48%
Private Debt	5.00%	3.57%
Real assets	15.00%	3.21%
Leverage	(5.00%)	(0.59%)
Total	100.0%	

<sup>a</sup> an expected inflation of 2.30% used for this period

<sup>b</sup> figured are based on the 2021-22 Asset Liability Management study

## Discount Rate

The discount rate used to measure the total pension liability was 6.90 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

## Sensitivity of the proportionate share of the net pension liability to changes in the discount rate

The following presents the Authority's proportionate share of the net pension liability calculated using the discount rate of 6.90 percent, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	1% Decrease (5.90%)	Discount Rate (6.90%)	1% Increase (7.90%)
Net pension liability (asset)	\$7,099,013	\$4,553,360	\$2,457,912

## Schedules of Required Supplementary Information

### Schedule of the Authority's Proportionate Share of the Net Pension Liability

Reporting fiscal year ended	2025	2024	2023	2022	2021
Authority's proportion of the net pension liability (asset)	0.094144%	0.092359%	0.092113%	0.104005%	0.088520%
Authority's proportion of PERF C net pension liability (asset)	0.037546%	0.037020%	0.037315%	0.036515%	0.034316%
Authority's proportionate share of the net pension liability (asset)	\$4,553,360	\$4,618,356	\$4,310,177	\$1,974,848	\$3,733,706
Authority's covered-employee payroll	\$2,800,469	N/A	N/A	N/A	N/A
Authority's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	162.59%	N/A	N/A	N/A	N/A
Plan fiduciary net pension as a percentage of the total pension liability	75.86%	74.83%	75.36%	87.76%	75.49%
Reporting fiscal year ended	2020				
Authority's proportion of the net pension liability (asset)	0.087110%				
Authority's proportion of PERF C net pension liability (asset)	0.034041%				
Authority's proportionate share of the net pension liability (asset)	\$3,488,204				
Authority's covered-employee payroll	N/A				
Authority's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	N/A				
Plan fiduciary net pension as a percentage of the total pension liability	75.80%				

**Schedule of Authority Contributions**

Reporting fiscal year ending	2025	2024	2023	2022	2021
Contractually required contribution	\$652,167	\$598,746	\$562,055	\$531,593	\$488,085
Contributions in relation to the contractually required contribution	(\$652,167)	(\$598,746)	(\$562,055)	(\$531,593)	(\$488,085)
Contribution deficiency (excess)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Authority's covered-employee payroll	\$2,800,469	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll	23.29%	N/A	N/A	N/A	N/A
Reporting fiscal year ending	2020				
Contractually required contribution	\$440,436				
Contributions in relation to the contractually required contribution	(\$440,436)				
Contribution deficiency (excess)	<u>\$0</u>				
Authority's covered-employee payroll	N/A				
Contributions as a percentage of covered-employee payroll	N/A				

## Actuarial Certification

The results presented in this disclosure are based on the June 30, 2023 GASB 68 valuation reports, prepared by CalPERS, for the cost-sharing multiple employer defined benefit pension plans. Supporting documentation provided by the Authority was relied upon without audit. This information includes, but is not limited to, contributions and payroll. The disclosure results depend on the integrity of the provided information.

The disclosure report was prepared in accordance with generally accepted actuarial principles and practices. The actuarial assumptions and methodologies used in these calculations are believed to be reasonable under the requirements set forth in GASB 68 and the actuarial standards of practice.

The undersigned actuary is a member of the American Academy of Actuaries and meets the qualification standards to render the actuarial opinion contained in this report.

Certified by:



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Sue Simon ASA, MAAA, EA, FCA  
Vice President & Senior Actuary



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Tina Haugbro, EA, FCA, MAAA  
Consulting Actuary

**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>MAY'26</b>	<b>APR'26</b>	<b>MAR'26</b>	<b>FEB'26</b>	<b>JAN'26</b>	<b>DEC'25</b>	<b>NOV'25</b>	<b>OCT'25</b>	<b>SEP'25</b>	<b>AUG'25</b>	<b>JUL'25</b>	<b>JUN'25</b>
<b>BUTTE</b>												
ACC UNIT MONTHS	1983	1983	1983	1983	1983	1983	1983	1983	1983	1983	1983	1983
CURRENT LEASED	1819	1837	1849	1855	1859	1867	1856	1870	1851	1851	1860	1868
<b>VOUCHER UTILIZATION %</b>	<b>91.73%</b>	<b>92.64%</b>	<b>93.24%</b>	<b>93.55%</b>	<b>93.75%</b>	<b>94.15%</b>	<b>93.60%</b>	<b>94.30%</b>	<b>93.34%</b>	<b>93.34%</b>	<b>93.80%</b>	<b>94.20%</b>
<b>GLENN</b>												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	100	100	99	98	106	98	100	94	102	102	100	101
<b>VOUCHER UTILIZATION %</b>	<b>114.94%</b>	<b>114.94%</b>	<b>113.79%</b>	<b>112.64%</b>	<b>121.84%</b>	<b>112.64%</b>	<b>114.94%</b>	<b>108.05%</b>	<b>117.24%</b>	<b>117.24%</b>	<b>114.94%</b>	<b>116.09%</b>
<b>VASH</b>												
ACC UNIT MONTHS	214	214	214	214	214	214	214	214	214	214	214	214
CURRENT LEASED	186	193	195	189	189	188	188	187	189	187	184	171
<b>VOUCHER UTILIZATION %</b>	<b>86.92%</b>	<b>90.19%</b>	<b>91.12%</b>	<b>88.32%</b>	<b>88.32%</b>	<b>87.85%</b>	<b>87.85%</b>	<b>87.38%</b>	<b>88.32%</b>	<b>87.38%</b>	<b>85.98%</b>	<b>79.91%</b>
<b>TOTAL</b>												
ACC UNIT MONTHS	2284	2284	2284	2284	2284	2284	2284	2284	2284	2284	2284	2284
CURRENT LEASED	2105	2130	2143	2142	2154	2153	2144	2151	2142	2140	2144	2140
<b>VOUCHER UTILIZATION %</b>	<b>92.16%</b>	<b>93.26%</b>	<b>93.83%</b>	<b>93.78%</b>	<b>94.31%</b>	<b>94.26%</b>	<b>93.87%</b>	<b>94.18%</b>	<b>93.78%</b>	<b>93.70%</b>	<b>93.87%</b>	<b>93.70%</b>

<b>HAP SUMMARY*</b>	<b>MAY'26</b>	<b>APR'26</b>	<b>MAR'26</b>	<b>FEB'26</b>	<b>JAN'26</b>	<b>DEC'25</b>	<b>NOV'25</b>	<b>OCT'25</b>	<b>SEP'25</b>	<b>AUG'25</b>	<b>JUL'25</b>	<b>JUN'25</b>
ACC BUDGET	\$ 2,051,887	\$ 2,051,887	\$ 2,051,887	\$ 2,051,887	\$ 2,051,887	\$ 1,854,477	\$ 1,854,477	\$ 1,854,477	\$ 1,854,477	\$ 1,854,477	\$ 1,854,477	\$ 1,854,477
ACTUAL HAP	\$ 1,924,218	\$ 1,958,972	\$ 1,983,754	\$ 1,989,510	\$ 1,987,693	\$ 1,974,219	\$ 1,945,813	\$ 1,939,494	\$ 1,933,205	\$ 1,922,893	\$ 1,909,809	\$ 1,905,886
PER UNIT COST	\$ 914	\$ 920	\$ 926	\$ 929	\$ 923	\$ 917	\$ 908	\$ 902	\$ 903	\$ 899	\$ 891	\$ 891
<b>BUDGET UTILIZATION %</b>	<b>93.78%</b>	<b>95.47%</b>	<b>96.68%</b>	<b>96.96%</b>	<b>96.87%</b>	<b>106.46%</b>	<b>104.93%</b>	<b>104.58%</b>	<b>104.25%</b>	<b>103.69%</b>	<b>102.98%</b>	<b>102.77%</b>

<b>ACTIVITY SUMMARY</b>	<b>MAY'26</b>	<b>APR'26</b>	<b>MAR'26</b>	<b>FEB'26</b>	<b>JAN'26</b>	<b>DEC'25</b>	<b>NOV'25</b>	<b>OCT'25</b>	<b>SEP'25</b>	<b>AUG'25</b>	<b>JUL'25</b>	<b>JUN'25</b>
# PORT IN BILLED	46	47	46	45	41	41	41	41	40	37	32	31
#PORT OUT UNDER CONTRACT	91	90	90	84	82	81	80	80	79	77	76	76
ZERO HAP	9	10	8	9	7	9	9	4	3	5	4	6
UTILITY ASSISTANCE PAYMENTS	123	124	136	129	135	136	136	130	132	111	125	122
NEW ADMISSIONS	**	0	9	12	3	12	23	6	31	26	30	10
INITIAL VOUCHERS SEARCHING	17	11	13	15	14	8	7	15	12	17	36	33
ACTUAL/ESTIMATED EOP	15	7	15	10	8	14	16	13	21	11	16	18
REMAIN ON WAITING LIST	1501	1501	1501	1501	1501	1501	1501	1501	1501	1501	1501	1501

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

\*\*No data.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
VACANCY REPORT AS OF THE 1ST OF THE MONTH  
2025-2026**

HOUSING AUTHORITY OWNED PROPERTIES													
	Gridley FLH			Open Market Units									
Location	FLH	Demo	Other	Gridley Springs II	Cameo	Locust	Alamont	Evanswood	Mayer Commons	Lincoln	Park Place	Total	Occupancy
# of Units	115*	6	0****	24	20	10	30	31	12	18	40	191	%
May-26	11**	0	0****	0	0	0	2	0	1	2	0	5	97.4%
Apr-26	11**	0	0****	0	0	0	0	2	2	0	0	4	97.9%
Mar-26	14**	0	0****	0	0	0	0	1	4	0	1	6	96.9%
Feb-26	12**	0	0****	0	2	1	1	0	4	0	2	10	94.8%
Jan-26	13**	0	0****	0	1	1	0	0	4	1	1	8	95.8%
Dec-25	13**	0	0****	1	0	2	0	0	5	0	2	10	94.8%
Nov-25	12**	0	0****	2	2	0	0	0	5	0	1	10	94.8%
Oct-25	11**	0	0****	2	2	0	2	0	8	0	2	16	91.6%
Sep-25	12**	0	0****	2	1	0	3	0	10	0	1	17	91.1%
Aug-25	11**	0	0****	2	1	0	2	0	12***	0	2	5	97.1%
Jul-25	10**	0	0****	2	0	1	1	0	12***	0	1	3	98.3%
Jun-25	11**	0	0****	2	0	2	1	0	12***	0	1	4	97.7%

\* Unit count adjusted by units offline - (18) uninhabitable and (8) less units due to rehab reconfiguration.

\*\* Vacancy rate does not include units offline for construction; (8) units.

\*\*\* Mayer Commons leasing and occupancy began 08/01/205

\*\*\*\* 2131 Fogg Avenue, Oroville Vacant Lot

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	%
May-26	2	1	3	1	1	1	1	10	97.1%
Apr-26	2	0	1	0	6	0	2	11	96.8%
Mar-26	4	1	2	0	2	1	1	11	96.8%
Feb-26	2	0	3	0	2	1	1	9	97.4%
Jan-26	1	0	4	0	2	1	2	10	97.1%
Dec-25	1	0	8	0	1	1	2	13	96.2%
Nov-25	1	0	6	0	1	1	2	11	96.8%
Oct-25	0	2	1	0	4	0	1	8	97.7%
Sep-25	0	2	1	2	4	2	1	12	96.5%
Aug-25	3	2	2	1	2	2	1	13	96.2%
Jul-25	2	0	1	0	2	1	3	9	97.4%
Jun-25	3	2	3	0	2	3	1	14	95.9%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
May-26	6
Apr-26	6
Mar-26	7
Feb-26	7
Jan-26	7
Dec-25	9
Nov-25	7
Oct-25	6
Sep-25	6
Aug-25	8
Jul-25	9
Jun-25	9

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
May-26	3	0	0	1
Apr-26	3	1	0	1
Mar-26	5	2	1	0
Feb-26	5	2	5	0
Jan-26	7	1	4	0
Dec-25	7	2	1	0
Nov-25	7	1	1	0
Oct-25	8	2	2	0
Sep-25	4	1	3	2
Aug-25	4	1	4	0
Jul-25	3	1	6	2
Jun-25	3	1	6	2

## Public Housing

### Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	15 Transfer list	6+	2109	6+	1648	6+
2	3500	3+			690	2+
3	525	2+	599	2+	422	2+
4	245	5+			81	4+
5					29	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	15	3	402	3	289	2
2	481	7			52	
3	19	2	14	6	13	
4	4	4+			1	
5					1	

## MEMO

Date: May 15, 2026  
To: HACB Board of Commissioners  
From: Taylor Gonzalez, Project Manager  
Subject: Status of HACB Construction Projects

As of May 15, 2026, the status of HACB construction activity follows:

### **2020A Bond – Activities:**

- To date, **\$9,178,495** has been obligated, representing approximately **97%** of the **\$9,503,644** Project Fund. Expenses paid to date 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. All remaining improvements are anticipated to be completed by the end of 2026, at which point all funds are expected to be fully expended.
- Following the inspections required by the Loan Agreement, HACB staff identified items notated in the reports which require repair (items recommended for completion within the next six months). Items flagged for repair include replacement of Sylvania breaker panels and asphalt parking lot repair. Therefore, projects are currently being planned to address these items, funded by remaining 2020A Bond Funds.

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

- In May, 2026 HACB staff will prepare and submit the final Town of Paradise CDBG-DR Loan Draw Request, which will represent the Developer Fee due to the HACB.
- HACB staff, Town of Paradise staff, and RSC Associates, the third-party property manager, continue to collaborate on leasing activities.



*Mayer Common, Paradise (Project Complete)*



May 15, 2026  
HACB Construction Status Memo  
pg. 1

**Park Place Apartments, Oroville:** *Exterior Site Rehabilitation with emphasis on an Accessible Path of Travel and replacement of the shade structure.*

- Construction commenced in early March, 2026
- The construction team and on-site management are coordinating closely to ensure a safe environment for all tenants throughout the construction process.
- Construction is progressing well with all the concrete flatwork in place and installation of the new shade structure well underway.
- The new fencing, pedestrian gates and minor parking lot work remain.
- Construction is expected to be completed by the end of May.



*Park Place Apartments, Oroville – Site Improvements in process*

*May 15, 2026  
HACB Construction Status Memo  
pg. 2*

**Farm Labor Housing, Gridley:** *State Water Board Backup Generator Funding Program includes the installation of a new 200kW natural gas generator and a 200A automatic transfer switch.*

- Following the passage of Resolution 4990 at the April Board of Commissioners meeting, a Notice of Award was issued to the contractor and upon receipt of the required contract documents, the contract was executed. A Notice to Proceed was issued on May 4, 2026.
- A Pre-Construction meeting was held on May 12, 2026 with all stakeholders in attendance.
- The contractor is finalizing submittals for engineering review to facilitate equipment orders. A 25 to 27-week lead time is expected for the generator.



*Farm Labor Housing Well Site, Gridley (prior to standby generator installation)*

**Lincoln Apartments, Chico:** *Exterior Rehabilitation with emphasis on railing replacement, stair tread replacement, and exterior painting.*

- In late April, the design team submitted 95% complete bid drawings and specifications which were subsequently reviewed by HACB staff. Once minor revisions are made the drawings and specifications, the architect will submit the drawings to the City of Chico for permit approval.
- Construction is slated to begin Summer 2026.



*Lincoln Apartments, Chico (prior to planned improvements)*

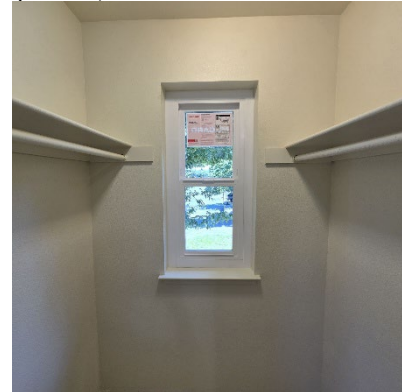
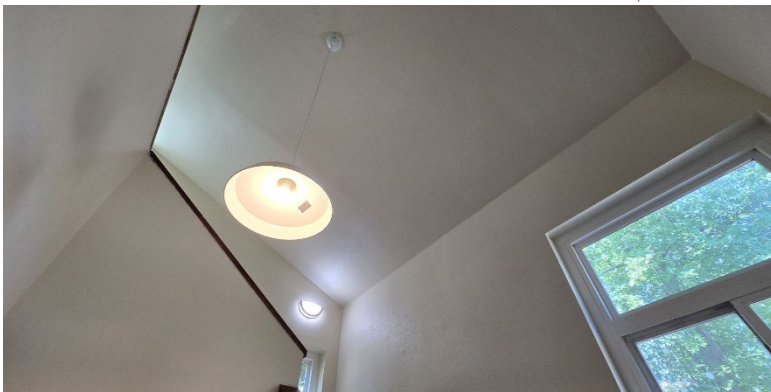
*May 15, 2026  
HACB Construction Status Memo  
pg. 3*

**645 Gardella Fire Restoration, Oroville:** *Interior Rehabilitation of fire damaged Public Housing Unit*

- Construction began in late February.
- The fire restoration is nearly complete, with drywall, painting, window replacement and electrical work all complete.
- Due to the poor condition of the unit pre-fire, the flooring downstairs along with the kitchen cabinets are being replaced.



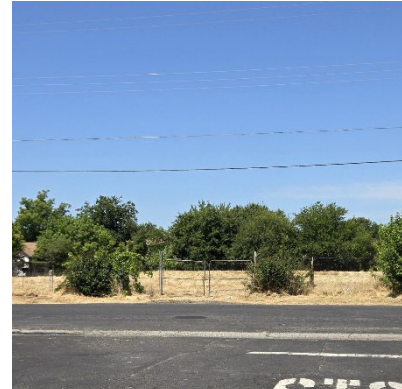
645 Gardella Avenue, Oroville (rehabilitation in process)



645 Gardella Avenue, Oroville (rehabilitation in process)

**Fogg Avenue Apartments, Oroville:** *Development Initiative (Bare land, 1.32-acres)*

- The vacant lot is fully fenced, and the site is secure in anticipation of future development work.
- HACB staff continue to dedicate efforts to exploring and pursuing all available funding opportunities to fulfill the \$9.7 million project budget.



Proposed Fogg Avenue Apartments, Oroville

May 15, 2026  
HACB Construction Status Memo  
pg. 4

**12 Month HACB Construction Project Schedule - May, 2026**

	Budgeted Amount	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27
<b>Park Place Apartments, Oroville</b>													
Site Improvements Project	\$641,341	Construction	Completed										
<b>Farm Labor Housing, Gridley</b>													
Well Backup Generator Project	\$500,000	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Construction	Completed	
<b>HACB Main Office</b>													
Office Improvement Project	\$59,850	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	
<b>Lincoln Apartments, Chico</b>													
Railing and Stair Replacement Project	\$267,948	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	
<b>Fogg Avenue Apartments, Oroville</b>													
Design Development and Construction Drawings	\$450,000	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	
Seek Funding and Grant Application Preparation	\$50,000	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	
<b>Other Projects</b>													
645 Gardella Avenue Fire Restoration Project (Public Housing)	\$165,000	Construction	Completed	Completed									
2020A Bond Property Parking Lot Repair Project	T.B.D.	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	
2020A Bond Property Electric Panel Replacement Project	T.B.D.	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	
<b>Total next 12 months:</b>	<b>\$2,134,139</b>												

	Planning/Design/Bid Phase
	Construction Phase
	Completed

**MEMO**

**Date:** May 15, 2026

**To:** Board of Commissioners

**From:** Sheri Bouvier, Contracts Administrator

**Subject:** Capital Fund Construction Projects – Status Update

As of May 15, 2026, the following summarizes the status of current HACB Capital Fund construction activities:

**2026 Capital Improvement Fund Grant Award**

- On April 1, 2026 the Housing Authority of the County of Butte (HACB) received notification of the annual HUD Public Housing Capital Improvement Fund Grant award. The amount awarded to HACB for the 2026 Cap Fund year is \$1,137,513.00.

**Monument Sign Replacement – Rhodes Terrace and Shelton Oaks**

- ICE: \$20,000
- Contract Award: Visual Impact Signs for \$22,690.00
- Status: Delay due to Building Dept reconsidering setback of signs. Waiting approval of revised plans submitted May 11, 2026

**Five-Year Environmental Review – All Sites**

- RFP issued 8/27/24.
- Contract awarded to: E-Corp selected \$48,509.50
- Status: HUD – Kevin Ho and ECORP working on revisions

**Asbestos Floor Tile Abatement – All Sites**

- Ongoing during unit turnover. 167 of 232 units completed

**DETAILED CAPITAL FUND ACTIVITY BY CAPITAL FUND PROJECT**

**Capital Fund 2023, Funding Amount \$1,147,379.00 to be expended by February 16, 2027**

This Capital Fund is 99.82% obligated and 99.82% expended.

- ACM Tile Replacement – All concrete-block units – ongoing
- Paint Trim - at 43-14 and 43-15 in Oroville – project completed
- Fencing – add additional wrought iron fencing and access control systems to the perimeter of the Winston Gardens property. – project completed
- Exterior Lighting – Winston Gardens - upgrade exterior grounds and parking lot pole lighting to LED
- Security Camera – Install security cameras to the grounds and interior of the WG community room
- Access Control System – Install vehicle and pedestrian gates at Winston Gardens
- HVAC Replacement – Replace 20 HVAC unit which reached the end of their useful life at Winston Gardens – project completed
- Roof Replacement – Replace 15 roofs which reached the end of their useful life – Chico PH – project complete

*May 15, 2026  
HUD Public Housing Capital Fund Report  
pg. 1*

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

This Capital Fund is 90.01% obligated and 79.80% expended.

- HVAC Replacement Project– Select units, replace HVAC units which have reached the end of their useful life, in progress as needed
- Bathroom Tub/Shower Remodel – Select concrete block units, during unit turnover or as needed
- Kitchen Cabinet Replacements – 24 Natoma Ct and 1168 Humboldt Ave. Chico – projects complete
- Paint – at 43-10 in Oroville – Select units in phases, in planning
- New Monument Signs – replace monuments signs at Rhodes Terrance and Shelton Oaks, in progress
- Tree Trim and Removal Project – North County – project complete
- Barrier Free Shower System Installation – 7 Natoma Ct., Chico – project completed
- ADA Access Ramp – 7 La Leita Ct., Chico – project completed
- Roof Replacement – 1239 Ivy Street, Chico – project completed

**Capital Fund 2025, Funding Amount \$1,115,592.00 to be expended by May 12, 2029**

This Capital Fund is 30% obligated and 30% expended.

- HVAC Replacement Project– Select units, replace HVAC units which have reached the end of their useful life, in planning
- Window Replacement Project– Select units, replace windows which have compromised thermo-seals
- Roof Replacement Project– Select units, replace roofs which have reached the end of their useful life, in planning
- Tree Trim and Removal Project – South County
- Kitchen Cabinet Replacements – Select units Amp wide replace kitchen cabinets which have reached the end of their useful life, in planning

**Capital Fund Program - Summary by Capital Fund Project**

Cash Available as of 05/15/2026													
Capital Funds CF-23, CF-24,CF-25													
Line No.	Summary by Development Account	CF-23			CF-24			CF-25			Totals		
		Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Orig/Revised	Expended	Balance
1	100												
2	1406	45,668.00	45,668.00	45,668.00	231,314.00	231,314.00	231,314.00	223,118.40	223,118.40	223,118.40	500,100.40	500,100.40	-
3	1408				5,000.00	-	-	-	-	-	5,000.00	-	5,000.00
4	1410	91,336.00	91,336.00	91,336.00	115,657.00	115,657.00	115,657.00	111,559.20	111,559.20	111,559.20	318,552.20	318,552.20	-
14	1480												
		1,010,375.00	1,008,274.44	1,008,274.44	807,449.00	696,669.80	578,201.57	780,914.40	-	-	2,598,738.40	1,586,476.01	1,012,262.40
		1,147,379.00	1,145,278.44	1,145,278.44	1,159,420.00	1,043,640.80	925,172.57	1,115,592.00	334,677.60	334,677.60	3,422,391.00	2,405,128.61	1,017,262.40
			99.82%	99.82%		90.01%	79.80%		30.00%	30.00%			

HUD Low Income Public Housing

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

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 General Capital Activity	Totals	"UC" Under Contract
Acct Code	Cash Available as of 05/15/2026	-	-	5,000.00	-	1,012,262.40	1,017,262.40	
	CF-23, CF-24, CF-25 Funding							
100	Reserved Budget	-					-	
1406	Operations		-				-	
1408	Management Improvements			5,000.00			5,000.00	
1410	Administration				-		-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment					1,012,262.40	1,012,262.40	
							1,017,262.40	Total

0.00                      0.00                      0.00                      0.00                      0.00                      0.00

**MEMO**

Date: May 15, 2026  
To: HACB Board of Commissioners  
From: Juan Meza, Public Housing Manager  
Taylor Gonzalez, Project Manager  
Subject: Farm Labor Housing, Gridley – status report

As of May 1<sup>st</sup>, there's a total of (78) occupied units. There was (1) move-in and (1) move-out during the month of April, 2026. A total of (11) concrete block units are vacant and are rent ready. (18) units are deemed uninhabitable, and (8) are offline, waiting for the next phase renovation. All of the remodeled units are currently occupied. **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. Unpaid rents – there are several and AWI is in the process of collecting.



*AWI Staff Participating in the Dia del Niño Event in Gridley, CA*

There are several applicants on the waiting list at this time, and AWI has brought in additional staff to help expedite turns. Marketing includes distribution of flyers to local farms and businesses, a listing on Craig's List, and move-in specials along with referral incentives to attract qualified applicants. AWI is currently running an advertisement in the local Spanish radio station. Staff attended the community event, Dia del Niño (Children's Day), on April 25<sup>th</sup>, 2026 in Gridley to help promote the GFLH property. AWI staff have also placed banners and balloons on the grounds to increase visibility.

Monthly rental income came in at \$1,210 less than budget at \$113,980. Monthly income is down due to vacancy loss being a little over \$2,320 more than what was budgeted for the month. YTD income comes to \$23,949 less than budget at \$782,384. This reflects YTD vacancy loss being \$33,612 more than anticipated at \$175,494. YTD expenses are \$109,532 more than budget at \$654,017. Overages are reflected in admin, software and the majority for outside contracting, Our YTD NOI came to a \$128,368 or \$133,480 less than budget. After debt service, capital replacements, and asset management fees net income is \$2,237 less than budget at \$19,247.

USDA-RD has acknowledged receipt of the request submitted by AWI for a waiver to rent to non-farm labor households. However, AWI has not received a response from USDA-RD on whether or not the waiver will be approved after multiple follow up attempts. The current government shutdown has further delayed the resolution of this and other pending items. The waiver request would permit occupancy by over-income and/or non-farm labor households, and allow current over-income residents to remain in their home helping decrease the vacancy on the property. Per Housing Community & Development (HCD) the site would still need to maintain at least (86) households that are farm labor eligible to remain in compliance.

Chavarria's Landscaping continues to provide landscaping services for the property. Although AWI staff had originally planned to repaint the exterior of the maintenance shops and install borders around the playground areas, both projects have been deferred and incorporated into the 2027 budget.



*Unrenovated 1980's era Concrete-block Unit*

Mi C.A.S.A.'s monthly food distribution will be held on May 12, 2026. Mi C.A.S.A. is half way through their classes for their Spring Session, and staff is reporting (40-50) students are attending the after-school program on a daily basis. Mi C.A.S.A. staff submitted a total of (7) posters on behalf of their students to be considered for NAHRO's Poster Contest "What Home Means to Me". The posters were voted on by HACB staff & Board and one poster was chosen from each category (Elementary and Middle School). The (2) posters were submitted for consideration at the NAHRO NorCal/Nevada conference that was held in Napa on January 25<sup>th</sup>-27<sup>th</sup>, 2026, and our poster for the Elementary category was chosen to move on to Regional competition at the upcoming PSWRC conference to be held in Santa Barbara on May 27<sup>th</sup>, 2026.

The NVCSS Promotores Dual Language Learning (DLL) program is currently working with (14-16) families weekly within the community building on Staff Dr. Promotores staff would like to move forward with a plan to introduce a hydroponic unit to grow herbs and tomatoes as part of a community garden for all residents. The location for the community garden was approved as they will be using raised plantar beds. The location for community garden is near the chapel where the raised plantar beds will be located.

Housing Community & Development (HCD) performed their annual monitoring inspection of the Gridley FLH resident files and rental units on July 8<sup>th</sup> through July 10<sup>th</sup>, 2025. AWI and HACB staff were present to assist HCD staff with access to the rental units and answer any questions in regards to the resident files. All requested documents requested by HCD have been submitted by AWI staff. The (213) findings found during the physical inspections of the units will require an extension in order to make all of the repairs needed. AWI sent an initial response to HCD on September 19, 2025 and a partial clearance letter was received in November, 2025. AWI submitted the second response to HCD to resolve all findings. The final clearance letter from HCD dated February 18, 2026 was presented in the February Board **meeting**. The HCD inspection has triggered a letter from the California Department of Justice to ensure we are following Lead Safety requirements at the property. The HACB and AWI 3<sup>rd</sup> party property manager has submitted a response and has provided all documents requested to ensure compliance. We are currently awaiting a reply from DOJ.



*State Demonstration "Demo" Housing Unit*

AWI continues their efforts to renovate the old concrete block units. AWI was able to renovate (2) of the cinderblock units (1478/1482 Ogden Ave.) last year and are nearing completion of (2) more cinderblock units (1464/1468 Ogden Ave.) this year. Both cinderblock units are 99% completed and only have electrical repairs pending.

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*

Regarding the Well Backup Generator Project; following the passage of Resolution 4990 at the April Board of Commissioners meeting, a Notice of Award was issued to the contractor and upon receipt of the required contract documents, the contract was executed. A Notice to Proceed was issued on May 4, 2026 and a Pre-Construction meeting was held on May 12, 2026 with all stakeholders in attendance. The contractor is finalizing submittals for engineering review to facilitate equipment orders. A 25 to 27-week lead time is expected for the generator. Please also see Taylor Gonzalez's construction report on the FLH Well Generator narrative.

Please find third party property manager AWI's April, 2026 report following.



# Gridley Farm Labor Housing

April 2026

11 units available • 1 Move-in • 1 Move-out

## Vacancy Advertising

- The property is offering move-in specials and referral incentives to attract qualified applicants
- Flyers have been placed in heavily trafficked areas
- Banners and balloons are displayed on the grounds to increase visibility
- Running another radio ad
- Staff have visited multiple employers in the area and supplied them with the fliers

## Current Staffing

### Staffing

**Manager:** Miriam Sainz  
**Assistant Manager:** Ana Martinez  
**Maintenance:** Eriberto Martinez  
**Assistant Maintenance:** Hillary McClelland

## Vacancy Overview

### CURRENT

- #OG 1461-1103: Unit is ready**, looking for qualifying applicants
- #Ern 863-0803: Unit is ready**, looking for qualifying applicants
- #OG 1495-1114: Unit is ready**, looking for qualifying applicants
- #SU 1517-0305:** Minor repairs.

### UPCOMING

**#SU 1528-0311:** Forbearance signed with a vacate date of 3/15/26. Failed to vacate. This unit is pre-leased once we get possession.

## Capital Projects

### Budgeted Items planned for 2026

- Rehab 2 more units:** Two units scheduled for completion in 2026.
- Pothole repairs:** Yearly pothole repairs
- Painting:** Paint the property shops if approved
- Playground upgrades:** Add a border around the playground so that ground cover can be added under the playground.

### Current Status

- Rehab 2 more units:** Pending electrical repairs identified during the rehab.
- Pothole repairs:** This task will be done annually
- Painting:** This will need to be moved into 2027 budget.
- Playground upgrades:** This will need to be moved into 2027 budget.

## Rehab units

### In Progress

- #OG 1464-1105:** 99% Completed, Electrical repairs were discovered.
- #OG 1468-1106:** 99% Completed, Electrical repairs were discovered.
- #MC 1464-0503:** Bids on hand for the 2027 Rehab
- #MC 1468-0504:** Bids on hand for the 2027 Rehab

### Current site breakdown

- 78 Occupied
- 8 Units held for the next phase of rehab / in house rehab
- 18 Units deemed uninhabitable (old wooden units)
- 11 Units available for occupancy

## Additional Notes

The site participated in the Día del Niño event on April 25th to promote the property and strengthen community engagement. Staff distributed flyers, applications and were available to answer questions about the community. The team connected with multiple local agencies, providing education on the offerings at Gridley Farm Labor and addressing misconceptions surrounding rental pricing at an RD property.



# EVENT PHOTOS

Dia Del Nino – 04/25/26



Gridley Farm Labor Housing (p0645)

**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>4000-03 INCOME</b>									
4110-00 Market/Contract Rent	64,417	138,710	-74,293	-54	449,504	970,970	-521,466	-54	1,664,520
4130-00 Rental Assistance-USDA-RD	75,842	0	75,842	N/A	526,175	0	526,175	N/A	0
4999-99 GROSS POTENTIAL RENT	140,259	138,710	1,549	1	975,679	970,970	4,709	0	1,664,520
<b>5000-00 INCOME ADJUSTMENTS</b>									
5110-00 Vacancy Loss	-22,589	-20,269	-2,320	-11	-175,494	-141,882	-33,612	-24	-243,227
5120-00 Admin Unit-Non Rev	-3,214	-3,584	370	10	-17,858	-25,088	7,230	29	-43,008
5190-00 Bad Debt Expense	-1,848	0	-1,848	N/A	-4,824	0	-4,824	N/A	0
5199-98 TOTAL INCOME ADJUSTMENTS	-27,651	-23,853	-3,798	-16	-198,176	-166,970	-31,206	-19	-286,235
5199-99 NET RENTAL INCOME	112,608	114,857	-2,249	-2	777,503	804,000	-26,497	-3	1,378,285
<b>5200-00 REIMBURSEMENT INCOME</b>									
5210-00 Utility Reimbursement	-235	0	-235	N/A	-1,152	0	-1,152	N/A	0
5220-00 Utility Reimbursement Recovery	400	0	400	N/A	0	0	0	N/A	0
5299-99 TOTAL REIMBURSEMENT INCOME	165	0	165	N/A	-1,152	0	-1,152	N/A	0
<b>5500-00 OTHER INCOME</b>									
5510-00 Laundry Income	315	138	178	129	1,278	962	316	33	1,650
5590-00 Other Tenant Income	570	12	558	4,460	2,212	88	2,125	2,428	150
5600-00 Interest Income	222	183	39	21	1,904	1,283	621	48	2,200
5610-00 Interest Income-Restricted Reserve	100	0	100	N/A	639	0	639	N/A	0
5999-98 TOTAL OTHER INCOME	1,207	333	874	262	6,033	2,333	3,700	159	4,000
<b>5999-99 TOTAL INCOME</b>	<b>113,980</b>	<b>115,190</b>	<b>-1,210</b>	<b>-1</b>	<b>782,384</b>	<b>806,333</b>	<b>-23,949</b>	<b>-3</b>	<b>1,382,285</b>
<b>6000-00 OPERATING EXPENSES</b>									
<b>6000-01 NON-CONTROLLABLE EXPENSES</b>									
<b>6000-02 TAXES AND INSURANCE</b>									
6100-10 Real Estate Taxes-Special Assessments	2,500	2,500	0	0	17,500	17,500	0	0	30,000
6100-20 Real Estate Taxes-PILOT	1,559	1,559	0	0	10,911	10,911	0	0	18,704
6120-00 Other Taxes/Fees/Permits	0	417	417	100	2,569	2,917	348	12	5,000
6150-00 Property Insurance-GL	7,442	7,818	376	5	44,990	54,728	9,738	18	93,820
6170-00 Bond Premiums	0	106	106	100	0	742	742	100	1,272
6199-99 TOTAL TAXES AND INSURANCE	11,501	12,400	898	7	75,970	86,798	10,828	12	148,796
<b>6200-00 UTILITIES</b>									
6210-00 Electricity-Common Areas	0	3,157	3,157	100	17,112	22,098	4,986	23	37,882
6210-10 Electricity-Units	188	0	-188	N/A	1,179	0	-1,179	N/A	0
6220-00 Water-Domestic	6,820	2,917	-3,903	-134	15,159	20,417	5,257	26	35,000
6220-90 Water-Other	-2,644	0	2,644	N/A	0	0	0	N/A	0
6230-00 Sewer-Standard Billing	2,470	2,470	0	0	17,287	17,287	0	0	29,635
6240-00 Gas/Heating Fuel-Units	111	430	319	74	1,806	3,010	1,204	40	5,160
6240-10 Gas/Heating Fuel-Common Areas	0	0	0	N/A	1,941	0	-1,941	N/A	0

Gridley Farm Labor Housing (p0645)

**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

		PTD Actual	PTD Budget	Variance	% Var		YTD Actual	YTD Budget	Variance	% Var	Annual
6250-00	Trash-Standard Pickup	2,586	2,500	-86	-3		13,414	17,500	4,086	23	30,000
6250-10	Trash-Bulk Pickup	0	0	0	N/A		585	0	-585	N/A	0
6299-99	TOTAL UTILITIES	9,531	11,473	1,942	17		68,483	80,312	11,829	15	137,677
6300-00	PROPERTY MANAGEMENT FEES										
6320-00	Management Fees	12,070	8,500	-3,570	-42		60,010	59,500	-510	-1	102,000
6399-98	TOTAL PROPERTY MANAGEMENT FEES	12,070	8,500	-3,570	-42		60,010	59,500	-510	-1	102,000
6399-99	TOTAL NON-CONTROLLABLE EXPENSES	33,102	32,373	-729	-2		204,463	226,609	22,147	10	388,473
6400-00	CONTROLLABLE EXPENSES										
6400-01	PROFESSIONAL FEES										
6410-00	Audit Fees	708	708	0	0		4,958	4,958	0	0	8,500
6420-00	Bookkeeping Fees	0	350	350	100		0	2,450	2,450	100	4,200
6430-00	Legal-Evictions	869	208	-661	-317		2,684	1,458	-1,226	-84	2,500
6430-60	Legal-Other	0	0	0	N/A		990	0	-990	N/A	0
6499-99	TOTAL PROFESSIONAL FEES	1,577	1,267	-311	-25		8,633	8,867	234	3	15,200
6500-00	PERSONNEL COSTS										
6510-00	Maintenance Wages-Base	8,145	8,966	821	9		54,808	62,762	7,954	13	107,592
6510-10	Maintenance Wages-Overtime	221	0	-221	N/A		1,460	0	-1,460	N/A	0
6510-30	Maintenance Wages-Vacation	258	0	-258	N/A		3,411	0	-3,411	N/A	0
6510-40	Maintenance Wages-PTO	237	0	-237	N/A		3,179	0	-3,179	N/A	0
6520-00	Manager Wages-Base	7,279	9,167	1,888	21		59,671	64,168	4,497	7	110,002
6520-10	Manager Wages-Overtime	254	0	-254	N/A		1,159	0	-1,159	N/A	0
6520-30	Manager Wages-Vacation	740	0	-740	N/A		3,229	0	-3,229	N/A	0
6520-40	Manager Wages-PTO	347	0	-347	N/A		3,966	0	-3,966	N/A	0
6540-00	Employer Social Security	1,027	1,546	518	34		7,750	10,821	3,071	28	18,550
6540-10	Employer Medicare	240	0	-240	N/A		1,813	0	-1,813	N/A	0
6540-20	FUTA (Federal Unemployment)	0	0	0	N/A		166	0	-166	N/A	0
6540-30	SUTA (State Unemployment)	0	0	0	N/A		1,225	0	-1,225	N/A	0
6540-40	401(k) Match (Employer)	1	0	-1	N/A		14	0	-14	N/A	0
6550-00	Workers Comp Insurance	944	802	-143	-18		5,781	5,610	-170	-3	9,618
6555-00	Personnel Medical Insurance	1,656	4,156	2,500	60		11,809	29,090	17,281	59	49,869
6560-00	Life Insurance	8	0	-8	N/A		57	0	-57	N/A	0
6599-99	TOTAL PERSONNEL COSTS	21,358	24,636	3,278	13		159,497	172,451	12,954	8	295,631
6600-00	MARKETING AND LEASING COSTS										
6610-00	Advertising	400	125	-275	-220		770	875	105	12	1,500
6699-99	TOTAL MARKETING AND LEASING COSTS	400	125	-275	-220		770	875	105	12	1,500
6700-00	GENERAL AND ADMINISTRATIVE										
6700-01	CONTRACT/RECURRING G/A										
6700-10	P/M IT	0	0	0	N/A		818	0	-818	N/A	0
6700-20	P/M Software	11	0	-11	N/A		2,086	0	-2,086	N/A	0
6700-30	P/M Software-Yardi	1,292	0	-1,292	N/A		8,824	0	-8,824	N/A	0

Gridley Farm Labor Housing (p0645)

**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6710-00 Telephone	101	386	285	74	1,951	2,702	751	28	4,632
6710-10 Internet	0	140	140	100	885	980	95	10	1,680
6710-20 Cell Phone Reimbursement	240	0	-240	N/A	1,151	0	-1,151	N/A	0
6715-30 Toner/Copier Expense	25	26	1	6	260	184	-76	-41	316
6720-00 Postage/Freight	4	34	30	88	282	240	-42	-17	412
6730-00 Office Supplies/Expense	266	393	127	32	3,322	2,751	-571	-21	4,716
6740-00 Water/Coffee Service	0	5	5	100	5	32	27	84	55
6820-00 Tenant Services-General	0	42	42	100	0	292	292	100	500
6830-00 Resident Services-Supplies	0	0	0	N/A	299	0	-299	N/A	0
6860-00 Security-Svc Contract	1,742	2,000	258	13	14,802	14,000	-802	-6	24,000
6880-00 Pest Control-Svc Contract	245	250	5	2	1,960	1,750	-210	-12	3,000
6890-00 Fire/Alarm-Svc Contract	0	170	170	100	0	1,190	1,190	100	2,040
6895-00 Cable-Internet/TV Service	0	0	0	N/A	449	0	-449	N/A	0
6899-99 TOTAL CONTRACT/RECURRING G/A	3,926	3,446	-480	-14	37,094	24,121	-12,973	-54	41,351
6900-00 OTHER G/A									
6910-00 Other Admin-General	294	1,533	1,239	81	853	10,730	9,878	92	18,395
6910-10 Other Admin-UA Calc	0	0	0	N/A	1,308	0	-1,308	N/A	0
6910-20 Other Admin-Bank Fee	160	0	-160	N/A	160	0	-160	N/A	0
6930-00 Mileage	31	0	-31	N/A	222	0	-222	N/A	0
6940-00 Travel and Promotion	0	67	67	100	0	467	467	100	800
6950-00 Training Expense	422	105	-317	-302	827	735	-92	-13	1,260
6955-00 Employee Meals	0	10	10	100	35	72	37	52	124
6999-98 TOTAL OTHER G/A	907	1,715	808	47	3,405	12,004	8,599	72	20,579
6999-99 TOTAL GENERAL AND ADMINISTRATIVE	4,833	5,161	328	6	40,500	36,126	-4,374	-12	61,930
7000-00 REPAIRS AND MAINTENANCE									
7000-01 CONTRACT/RECURRING R/M									
7010-00 R/M Contract-General	4,087	831	-3,256	-392	150,824	5,814	-145,010	-2,494	9,967
7015-00 R/M Contract-Plumbing	255	620	365	59	2,523	4,339	1,816	42	7,438
7020-00 R/M Contract-Electrical	0	0	0	N/A	3,424	0	-3,424	N/A	0
7025-00 R/M Contract-HVAC	0	460	460	100	0	3,217	3,217	100	5,515
7065-00 Grounds-Svc Contract	9,298	10,230	932	9	65,416	71,610	6,194	9	122,760
7065-10 Grounds-Trees	0	0	0	N/A	6,190	0	-6,190	N/A	0
7099-99 TOTAL CONTRACT/RECURRING R/M	13,640	12,140	-1,500	-12	228,378	84,980	-143,398	-169	145,680
7100-00 OTHER R/M									
7110-00 Janitorial Supplies	0	101	101	100	857	706	-151	-21	1,211
7115-00 Painting and Decorating	36	208	172	83	2,343	1,458	-885	-61	2,500
7120-00 R/M Supplies-General	790	1,773	983	55	6,926	12,412	5,486	44	21,278
7199-99 TOTAL OTHER R/M	826	2,082	1,256	60	10,126	14,577	4,451	31	24,989
7200-00 TURNOVER R/M									
7220-00 Unit Turn-Unit Cleaning-Vendor	0	0	0	N/A	1,650	0	-1,650	N/A	0
7299-98 TOTAL TURNOVER R/M	0	0	0	N/A	1,650	0	-1,650	N/A	0
7299-99 TOTAL REPAIRS AND MAINTENANCE	14,466	14,222	-243	-2	240,154	99,557	-140,597	-141	170,669

Gridley Farm Labor Housing (p0645)

**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
7399-97 TOTAL CONTROLLABLE EXPENSES	42,634	45,411	2,776	6	449,554	317,876	-131,678	-41	544,930
<b>7399-98 TOTAL OPERATING EXPENSES</b>	<b>75,736</b>	<b>77,784</b>	<b>2,047</b>	<b>3</b>	<b>654,017</b>	<b>544,485</b>	<b>-109,532</b>	<b>-20</b>	<b>933,403</b>
<b>7399-99 NET OPERATING INCOME</b>	<b>38,244</b>	<b>37,407</b>	<b>837</b>	<b>2</b>	<b>128,368</b>	<b>261,848</b>	<b>-133,480</b>	<b>-51</b>	<b>448,882</b>
7400-00 DEBT SERVICE									
7410-00 Interest-Mortgage USDA-RD	12,559	12,559	0	0	87,913	87,910	-3	0	150,703
7499-99 TOTAL DEBT SERVICE	12,559	12,559	0	0	87,913	87,910	-3	0	150,703
7500-00 REPLACEMENT COSTS/OTHER									
7500-01 REPLACEMENT COSTS - OPERATING									
7500-02 TURNOVER REPLACEMENT COSTS									
7510-00 R/M Replacement-General	122	17,225	17,103	99	220	120,575	120,355	100	206,700
7530-00 R/M Replacement-Window	7,897	0	-7,897	N/A	16,073	0	-16,073	N/A	0
7545-10 R/M Flooring Replacement-1Bed	0	2,217	2,217	100	0	15,517	15,517	100	26,600
7550-00 R/M Replacement-Refrigerator	0	975	975	100	540	6,825	6,285	92	11,700
7570-00 R/M Replacement-HVAC Unit	0	438	438	100	0	3,062	3,062	100	5,250
7580-00 R/M Replacement-Water Heater	0	300	300	100	0	2,100	2,100	100	3,600
7599-97 TOTAL TURNOVER REPLACEMENT COSTS	8,019	21,154	13,135	62	16,833	148,079	131,246	89	253,850
7799-99 TOTAL REPLACEMENT COSTS - OPERATING	8,019	21,154	13,135	62	16,833	148,079	131,246	89	253,850
7800-00 OTHER NON-OPERATING COSTS									
7860-00 Asset Management Fees	625	625	0	0	4,375	4,375	0	0	7,500
7899-98 TOTAL OTHER NON-OPERATING COSTS	625	625	0	0	4,375	4,375	0	0	7,500
7899-99 TOTAL REPLACEMENT COSTS/OTHER	8,644	21,779	13,135	60	21,208	152,454	131,246	86	261,350
<b>7999-99 NET INCOME (LOSS) BEFORE CAPEX</b>	<b>17,041</b>	<b>3,069</b>	<b>13,972</b>	<b>455</b>	<b>19,247</b>	<b>21,484</b>	<b>-2,237</b>	<b>-10</b>	<b>36,829</b>
<b>9999-98 NET INCOME (LOSS)</b>	<b>17,041</b>	<b>3,069</b>	<b>13,972</b>	<b>455</b>	<b>19,247</b>	<b>21,484</b>	<b>-2,237</b>	<b>-10</b>	<b>36,829</b>

Date: May 15, 2026

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)
- 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, Cameo, 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 two (2) vacancies as of the first of the month. There is (1) one additional 30-day notices to vacate. Unpaid rents are in the process of being collected and this unpaid rental amount pertains to one unit. There is also a security deposit to be paid by a 3<sup>rd</sup> party local agency. Total YTD Income came in \$6,768 more than budget at \$239,404 due to rents collected being higher than budget. Total YTD expenses are \$6,434 less than anticipated at \$83,829 bringing the YTD NOI to \$13,202 more than budget, at \$155,755. YTD Maintenance Expenses are higher due to Repairs-Labor, Pool Maintenance, & Service to HVAC units. Capital Improvements consisted of interior repairs due to a leak in a unit on turnover. YTD Capital Improvements come in under budget by \$18,481 at \$13,709.



*Alamont Apartments, 811 West East Avenue, Chico*

**Cameo Apartments, Chico** (20 units, family, RSC) - The property has zero (0) vacancies as of May 1<sup>st</sup>. There are no additional 30-day notices. There were no unpaid rents for the month. Total YTD income is slightly higher than budget by \$1,605 at \$131,589. YTD vacancy loss is higher than budget at \$8,163 or \$3,563 more than anticipated. Total YTD Operating Expenses are higher by \$12,007 at \$78,621. Operating Expense Overages are in Administrative, Utility, & Maintenance Expenses. The YTD NOI was lower at \$58,652 or \$10,403 less than budget, as overall income came in higher and overall expenses came in higher YTD as mentioned previously. YTD Capital Improvements are lower than budget due to less turnover; thus, not having to replace items like cabinets and flooring as units turnover for anticipated budget upgrades.



*Cordillera Apartments, Cameo Way, Chico*

**Evanswood Estates Apartments, Oroville** (31 units, family, RSC) – There was zero (0) vacancies as of the date of this memo; as both vacancies were occupied in the last 30 days. There are no pending additional 30-day notices to vacate. There was also no unpaid rent for the month. Total YTD Income is \$7,976 more than anticipated, at \$304,597. The increased income compared to budget is due to vacancy loss being better than anticipated. Total YTD Operating Expenses is \$22,009 less than budget, at \$139,424. YTD NOI totals \$165,174 or \$29,985 more than budget. Capital Improvements for the month consisted of one new refrigerator, interior painting, and a garage door replacement. YTD Capital Improvements comes in \$4,530 more than budget at \$9,830 not only due to the items previously mentioned but also the replacement of two water heaters replaced earlier in the year.

**Evanswood Estates Apartments, Oroville Units #21, 25, and 33**, tracked separately, one unit #25 which vacated required renovation on turnover and has since been re-rented. There were no additional 30-day notices to vacate or unpaid rents. YTD Income is slightly above budget by \$588 at \$25,931. With YTD expenses being higher than budget at \$24,761 or \$12,383 more than anticipated, YTD NOI is \$11,794 less than budget, at \$1,171. The decrease in NOI again can be attributed by the Turnover Repairs to #25 previously mentioned as when this unit was purchased by the HACB it had a tenant who had lived in this unit for many years and upon move out the unit needed upgrading. The unit was re-rented at a higher rental amount for \$1,845 per month.



*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 two (2) vacancies as of the first of the month. There were no additional thirty (30) day notice to vacate. All rents were collected for the month. Total YTD income is above budget by \$4,095 at \$120,159, as vacancy loss was lower than budget. YTD Expenses are under budget by \$12,259 at \$44,691 bringing NOI to \$16,355 more than budget at \$75,469.

Exterior Rehabilitation including repairs to the upper level walkway and staircases, and painting of the building exterior are continuing with the new contractor and set to be completed within the

next 120 days, as completion has been delayed. There were issues with a specific area of the upper walkways where it needed to be re-done to meet warranty compliance of the materials used. HACB and 3rd party property manager (RSC) as well as, the general contractor developed a strategic plan to minimize tenant disturbances during construction. The first two phases of construction were completed during 2025. Again, weather permitting exterior painting of the buildings will occur as well as exterior railing, revamped exterior concrete stairs also to be replaced in the second to third quarter of 2026. Capital Improvements for the interior of two units consisted of new carpet and LVP Flooring as well as a new refrigerator.

**Locust Apartments, Chico** (10 units, family, RSC) – The property has zero (0) vacancy as of May 1<sup>st</sup>. with no new 30-day notices to vacate. All rent was collected for the month. Total YTD Income came to \$64,507 or \$739 more than budget. Total YTD Expenses are \$32,771 bringing NOI YTD to \$31,736 or \$1,830 more than budget.. 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 zero (0) vacancy loss. There are no additional 30-day notices to vacate. Unpaid Rents for the month was (0) zero. YTD Income is \$4,234 more than budget at \$222,377. YTD Expenses comes to \$15,987 less than budget at \$88,540. YTD NOI is \$20,220 more than budget at \$133,836. 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 2<sup>nd</sup> & 3<sup>rd</sup> quarter in 2026. We worked with P G & E due to old gas lines having to be replaced at the site which has been completed. P G & E has agreed to work with the HACB cooperatively as we will be upgrading all sidewalks to ADA compliance. Bids are in and approved and site concrete replacement has commenced. See Taylor Gonzalez’s Construction narrative for photos.

*The 2020A BOND properties are required through the lender BNY Mellon to perform a five (5) year property condition assessment thru a neutral 3<sup>rd</sup> party vendor. The findings of the property assessment condition will require the HACB to perform repairs and capital improvements to ensure the BOND properties’ condition and useful life is stable and enhanced to ensure its “value” is upheld and sustained.*

### **Other-Owned Properties**

**Gridley Springs II**, Gridley (24 units, Family, Arrowhead Housing) The property has no (0) vacancy as of this memo. There are no additional 30-day notices. Property management has transitioned to Arrowhead Housing. YTD Income comes to \$134,299 or \$2,632 less than budget. The decrease in overall income is due to vacancy loss being \$2,876 more than budget at \$7,005. YTD Expenses is \$36,052 less than budget at \$95,876. This brought NOI to \$41,418 which is \$35,756 more than budget. Smoke & Carbon Monoxide Detectors are being replaced as well gutter cleaning, and tree trimming will occur once bids are received

for approval. Please find Arrowhead’s short narrative, following.



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

**Mayer Commons formerly Kathy Court Apartments, Paradise** (12 units, family, RSC) – **Applications are being processed for new prospective households.** The Town of Paradise Building Department completed the final inspection on July 30, 2025, and issued a Temporary Certificate of Occupancy, allowing tenants to move in. As of this memo a full certificate of

occupancy has been received. The Kathy Court operating account has been closed out with the opening of a new operating account due to the complex's re-naming to Mayer Commons.

A total of eleven (11) units are occupied which leaves a total of one (1) unit to be rented. YTD income collected was \$37,657 or \$13,541 less than budget due to YTD vacancy loss. YTD Expenses totaled \$27,837 which brought the YTD NOI to \$9,820 or \$17,454 less than budget. The leasing of the one remaining vacant unit should move faster as we were able to get the Town of Paradise & HCD to increase the 60% of AMI to 80% of AMI therefore, qualifying more applicants. The goal is to continue to decrease the vacancy loss by filling the remaining the one (1) bedroom unit. See additional information under Taylor Gonzalez, Project Manager Construction Report.

**2131 Fogg Ave, Oroville (SFH, HACB)** – The vacant lot is fully fenced and secure, awaiting future development. Annual weed abatement has been completed and funding opportunities are continually being explored. See additional information under Taylor Gonzalez, Project Manager Construction Report.



May 13, 2026

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

RE: April 2026 HACB Monthly Financial Package

Dear Mr. Guanzon:

Below is a summary of the key operational activities and highlights of significant financial results for HACB properties managed by RSC Associates, Inc. in April 2026. For additional details, please review the following comprehensive financial reports provided for each property.

- **April 1 — April Fool’s Day**  
A lighthearted tradition reminding us that laughter and positivity help build stronger workplace cultures.
- **April 20 — Volunteer Recognition Day**  
A perfect time to thank those who give their time to strengthen communities and housing programs.
- **April 22 — Earth Day**  
Encourages sustainability and environmentally responsible property management practices.
- **April — Fair Housing Month**  
A nationwide observance honoring the signing of the **Fair Housing Act** and reaffirming our industry's commitment to equal housing opportunity.

If you have any questions or concerns, please contact Patti or me.

Respectfully,

Susan Critser, CPM  
Regional Property Manager  
530-893-8228 Ext 240  
[scritser@rsc-associates.com](mailto:scritser@rsc-associates.com)  
DRE# 01312715

## 1519 Locust Street April 2026



### Monthly Highlights:

**Updates** – As a reminder, rental income will vary from the budget this year due to two units, leased at the 30% AMI.

- ✓ Total Rental Income for April was \$8,514.00, which exceeded the budget by 6.39%.

### Occupancy -

- ✓ The community is 100% occupied with no new notices.

### Rent Collection -

- ✓ There were no delinquent rents for April.

### Expense Variances -

- ✓ Total Operating Expenses of \$2,683.84. Expenses were under budget for the month at 57.88%.
- ✓ NOI totaled \$5,830.40, favorable to the budget by 152.73%.

### Capital Expenses –

- ✓ No capital improvements for April.

### Owner Distributions -

- ✓ No owner distribution for April. The distribution year-to-date is \$19,236.00.

### EXTERIOR OF PROPERTY



## Alamont Apartments April 2026



### Monthly Highlights:

**Updates** – Total Rental Income for April was \$33,938.17. Income surpassed the projected budget by 5.06%.

### Occupancy -

- ✓ We ended April with 2 vacancies, units #2 and #6. Unit #28 is on notice and will vacate 5/8.

### Rent Collection -

- ✓ Unit #22 has a balance of \$1,168.17. Unit #29 has a balance for the security deposit being paid by a 3<sup>rd</sup> party agency.

### Expense Variances -

- ✓ Total Operating Expenses of \$12,892.37 improved to 33.82%.
- ✓ Net Operating Income for April surpassed the budget by 61.17%, totaling \$22,275.36.

### Capital Expenses -

- ✓ Building major interior repairs for unit #3 leaked into unit #4.

### Owner Distributions -

- ✓ The owner's distribution for the month was \$5,000.00. The distribution year-to-date is \$108,044.47.

### MOVE OUT APARTMENT #22



## Cameo Apartments April 2026



### Monthly Highlights:

**Updates** – April Total Rental Income is \$20,145.00 or 7.44%, exceeding budget.

#### Occupancy –

- ✓ Occupancy totaled 100%.
- ✓ No new notices to vacate/move-out were given in April.

#### Rent Collection -

- ✓ No delinquent rent for April.

#### Expense Variances -

- ✓ Total Operating Expenses were \$8,722.61 favorable to budget by 25.56%.
- ✓ Net Operating Income was positive compared to the budget, totaling \$11,422.91, or 57.93%.

#### Capital Expenses -

- ✓ No capital improvements for April.

#### Owner Distributions -

- ✓ The owner distribution for April totaled \$5,857.77. The distribution year-to-date is \$32,945.77.

### EXTERIOR LANDSCAPEING



## Evanswood Estates Apartments April 2026



### Monthly Highlights:

**Updates** – Total Rental Income exceeded budget projections by 8.96%, totaling \$43,525.50.

### Occupancy –

- ✓ Occupancy improved to 100%.
- ✓ No new notices to move out.

### Rent Collection -

- ✓ No delinquent rent for April.

### Expense Variances -

- ✓ Total Operating Expenses totaled \$26,596.89 unfavorable to budget by -12.89%. Unit #17 had major turnover expenses. Turnover repairs for labor and materials.
- ✓ Net Operating Income surpassed budget expectations by 8.49%, totaling \$19,568.20.

### Capital Expenses -

- ✓ New refrigerator #18 totaling \$789.03.
- ✓ Interior paint for #17 totaling \$3,112.75
- ✓ Garage Door #1,556.38 – tenant broke the garage door, and we have charged the tenant on her ledger.

### Owner Distributions –

- ✓ The owner's distribution for the month was \$9,086.48. The distribution year-to-date is \$109,650.72.



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## Evanswood #21, #25, and #33 April 2026



### Monthly Highlights:

**Updates** – At the time of the initial purchase of Evanswood Units #21, #25, and #33, all units were occupied by existing residents. Unit #25 has since become vacant, resulting in a large vacancy loss under rental income.

- ✓ Total Rental Income for April was \$4,422.00, exceeded budget by 19.71%.

### Occupancy –

- ✓ Unit #25 moved in, and we are 100% occupied
- ✓ No new notices to vacate or move out have been received this month.

### Rent Collection –

- ✓ There are no delinquent rents for April.

### Expense Variances-

- ✓ Total Operating Expenses \$1,969.39, slightly below budget by -\$196.69 or -11.10%.
- ✓ NOI totaled \$1,057.42, which fell short of budget expectations by \$863.88.

### Capital Expenses -

- ✓ New carpet for #25 totaled \$3,624.26.
- ✓ Flooring LVP #25 totaled \$317.01
- ✓ Interior paint for #25 totaled \$3,113.75

### Distributions –

- ✓ No owner distribution for April. The distribution year-to-date is \$1,109.52.

## Mayer Commons April 2026



### Monthly Highlights:

**Updates** - Total Rental Income for April was \$7,351.35, which did not meet budgeted expectations by -10.83%. Unfavorably affected by vacancy loss.

### Occupancy -

- ✓ Occupancy improved to 91.7%.
- ✓ Unit J moved in on April 6<sup>th</sup>.
- ✓ One unit remains to be leased. The Town of Paradise has agreed to change the designation to an 80% AMI.

### Expense Variances -

- ✓ Total Operating Expenses totaled \$3,883.74, expenses were below budget expectations.
- ✓ NOI was affected by vacancy loss below budget at \$3,522.61 variance -41.78%.
- ✓ Replacement Reserves are accruing, totaling \$33,000.00.

### Distributions -

- ✓ No owner distribution for April. There was no distribution year-to-date.

## Lincoln Apartments April 2026



### Monthly Highlights:

**Updates** - Total Rental Income for April is \$15,587.66. Slightly unfavorable by -1.16% or \$183.34.

### Occupancy -

- ✓ We concluded April at 88.9% occupancy.
- ✓ Unit #7 moved out on 4/1/26. In the process of making rent ready.
- ✓ Unit #9 moved out on 4/17/26. In the process of making rent ready.
- ✓ No new notices to vacate or move out have been received this month.

### Rent Collection -

- ✓ There are no delinquent rents for April 2026

### Expense Variances -

- ✓ Total Operating Expenses \$6,978.59 over budget for the month by \$-204.78 or -3.02%.
- ✓ NOI totaled \$10,753.28, exceeding the budget by \$585.09 or 5.75%.

### Capital Improvements –

- ✓ New carpet for #7 totaled \$1,131.85.
- ✓ Flooring LVP #7 totaled \$1,992.04.
- ✓ Refrigerator for #9 totaled \$913.66.

### Owner Distributions -

- ✓ No owner distribution for April. The distribution year-to-date is \$44,726.32

### MOVE OUT PICTURES FOR UNIT #7



## Park Place Apartments April 2026



### Monthly Highlights:

**Updates** - Total Rental Income for April was \$32,416.00, exceeding budget by \$2,722.00 or 9.17%.

### Occupancy -

- ✓ We concluded April with 100% occupancy.
- ✓ No new notices to move out have been received this month.

### Rent Collection -

- ✓ There are no delinquent rents for April 2026

### Expense Variances -

- ✓ Total Budgeted Operating Expenses for April were favorable to the budget, 50.26% at \$8,823.50.
- ✓ Net Operating Income for April exceeded budget by 87.60%, totaling \$23,922.94.

### Capital Improvements -

- ✓ No capital improvements for April. The construction project is underway.

### Owner Distributions -

- ✓ The owner's distribution for the month was \$9,620.30. The distribution year-to-date is \$37,949.67.

### CONCRETE CONSTRUCTION PROJECT – REMOVAL OF CONCRETE



# Property Update – May 1, 2026

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## Gridley Springs 1 (GS1)

Occupancy 100%

Move-Ins

### Maintenance

- Preventative Maintenance inspection completed
- Fire extinguisher update 4/2026
- Dryer vents cleared 2/2026
- Pending tree trimming and gutter cleaning
  - Pending updated bid to include downspout fixture

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## Gridley Springs 2 (GS2)

Occupancy 100%

Move-Ins

### Maintenance

- Preventative Maintenance completed
  - Need to replace all smoke and carbon monoxide detectors, at the end-of-life expectancy (\$1,100.00)
  - Garbage Can Repairs (pending bids)
- Fire extinguisher update 4/2026
- Working with WASH to update contract
- Pending tree trimming and gutter cleaning
  - Pending updated bid to include downspout fixture

**Regional Manager**

**Lisa Macdonald** in Place

**Community Manager**

**Michelle Vargas** in Place

**Maintenance Tech**

**Taylor Mader** in Place

## Gridley Springs 2 Budget Comparison April 30, 2026

	Month Ending 04/30/2026				Year to Date 04/30/2026			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b>Rental Income</b>								
5120 - Rent Revenue -- Gross Potential	19,651.50	19,651.50	0.00	0.00	147,697.00	137,560.50	10,136.50	7.36
5180 - Local Section 8 Subsidy Revenue	500.00	500.00	0.00	0.00	3,578.00	3,500.00	78.00	2.22
5195 - Leases Less than Market	(1,079.50)	0.00	(1,079.50)	(100.00)	(9,971.00)	0.00	(9,971.00)	(100.00)
<b>Total Rental Income</b>	<b>19,072.00</b>	<b>20,151.50</b>	<b>(1,079.50)</b>	<b>(5.35)</b>	<b>141,304.00</b>	<b>141,060.50</b>	<b>243.50</b>	<b>0.17</b>
<b>Vacancy, Losses &amp; Concessions</b>								
5220 - Vacancy Loss - Apartments	0.00	(589.89)	589.89	100.00	(7,005.00)	(4,129.23)	(2,875.77)	(69.64)
<b>Total Vacancy, Losses &amp; Concessions</b>	<b>0.00</b>	<b>(589.89)</b>	<b>589.89</b>	<b>100.00</b>	<b>(7,005.00)</b>	<b>(4,129.23)</b>	<b>(2,875.77)</b>	<b>(69.64)</b>
<b>Net Rental Income</b>	<b>19,072.00</b>	<b>19,561.61</b>	<b>(489.61)</b>	<b>(2.50)</b>	<b>134,299.00</b>	<b>136,931.27</b>	<b>(2,632.27)</b>	<b>(1.92)</b>
<b>Financial Income</b>								
5440 - Interest Revenue -- Replacement Reserve	2.32	0.00	2.32	100.00	16.14	0.00	16.14	100.00
<b>Total Financial Income</b>	<b>2.32</b>	<b>0.00</b>	<b>2.32</b>	<b>100.00</b>	<b>16.14</b>	<b>0.00</b>	<b>16.14</b>	<b>100.00</b>
<b>Other Income</b>								
5910 - Laundry Revenue	0.00	10.83	(10.83)	(100.00)	108.17	75.81	32.36	42.68
5920 - Tenant Charges (Late Fees, Damages)	0.00	83.33	(83.33)	(100.00)	0.00	583.31	(583.31)	(100.00)
5950 - Utility Bill Back Revenue	2,870.44	0.00	2,870.44	100.00	2,870.44	0.00	2,870.44	100.00
<b>Total Other Income</b>	<b>2,870.44</b>	<b>94.16</b>	<b>2,776.28</b>	<b>2,948.47</b>	<b>2,978.61</b>	<b>659.12</b>	<b>2,319.49</b>	<b>351.90</b>
<b>Total Income</b>	<b>21,944.76</b>	<b>19,655.77</b>	<b>2,288.99</b>	<b>11.64</b>	<b>137,293.75</b>	<b>137,590.39</b>	<b>(296.64)</b>	<b>(0.21)</b>
<b>Expenses</b>								
<b>Administrative Expenses</b>								
6203 - Conventions and Meeting	23.28	29.17	5.89	20.19	252.92	204.19	(48.73)	(23.86)
6311 - Office Supplies	835.72	791.67	(44.05)	(5.56)	5,499.53	5,541.69	42.16	0.76
6320 - Management Fee Expense	1,035.00	1,080.00	45.00	4.16	7,020.00	7,560.00	540.00	7.14
6340 - Legal Expense - Project	0.00	100.00	100.00	100.00	0.00	700.00	700.00	100.00
6350 - Audit Expense	0.00	1,083.33	1,083.33	100.00	0.00	7,583.31	7,583.31	100.00
6351 - Bookkeeping Fees/Accounting Services	0.00	200.00	200.00	100.00	0.00	1,400.00	1,400.00	100.00
6352 - Bank Fees	0.00	0.00	0.00	0.00	1.50	0.00	(1.50)	(100.00)
6390 - Misc. Administrative Expenses	0.00	253.00	253.00	100.00	854.49	1,771.00	916.51	51.75
<b>Total Administrative Expenses</b>	<b>1,894.00</b>	<b>3,537.17</b>	<b>1,643.17</b>	<b>46.45</b>	<b>13,628.44</b>	<b>24,760.19</b>	<b>11,131.75</b>	<b>44.95</b>
<b>Marketing Expenses</b>								
6210 - Advertising and Marketing	165.00	54.17	(110.83)	(204.59)	440.00	379.19	(60.81)	(16.03)
<b>Total Marketing Expenses</b>	<b>165.00</b>	<b>54.17</b>	<b>(110.83)</b>	<b>(204.59)</b>	<b>440.00</b>	<b>379.19</b>	<b>(60.81)</b>	<b>(16.03)</b>
<b>Payroll Expenses</b>								
6330 - Manager Salaries	3,004.35	1,961.25	(1,043.10)	(53.18)	15,455.67	13,728.75	(1,726.92)	(12.57)
6512 - Maintenance Salaries	2,709.16	1,968.67	(740.49)	(37.61)	14,487.26	13,780.69	(706.57)	(5.12)
6711 - Payroll Taxes	432.50	418.75	(13.75)	(3.28)	2,857.33	2,931.25	73.92	2.52
6722 - Workers Compensation Ins	554.25	339.58	(214.67)	(63.21)	2,685.75	2,377.06	(308.69)	(12.98)
6723 - Health Insurance and Other Employee Benefits	255.77	838.25	582.48	69.48	1,394.67	5,867.75	4,473.08	76.23
<b>Total Payroll Expenses</b>	<b>6,956.03</b>	<b>5,526.50</b>	<b>(1,429.53)</b>	<b>(25.86)</b>	<b>36,880.68</b>	<b>38,685.50</b>	<b>1,804.82</b>	<b>4.66</b>
<b>Utilities</b>								
6449 - Utilities - Vacant	0.00	0.00	0.00	0.00	2,009.03	0.00	(2,009.03)	(100.00)
6450 - Electricity	398.92	254.17	(144.75)	(56.95)	5,380.37	1,779.19	(3,601.18)	(202.40)
6451 - Water	224.45	574.17	349.72	60.90	2,382.74	4,019.19	1,636.45	40.71

## Gridley Springs 2 Budget Comparison April 30, 2026

	Month Ending 04/30/2026				Year to Date 04/30/2026			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
6452 - Gas	0.00	102.08	102.08	100.00	1,305.31	714.56	(590.75)	(82.67)
6453 - Sewer	887.28	1,033.33	146.05	14.13	5,285.90	7,233.31	1,947.41	26.92
6525 - Garbage & Trash Removal	489.26	533.33	44.07	8.26	3,471.40	3,733.31	261.91	7.01
<b>Total Utilities</b>	<b>1,999.91</b>	<b>2,497.08</b>	<b>497.17</b>	<b>19.91</b>	<b>19,834.75</b>	<b>17,479.56</b>	<b>(2,355.19)</b>	<b>(13.47)</b>
<b>Operating &amp; Maintenance Expenses</b>								
6515 - Supplies - Maint. & Repairs	0.00	1,000.00	1,000.00	100.00	2,067.65	7,000.00	4,932.35	70.46
6520 - Contracts - Maint. & Repairs	3,060.86	3,658.33	597.47	16.33	13,192.17	25,608.31	12,416.14	48.48
6546 - Repairs - HVAC Repairs & Maintenance	0.00	141.67	141.67	100.00	935.23	991.69	56.46	5.69
6590 - Misc. Operating & Maint Expenses	10.54	958.33	947.79	98.90	2,470.97	6,708.31	4,237.34	63.16
<b>Total Operating &amp; Maintenance Expenses</b>	<b>3,071.40</b>	<b>5,758.33</b>	<b>2,686.93</b>	<b>46.66</b>	<b>18,666.02</b>	<b>40,308.31</b>	<b>21,642.29</b>	<b>53.69</b>
<b>Taxes &amp; Insurance</b>								
6720 - Property & Liability Insurance (Hazard)	0.00	0.00	0.00	0.00	6,230.54	10,149.96	3,919.42	38.61
6790 - Miscellaneous Taxes / Licenses / Permits / Insurance	97.56	0.00	(97.56)	(100.00)	195.12	165.00	(30.12)	(18.25)
<b>Total Taxes &amp; Insurance</b>	<b>97.56</b>	<b>0.00</b>	<b>(97.56)</b>	<b>(100.00)</b>	<b>6,425.66</b>	<b>10,314.96</b>	<b>3,889.30</b>	<b>37.70</b>
<b>Total Expenses</b>	<b>14,183.90</b>	<b>17,373.25</b>	<b>3,189.35</b>	<b>18.35</b>	<b>95,875.55</b>	<b>131,927.71</b>	<b>36,052.16</b>	<b>27.32</b>
<b>Net Operating Income (Loss)</b>	<b>7,760.86</b>	<b>2,282.52</b>	<b>5,478.34</b>	<b>240.01</b>	<b>41,418.20</b>	<b>5,662.68</b>	<b>35,755.52</b>	<b>631.42</b>
<b>Net Income (Loss)</b>	<b>7,760.86</b>	<b>2,282.52</b>	<b>5,478.34</b>	<b>240.01</b>	<b>41,418.20</b>	<b>5,662.68</b>	<b>35,755.52</b>	<b>631.42</b>

**MEMO**

Date: May 15, 2026

To: HACB Board of Commissioners

From: Larry Guanzon, Executive Director  
Taylor Gonzalez, Project Manager

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 (6) vacancies as of this memo’s date. Several of the current vacancies are attributed to non-payment of rent and or failure to follow lease policies which AWI lists in their monthly report. 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. In addition, rents have been reduced for the 2-3 bedrooms for a limited time. AWI details current turnover status in the monthly narrative following. AWI’s narrative also details two (2) notices to vacate. Exterior Painting has been completed. New building signage has also been installed. Parking lot bids to repair/replace sections of asphalt are being updated and work will be completed in the next quarter. Total YTD income is below budget by \$36,649 at \$250,665. Budgeted rental income is less and bad debt expense attributed to the decrease in income previously mentioned. YTD Total expenses are over budget by \$17,301 at \$253,380. This brought Net Operating Income YTD to -\$2,715 or \$53,950 less than budget. Maintenance & Administrative Expenses both come in over budget YTD. With the Capital Improvements and use of Reserves for Exterior Painting the property is at a YTD Net Income of a -\$125,043 or \$88,025 more than what was budgeted. 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: BCAHDC, PM: AWI) – The property has one (1) vacancy as of this memo. This unit has since been re-rented. There is no additional 30-day notices to vacate. Residents and staff have continued to partner to create monthly activities supporting all residents, such as donut and ice cream socials, resident birthday cake celebrations, bingo nights monthly, and weekly card games. YTD income is higher than budget by approximately \$2,544 at \$193,897 with overall YTD expenses lower than anticipated by \$10,774 at \$135,351. This brought the property’s Net Operating Income to \$13,318 more than budget, at \$58,546. With Capital Replacements Reserves and Administrative GP Fees the NOI came to a positive \$45,349. Tree Trimming & Path-Lighting underground wiring is also being planned. Exterior fascia repairs, gutter replacement and exterior painting of wood areas, as well as window replacement are being performed, as needed. The property is subject to repositioning, involving refinance, capital improvements and replacements. Whitney Vaughan continues to excel as the on-site manager but it looks like AWI has plans to transfer the manager. 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: BCAAHDC, PM: AWI) – There are three (3) vacancies as of this memo. AWI reviews the turnover and market ready status of these 3 units in their report, following. There is (1) additional 30-day notices as reiterated in AWI’s narrative. Any 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. Pressure Washing, Exterior Window Cleaning, Facia Repairs-Painting & Landscaping needs are being addressed. Roofing repairs, common area flooring, are also being bid and planned. 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. Butte County

Library continues to serve property residents. Total YTD income is lower by \$23,443, at \$387,180. Gross rents collected have been less contributing to the decrease in projected income. Total YTD expenses come in at \$253,580 or \$21,213 less than budget. This brought the YTD NOI to \$133,600 or \$2,229 less than budget. With Debt Service, Capital Reserve Replacements, and MGP fees the net income came in better than anticipated at only a -\$564. *AWI, 3<sup>rd</sup> party property management is re-organizing the office to accommodate more space for ADA accessible wheelchairs, looking at removing a desk located in front of main office for clearance, these changes will streamline entry for potential residents and current residents. The computer room will remain the same to accommodate use of the computer room and not lose this complex amenity. Lastly, the office staff has numerous meeting spaces for privacy to accommodate any resident meetings.* The property is subject to repositioning, involving refinancing and capital improvements. Please find AWI's monthly financials following.



*1200 Park Avenue Apartments, Inner Courtyard view*



# Chico Commons

April 2026

6 units available • 1 Move-in • 0 Move-out

## Vacancy Advertising

- The property is offering move-in specials and referral incentives to attract qualified applicants
- Staff has been coordinating with the Housing Authorities and VA to encourage Section 8 move-ins
- Flyers have been placed in heavily trafficked areas
- Banners and balloons are displayed on the grounds to increase visibility

## Current Staffing

### Staffing

**Manager:** Vacant  
**Assistant Manager:** Amber Akins  
**Maintenance:** Carl Perry  
**Assistant Maintenance:** David Moreland

## Vacancy Overview

### CURRENT

- #53 2BD (50%): (Eviction) – **Rent Ready**
- #01 3BD (60%): (Transfer) – **Rent Ready**
- #65 3BD (60%): (Personal) – **Rent Ready**
- #10 3BD (60%): (Skip) – **Rent Ready**
- #07 3BD (60%): (Personal) Major cleaning
- #51 1BD (60%): (Personal) **Rent Ready**

### UPCOMING

- #03 3BD (60%): (Non-Payment) Waiting on lock-out.
- #67 2BD (60%): (Personal) Move-out 05/01/26

## Capital Projects

### Budgeted Items planned for 2026

- Asphalt:** The site has multiple areas that need filled
- Painting:** Walked with vendor, finishing touches underway
- HVAC Cleaning:** Semi-Annually

### Current Status

- Asphalt:** Update bids that were gathered in 2025
- Painting:** Completed
- HVAC Cleaning:** Scheduling before summer

## Additional Notes

We are exploring a potential manager transfer to Chico Commons. The recent exterior painting has generated renewed interest in the property and contributed to growth in the waiting list. Income qualification requirements remain the most significant challenge in placing residents at this site. With regional support, all but one unit is now rent-ready and available for showings to prospective residents. All building signage has been refreshed including an office leasing sign, pending installation.



Chico Commons (p0549)  
**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>4000-03 INCOME</b>									
4110-00 Market/Contract Rent	76,689	79,759	-3,070	-4	302,417	319,036	-16,619	-5	957,108
4190-00 Gain/Loss to Lease	1,587	0	1,587	N/A	5,861	0	5,861	N/A	0
4999-99 GROSS POTENTIAL RENT	78,276	79,759	-1,483	-2	308,278	319,036	-10,758	-3	957,108
<b>5000-00 INCOME ADJUSTMENTS</b>									
5110-00 Vacancy Loss	-7,849	-7,976	127	2	-27,597	-31,904	4,307	13	-95,711
5120-00 Admin Unit-Non Rev	-1,101	-1,101	0	0	-4,404	-4,406	2	0	-13,217
5130-00 Rent Adjustments	0	-135	135	100	0	-539	539	100	-1,618
5190-00 Bad Debt Expense	0	0	0	N/A	-29,291	0	-29,291	N/A	0
5199-98 TOTAL INCOME ADJUSTMENTS	-8,950	-9,212	262	3	-61,292	-36,849	-24,444	-66	-110,546
5199-99 NET RENTAL INCOME	69,326	70,547	-1,221	-2	246,986	282,187	-35,202	-12	846,562
<b>5500-00 OTHER INCOME</b>									
5510-00 Laundry Income	0	477	-477	-100	1,919	1,909	10	1	5,727
5520-00 Late Charges	0	271	-271	-100	25	1,084	-1,059	-98	3,253
5590-00 Other Tenant Income	0	495	-495	-100	-1,274	1,981	-3,255	-164	5,942
5600-00 Interest Income	140	38	102	267	777	152	625	410	457
5610-00 Interest Income-Restricted Reserve	312	0	312	N/A	1,823	0	1,823	N/A	0
5690-00 Miscellaneous Income	409	0	409	N/A	409	0	409	N/A	0
5999-98 TOTAL OTHER INCOME	861	1,282	-421	-33	3,679	5,126	-1,447	-28	15,379
<b>5999-99 TOTAL INCOME</b>	<b>70,187</b>	<b>71,828</b>	<b>-1,642</b>	<b>-2</b>	<b>250,665</b>	<b>287,314</b>	<b>-36,649</b>	<b>-13</b>	<b>861,941</b>
<b>6000-00 OPERATING EXPENSES</b>									
<b>6000-01 NON-CONTROLLABLE EXPENSES</b>									
<b>6000-02 TAXES AND INSURANCE</b>									
6100-10 Real Estate Taxes-Special Assessments	0	118	118	100	695	472	-222	-47	1,417
6120-00 Other Taxes/Fees/Permits	0	175	175	100	58	699	641	92	2,097
6120-10 Other Taxes/Fees/Permits-FTB Fee	0	67	67	100	800	267	-533	-200	800
6150-00 Property Insurance-GL	4,111	4,171	60	1	16,443	16,682	240	1	50,047
6170-00 Bond Premiums	0	32	32	100	0	129	129	100	388
6199-99 TOTAL TAXES AND INSURANCE	4,111	4,562	452	10	17,995	18,250	254	1	54,749
<b>6200-00 UTILITIES</b>									
6210-00 Electricity-Common Areas	100	1,033	933	90	473	4,132	3,660	89	12,397
6210-10 Electricity-Units	683	0	-683	N/A	3,650	0	-3,650	N/A	0
6220-00 Water-Domestic	2,129	2,755	625	23	8,104	11,019	2,915	26	33,058
6230-00 Sewer-Standard Billing	1,564	1,749	185	11	6,254	6,996	742	11	20,988
6240-00 Gas/Heating Fuel-Units	1,188	1,934	746	39	5,794	7,736	1,942	25	23,207
6240-10 Gas/Heating Fuel-Common Areas	196	0	-196	N/A	942	0	-942	N/A	0
6250-00 Trash-Standard Pickup	0	2,515	2,515	100	2,530	10,060	7,530	75	30,180
6250-10 Trash-Bulk Pickup	800	0	-800	N/A	2,315	0	-2,315	N/A	0
6299-99 TOTAL UTILITIES	6,660	9,986	3,326	33	30,061	39,943	9,882	25	119,830

Chico Commons (p0549)  
**Budget Comparison**  
 Period = Apr 2026  
 Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
6300-00	PROPERTY MANAGEMENT FEES									
6320-00	Management Fees	4,173	4,173	0	0	16,692	16,692	0	0	50,077
6399-98	TOTAL PROPERTY MANAGEMENT FEES	4,173	4,173	0	0	16,692	16,692	0	0	50,077
6399-99	TOTAL NON-CONTROLLABLE EXPENSES	14,944	18,721	3,777	20	64,749	74,885	10,136	14	224,656
6400-00	CONTROLLABLE EXPENSES									
6400-01	PROFESSIONAL FEES									
6410-00	Audit Fees	1,042	1,042	0	0	4,167	4,167	0	0	12,500
6430-00	Legal-Evictions	1,056	833	-223	-27	1,777	3,333	1,557	47	10,000
6499-99	TOTAL PROFESSIONAL FEES	2,098	1,875	-223	-12	5,943	7,500	1,557	21	22,500
6500-00	PERSONNEL COSTS									
6510-00	Maintenance Wages-Base	5,997	7,994	1,997	25	26,118	31,975	5,857	18	95,925
6510-10	Maintenance Wages-Overtime	278	0	-278	N/A	378	0	-378	N/A	0
6510-30	Maintenance Wages-Vacation	669	0	-669	N/A	2,841	0	-2,841	N/A	0
6510-40	Maintenance Wages-PTO	575	0	-575	N/A	2,630	0	-2,630	N/A	0
6520-00	Manager Wages-Base	3,358	9,789	6,432	66	19,256	39,157	19,901	51	117,471
6520-10	Manager Wages-Overtime	90	0	-90	N/A	462	0	-462	N/A	0
6520-30	Manager Wages-Vacation	214	0	-214	N/A	2,041	0	-2,041	N/A	0
6520-40	Manager Wages-PTO	229	0	-229	N/A	2,177	0	-2,177	N/A	0
6540-00	Employer Social Security	676	1,771	1,095	62	3,287	7,082	3,796	54	21,247
6540-10	Employer Medicare	158	0	-158	N/A	769	0	-769	N/A	0
6540-20	FUTA (Federal Unemployment)	5	0	-5	N/A	162	0	-162	N/A	0
6540-30	SUTA (State Unemployment)	34	0	-34	N/A	1,183	0	-1,183	N/A	0
6540-40	401(k) Match (Employer)	5	0	-5	N/A	24	0	-24	N/A	0
6550-00	Workers Comp Insurance	303	760	457	60	1,746	3,041	1,295	43	9,124
6555-00	Personnel Medical Insurance	195	1,776	1,581	89	741	7,103	6,362	90	21,310
6560-00	Life Insurance	4	0	-4	N/A	20	0	-20	N/A	0
6599-99	TOTAL PERSONNEL COSTS	12,789	22,090	9,301	42	63,835	88,359	24,524	28	265,077
6600-00	MARKETING AND LEASING COSTS									
6610-00	Advertising	-923	54	977	1,803	0	217	217	100	650
6620-00	Credit Checking	0	100	100	100	0	400	400	100	1,200
6699-99	TOTAL MARKETING AND LEASING COSTS	-923	154	1,077	698	0	617	617	100	1,850
6700-00	GENERAL AND ADMINISTRATIVE									
6700-01	CONTRACT/RECURRING G/A									
6700-10	P/M IT	0	187	187	100	350	748	398	53	2,243
6700-20	P/M Software	0	89	89	100	1,353	356	-997	-280	1,067
6700-30	P/M Software-Yardi	928	1,195	267	22	3,958	4,781	823	17	14,342
6710-00	Telephone	344	258	-86	-33	1,118	1,032	-86	-8	3,096
6710-10	Internet	177	272	94	35	600	1,086	486	45	3,258
6710-20	Cell Phone Reimbursement	120	176	56	32	719	705	-14	-2	2,116
6715-30	Toner/Copier Expense	0	188	188	100	545	752	208	28	2,257

Chico Commons (p0549)  
**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6720-00 Postage/Freight	16	89	72	81	184	355	171	48	1,065
6730-00 Office Supplies/Expense	301	341	39	12	1,828	1,363	-465	-34	4,089
6735-00 Office Furniture and Equipment	0	208	208	100	0	833	833	100	2,500
6740-00 Water/Coffee Service	0	0	0	N/A	339	0	-339	N/A	0
6820-00 Tenant Services-General	0	42	42	100	0	167	167	100	500
6880-00 Pest Control-Svc Contract	590	996	406	41	1,325	3,983	2,658	67	11,948
6890-00 Fire/Alarm-Svc Contract	177	740	563	76	1,183	2,960	1,777	60	8,880
6895-00 Cable-Internet/TV Service	0	119	119	100	0	475	475	100	1,426
6899-99 TOTAL CONTRACT/RECURRING G/A	2,654	4,899	2,245	46	13,502	19,596	6,094	31	58,787
6900-00 OTHER G/A									
6910-00 Other Admin-General	204	86	-118	-138	209	343	134	39	1,030
6910-20 Other Admin-Bank Fee	160	0	-160	N/A	160	0	-160	N/A	0
6930-00 Mileage	12	0	-12	N/A	58	0	-58	N/A	0
6940-00 Travel and Promotion	0	71	71	100	0	284	284	100	851
6950-00 Training Expense	279	65	-214	-331	481	259	-223	-86	776
6955-00 Employee Meals	0	55	55	100	0	220	220	100	660
6999-98 TOTAL OTHER G/A	655	276	-378	-137	909	1,106	197	18	3,317
6999-99 TOTAL GENERAL AND ADMINISTRATIVE	3,309	5,175	1,867	36	14,411	20,701	6,290	30	62,104
7000-00 REPAIRS AND MAINTENANCE									
7000-01 CONTRACT/RECURRING R/M									
7010-00 R/M Contract-General	923	3,000	2,078	69	60,451	12,001	-48,450	-404	36,004
7015-00 R/M Contract-Plumbing	382	468	86	18	382	1,873	1,491	80	5,618
7020-00 R/M Contract-Electrical	0	0	0	N/A	1,331	0	-1,331	N/A	0
7025-00 R/M Contract-HVAC	1,591	833	-758	-91	2,739	3,333	594	18	10,000
7030-00 R/M Contract-Carpet Cleaning-Non Unit Turn	0	92	92	100	0	368	368	100	1,103
7065-00 Grounds-Svc Contract	1,930	2,219	289	13	6,355	8,877	2,522	28	26,630
7065-20 Grounds-Repairs	340	0	-340	N/A	340	0	-340	N/A	0
7099-99 TOTAL CONTRACT/RECURRING R/M	5,165	6,613	1,448	22	71,598	26,452	-45,146	-171	79,355
7100-00 OTHER R/M									
7110-00 Janitorial Supplies	145	137	-8	-5	338	549	211	38	1,648
7115-00 Painting and Decorating	345	481	136	28	3,118	1,923	-1,195	-62	5,769
7120-00 R/M Supplies-General	6,591	3,773	-2,818	-75	26,702	15,092	-11,609	-77	45,277
7125-00 R/M Supplies-Plumbing	288	0	-288	N/A	288	0	-288	N/A	0
7130-00 R/M Supplies-Electrical	456	0	-456	N/A	456	0	-456	N/A	0
7199-99 TOTAL OTHER R/M	7,824	4,391	-3,433	-78	30,902	17,565	-13,337	-76	52,694
7200-00 TURNOVER R/M									
7210-30 Unit Turn-Carpet Cleaning-3Bed	0	0	0	N/A	408	0	-408	N/A	0
7210-90 Unit Turn-Carpet Cleaning-Other	0	0	0	N/A	129	0	-129	N/A	0
7220-00 Unit Turn-Unit Cleaning-Vendor	730	0	-730	N/A	1,405	0	-1,405	N/A	0
7299-98 TOTAL TURNOVER R/M	730	0	-730	N/A	1,942	0	-1,942	N/A	0
7299-99 TOTAL REPAIRS AND MAINTENANCE	13,719	11,004	-2,715	-25	104,442	44,016	-60,426	-137	132,049

Chico Commons (p0549)  
**Budget Comparison**  
 Period = Apr 2026  
 Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
7399-97 TOTAL CONTROLLABLE EXPENSES	30,992	40,298	9,306	23	188,631	161,193	-27,437	-17	483,580
<b>7399-98 TOTAL OPERATING EXPENSES</b>	<b>45,936</b>	<b>59,020</b>	<b>13,084</b>	<b>22</b>	<b>253,380</b>	<b>236,079</b>	<b>-17,301</b>	<b>-7</b>	<b>708,236</b>
<b>7399-99 NET OPERATING INCOME</b>	<b>24,251</b>	<b>12,809</b>	<b>11,442</b>	<b>89</b>	<b>-2,715</b>	<b>51,235</b>	<b>-53,950</b>	<b>-105</b>	<b>153,705</b>
7400-00 DEBT SERVICE									
7430-00 Interest-Local Agency	2,604	2,604	0	0	10,417	10,417	0	0	31,250
7499-99 TOTAL DEBT SERVICE	2,604	2,604	0	0	10,417	10,417	0	0	31,250
7500-00 REPLACEMENT COSTS/OTHER									
7500-01 REPLACEMENT COSTS - OPERATING									
7500-02 TURNOVER REPLACEMENT COSTS									
7510-00 R/M Replacement-General	174	3,129	2,955	94	989	12,517	11,528	92	37,550
7520-00 R/M Replacement-Electrical	0	483	483	100	0	1,933	1,933	100	5,800
7525-00 R/M Replacement-Door	202	583	381	65	3,940	2,333	-1,607	-69	7,000
7530-00 R/M Replacement-Window	0	0	0	N/A	589	0	-589	N/A	0
7535-00 R/M Replacement-Cabinet	0	250	250	100	0	1,000	1,000	100	3,000
7545-20 R/M Flooring Replacement-2Bed	2,808	0	-2,808	N/A	2,808	0	-2,808	N/A	0
7545-30 R/M Flooring Replacement-3Bed	3,153	0	-3,153	N/A	6,280	0	-6,280	N/A	0
7550-00 R/M Replacement-Refrigerator	718	396	-322	-81	5,007	1,583	-3,424	-216	4,750
7555-00 R/M Replacement-Dishwasher	430	0	-430	N/A	974	0	-974	N/A	0
7560-00 R/M Replacement-Range	595	354	-240	-68	1,791	1,417	-375	-26	4,250
7565-00 R/M Replacement-Other Appliance	0	217	217	100	0	867	867	100	2,600
7599-97 TOTAL TURNOVER REPLACEMENT COSTS	8,079	5,412	-2,667	-49	22,379	21,650	-729	-3	64,950
7799-99 TOTAL REPLACEMENT COSTS - OPERATING	8,079	5,412	-2,667	-49	22,379	21,650	-729	-3	64,950
7800-00 OTHER NON-OPERATING COSTS									
7815-00 Administrative General Partner Fees	1,080	1,080	0	0	4,320	4,320	0	0	12,960
7899-98 TOTAL OTHER NON-OPERATING COSTS	1,080	1,080	0	0	4,320	4,320	0	0	12,960
7899-99 TOTAL REPLACEMENT COSTS/OTHER	9,159	6,492	-2,667	-41	26,699	25,970	-729	-3	77,910
<b>7999-99 NET INCOME (LOSS) BEFORE CAPEX</b>	<b>12,487</b>	<b>3,712</b>	<b>8,775</b>	<b>236</b>	<b>-39,830</b>	<b>14,848</b>	<b>-54,678</b>	<b>-368</b>	<b>44,545</b>
8000-00 CAPEX/REPLACEMENT RESERVE									
8100-00 Authorized Reserve-Other	0	6,500	6,500	100	85,213	26,000	-59,213	-228	78,000
8110-00 Authorized Reserve-Flooring	0	2,550	2,550	100	0	10,200	10,200	100	30,600
8130-00 Authorized Reserve-HVAC	0	3,333	3,333	100	0	13,333	13,333	100	40,000
8140-00 Authorized Reserve-Water Heaters	0	583	583	100	0	2,333	2,333	100	7,000
8999-99 TOTAL CAPEX/REPLACEMENT RESERVE	0	12,967	12,967	100	85,213	51,867	-33,347	-64	155,600
<b>9999-98 NET INCOME (LOSS)</b>	<b>12,487</b>	<b>-9,255</b>	<b>21,742</b>	<b>235</b>	<b>-125,043</b>	<b>-37,018</b>	<b>-88,025</b>	<b>-238</b>	<b>-111,055</b>



# Walker Commons

April 2026

1 units available • 1 Move-in • 1 Move-out

## Vacancy Advertising

- The site is not currently running advertising.
- Working off a healthy waiting list when needed.

## Current Staffing

### Staffing

**Manager:** Whitney Vaughan

**Maintenance:** Gregory Ramirez

## Vacancy Overview

### CURRENT

**#30 (60%):** (Medical) – Full Flooring, Painting, appliance replacement underway.

### UPCOMING

## Capital Projects

### Budgeted Items planned for 2026

**Windows:** Replace as needed

**Siding:** Several fascia repairs are needed around the site

**Painting:** Full complex painting

**Gutter Replacement:** Continue the replacement of the front of the site

### Current Status

**Windows:** Replace as needed

**Siding:** Identifying the areas that need replaced in more detail.

**Painting:** Per HA this is on hold until further notice.

**Gutter Replacement:** Bids on hand, Narrowing the scope of work to necessary areas.

## Community Events

### ONGOING

Monthly Bingo Games

Wednesday the community holds card games

### HIGHLIGHT

No events scheduled for April



## Additional Notes

The Manager will be transferring to another property effective 5/15/26. We are in the process of doing an in-house transfer to the site with training from Whitney starting on 5/12/26.

Walker Commons (p0550)  
**Budget Comparison**  
 Period = Apr 2026  
 Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>4000-03 INCOME</b>									
4110-00 Market/Contract Rent	44,335	49,723	-5,388	-11	173,571	198,893	-25,322	-13	596,679
4190-00 Gain/Loss to Lease	4,498	0	4,498	N/A	20,616	0	20,616	N/A	0
4999-99 GROSS POTENTIAL RENT	48,833	49,723	-890	-2	194,187	198,893	-4,706	-2	596,679
<b>5000-00 INCOME ADJUSTMENTS</b>									
5110-00 Vacancy Loss	-338	-1,243	905	73	-1,790	-4,972	3,182	64	-14,917
5120-00 Admin Unit-Non Rev	-906	-933	27	3	-3,624	-3,733	109	3	-11,198
5190-00 Bad Debt Expense	-781	0	-781	N/A	-781	0	-781	N/A	0
5199-98 TOTAL INCOME ADJUSTMENTS	-2,025	-2,176	151	7	-6,195	-8,705	2,510	29	-26,115
5199-99 NET RENTAL INCOME	46,808	47,547	-739	-2	187,992	190,188	-2,196	-1	570,564
<b>5500-00 OTHER INCOME</b>									
5510-00 Laundry Income	206	272	-66	-24	1,780	1,087	693	64	3,262
5520-00 Late Charges	0	4	-4	-100	39	17	22	134	50
5590-00 Other Tenant Income	0	9	-9	-100	60	37	23	64	110
5600-00 Interest Income	252	6	246	4,052	1,226	24	1,201	4,940	73
5610-00 Interest Income-Restricted Reserve	556	0	556	N/A	2,800	0	2,800	N/A	0
5999-98 TOTAL OTHER INCOME	1,014	291	723	248	5,905	1,165	4,740	407	3,495
<b>5999-99 TOTAL INCOME</b>	<b>47,822</b>	<b>47,838</b>	<b>-16</b>	<b>0</b>	<b>193,897</b>	<b>191,353</b>	<b>2,544</b>	<b>1</b>	<b>574,059</b>
<b>6000-00 OPERATING EXPENSES</b>									
<b>6000-01 NON-CONTROLLABLE EXPENSES</b>									
<b>6000-02 TAXES AND INSURANCE</b>									
6100-10 Real Estate Taxes-Special Assessments	0	12	12	100	83	50	-33	-66	150
6120-00 Other Taxes/Fees/Permits	0	296	296	100	45	1,184	1,138	96	3,551
6120-10 Other Taxes/Fees/Permits-FTB Fee	0	0	0	N/A	800	0	-800	N/A	0
6150-00 Property Insurance-GL	2,102	2,604	502	19	8,408	10,416	2,007	19	31,247
6170-00 Bond Premiums	0	29	29	100	0	117	117	100	350
6199-99 TOTAL TAXES AND INSURANCE	2,102	2,942	839	29	9,336	11,766	2,430	21	35,298
<b>6200-00 UTILITIES</b>									
6210-00 Electricity-Common Areas	0	819	819	100	0	3,277	3,277	100	9,832
6210-10 Electricity-Units	43	0	-43	N/A	5,083	0	-5,083	N/A	0
6220-00 Water-Domestic	1,199	775	-424	-55	4,660	3,100	-1,560	-50	9,300
6230-00 Sewer-Standard Billing	904	1,000	96	10	4,535	4,000	-535	-13	12,000
6240-00 Gas/Heating Fuel-Units	0	387	387	100	900	1,546	646	42	4,639
6250-00 Trash-Standard Pickup	394	760	366	48	1,968	3,041	1,073	35	9,123
6250-10 Trash-Bulk Pickup	690	0	-690	N/A	1,398	0	-1,398	N/A	0
6299-99 TOTAL UTILITIES	3,230	3,741	511	14	18,545	14,965	-3,580	-24	44,894
<b>6300-00 PROPERTY MANAGEMENT FEES</b>									
6320-00 Management Fees	3,246	3,246	0	0	12,983	12,983	0	0	38,949

Walker Commons (p0550)  
**Budget Comparison**  
 Period = Apr 2026  
 Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6399-98 TOTAL PROPERTY MANAGEMENT FEES	3,246	3,246	0	0	12,983	12,983	0	0	38,949
6399-99 TOTAL NON-CONTROLLABLE EXPENSES	8,578	9,928	1,350	14	40,865	39,714	-1,151	-3	119,141
6400-00 CONTROLLABLE EXPENSES									
6400-01 PROFESSIONAL FEES									
6410-00 Audit Fees	1,042	1,042	0	0	4,167	4,167	0	0	12,500
6430-00 Legal-Evictions	0	171	171	100	0	684	684	100	2,053
6499-99 TOTAL PROFESSIONAL FEES	1,042	1,213	171	14	4,167	4,851	684	14	14,553
6500-00 PERSONNEL COSTS									
6510-00 Maintenance Wages-Base	3,040	5,033	1,993	40	10,308	20,131	9,823	49	60,393
6510-10 Maintenance Wages-Overtime	18	0	-18	N/A	43	0	-43	N/A	0
6510-30 Maintenance Wages-Vacation	123	0	-123	N/A	1,717	0	-1,717	N/A	0
6510-40 Maintenance Wages-PTO	194	0	-194	N/A	1,273	0	-1,273	N/A	0
6520-00 Manager Wages-Base	3,098	6,614	3,516	53	13,561	26,458	12,897	49	79,374
6520-10 Manager Wages-Overtime	233	0	-233	N/A	797	0	-797	N/A	0
6520-30 Manager Wages-Vacation	166	0	-166	N/A	1,486	0	-1,486	N/A	0
6520-40 Manager Wages-PTO	178	0	-178	N/A	1,944	0	-1,944	N/A	0
6540-00 Employer Social Security	396	1,129	733	65	1,717	4,516	2,799	62	13,548
6540-10 Employer Medicare	93	0	-93	N/A	402	0	-402	N/A	0
6540-20 FUTA (Federal Unemployment)	0	0	0	N/A	78	0	-78	N/A	0
6540-30 SUTA (State Unemployment)	0	0	0	N/A	572	0	-572	N/A	0
6540-40 401(k) Match (Employer)	0	0	0	N/A	2	0	-2	N/A	0
6550-00 Workers Comp Insurance	439	502	63	13	1,740	2,008	269	13	6,025
6555-00 Personnel Medical Insurance	490	2,715	2,226	82	2,470	10,861	8,391	77	32,584
6560-00 Life Insurance	3	0	-3	N/A	13	0	-13	N/A	0
6599-99 TOTAL PERSONNEL COSTS	8,471	15,994	7,523	47	38,123	63,975	25,852	40	191,924
6600-00 MARKETING AND LEASING COSTS									
6610-00 Advertising	0	17	17	100	0	67	67	100	200
6620-00 Credit Checking	0	42	42	100	0	167	167	100	500
6699-99 TOTAL MARKETING AND LEASING COSTS	0	58	58	100	0	233	233	100	700
6700-00 GENERAL AND ADMINISTRATIVE									
6700-01 CONTRACT/RECURRING G/A									
6700-10 P/M IT	0	0	0	N/A	296	0	-296	N/A	0
6700-20 P/M Software	0	0	0	N/A	955	0	-955	N/A	0
6700-30 P/M Software-Yardi	722	0	-722	N/A	3,078	0	-3,078	N/A	0
6710-00 Telephone	242	273	31	11	1,661	1,091	-570	-52	3,273
6710-10 Internet	109	100	-9	-9	984	400	-584	-146	1,200
6710-20 Cell Phone Reimbursement	120	0	-120	N/A	405	0	-405	N/A	0
6715-30 Toner/Copier Expense	0	110	110	100	250	441	191	43	1,324
6720-00 Postage/Freight	-1,086	81	1,167	1,441	118	324	206	64	972
6730-00 Office Supplies/Expense	28	350	322	92	1,195	1,400	205	15	4,200
6740-00 Water/Coffee Service	7	67	60	90	257	268	11	4	805

Walker Commons (p0550)  
**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6820-00 Tenant Services-General	0	200	200	100	0	800	800	100	2,400
6820-30 Tenant Services-Other	0	0	0	N/A	427	0	-427	N/A	0
6880-00 Pest Control-Svc Contract	230	333	103	31	1,000	1,333	333	25	4,000
6890-00 Fire/Alarm-Svc Contract	0	277	277	100	165	1,107	942	85	3,321
6895-00 Cable-Internet/TV Service	144	130	-14	-11	576	521	-56	-11	1,562
6899-99 TOTAL CONTRACT/RECURRING G/A	516	1,921	1,405	73	11,368	7,686	-3,682	-48	23,057
6900-00 OTHER G/A									
6910-00 Other Admin-General	165	1,117	952	85	170	4,469	4,299	96	13,406
6910-20 Other Admin-Bank Fee	160	0	-160	N/A	160	0	-160	N/A	0
6930-00 Mileage	91	0	-91	N/A	215	0	-215	N/A	0
6940-00 Travel and Promotion	1,086	67	-1,019	-1,529	1,086	267	-819	-307	800
6950-00 Training Expense	217	58	-158	-272	318	233	-85	-36	700
6999-98 TOTAL OTHER G/A	1,720	1,242	-477	-38	1,948	4,969	3,020	61	14,906
6999-99 TOTAL GENERAL AND ADMINISTRATIVE	2,236	3,164	928	29	13,316	12,654	-662	-5	37,963
7000-00 REPAIRS AND MAINTENANCE									
7000-01 CONTRACT/RECURRING R/M									
7010-00 R/M Contract-General	0	1,300	1,300	100	25,251	5,199	-20,052	-386	15,598
7015-00 R/M Contract-Plumbing	0	309	309	100	392	1,235	843	68	3,705
7025-00 R/M Contract-HVAC	0	200	200	100	3,097	800	-2,297	-287	2,400
7030-00 R/M Contract-Carpet Cleaning-Non Unit Turn	0	75	75	100	0	300	300	100	900
7065-00 Grounds-Svc Contract	1,930	2,099	169	8	5,865	8,395	2,530	30	25,184
7099-99 TOTAL CONTRACT/RECURRING R/M	1,930	3,982	2,052	52	34,606	15,929	-18,677	-117	47,787
7100-00 OTHER R/M									
7110-00 Janitorial Supplies	20	255	235	92	161	1,021	860	84	3,063
7115-00 Painting and Decorating	0	301	301	100	45	1,205	1,160	96	3,615
7120-00 R/M Supplies-General	1,642	1,636	-6	0	4,041	6,543	2,502	38	19,629
7130-00 R/M Supplies-Electrical	26	0	-26	N/A	26	0	-26	N/A	0
7199-99 TOTAL OTHER R/M	1,688	2,192	504	23	4,275	8,769	4,494	51	26,307
7299-99 TOTAL REPAIRS AND MAINTENANCE	3,618	6,174	2,556	41	38,880	24,698	-14,182	-57	74,094
7399-97 TOTAL CONTROLLABLE EXPENSES	15,366	26,603	11,237	42	94,486	106,411	11,925	11	319,234
<b>7399-98 TOTAL OPERATING EXPENSES</b>	<b>23,944</b>	<b>36,531</b>	<b>12,587</b>	<b>34</b>	<b>135,351</b>	<b>146,125</b>	<b>10,774</b>	<b>7</b>	<b>438,375</b>
<b>7399-99 NET OPERATING INCOME</b>	<b>23,878</b>	<b>11,307</b>	<b>12,571</b>	<b>111</b>	<b>58,546</b>	<b>45,228</b>	<b>13,318</b>	<b>29</b>	<b>135,684</b>
7400-00 DEBT SERVICE									
7410-00 Interest-Mortgage USDA-RD	1,250	1,250	0	0	5,000	5,000	0	0	15,000
7499-99 TOTAL DEBT SERVICE	1,250	1,250	0	0	5,000	5,000	0	0	15,000
7500-00 REPLACEMENT COSTS/OTHER									
7500-01 REPLACEMENT COSTS - OPERATING									
7500-02 TURNOVER REPLACEMENT COSTS									

Walker Commons (p0550)  
**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
7510-00	R/M Replacement-General	0	2,071	2,071	100	0	8,283	8,283	100	24,850
7515-00	R/M Replacement-Plumbing	0	56	56	100	0	225	225	100	675
7525-00	R/M Replacement-Door	0	67	67	100	0	267	267	100	800
7530-00	R/M Replacement-Window	0	1,042	1,042	100	0	4,167	4,167	100	12,500
7545-10	R/M Flooring Replacement-1Bed	1,202	1,125	-77	-7	1,202	4,500	3,298	73	13,500
7550-00	R/M Replacement-Refrigerator	0	396	396	100	0	1,583	1,583	100	4,750
7560-00	R/M Replacement-Range	0	333	333	100	771	1,333	562	42	4,000
7570-00	R/M Replacement-HVAC Unit	0	583	583	100	3,724	2,333	-1,390	-60	7,000
7580-00	R/M Replacement-Water Heater	0	667	667	100	0	2,667	2,667	100	8,000
7599-97	TOTAL TURNOVER REPLACEMENT COSTS	1,202	6,340	5,138	81	5,697	25,358	19,662	78	76,075
7799-99	TOTAL REPLACEMENT COSTS - OPERATING	1,202	6,340	5,138	81	5,697	25,358	19,662	78	76,075
7800-00	OTHER NON-OPERATING COSTS									
7815-00	Administrative General Partner Fees	625	625	0	0	2,500	2,500	0	0	7,500
7899-98	TOTAL OTHER NON-OPERATING COSTS	625	625	0	0	2,500	2,500	0	0	7,500
7899-99	TOTAL REPLACEMENT COSTS/OTHER	1,827	6,965	5,138	74	8,197	27,858	19,662	71	83,575
<b>7999-99</b>	<b>NET INCOME (LOSS) BEFORE CAPEX</b>	<b>20,801</b>	<b>3,092</b>	<b>17,708</b>	<b>573</b>	<b>45,349</b>	<b>12,370</b>	<b>32,980</b>	<b>267</b>	<b>37,109</b>
8000-00	CAPEX/REPLACEMENT RESERVE									
8100-00	Authorized Reserve-Other	0	13,750	13,750	100	0	55,000	55,000	100	165,000
8999-99	TOTAL CAPEX/REPLACEMENT RESERVE	0	13,750	13,750	100	0	55,000	55,000	100	165,000
<b>9999-98</b>	<b>NET INCOME (LOSS)</b>	<b>20,801</b>	<b>-10,658</b>	<b>31,458</b>	<b>295</b>	<b>45,349</b>	<b>-42,630</b>	<b>87,980</b>	<b>206</b>	<b>-127,891</b>



# 1200 Park Avenue

April 2026

3 units available • 0 Move-in • 0 Move-out

## Vacancy Advertising

- The property is offering move-in specials and referral incentives to attract qualified applicants
- Staff has been coordinating with the Housing Authorities and VA to encourage Section 8 move-ins
- Flyers have been placed in heavily trafficked areas
- Banners and balloons are displayed on the grounds to increase visibility
- Staff have redistributed resident referrals

## Current Staffing

### Staffing

**Manager:** Cindi Weber  
**Assistant Manager:** Amber Akins  
**Maintenance:** John Rainger  
**Assistant Maintenance:** Sergio Valdez

## Vacancy Overview

### CURRENT

- #239 (60%): (Eviction) – Cabinets delivered, install pending
- #245 (45%): (Transfer) – Cabinets on order, pending delivery
- #249 (60%): (Transfer) – **Rent Ready**

### UPCOMING

- #334 (60%): (Eviction) Forbearance signed, Vacate date is 5/31/26

## Capital Projects

### Budgeted Items planned for 2026

- Roofing:** Identifying roofing that needs replacement/repairs.
- Stucco Repairs (Office Exterior Wall):** Gather updated bids for the siding.
- Painting:** Gather bids to follow the office repairs.
- Trash Chute Cleaning:** Semi-Annually
- Dryer Vent Cleaning:** Semi-Annually

### Current Status

- Roofing:** Pending quotes, also requested a list of top priority roofs
- Stucco Repairs (Office Exterior Wall):** Updated bids on hand.
- Painting:** This will follow the Stucco repairs
- Trash Chute Cleaning:** March & September unless more is needed
- Dryer Vent Cleaning:** March & September unless more is needed

## Community Events

### ONGOING

- Monthly Bingo Games
- Birthday Cake Celebrations

### HIGHLIGHT

#### Karaoke Event 4/25/2026

Held our 2<sup>nd</sup> Karaoke event per the request of the residents.

[42] Residents and guests in attendance

## Additional Notes

On April 25, 2026, the site hosted a karaoke party for residents. The provided meal consisted of spaghetti & meatballs, garlic bread, salad, and drinks. Resident feedback was incorporated into the planning of the event and menu; residents have been encouraged to contribute desserts.



# EVENT PHOTOS

Karaoke – 04/25/26



Park Avenue (p0569)  
**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>4000-03 INCOME</b>									
4110-00 Market/Contract Rent	101,511	106,457	-4,946	-5	404,944	425,829	-20,885	-5	1,277,487
4999-99 GROSS POTENTIAL RENT	101,511	106,457	-4,946	-5	404,944	425,829	-20,885	-5	1,277,487
<b>5000-00 INCOME ADJUSTMENTS</b>									
5110-00 Vacancy Loss	-2,880	-3,726	846	23	-14,543	-14,904	361	2	-44,712
5120-00 Admin Unit-Non Rev	-1,197	-1,196	-1	0	-4,788	-4,784	-4	0	-14,352
5190-00 Bad Debt Expense	300	0	300	N/A	114	0	114	N/A	0
5199-98 TOTAL INCOME ADJUSTMENTS	-3,777	-4,922	1,145	23	-19,217	-19,688	471	2	-59,064
<b>5199-99 NET RENTAL INCOME</b>	97,734	101,535	-3,801	-4	385,727	406,141	-20,414	-5	1,218,423
<b>5500-00 OTHER INCOME</b>									
5510-00 Laundry Income	0	667	-667	-100	0	2,667	-2,667	-100	8,000
5520-00 Late Charges	0	68	-68	-100	40	274	-234	-85	822
5530-00 Application Fees	0	14	-14	-100	0	56	-56	-100	167
5590-00 Other Tenant Income	70	333	-263	-79	813	1,333	-520	-39	4,000
5600-00 Interest Income	68	18	50	275	302	73	229	316	218
5610-00 Interest Income-Restricted Reserve	20	0	20	N/A	98	0	98	N/A	0
5690-00 Miscellaneous Income	100	20	80	404	200	79	121	152	238
5999-98 TOTAL OTHER INCOME	258	1,120	-862	-77	1,453	4,482	-3,029	-68	13,445
<b>5999-99 TOTAL INCOME</b>	<b>97,992</b>	<b>102,656</b>	<b>-4,664</b>	<b>-5</b>	<b>387,180</b>	<b>410,623</b>	<b>-23,443</b>	<b>-6</b>	<b>1,231,868</b>
<b>6000-00 OPERATING EXPENSES</b>									
<b>6000-01 NON-CONTROLLABLE EXPENSES</b>									
<b>6000-02 TAXES AND INSURANCE</b>									
6100-10 Real Estate Taxes-Special Assessments	0	28	28	100	198	111	-87	-79	333
6120-00 Other Taxes/Fees/Permits	0	167	167	100	100	667	566	85	2,000
6120-10 Other Taxes/Fees/Permits-FTB Fee	0	67	67	100	1,600	267	-1,333	-500	800
6150-00 Property Insurance-GL	7,112	6,947	-165	-2	28,448	27,787	-661	-2	83,362
6150-20 Property Insurance-Flood	157	300	143	48	629	1,200	570	48	3,599
6170-00 Bond Premiums	0	58	58	100	0	233	233	100	700
6199-99 TOTAL TAXES AND INSURANCE	7,269	7,566	297	4	30,976	30,265	-711	-2	90,794
<b>6200-00 UTILITIES</b>									
6210-00 Electricity-Common Areas	3,492	7,060	3,569	51	19,662	28,242	8,580	30	84,726
6210-10 Electricity-Units	97	0	-97	N/A	641	0	-641	N/A	0
6220-00 Water-Domestic	65	1,522	1,456	96	5,525	6,086	562	9	18,259
6220-10 Water-Irrigation	0	0	0	N/A	138	0	-138	N/A	0
6230-00 Sewer-Standard Billing	2,043	1,964	-80	-4	8,173	7,854	-319	-4	23,563
6240-00 Gas/Heating Fuel-Units	0	629	629	100	239	2,515	2,276	91	7,545
6240-10 Gas/Heating Fuel-Common Areas	305	0	-305	N/A	4,594	0	-4,594	N/A	0
6250-00 Trash-Standard Pickup	463	1,129	665	59	2,694	4,515	1,822	40	13,546
6250-10 Trash-Bulk Pickup	130	0	-130	N/A	620	0	-620	N/A	0

Park Avenue (p0569)  
**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6299-99 TOTAL UTILITIES	6,595	12,303	5,708	46	42,285	49,213	6,928	14	147,639
6300-00 PROPERTY MANAGEMENT FEES									
6320-00 Management Fees	6,202	6,202	0	0	24,807	24,807	0	0	74,421
6399-98 TOTAL PROPERTY MANAGEMENT FEES	6,202	6,202	0	0	24,807	24,807	0	0	74,421
6399-99 TOTAL NON-CONTROLLABLE EXPENSES	20,066	26,071	6,005	23	98,068	104,285	6,217	6	312,854
6400-00 CONTROLLABLE EXPENSES									
6400-01 PROFESSIONAL FEES									
6410-00 Audit Fees	1,042	1,042	0	0	4,167	4,167	0	0	12,500
6430-00 Legal-Evictions	3,582	407	-3,175	-780	5,954	1,629	-4,325	-266	4,886
6499-99 TOTAL PROFESSIONAL FEES	4,624	1,449	-3,175	-219	10,121	5,795	-4,325	-75	17,386
6500-00 PERSONNEL COSTS									
6510-00 Maintenance Wages-Base	3,937	10,683	6,746	63	20,964	42,733	21,769	51	128,200
6510-10 Maintenance Wages-Overtime	702	0	-702	N/A	1,112	0	-1,112	N/A	0
6510-30 Maintenance Wages-Vacation	235	0	-235	N/A	3,438	0	-3,438	N/A	0
6510-40 Maintenance Wages-PTO	232	0	-232	N/A	3,056	0	-3,056	N/A	0
6510-90 Maintenance Wages-Other	0	0	0	N/A	164	0	-164	N/A	0
6520-00 Manager Wages-Base	6,166	9,018	2,852	32	24,764	36,072	11,308	31	108,216
6520-10 Manager Wages-Overtime	176	0	-176	N/A	449	0	-449	N/A	0
6520-30 Manager Wages-Vacation	318	0	-318	N/A	2,378	0	-2,378	N/A	0
6520-40 Manager Wages-PTO	519	0	-519	N/A	3,979	0	-3,979	N/A	0
6540-00 Employer Social Security	686	1,916	1,231	64	3,265	7,665	4,401	57	22,996
6540-10 Employer Medicare	160	0	-160	N/A	764	0	-764	N/A	0
6540-20 FUTA (Federal Unemployment)	0	0	0	N/A	156	0	-156	N/A	0
6540-30 SUTA (State Unemployment)	0	0	0	N/A	1,141	0	-1,141	N/A	0
6540-40 401(k) Match (Employer)	4	0	-4	N/A	28	0	-28	N/A	0
6550-00 Workers Comp Insurance	694	839	145	17	2,887	3,356	469	14	10,068
6555-00 Personnel Medical Insurance	1,517	1,667	150	9	6,874	6,667	-208	-3	20,000
6560-00 Life Insurance	5	0	-5	N/A	26	0	-26	N/A	0
6599-99 TOTAL PERSONNEL COSTS	15,351	24,123	8,772	36	75,445	96,493	21,049	22	289,480
6600-00 MARKETING AND LEASING COSTS									
6610-00 Advertising	0	40	40	100	0	159	159	100	477
6620-00 Credit Checking	0	29	29	100	0	117	117	100	350
6699-99 TOTAL MARKETING AND LEASING COSTS	0	69	69	100	0	276	276	100	827
6700-00 GENERAL AND ADMINISTRATIVE									
6700-01 CONTRACT/RECURRING G/A									
6700-10 P/M IT	0	227	227	100	468	909	441	49	2,728
6700-20 P/M Software	35	102	66	65	2,007	406	-1,601	-394	1,219
6700-30 P/M Software-Yardi	1,379	1,776	397	22	5,882	7,105	1,223	17	21,314
6710-00 Telephone	1,194	713	-481	-67	5,089	2,852	-2,237	-78	8,555
6710-10 Internet	312	625	313	50	1,068	2,499	1,431	57	7,498

Park Avenue (p0569)

**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6710-20	Cell Phone Reimbursement	180	164	-16	-10	780	657	-123	-19	1,971
6715-10	Copier Expenses	0	0	0	N/A	-220	0	220	N/A	0
6715-30	Toner/Copier Expense	129	125	-4	-3	377	500	123	25	1,500
6720-00	Postage/Freight	4	88	84	95	94	351	257	73	1,052
6730-00	Office Supplies/Expense	91	505	414	82	1,557	2,022	465	23	6,065
6735-00	Office Furniture and Equipment	0	0	0	N/A	-87	0	87	N/A	0
6740-00	Water/Coffee Service	119	111	-8	-7	450	445	-5	-1	1,335
6820-00	Tenant Services-General	0	127	127	100	0	508	508	100	1,525
6820-30	Tenant Services-Other	502	0	-502	N/A	1,871	0	-1,871	N/A	0
6830-00	Resident Services-Supplies	0	0	0	N/A	665	0	-665	N/A	0
6855-00	Resident Services-Other	0	0	0	N/A	168	0	-168	N/A	0
6860-00	Security-Svc Contract	1,154	711	-443	-62	2,435	2,844	409	14	8,532
6870-00	Elevator-Svc Contract	3,155	1,188	-1,968	-166	5,345	4,751	-594	-12	14,253
6880-00	Pest Control-Svc Contract	0	1,182	1,182	100	-1,020	4,728	5,748	122	14,185
6890-00	Fire/Alarm-Svc Contract	248	1,524	1,276	84	2,675	6,096	3,420	56	18,287
6899-99	TOTAL CONTRACT/RECURRING G/A	8,503	9,168	665	7	29,604	36,673	7,069	19	110,019
6900-00	OTHER G/A									
6910-00	Other Admin-General	294	156	-138	-89	471	623	151	24	1,868
6910-20	Other Admin-Bank Fee	160	0	-160	N/A	160	0	-160	N/A	0
6930-00	Mileage	636	0	-636	N/A	781	0	-781	N/A	0
6940-00	Travel and Promotion	555	144	-411	-285	555	578	22	4	1,733
6950-00	Training Expense	414	64	-350	-548	820	256	-564	-221	767
6955-00	Employee Meals	0	8	8	100	0	33	33	100	100
6999-98	TOTAL OTHER G/A	2,059	372	-1,687	-453	2,788	1,489	-1,298	-87	4,468
6999-99	TOTAL GENERAL AND ADMINISTRATIVE	10,562	9,541	-1,021	-11	32,392	38,162	5,771	15	114,487
7000-00	REPAIRS AND MAINTENANCE									
7000-01	CONTRACT/RECURRING R/M									
7010-00	R/M Contract-General	8,404	2,250	-6,154	-273	21,670	9,000	-12,670	-141	27,000
7015-00	R/M Contract-Plumbing	0	220	220	100	694	879	185	21	2,637
7020-00	R/M Contract-Electrical	0	0	0	N/A	189	0	-189	N/A	0
7025-00	R/M Contract-HVAC	99	167	68	41	194	667	473	71	2,000
7030-00	R/M Contract-Carpet Cleaning-Non Unit Turn	0	688	688	100	0	2,751	2,751	100	8,252
7035-00	R/M Contract-Appliances	0	0	0	N/A	120	0	-120	N/A	0
7065-00	Grounds-Svc Contract	1,955	2,032	77	4	7,015	8,127	1,112	14	24,380
7099-99	TOTAL CONTRACT/RECURRING R/M	10,458	5,356	-5,102	-95	29,882	21,423	-8,459	-39	64,269
7100-00	OTHER R/M									
7110-00	Janitorial Supplies	58	318	260	82	636	1,273	637	50	3,819
7115-00	Painting and Decorating	0	224	224	100	2,091	895	-1,196	-134	2,686
7120-00	R/M Supplies-General	560	1,548	988	64	468	6,191	5,723	92	18,573
7135-00	R/M Supplies-HVAC	1,005	0	-1,005	N/A	1,005	0	-1,005	N/A	0
7199-99	TOTAL OTHER R/M	1,623	2,090	467	22	4,200	8,359	4,160	50	25,078
7200-00	TURNOVER R/M									

Park Avenue (p0569)  
**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
7210-90 Unit Turn-Carpet Cleaning-Other	0	0	0	N/A	250	0	-250	N/A	0
7220-00 Unit Turn-Unit Cleaning-Vendor	0	0	0	N/A	3,224	0	-3,224	N/A	0
7299-98 TOTAL TURNOVER R/M	0	0	0	N/A	3,474	0	-3,474	N/A	0
7299-99 TOTAL REPAIRS AND MAINTENANCE	12,081	7,446	-4,635	-62	37,556	29,782	-7,773	-26	89,347
7399-97 TOTAL CONTROLLABLE EXPENSES	42,617	42,627	10	0	155,513	170,509	14,996	9	511,527
<b>7399-98 TOTAL OPERATING EXPENSES</b>	<b>62,683</b>	<b>68,698</b>	<b>6,015</b>	<b>9</b>	<b>253,580</b>	<b>274,794</b>	<b>21,213</b>	<b>8</b>	<b>824,381</b>
<b>7399-99 NET OPERATING INCOME</b>	<b>35,308</b>	<b>33,957</b>	<b>1,351</b>	<b>4</b>	<b>133,600</b>	<b>135,829</b>	<b>-2,229</b>	<b>-2</b>	<b>407,487</b>
7400-00 DEBT SERVICE									
7411-00 Interest-Perm Loan 1	8,383	8,463	80	1	33,771	33,852	81	0	101,556
7430-00 Interest-Local Agency	6,125	8,189	2,064	25	24,500	32,756	8,256	25	98,269
7435-00 Interest-Other	2,917	2,917	0	0	11,668	11,667	-1	0	35,000
7499-99 TOTAL DEBT SERVICE	17,425	19,569	2,144	11	69,939	78,275	8,336	11	234,825
7500-00 REPLACEMENT COSTS/OTHER									
7500-01 REPLACEMENT COSTS - OPERATING									
7500-02 TURNOVER REPLACEMENT COSTS									
7510-00 R/M Replacement-General	450	3,043	2,593	85	2,658	12,173	9,516	78	36,520
7525-00 R/M Replacement-Door	313	217	-96	-44	313	867	554	64	2,600
7530-00 R/M Replacement-Window	0	0	0	N/A	263	0	-263	N/A	0
7535-00 R/M Replacement-Cabinet	9,174	0	-9,174	N/A	9,174	0	-9,174	N/A	0
7545-10 R/M Flooring Replacement-1Bed	9,506	0	-9,506	N/A	36,126	0	-36,126	N/A	0
7545-20 R/M Flooring Replacement-2Bed	0	0	0	N/A	5,675	0	-5,675	N/A	0
7545-90 R/M Flooring Replacement-Other	0	0	0	N/A	310	0	-310	N/A	0
7550-00 R/M Replacement-Refrigerator	729	275	-454	-165	2,915	1,100	-1,815	-165	3,300
7560-00 R/M Replacement-Range	0	225	225	100	771	900	129	14	2,700
7560-10 R/M Replacement-Range Hood	0	8	8	100	0	33	33	100	100
7580-00 R/M Replacement-Water Heater	1,678	0	-1,678	N/A	1,678	0	-1,678	N/A	0
7599-97 TOTAL TURNOVER REPLACEMENT COSTS	21,850	3,768	-18,082	-480	59,882	15,073	-44,809	-297	45,220
7799-99 TOTAL REPLACEMENT COSTS - OPERATING	21,850	3,768	-18,082	-480	59,882	15,073	-44,809	-297	45,220
7800-00 OTHER NON-OPERATING COSTS									
7810-00 Managing General Partner Fees	1,086	1,106	20	2	4,342	4,422	80	2	13,266
7899-98 TOTAL OTHER NON-OPERATING COSTS	1,086	1,106	20	2	4,342	4,422	80	2	13,266
7899-99 TOTAL REPLACEMENT COSTS/OTHER	22,936	4,874	-18,062	-371	64,224	19,495	-44,729	-229	58,486
<b>7999-99 NET INCOME (LOSS) BEFORE CAPEX</b>	<b>-5,052</b>	<b>9,515</b>	<b>-14,567</b>	<b>-153</b>	<b>-564</b>	<b>38,059</b>	<b>-38,622</b>	<b>-101</b>	<b>114,176</b>
8000-00 CAPEX/REPLACEMENT RESERVE									
8100-00 Authorized Reserve-Other	0	15,550	15,550	100	0	62,200	62,200	100	186,600
8110-00 Authorized Reserve-Flooring	0	5,175	5,175	100	0	20,700	20,700	100	62,100
8130-00 Authorized Reserve-HVAC	0	800	800	100	0	3,200	3,200	100	9,600
8140-00 Authorized Reserve-Water Heaters	0	333	333	100	0	1,333	1,333	100	4,000

Park Avenue (p0569)

**Budget Comparison**

Period = Apr 2026

Book = Accrual ; Tree = ysl\_is

		<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
8999-99	TOTAL CAPEX/REPLACEMENT RESERVE	0	21,858	21,858	100	0	87,433	87,433	100	262,300
<b>9999-98</b>	<b>NET INCOME (LOSS)</b>	<b>-5,052</b>	<b>-12,344</b>	<b>7,292</b>	<b>59</b>	<b>-564</b>	<b>-49,375</b>	<b>48,811</b>	<b>99</b>	<b>-148,124</b>

**MEMO**

Date: May 14, 2026

To: HACB Board of Commissioners

From: Tiffany Lee, Special Programs Coordinator  
 Angie Little, Rental Assistance Programs Manager

Subject: Family Self-Sufficiency (FSS) Program update for April 2026

<b>Program Statistics for Period Ending</b>	<b>April 2026</b>	<b>April 2025</b>
Number of participants as of last day of the month	50	29
Number of Orientation Briefings	1	6
Number of signed contracts	1	7
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	1	2
Contract Expired	0	2
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	0
Number of participants with annual income increases (YTD)	4	0
Number of participants with new employment (YTD)	9	0
Number of participants with escrow accounts	23	11
Number of participants currently escrowing	19	9
Amount disbursed from escrow account	\$12,544.57	\$43,961.21
Balance of Forfeiture account	\$60,0094.33	\$23,616.14
Balance of Escrow Account	\$115,044.91	\$104,491.04

**FSS FY 2025 HUD Grant Program Tracking Data**

<b>Program Management Questions:</b>	<b>2026 Calendar Year</b>
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	50
Number of FSS participants identified as a person with disabilities	16
Number of FSS participants employed	33
Number of FSS participants in training programs	1
Number of FSS participants enrolled in higher/adult education	11
Number of FSS participants enrolled in school and employed	7
Number of FSS families receiving cash assistance	15
Number of FSS families experiencing a reduction in cash assistance	2
Number of FSS families who have ceased receiving cash assistance	0
How many new FSS escrow accounts were established	1
Number of FSS families moved to non-subsidized housing	1
Number of FSS families moved to home-ownership <sup>98</sup>	0

**HACB CoC Programs: A Report to the Board of Commissioners for the Month of April 2026**

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	04/2026 Enrollment	04/2026 HAP Assistance	Grant Balance
City of Chico - LGP	7/1/25 - 6/30/26	\$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	7/1/25 - 6/30/26	\$150,000.00	City of Chico	SSA	18	Low-income, under case management with self-sufficiency plan	Butte County	14	\$14,252.00	\$28,210.00
BHHAP/Security Deposit**	7/1/25 - 6/30/26	\$1,695.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	1	\$0.00	\$0.00
BHHAP/ASOC	7/1/25 - 6/30/26	\$11,915.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	1	\$269.00	\$3,285.65
<b>Totals</b>		<b>\$172,610.00</b>			<b>35</b>			<b>16</b>	<b>\$14,521.00</b>	<b>\$40,495.65</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:**05/11/2026

**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


**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**  
**QUARTERLY CASH AND INVESTMENT REPORT**  
**March 31, 2026**

INVESTMENT	MATURITY		COST	MARKET VALUE	NON-FEDERAL FUNDS	HUD PUBLIC HSG	HUD HCV SEC. 8	CA HCD RHCP-GSII	USDA-RD FARM LABOR
	DATE	YIELD							
Columbia Bank - Sec 8 HAP - 2311		0.00	1,037,936	1,037,936			1,037,936		
Columbia Bank- Savings Account - 2524		VAR.	28,021	28,021	28,021				
Columbia Bank- Section 8 FSS Escrow - 9910		VAR.	53,994	53,994			53,994		
Columbia Bank - Sec. 125 Cafeteria Plan - 5603		0.00	26,755	26,755	26,755				
Columbia Bank - Business Activities - 0907		0.00	201,749	201,749	201,749				
Columbia Bank- Sec 8 Admin - 1442		0.00	335,300	335,300			335,300		
Columbia Bank - Bond - 6220		0.00	0	0					
Columbia Bank - Public Housing - 7738		0.00	29,275	29,275		29,275			
FNC - Money Market Funds		VAR.	280,180	280,180	14,009	78,451	187,721		
Mechanics Bank (Security Deposit box location)		0.00	1,198	1,198	1,198				
Locust St balances @ RSC		0.00	36,092	36,092	36,092				
Park Place Apts @ RSC		0.00	450,577	450,577	450,577				
Lincoln Apts balances @ RSC		0.00	62,004	62,004	62,004				
Mayer Commons balances @ RSC		0.00	40,520	40,520	40,520				
Alamont Apts balances @ RSC		0.00	94,458	94,458	94,458				
Evanswood balances @ RSC #0284		0.00	87,720	87,720	87,720				
New Evanswood units balances @ RSC #9758		0.00	59,886	59,886	59,886				
Gridley Springs II @ Sackett		0.00	21,601	21,601	21,601			4,685	
Cordillera Apts (Cameo Dr) balances @ RSC		0.00	32,900	32,900	32,900				
<b>SUBTOTAL CASH ACCOUNTS</b>			<b>2,880,165</b>	<b>2,880,165</b>	<b>1,157,488</b>	<b>107,725</b>	<b>1,614,951</b>	<b>4,685</b>	<b>0</b>
TCB FLH Operating Account - 0723		0.00	77,838	77,838					77,838
TCB FLH Construction Account - 0735		VAR.	255,991	255,991					255,991
TCB FLH Tax & Insurance - 0772		VAR.	2,696	2,696					2,696
TCB FLH Reserves Security Deposits - 0747		VAR.	364,784	364,784					364,784
TCB FLH Security Deposits - 0759		VAR.	49,372	49,372					49,372
<b>TOTAL USDA-RD FARM LABOR</b>			<b>750,681</b>	<b>750,681</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750,681</b>
BNY Mellon - Debt Reserve - 2020A			70,903	70,903	70,903				
BNY Mellon - Bond Program Acct (Proceeds) - 2020A			2,679,929	2,679,929	2,679,929				
BNY Mellon - Bond Reserve (P&I) - 2020A			536,812	536,812	536,812				
<b>TOTAL HACB BONDS</b>			<b>3,287,644</b>	<b>3,287,644</b>	<b>3,287,644</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
AMERICAN EXPRESS NATIONAL BANK 6/11/2025	6/11/2027	4.13	200,000	201,398		100,000	100,000		
CUSTOMERS BANK - 6/27/24	6/27/2029	4.46	100,000	102,818		50,000	50,000		
DORT FINANCIAL 12/18/2025	6/21/2027	3.75	200,000	200,344		100,000	100,000		
ENTERPRISE BANK & TRUST 6/18/2025	6/18/2026	4.28	200,000	200,520		100,000	100,000		
HOPE FCU 12/17/2025	12/17/2026	3.79	200,000	200,408		100,000	100,000		
KS BANK, INC 12/24/2025	3/24/2026	3.84	200,000	200,022		100,000	100,000		
OREGON STATE CREDIT UNION 6/16/25	6/6/2025	4.28	200,000	200,520		100,000	100,000		
UBS Bank USA SALT LAKE - 06/11/2025	6/11/2027	4.07	200,000	201,292		100,000	100,000		
ZIONS BANCORP N.A. 12/17/2025	6/17/2026	3.74	200,000	200,084		100,000	100,000		
<b>TOTAL FNC CD'S</b>			<b>1,700,000</b>	<b>1,707,406</b>	<b>0</b>	<b>450,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>

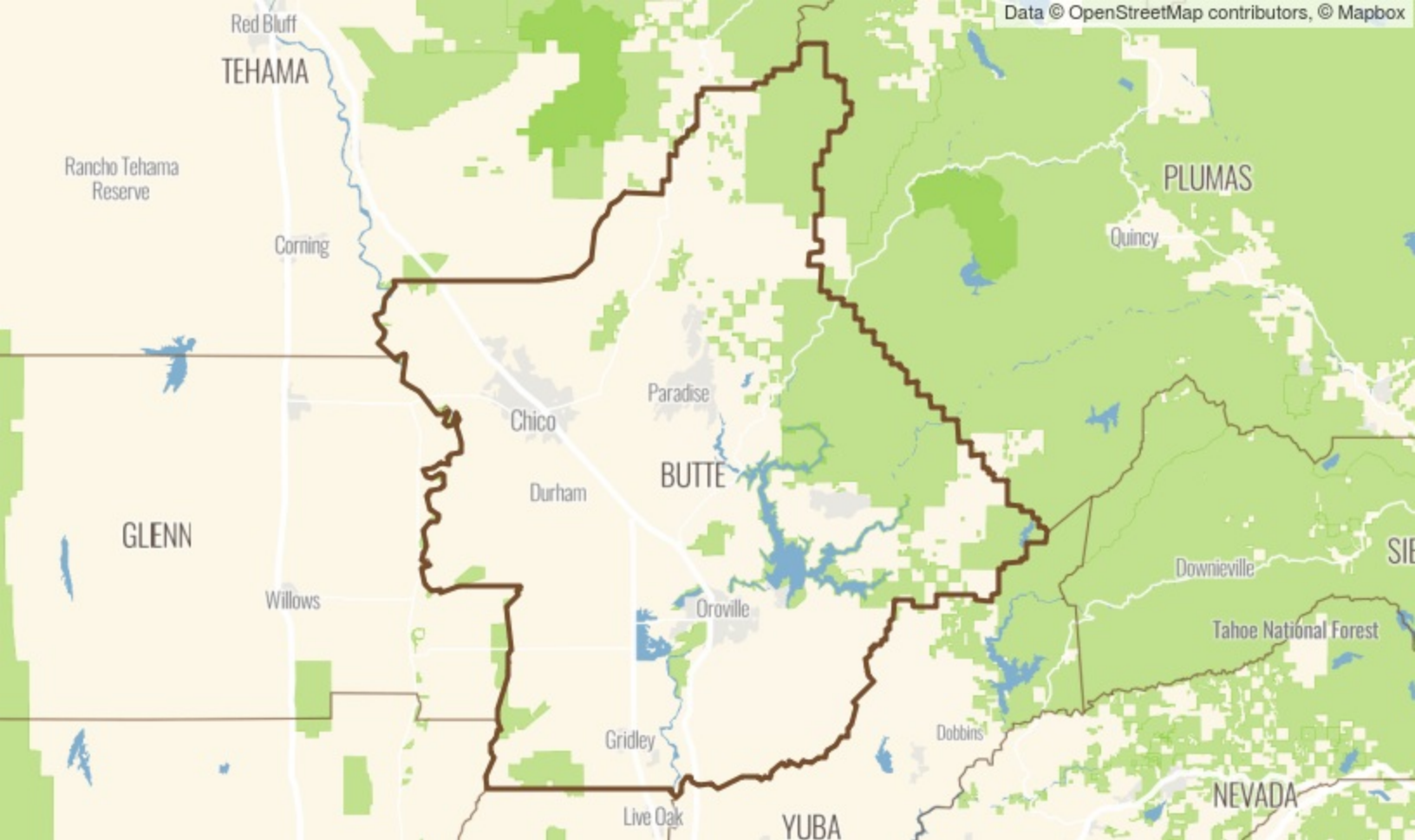
**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
 QUARTERLY CASH AND INVESTMENT REPORT  
 March 31, 2026**

Self-Help Credit Union - CD DTD 2/10/20 (compounding) 2/11/2026 4.00		117,718	117,718	117,718				
<b>TOTAL CD'S</b>		<b>1,817,718</b>	<b>1,825,124</b>	<b>117,718</b>	<b>450,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>
<b>PARS SECTION 115 TRUST</b>	<b>var</b>	2,968,674	2,968,674	<b>296,867</b>	<b>1,187,469</b>	<b>1,484,337</b>		

INVESTMENT	MATURITY DATE	YIELD	COST	MARKET VALUE	
1200 Park Avenue, L.P.; 11/23/2004	11/23/2054	4.84	675,000	1,342,922	* interest compounds to principal June 1st annually
Chico Harvest Park, L.P.; 1/29/2013	1/28/2068	2.31	600,000	801,691	* interest compounds to principal May 1st annually
<b>TOTAL for HACB Mortgages &amp; Loans</b>			<b>1,275,000</b>	<b>2,144,613</b>	

<b>BCAHDC*</b>				
BCAHDC Columbia Bank Operating Account - 3261				1,044,599
BCAHDC Columbia Bank Savings Account - 5545				852,013
<b>Mechanics Bank</b> - CD Opened 09/23/2024	2/19/2026	3.20	250,000	262,789
<b>Tri Counties Bank</b> - CD Opened 09/30/2025	3/30/2026	3.00	250,000	259,992
<b>Golden Valley Bank</b> - CD Opened 08/22/2025	10/22/2026	3.25	250,000	260,192
<b>TOTAL for BCAHDC</b>				<b>2,679,584</b>

<b>BANYARD MANAGEMENT</b>	
Banyard - Columbia Bank Operating Acct - 7883	174,932
<b>TOTAL for BANYARD MGT</b>	
	<b>174,932</b>



## BUTTE COUNTY 2026 Affordable Housing Needs Report

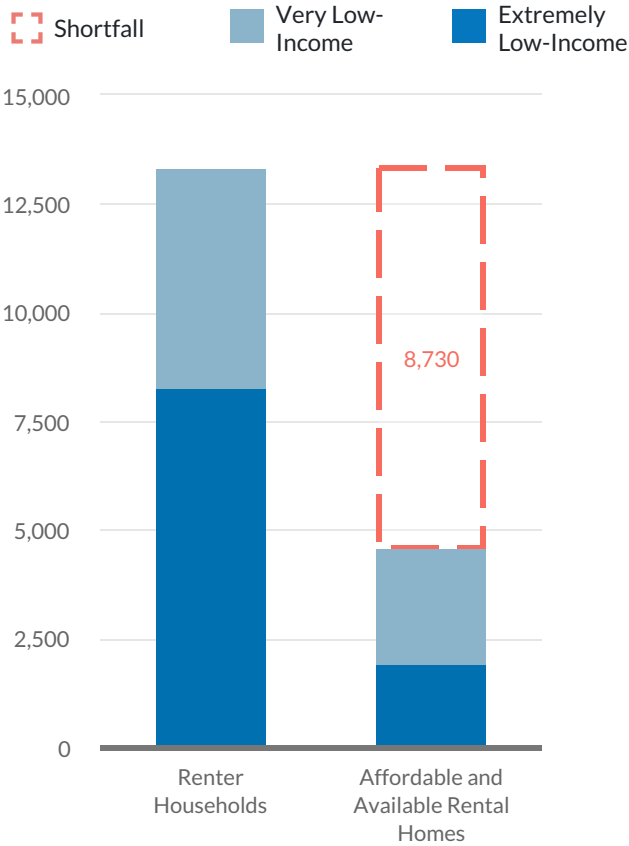


### KEY FINDINGS

- **82% of ELI households** in Butte County are paying more than half of their income on housing costs compared to 5% of moderate-income households.
- **8,730 low-income renter households** in Butte County do not have access to an affordable home.
- State and federal funding for housing production and preservation in Butte County is \$118 million, a **0.4% increase** from the year prior.
- In 2024 in Butte County, there were only **1,297 beds** available in the interim housing supply for persons experiencing homelessness.
- Renters in Butte County need to earn \$26.41 per hour - **1.6 times** the state minimum wage - to afford the average monthly asking rent of \$1,373.

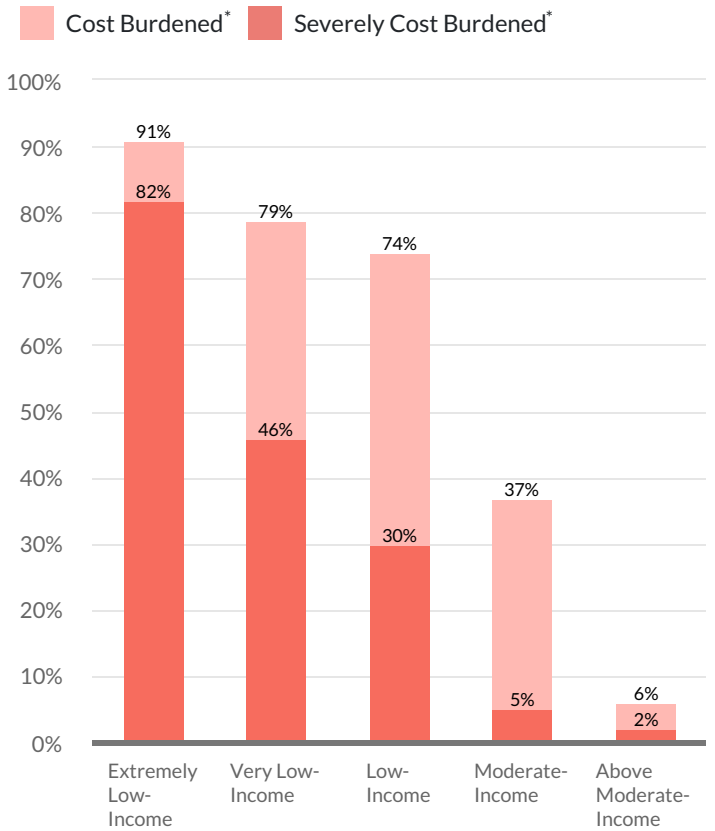
## AFFORDABLE RENTAL HOMES

**8,730 low-income renter households** in Butte County do not have access to an affordable home (2023).



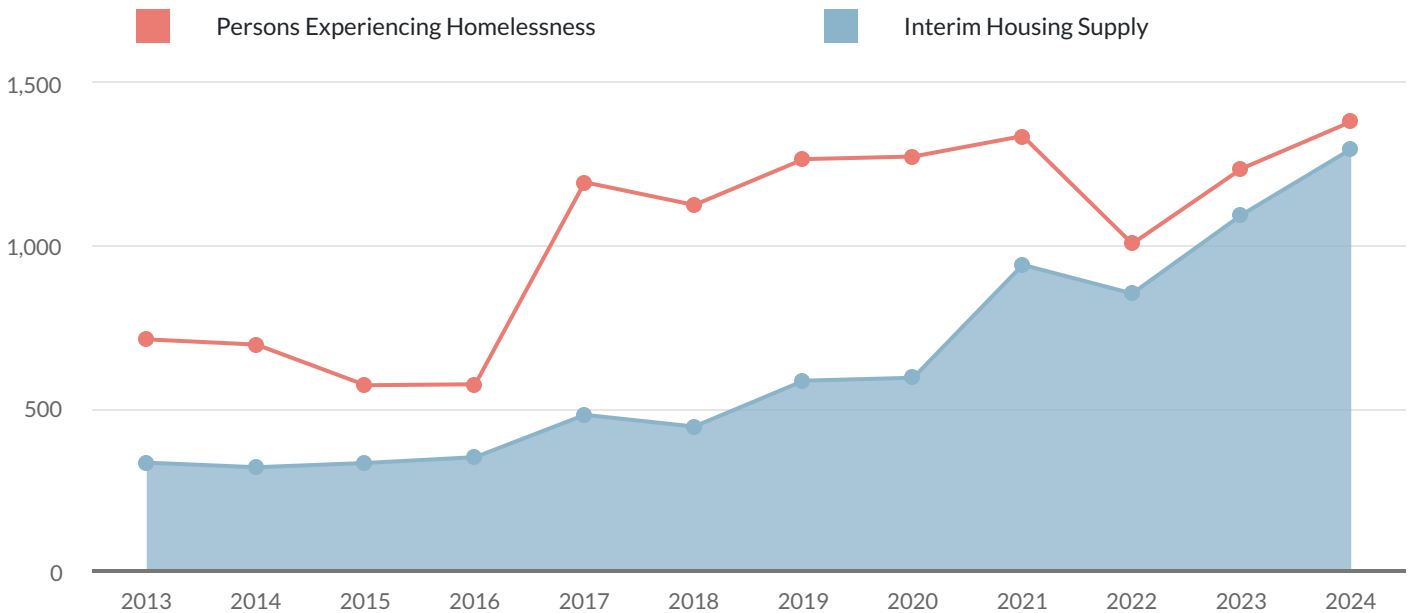
## COST BURDENED HOUSEHOLDS

**82% of ELI households** in Butte County are paying more than half of their income on housing costs compared to 5% of moderate-income households (2023).



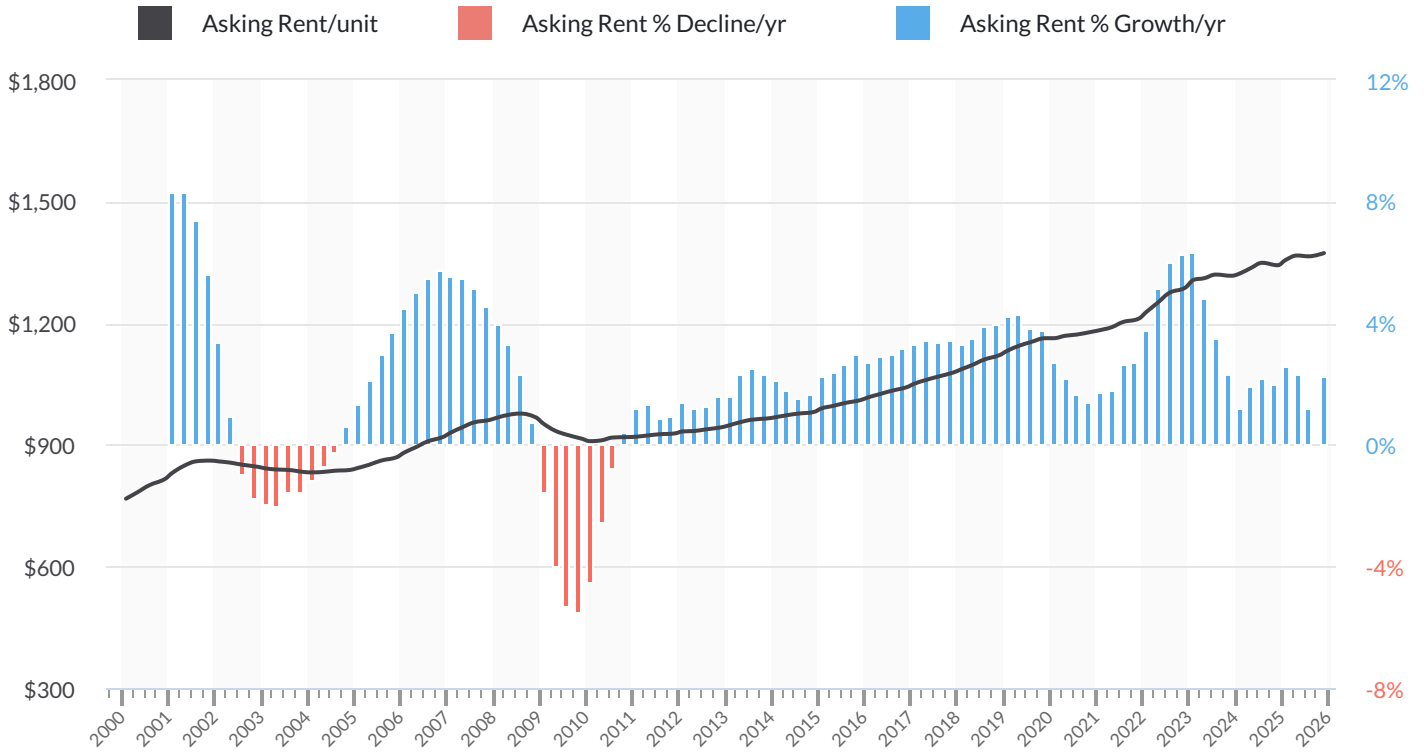
## HOUSING FOR PERSONS EXPERIENCING HOMELESSNESS

In 2024 in Butte County, there were only **1,297 beds** available in the interim housing supply for persons experiencing homelessness.



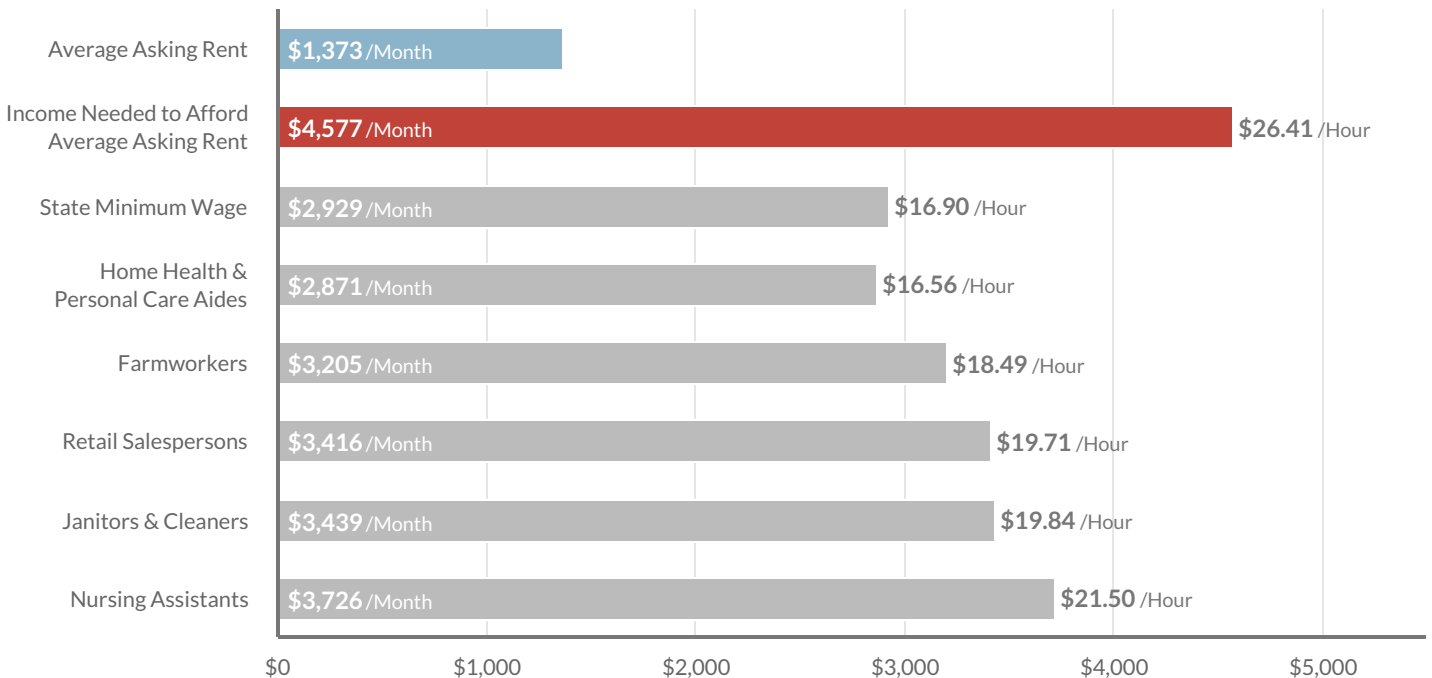
## ASKING RENT TRENDS

Asking rents in Butte County have **increased by 16.5% (\$194)** between Q4 2020 and Q4 2025.



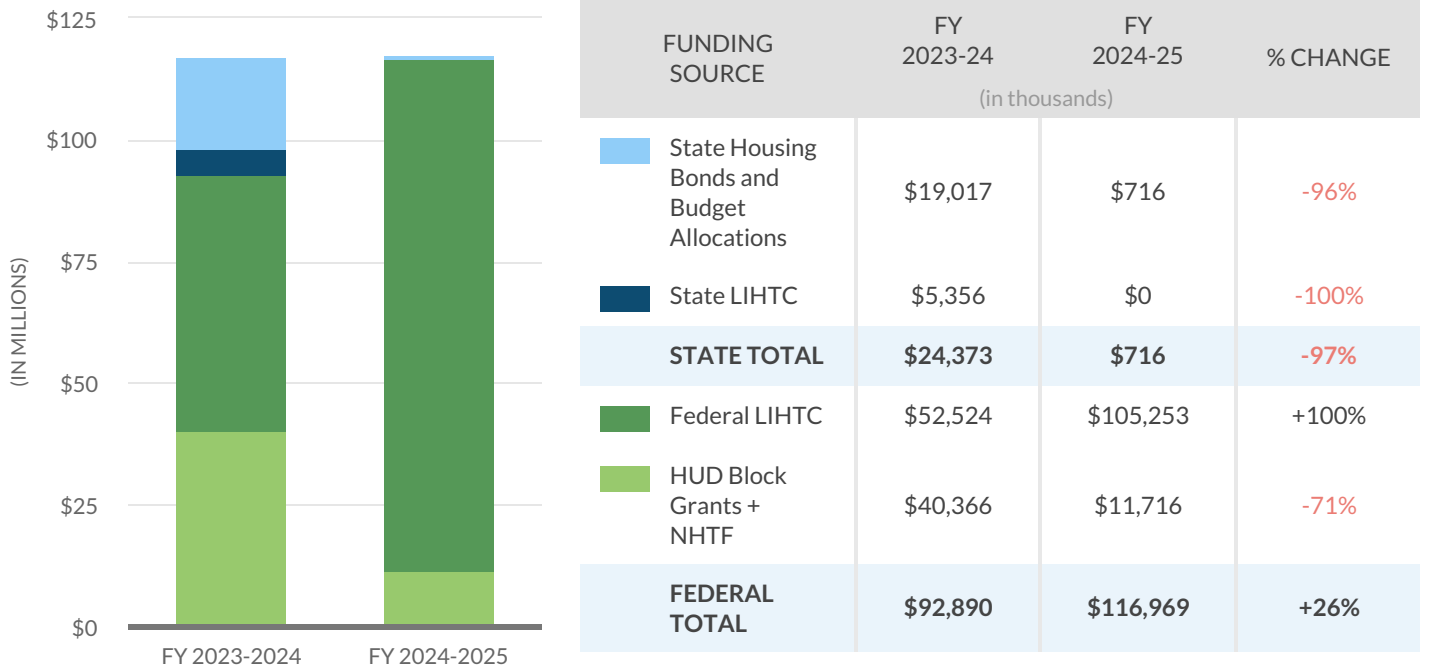
## WHO CAN AFFORD TO RENT

Renters need to earn **1.6 times** the minimum wage to afford the average asking rent in Butte County.



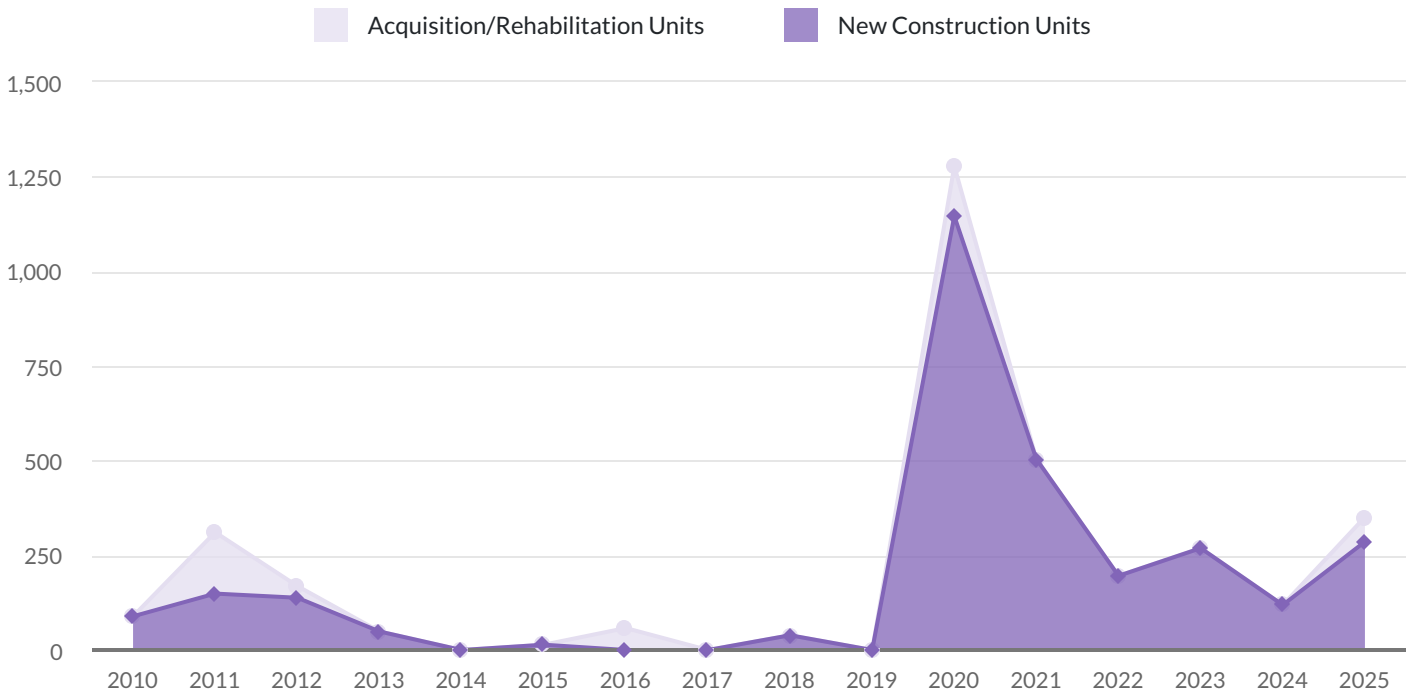
## STATE & FEDERAL FUNDING

State and federal funding for housing production and preservation in Butte County is \$118 million, a **0.4% increase** from the year prior.



## LIHTC PRODUCTION AND PRESERVATION

Low-Income Housing Tax Credit production and preservation in Butte County **increased by 195%** between 2024 and 2025.



## WHAT CAN STATE LEADERS DO TO HELP?

Solving California's affordable housing crisis requires a long-term, comprehensive, evidence-based set of policy solutions at scale, similar to those described in the [Roadmap Home](#).

By pairing clear goals with synergistic policy and system-change strategies that can have an effect over time, the investments made today will bring about the outcomes many Californians have been longing for.



# Roadmap Home

Powered by Housing California

The Roadmap provides a bold vision for solving California's affordable housing and homelessness challenges.

Learn more at [roadmaphome.org](https://roadmaphome.org)

*The Partnership supports a robust slate of 2026 legislative priorities on the Advocacy page of [calhousingpartnership.org](https://calhousingpartnership.org)*

## DATA SOURCES & NOTES

### AFFORDABLE RENTAL HOMES

California Housing Partnership analysis of 2023 and 2024 1-year American Community Survey (ACS) Public Use Microdata Sample (PUMS) data with HUD income levels. Methodology was adapted from NLIHC gap methodology.

### COST BURDENED HOUSEHOLDS

California Housing Partnership analysis of 2023 and 2024 1-year American Community Survey (ACS) Public Use Microdata Sample (PUMS) data with HUD income levels. Methodology was adapted from NLIHC gap methodology. \*Cost burdened households spend 30% or more of their income towards housing costs. Severely cost burdened households spend more than 50%.

### HOUSING FOR PERSONS EXPERIENCING HOMELESSNESS

HUD Point-in-Time (PIT) Housing Inventory Count (HIC) reports, 2013–2024. As of April 2026, HUD HIC reports were not available for 2025. California Housing Partnership's Preservation Database, March 2025.

### ASKING RENT TRENDS

CoStar Group average asking rent for two-bedroom apartments (accessed January 2026).

### WHO CAN AFFORD TO RENT

CoStar Group average asking rent for two bedroom as of January 2026. Bureau of Labor Statistics (BLS) Occupational Employment and Wage Statistics (OES) for California Occupations, 2024.

### FUNDING FOR HOUSING

California Housing Partnership analysis of HCD Program Awards and Annual Reports, U.S. Department of Housing and Urban Development (HUD) CPD Appropriations Budget Reports, California Housing Finance Agency (CalHFA) Mixed Income Program, California Business, Consumer Services and Housing Agency (BCHS) Program Reports, California Strategic Growth Council (SGC) Affordable Housing Sustainable Communities Program, and federal and state Low-Income Housing Tax Credits (LIHTC).

### LIHTC PRODUCTION AND PRESERVATION

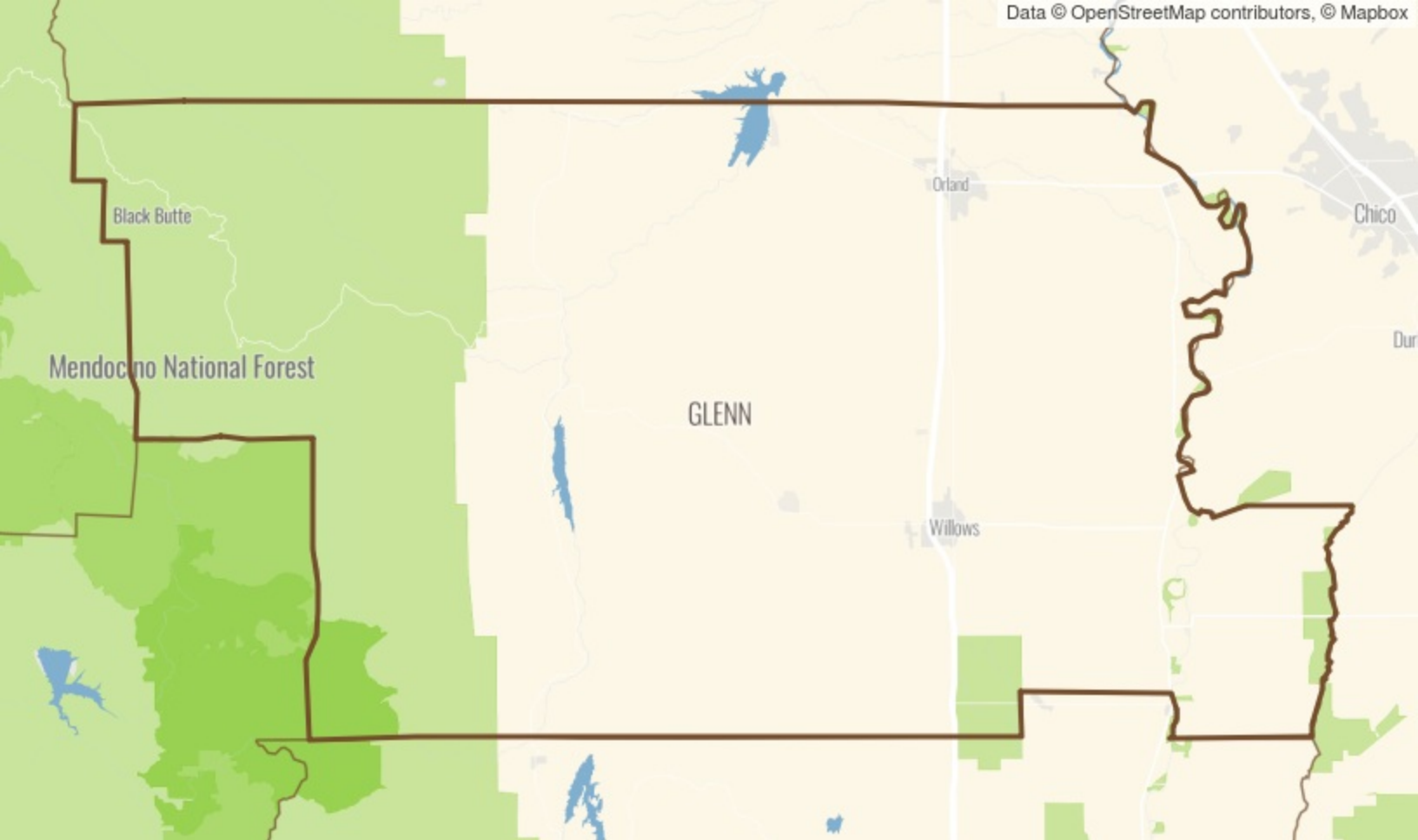
California Housing Partnership's Preservation Database, April 2026. Please note that this data does not include manager units or market rate units created through the LIHTC program.

This report was produced by the California Housing Partnership | [calhousingpartnership.org](https://calhousingpartnership.org)

Lead Researcher: Ray McPherson, Senior Research Associate

ALL CALIFORNIA COUNTIES: [calhousingpartnership.org/publications](https://calhousingpartnership.org/publications) 106





## GLENN COUNTY 2026 Affordable Housing Needs Report

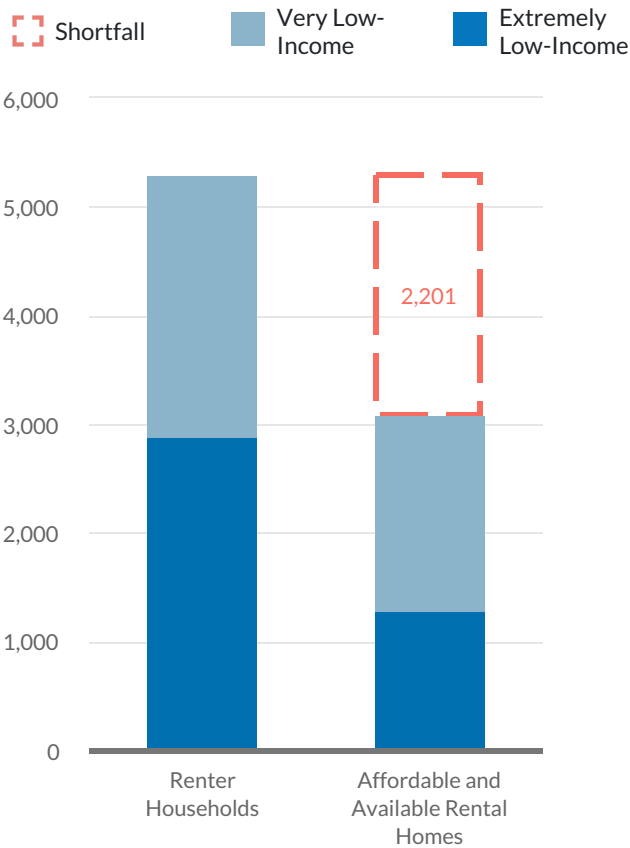


### KEY FINDINGS

- **69% of ELI households** in Glenn and surrounding counties are paying more than half of their income on housing costs compared to 4% of moderate-income households.
- **2,201 low-income renter households** in Glenn and surrounding counties do not have access to an affordable home.
- State and federal funding for housing production and preservation in Glenn County is \$1.2 million, a **24% decrease** from the year prior.
- In 2024 in Glenn County, there were only **140 beds** available in the interim housing supply for persons experiencing homelessness.
- Renters in Glenn and surrounding counties need to earn \$19.17 per hour - **1.1 times** the state minimum wage - to afford the average monthly asking rent of \$997.

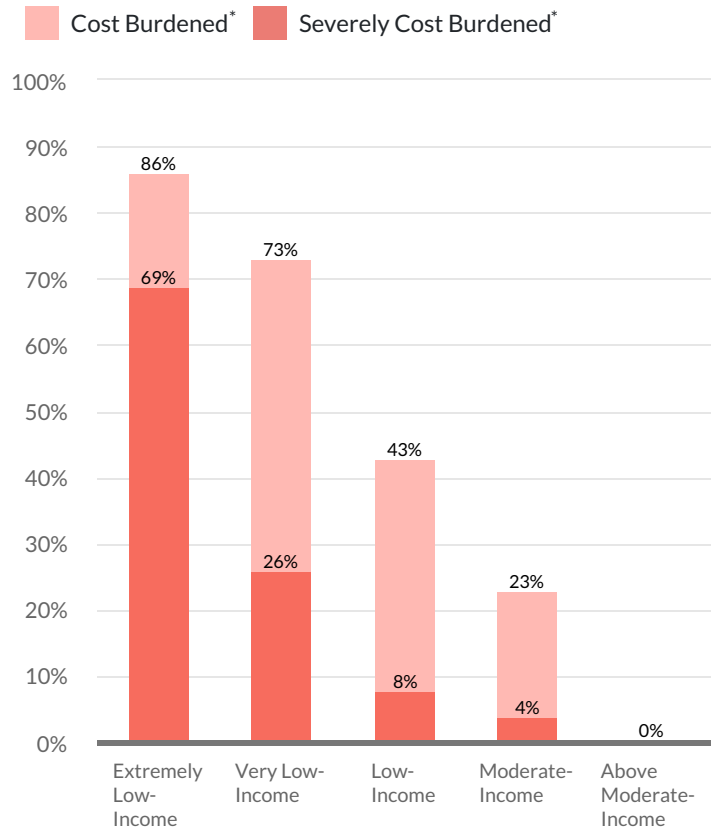
## AFFORDABLE RENTAL HOMES

**2,201 low-income renter households** in Glenn and surrounding counties do not have access to an affordable home (2023).



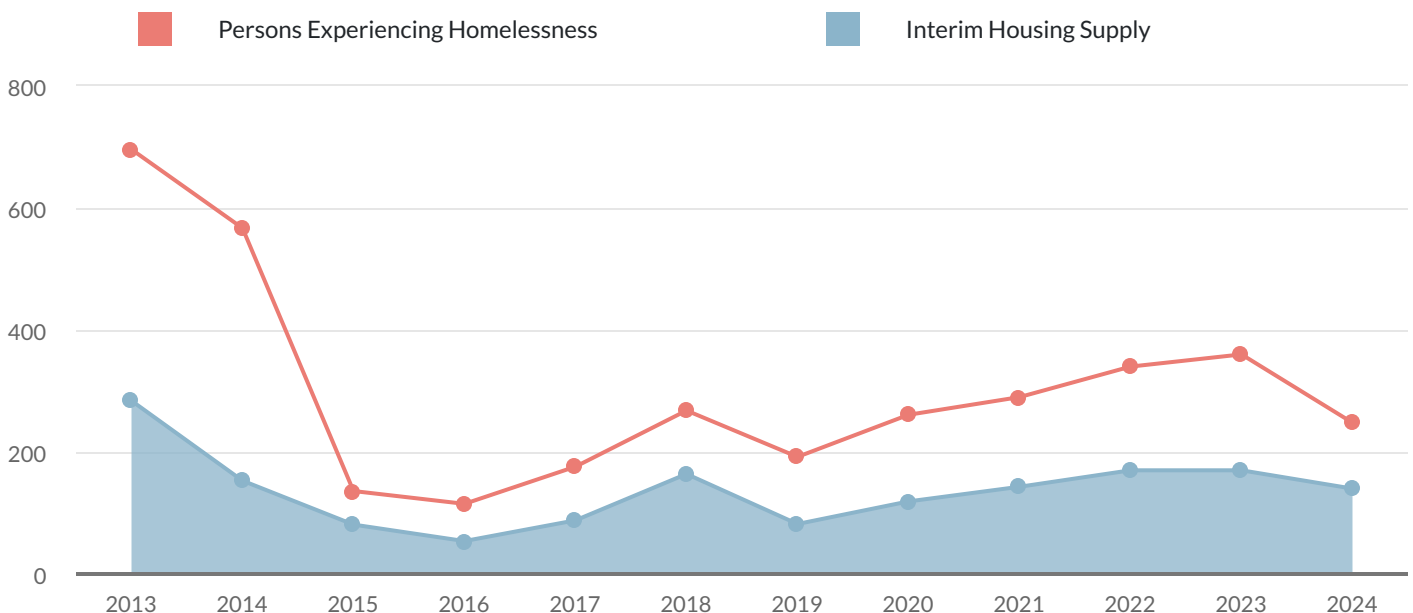
## COST BURDENED HOUSEHOLDS

**69% of ELI households** in Glenn and surrounding counties are paying more than half of their income on housing costs compared to 4% of moderate-income households (2023).



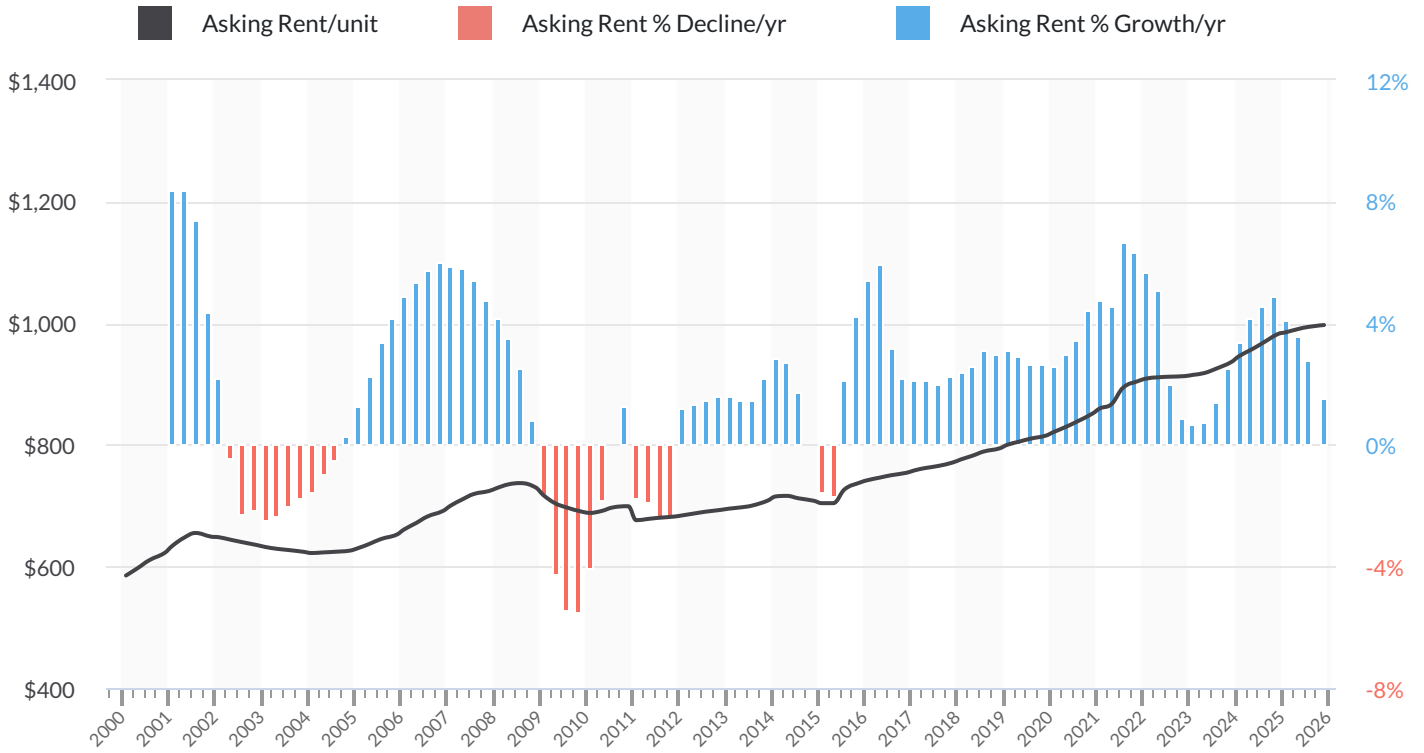
## HOUSING FOR PERSONS EXPERIENCING HOMELESSNESS

In 2024 in Glenn County, there were only **140 beds** available in the interim housing supply for persons experiencing homelessness.



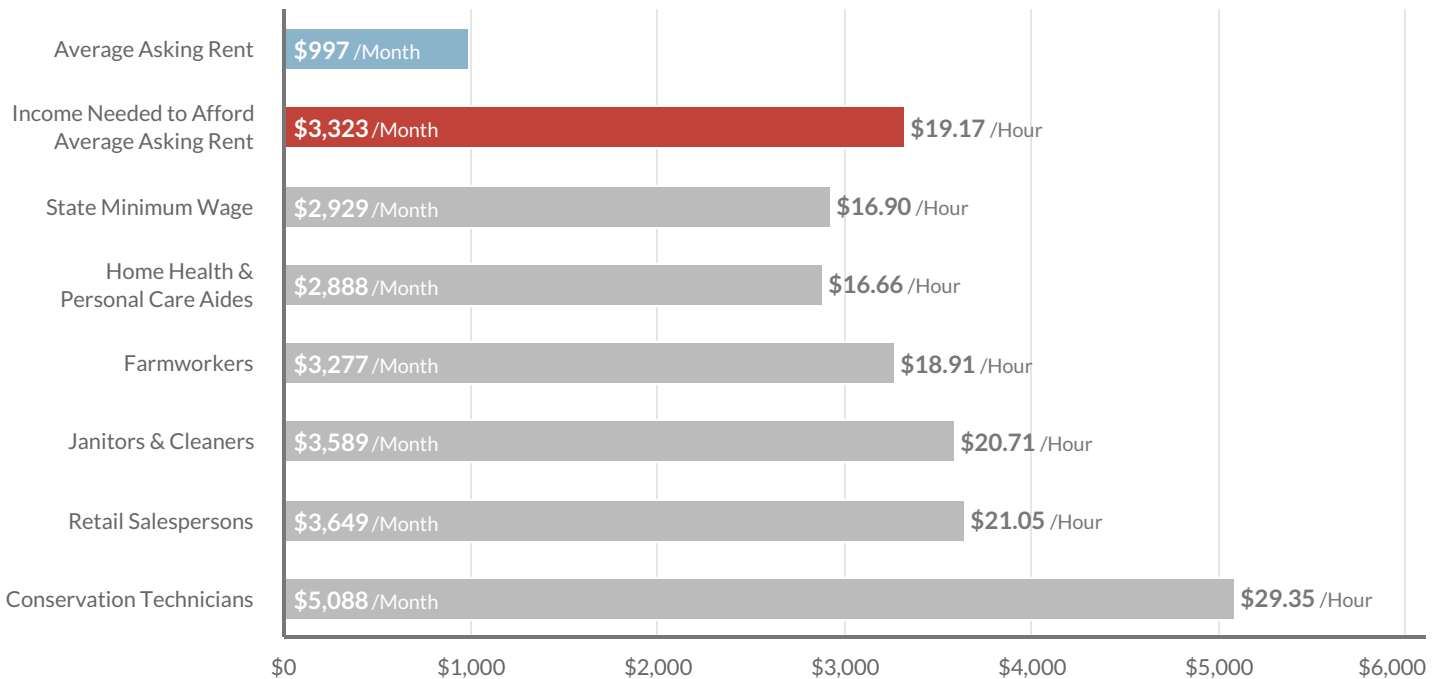
## ASKING RENT TRENDS

Asking rents in Glenn and surrounding counties have **increased by 17.2% (\$146)** between Q4 2020 and Q4 2025.



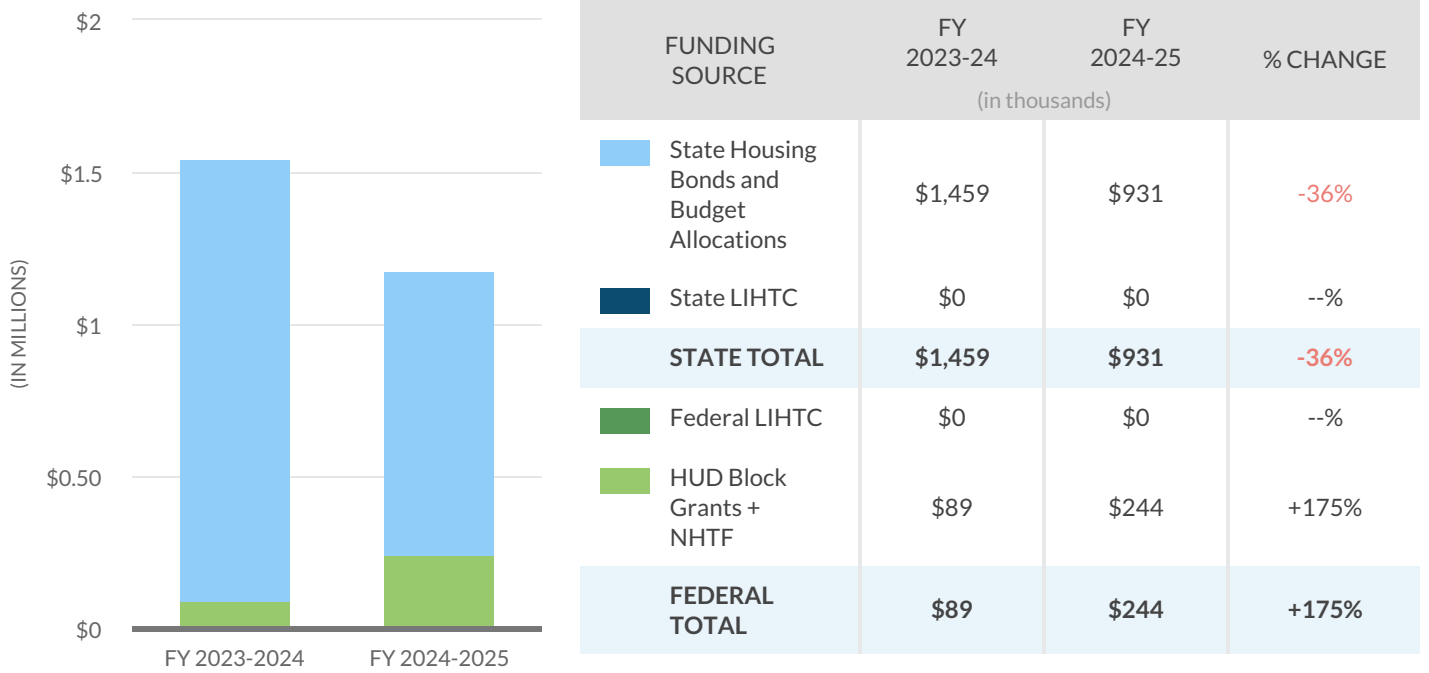
## WHO CAN AFFORD TO RENT

Renters need to earn **1.1 times** the minimum wage to afford the average asking rent in Glenn and surrounding counties.



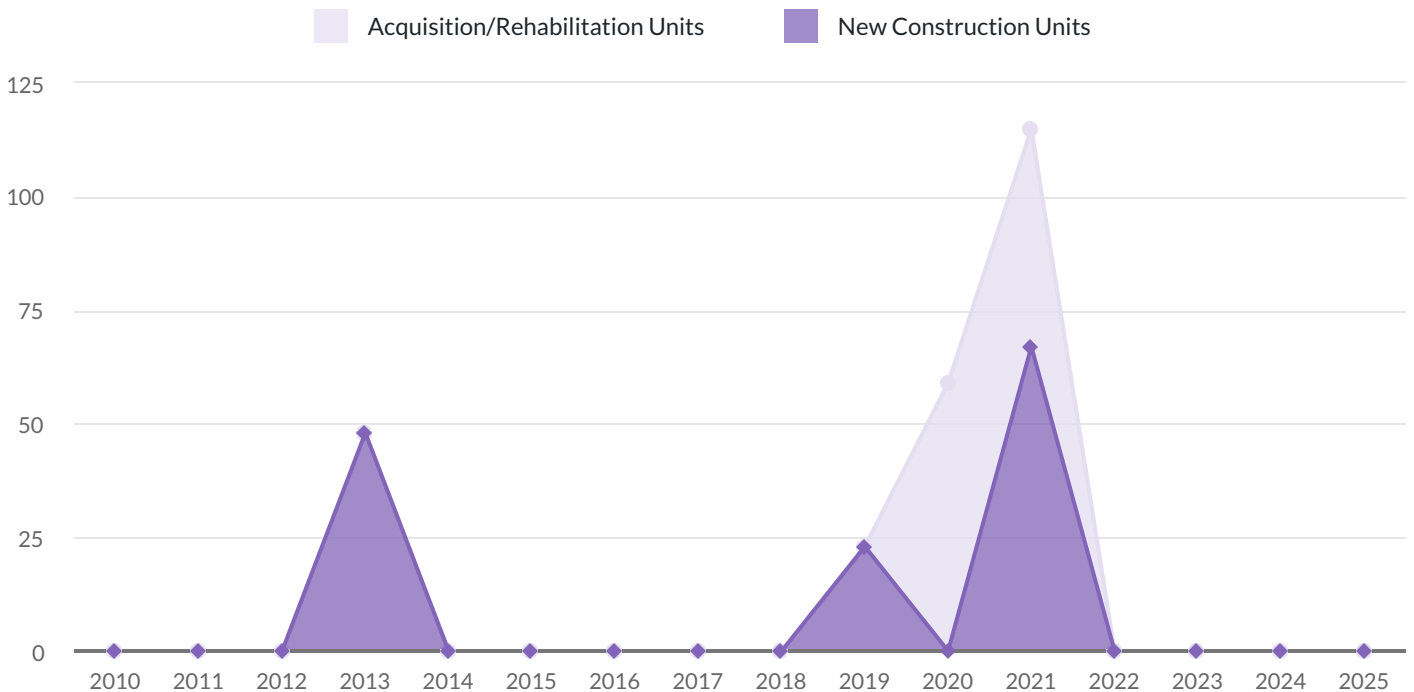
## STATE & FEDERAL FUNDING

State and federal funding for housing production and preservation in Glenn County is \$1.2 million, a **24% decrease** from the year prior.



## LIHTC PRODUCTION AND PRESERVATION

There was no Low-Income Housing Tax Credit production and preservation in Glenn County in 2024 or 2025.



## WHAT CAN STATE LEADERS DO TO HELP?

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**Roadmap  
Home**

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### LIHTC PRODUCTION AND PRESERVATION

California Housing Partnership's Preservation Database, April 2026. Please note that this data does not include manager units or market rate units created through the LIHTC program.

This report was produced by the California Housing Partnership | [calhousingpartnership.org](https://calhousingpartnership.org)

Lead Researcher: Ray McPherson, Senior Research Associate

ALL CALIFORNIA COUNTIES: [calhousingpartnership.org/publications](https://calhousingpartnership.org/publications) 111





## Butte County Board of Supervisors

25 County Center Drive, Suite 200  
Oroville, California 95965

T: 530.552.3300  
F: 530.538.7120

[www.buttecounty.net/administration](http://www.buttecounty.net/administration)

*Members of the Board*

*Bill Connelly Peter Durfee Tami Ritter Tad Kimmelshue Doug Teeter*

April 28, 2026

Timothy Merrill

Dear Mr. Merrill,

On April 28, 2026, the Butte County Board of Supervisors appointed you to serve on the Housing Authority of the County of Butte as the District 2 Representative. The term of this appointment shall end January 4, 2027.

On behalf of the Board of Supervisors, I would like to convey to you our appreciation for your willingness to serve the people of Butte County in this appointive capacity. We would like to thank you for accepting this appointment and go on record assuring you that your service to your fellow residents is recognized and appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Bill Connelly".

Bill Connelly, Chair  
Butte County Board of Supervisors

cc: Housing Authority of the County of Butte

MEMO

Date: May 15, 2026  
To: HACB Board of Commissioners  
From: Tiffany Lee, Special Programs Coordinator  
Angie Little, Rental Assistance Programs Manager  
Subject: Resolution No. 4991  
Section 8 FSS Graduate – Theresa Volk

Theresa Volk is a powerful example of dedication and determination. Since enrolling in the Family Self-Sufficiency (FSS) Program on December 01, 2025, she has demonstrated exceptional commitment to achieving her goals. By actively engaging with program resources and maintaining a strong focus on her personal and financial growth, Theresa made rapid progress toward self-sufficiency. She became a full-time employee with Mains'1 in 2025 and has consistently pushed herself toward self-sufficiency.

Due to her new family circumstances she feels that she has achieved complete self-sufficiency. She has met her goals in her Individual Training and Service Plan (ITSP). Theresa has officially completed both the FSS and FYI programs. She moves forward equipped, confident, and ready to take on whatever comes next.

Her hard work and perseverance have culminated in a significant milestone establishing a stable foundation for long-term financial independence in her opinion. Theresa's success reflects not only her resilience but also the impact of the program, marking an inspiring new chapter in her life.

*Recommendation: Adoption of Resolution No. 4991*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4991

RECOGNITION OF FSS GRADUATE

THERESA VOLK

---

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, Theresa Volk entered the FSS program in 12/01/2025; and

WHEREAS, Theresa Volk successfully completed her FSS Contract of Participation, effective 04/30/2026, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

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

WHEREAS, Theresa Volk, in completing her Contract of Participation, has accrued an FSS escrow balance of \$3,876.03;

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

Dated: May 21, 2026.

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David Pittman, Board Chair

ATTEST:

---

Lawrence C. Guanzon, Secretary

## MEMO

Date: May 15, 2026  
To: HACB Board of Commissioners  
From: Sheri Bouvier, Contracts Administrator  
Subject: Procurement Policy Update

---

- The HACB has completed a comprehensive update to its Procurement Policy to ensure compliance with current federal procurement regulations, HUD guidance, and federal funding requirements.
- The policy utilizes the sample procurement policy template contained in the newly issued HUD Procurement Handbook 7460.8 REV-3, which replaces the former 2007 Procurement Handbook.
- The most significant revision is the transition from the former procurement standards under 24 CFR 85.36 to the current federal procurement standards contained in 2 CFR 200.317–326. These regulations now serve as the primary governing procurement standards for Public Housing Authorities receiving federal awards.
- The revised policy also incorporates requirements associated with the Build America, Buy America (BABA) Act. The BABA amendment establishes domestic preference requirements for certain federally funded infrastructure and construction-related projects and is necessary to maintain compliance with current federal funding requirements.

The updated policy also includes revisions and clarifications related to:

- Procurement terminology and definitions under 2 CFR Part 200
- Application of procurement requirements to Housing Choice Voucher (HCV) administrative fee expenditures
- Updated conflict of interest standards
- Revised informal procurement procedures, including micro-purchases, credit cards, and simplified acquisition thresholds
- Updated audit, recordkeeping, and contract administration requirements
- Guidance regarding contract modifications, cost principles, claims, defaults, and terminations
- Procurement procedures during disaster situations
- Joint ventures, subsidiaries, affiliates, and energy-related procurements
- Updated guidance regarding specifications, statements of work, and oversight responsibilities for both construction and non-construction contracts

*Recommendation: Adoption of Resolution No. 4992 Procurement Policy Revised 5/2026*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
RESOLUTION NO. 4992

RESOLUTION ADOPTING A REVISED PROCUREMENT POLICY AND BUILD  
AMERICA, BUY AMERICA (BABA) AMENDMENT

WHEREAS, the Housing Authority of the County of Butte (“HACB”) procures goods, services, equipment, construction, and professional services utilizing federal, state, and local funding sources; and

WHEREAS, HACB is required to maintain a written Procurement Policy compliant with all applicable federal procurement standards established by the U.S. Department of Housing and Urban Development (“HUD”), the Office of Management and Budget (“OMB”), and other applicable federal regulations; and

WHEREAS, the federal procurement standards previously codified under 24 CFR Part 85 have been superseded and replaced by the procurement standards contained within 2 CFR Part 200.317 through 200.326, commonly referred to as the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”); and

WHEREAS, HUD has updated and revised its procurement guidance through the issuance of the Public Housing Procurement Handbook 7460.8 REV-3, replacing Public Housing Procurement Handbook 7460.8 REV-2; and

WHEREAS, the Infrastructure Investment and Jobs Act (“IIJA”) established the Build America, Buy America Act (“BABA”), requiring compliance with domestic preference requirements for iron, steel, manufactured products, and construction materials used in federally funded infrastructure projects, unless otherwise exempted by federal waiver or exception; and

WHEREAS, HACB desires to amend its Procurement Policy to incorporate BABA compliance requirements applicable to HUD-funded projects and procurements; and

WHEREAS, HACB further desires to update its Procurement Policy to ensure continued compliance with current federal procurement requirements, HUD guidance, and best practices for public procurement administration; and

WHEREAS, the revised Procurement Policy and BABA Amendment incorporate updated federal procurement standards including, but not limited to:

- Procurement requirements under 2 CFR Part 200.317–326;
- Build America, Buy America Act (“BABA”) compliance requirements where applicable;
- Public Housing Procurement Handbook 7460.8 REV-3;

WHEREAS, HACB staff has reviewed the revised Procurement Policy and BABA Amendment and determined the revisions to be necessary and in the best interest of the Authority and its residents;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte as follows:

1. The HACB Procurement Policy is hereby revised and adopted to incorporate the procurement standards set forth in 2 CFR Part 200.317 through 200.326 and the guidance contained within HUD Public Housing Procurement Handbook 7460.8 REV-3.
2. The HACB BABA Amendment to the Procurement Policy is hereby adopted to incorporate Build America, Buy America Act compliance requirements applicable to federally funded infrastructure projects and procurements.
3. All references within HACB policies, procedures, forms, and procurement documents to 24 CFR Part 85 procurement standards and HUD Procurement Handbook 7460.8 REV-2 shall be deemed superseded and replaced by the updated federal standards and guidance adopted herein.
4. HACB staff is hereby authorized and directed to implement the revised Procurement Policy and BABA Amendment and to make such administrative, procedural, and formatting changes as necessary to maintain compliance with federal and HUD procurement requirements.
5. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Butte at a regular meeting held on the 21<sup>st</sup> day of May, 2026.

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David Pittman, Board Chair

ATTEST:

---

Lawrence C. Guanzon, Secretary

## PROCUREMENT POLICY FOR:

## THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE

This Procurement Policy complies with the Public Housing ACC and Section 8 ACC between the Housing Authority of the County of Butte (HACB) and HUD, Federal Regulations at 2 CFR 200.317-326, HUD Handbook 7460.8, Rev. 3, and applicable State and local laws.

## GENERAL PROVISIONS

### GENERAL

The HACB shall: provide for a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the HACB; ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the HACB; promote competition in contracting; and assure that HACB purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

### APPLICATION

This Procurement Policy applies to all procurement actions of the HACB, regardless of the source of funds, except as noted under “exclusions,” below. However, nothing in this Policy shall prevent the HACB from complying with the terms and conditions of any grant, contract, gift, or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

### DEFINITION

The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of:

(1) goods, supplies, equipment, and materials; (2) construction and maintenance; (3) consultant services, Architectural and Engineering (A/E) services; (5) social services; and (6) other services.

### EXCLUSIONS

This policy does not govern the selection of applicants under the HCV and PBV programs, the selection of projects or proposals to attach vouchers under the PBV program, the execution of HAP contracts under the HCV and PBV programs, or non-program income, e.g., fee-for-service revenue

under 24 CFR Part 990.

These excluded areas are subject to applicable State and local requirements.

## CHANGES IN LAWS AND REGULATIONS

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these policies, automatically supersede these policies.

## PUBLIC ACCESS TO PROCUREMENT INFORMATION

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the California Public Records Act.

## ETHICS IN PUBLIC CONTRACTING

### GENERAL

The HACB hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code is consistent with applicable Federal, State, or local law.

### CONFLICTS OF INTEREST

In addition to any other applicable conflict of interest requirements, neither the HACB nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project in which any of the following classes of people has an interest, direct or indirect, during his or her tenure or for one year thereafter:

1. Any present or former member or officer of the governing body of the HACB or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant commissioner who does not serve on the governing body of a resident corporation and who otherwise does not occupy a policymaking position with the resident corporation, the HACB, or a business entity.
2. Any employee of the HACB who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.
3. Any public official, member of the local governing body, State or local legislator, or any member of such individual's immediate family, who exercises functions or responsibilities with respect to the project(s) of the HACB.

Any member of these classes of persons must disclose the member's interest or prospective interest to the HACB. The provisions of this shall not apply to the General Depository Agreement entered into with an institution regulated by a Federal agency, or to utility service for which the rates are fixed or controlled by a State or local agency. Nothing in this section shall prohibit a

tenant of the HACB from serving on the governing body of the HACB.

The HACB may not hire an employee in connection with a project if the prospective employee is an immediate family member of any person belonging to one of the following classes:

1. Any present or former member or officer of the governing body of the HACB. There shall be excepted from the prohibition any former tenant commissioner who does not serve on the governing body of a resident corporation and who otherwise does not occupy a policymaking position with the HACB.
2. Any employee of the HACB who formulates policy or who influences decisions with respect to the project(s).
3. Any public official, member of the local governing body, or State or local legislator, who exercises functions or responsibilities with respect to the project(s) or the HACB.

The prohibition shall remain in effect throughout the class member's tenure and for one year thereafter. The class member shall disclose to the HACB the member's familial relationship to the prospective employee. The requirements may be waived by the HACB Board of Commissioners for good cause, provided that such waiver is permitted by State and local law.

For purposes of this section, the term "immediate family member" means the spouse, mother, father, brother, sister, or child of a covered class member (whether related as a full blood relative, or as a "half" or "step" relative, e.g., a half-brother or stepchild).

## **GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION**

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than \$25 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain. Disciplinary actions will be applied for violations of these standards by officers, employees, or agents of the HACB.

## **PROHIBITION AGAINST CONTINGENT FEES**

Contractors wanting to do business with the HACB must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

## **PROCUREMENT PLANNING**

Planning is essential to managing the procurement function properly. Hence, the HACB will periodically review its record of prior purchases, as well as future needs, to find patterns of

procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease the HACB's procurement costs; reduce HACB administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

## PURCHASING METHODS

### INFORMAL PROCUREMENT METHODS

For any amounts not exceeding \$50,000, the HACB may use simplified acquisitions procedures. Under informal procurement methods, the HACB shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$10,000 for goods and services, also known as micro-purchases, only

one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, informal procurements should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the HACB. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The HACB shall not break down requirements aggregating more than the simplified acquisition threshold (or the micro-purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the simplified acquisitions procedures or (2) avoid any requirements that applies to purchases that exceed the micro-purchase threshold.

### SEALED BIDS

Sealed bidding shall be used for all contracts that exceed the simplified acquisition threshold and that are not competitive proposals or non-competitive proposals as these terms are defined in this document.

Under sealed bids, the HACB publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the Invitation for Bid (IFB), is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$50,000.

**Conditions for Using Sealed Bids.** HACB shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

**Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

**Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable based on a cost or price analysis.

**Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document, but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the HACB or fair competition shall not be permitted.

## COMPETITIVE PROPOSALS

Unlike sealed bidding, the competitive proposal method permits consideration of technical factors other than price, discussion with offerors concerning offers submitted, negotiation of contract price or estimated cost and other contract terms and conditions, revision of proposals before the final contractor selection, and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the HACB, considering price and other factors (e.g., technical expertise, past experience, quality of proposed staffing) set forth in the solicitation and not solely the lowest price.

**Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the simplified acquisition threshold.

**Form of Solicitation.** Other than A/E services, competitive proposals shall be solicited through the issuance of a Request for Proposals (RFP). The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for

fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued.

Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The HACB may assign price a specific weight in the evaluation criteria or the HACB may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

**Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP by a team of at least three people. Where not apparent from the evaluation criteria, the HACB shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure Statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

**Negotiations.** Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the PHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, and give-and-take, and may apply to price, schedule, technical requirements, type of contract, or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after the establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal and shall be conducted by the Contracting Officer with each offeror within the competitive range. The primary objective of discussions is to maximize the HACB's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The Contracting Officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the Contracting Officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the Contracting Officer's judgment. The Contracting Officer may inform an offeror that its price is considered by the HACB to be too high or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. Auctioning (revealing one offeror's price in an attempt

to get another offeror to lower their price) is prohibited.

**Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price, and/or any other factors considered are most advantageous to the HACB provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

**A/E Services.** The HACB must contract for A/E services using Qualification-Based Selection (QBS) procedures, utilizing a RFQ. Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, though architectural/engineering firms are potential sources.

## NONCOMPETITIVE PROPOSALS

**Conditions for Use.** Procurement by noncompetitive proposals (sole source) may be used only when the award of a contract is not feasible using simplified acquisition procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

1. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold;
2. The item is available only from a single source, based on a good faith review of available sources;
3. An emergency exists that seriously threatens the public health, welfare, or safety; endangers property; or would otherwise cause serious injury to the HACB, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;
4. HUD or a pass-through entity expressly authorizes the use of noncompetitive proposals in response to a written request from the HACB; or
5. After solicitation of a number of sources, competition is determined inadequate.

**Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

1. Description of the requirement;
2. History of prior purchases and their nature (competitive vs. noncompetitive);

3. The specific exception in 2 CFR 200.320(c)(1)-(5) that applies;
4. Statement as to the unique circumstances that require award by noncompetitive proposals;
5. Description of the efforts made to find competitive sources (e.g., advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation);
6. Statement as to efforts that will be taken in the future to promote competition for the requirement;  
and
7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer).

**Price Reasonableness.** The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

## COOPERATIVE PURCHASING/INTERGOVERNMENTAL AGREEMENTS

The HACB may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The HACB may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR 200.317-326.

## INDEPENDENT COST ESTIMATE (ICE)

For all procurements above the HACB's simplified acquisition threshold (i.e., sealed bid procurements, and for all competitive and noncompetitive proposal procurements) regardless of price, the HACB shall prepare an ICE prior to receiving bids and price/cost proposals. Although not required by regulation, an ICE should be prepared prior to all purchases deemed sufficiently complex by the Contracting Officer. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

## COST AND PRICE ANALYSIS

The HACB shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

## MICRO-PURCHASES

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a purchase order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

## SIMPLIFIED ACQUISITION

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

## SEALED BIDS

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, when the bid received is substantially more than the ICE, and where the HACB cannot reasonably determine price reasonableness, the HACB must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

## COMPETITIVE PROPOSALS

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, the HACB must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the HACB must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

## CONTRACT MODIFICATIONS

A cost analysis, consistent with Federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Simplified Acquisition procedures and the amount of the contract modification will result in a total contract price in excess of \$350,000.

## SOLICITATION AND ADVERTISING

### METHOD OF SOLICITATION

**Micro-Purchases.** The HACB may contact only one source if the price is considered reasonable.

**Simplified Acquisitions.** Quotes may be solicited orally, through fax, or by any other reasonable method.

**Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The HACB must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

**Advertising.** Advertising in:

1. Newspapers or other print mediums of local or general circulations; or
2. Various trade journals or publications (for construction).

**E-Procurement.** The HACB may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR 200.317-326, State and local requirements, and the HACB's procurement policy.

## TIMEFRAME

For purchases of more than \$50,000, the public notice should run not less than once each week for two consecutive weeks.

## FORM

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of and information about the solicitation, and a brief description of the needed items(s).

## TIME PERIOD FOR SUBMISSION OF BIDS

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Contracting Officer may allow for a shorter period under extraordinary circumstances.

## CANCELLATION OF SOLICITATIONS

An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

1. The supplies, services, or construction are no longer required;
2. The funds are no longer available;
3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
4. Other similar reasons.

A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

1. The supplies or services (including construction) are no longer required;

2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
3. All factors of significance to the HACB were not considered;
4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
6. For good cause of a similar nature when it is in the best interest of the HACB.

The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the HACB's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either:

1. Re-solicit using an RFP; or
2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the HACB's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

If problems are found with the specifications, HACB should cancel the solicitation, revise the specifications and resolicit using an IFB.

## CREDIT CARDS

Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for micro-purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the micro-purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card.

When using credit cards, the HACB should adopt reasonable safeguards to ensure they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

## BONDING REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$50,000. There are no bonding requirements for simplified acquisitions or for competitive proposals. The HACB may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

All uses of Capital Funds shall have bonding in accordance with 24 CFR 905.316(d). Other bond and guarantee requirements shall be in accordance with 2 CFR Part 200.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

## CONTRACTOR QUALIFICATIONS AND DUTIES

### CONTRACTOR RESPONSIBILITY

HACB shall not award any contract until the prospective contractor, i.e., low responsive bidder or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

1. Have adequate financial resources to perform the contract, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
3. Have a satisfactory performance record;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred, or on the HUD Limited Denial of Participation List.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

### SUSPENSION AND DEBARMENT

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD

regulations (24 CFR 200.213) or by other Federal agencies (e.g., Department of Labor (DOL) for violation of labor regulations) when necessary to protect housing authorities in their business dealings.

## VENDOR LISTS

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

## CONTRACT PRICING ARRANGEMENTS

### CONTRACT TYPES

Any type of contract which is appropriate to the procurement and which will promote the best interests of the HACB may be used, provided the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and HACB. For all cost reimbursement contracts, HACB must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

### OPTIONS

Options for additional quantities or performance periods may be included in contracts, provided that:

1. The option is contained in the solicitation;
2. The option is a unilateral right of the Authority;
3. The contract states a limit on the additional quantities and the overall term of the contract;
4. The options are evaluated as part of the initial competition;
5. The contract states the period within which the options may be exercised;
6. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
7. The options may be exercised only if determined to be more advantageous to HACB than conducting a new procurement.

### CONTRACT CLAUSES

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the HACB.

Additionally, Forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370C, and 51915-A which contain all HUD- required clauses and certifications for contracts of more than \$50,000, as well as any

forms/clauses as required by HUD for simplified acquisitions, shall be used in all corresponding solicitations and contracts issued by this Authority.

## CONTRACT ADMINISTRATION

The HACB shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

## SPECIFICATIONS

### GENERAL

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying HACB needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

### LIMITATION

The following types of specifications shall be avoided:

1. Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available); and
2. Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

## APPEALS AND REMEDIES

### GENERAL

It is HACB policy to resolve all contractual issues informally and without litigation. Disputes will not

be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

## INFORMAL APPEALS PROCEDURE

The HACB shall adopt an informal bid protest/appeal procedure for contracts of \$50,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contracting Officer.

## FORMAL APPEALS PROCEDURE

A formal appeals procedure shall be established for solicitations/contracts of more than \$50,000.

**Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within the amount of time after the contract receives notice of the contract award specified in the solicitation or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or their designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

**Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in HACB. Contractor claims shall be governed by the changes clause in Form HUD-5370.

## ASSISTANCE TO SMALL AND OTHER BUSINESSES

### REQUIRED EFFORTS

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the HACB project are used when possible. Such efforts shall include, but shall not be limited to:

1. Including such firms, when qualified, on solicitation mailing lists;
2. Encouraging their participation through direct solicitation of bids or proposals whenever they are

potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
5. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
6. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 75 (so-called Section 3 businesses); and
7. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in HACB prime contracts and subcontracting opportunities.

## DEFINITIONS

A small business is defined as a business that is independently owned, not dominant in its field of operation, and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.

A minority-owned business is defined as a business which is at least 51 percent owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

A women's business enterprise is defined as a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who control and operate the business.

A "Section 3 business concern" is as defined under 24 CFR Part 75.

A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50 percent of the cost of performing the contract in an area of

concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by DOL's Employment and Training Administration.

## BOARD APPROVAL OF PROCUREMENT ACTIONS

Other than approval of this Procurement Policy, approval by the Board of Commissioners is not required for any procurement action, as permitted under State and local law. Rather, it is the responsibility of the Executive Director to make sure that all procurement actions are conducted in accordance with the policies contained herein.

## DELEGATION OF CONTRACTING AUTHORITY

While the Executive Director is responsible for ensuring that the HACB's procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency.

Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in Section III below, consistent with Federal, State, or local law.

## DOCUMENTATION

The HACB must maintain records sufficient to detail the significant history of each procurement action.

These records shall include, but shall not necessarily be limited to, the following:

1. Rationale for the method of procurement (if not self-evident);
2. Rationale of contract pricing arrangement (also if not self-evident);
3. Reason for accepting or rejecting the bids or offers;
4. Basis for the contract price (as prescribed in this handbook);
5. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
6. Basis for contract modifications; and
7. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement.

Records are to be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

## DISPOSITION OF SURPLUS PROPERTY

Property no longer necessary for the HACB's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

### **FUNDING AVAILABILITY**

Before initiating any contract, the HACB shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

### **SELF-CERTIFICATION**

The HACB self-certifies that this Procurement Policy, and the HACB's procurement system, complies with all applicable Federal regulations and, as such, the HACB is exempt from prior HUD review and approval of individual procurement action.



## HOUSING AUTHORITY OF THE COUNTY OF BUTTE

### BUILD AMERICA, BUY AMERICA (BABA) AMENDMENT

### TO PROCUREMENT POLICY

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#### PURPOSE

The purpose of this amendment is to establish procurement requirements for the Housing Authority of the County of Butte (“HACB”) relating to the federal Build America, Buy America Act (“BABA”), enacted as part of the Infrastructure Investment and Jobs Act (“IIJA”), Pub. L. 117-58, and all applicable HUD regulations, notices, waivers, and guidance.

This amendment supplements HACB’s Procurement Policy and shall apply to all federally funded infrastructure projects and other covered projects subject to BABA requirements.

This amendment shall be interpreted in conjunction with:

- 2 CFR Part 200
- HUD Procurement Handbook 7460.8 REV 3
- HUD PIH Notices
- Any future federal guidance superseding current requirements

#### APPLICABILITY

This amendment applies to:

- Public Housing Capital Fund projects
- Public Housing Development projects
- Federal infrastructure projects
- Mixed-funded projects where BABA applies
- Construction, alteration, maintenance, rehabilitation, modernization, and replacement activities involving covered materials

This amendment applies to:

- Prime contractors



- Subcontractors
- Suppliers
- Vendors
- Consultants providing covered materials

BABA requirements shall apply when required by federal law, HUD guidance, or funding conditions associated with a project.

## DEFINITIONS

### Build America, Buy America (BABA)

The federal domestic preference requirements established under the Infrastructure Investment and Jobs Act requiring the use of domestically produced:

- Iron
- Steel
- Manufactured products
- Construction materials

for covered federally funded infrastructure projects.

### Covered Project

Any project receiving federal financial assistance where BABA requirements apply pursuant to federal law, HUD guidance, funding agreements, or federal notices.

### Construction Materials

Includes articles, materials, or supplies used in construction including but not limited to:

- Non-ferrous metals
- Lumber
- Drywall
- Glass
- Plastic-based products
- Fiber optic cable
- Engineered wood products
- HVAC components
- Electrical materials
- Piping materials



as defined by applicable federal guidance.

## Manufactured Product

A product consisting of:

- components processed into a specific form and shape; or
- combined with other articles, materials, or supplies to create a product with distinct properties.

## GENERAL POLICY

HACB shall comply with all applicable BABA domestic preference requirements for federally funded projects.

All contractors and subcontractors shall ensure compliance with:

- Country-of-origin requirements
- Certification requirements
- Documentation requirements
- Flow-down requirements to lower-tier subcontractors and suppliers

No contractor shall intentionally divide procurements, work items, phases, or contracts for the purpose of avoiding BABA applicability.

## DOMESTIC PREFERENCE REQUIREMENTS

### Iron and Steel

All iron and steel used in covered projects shall be produced in the United States.

This includes:

- Melting
- Pouring
- Coating
- Rolling
- Fabrication

unless otherwise permitted by federal waiver.

## Manufactured Products

Manufactured products used in covered projects shall comply with applicable federal domestic content requirements and final assembly requirements.

## Construction Materials

Construction materials shall be manufactured in the United States as required by applicable federal law and HUD guidance.

## PROCUREMENT PROCEDURES

### Solicitation Language

All solicitations for covered projects shall include:

- BABA compliance requirements
- Domestic preference requirements
- Contractor certification requirements
- Material documentation requirements
- Flow-down provisions

### Contractor Certifications

Prior to award, contractors shall provide:

- BABA compliance certification
- Material sourcing certifications
- Manufacturer certifications, when requested
- Country-of-origin documentation

HACB reserves the right to require supplemental documentation at any time.

### Subcontractor Compliance

Prime contractors shall be responsible for ensuring subcontractor compliance with all BABA requirements.

Prime contractors shall maintain records demonstrating subcontractor compliance.

## CHANGE ORDERS AND CONTRACT MODIFICATIONS

BABA applicability shall be reevaluated when:

- Additional federal funds are added
- Change orders increase project scope
- Additional phases are added
- New work items are introduced
- Funding sources change

HACB reserves the right to require BABA compliance for modified work where federal guidance requires applicability due to contract amendment, funding amendment, or scope increase.

Contractors shall not proceed with modified work involving covered materials until directed by HACB.

## DOCUMENTATION REQUIREMENTS

Contractors shall maintain and provide upon request:

- Purchase orders
- Invoices
- Bills of lading
- Manufacturer certifications
- Product data sheets
- Material origin documentation
- Supplier certifications
- Mill certifications for iron and steel
- Any additional documentation required by HUD or HACB

Documentation shall be retained for a minimum of:

- five (5) years after project closeout; or
- longer if required by federal regulation or funding agreement.

## WAIVERS

Waivers may only be utilized when:

- expressly permitted by federal law;
- approved by HUD; or
- otherwise authorized by applicable federal guidance.
- Current and Previous Waivers can be found at <https://www.hud.gov/hud-partners/baba>

Contractors shall not independently assume a waiver applies.

## NONCOMPLIANCE

Failure to comply with BABA requirements may result in:

- rejection of materials;
- withholding of payment;
- removal and replacement of noncompliant materials;
- termination for default;
- contract suspension;
- debarment referral;
- reimbursement obligations;
- other remedies allowed by law.

Contractors shall be responsible for all costs associated with correcting noncompliant work.

## FLOW-DOWN REQUIREMENTS

All contracts, subcontracts, purchase orders, and procurement documents for covered projects shall contain provisions requiring compliance with this amendment.

Contractors shall ensure all lower-tier subcontractors and suppliers are informed of applicable BABA requirements.

## FORCE ACCOUNT LABOR

Where HACB performs work using force account labor or maintenance staff on covered projects, HACB shall comply with all applicable BABA material procurement requirements for covered materials purchased for such work.

## PROJECT FILE REQUIREMENTS

Project files for covered projects shall include:

- Funding source identification
- BABA applicability determination
- Waiver documentation
- Contractor certifications
- Material compliance documentation
- Procurement records

- Change order evaluations related to BABA applicability

## AUTHORITY TO INTERPRET

The Executive Director or designee shall have authority to:

- interpret this amendment;
- establish administrative procedures;
- require additional documentation;
- determine applicability;
- issue internal compliance guidance.

## SEVERABILITY

If any provision of this amendment is determined invalid or unenforceable, the remaining provisions shall remain in full force and effect.

## EFFECTIVE DATE

This amendment shall become effective upon approval by the HACB Board of Commissioners and shall remain in effect until amended or rescinded.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4993

AUTHORIZATION TO EXECUTE AGREEMENT WITH THE STATE OF CALIFORNIA  
EMPLOYMENT DEVELOPMENT DEPARTMENT FOR PURPOSES OF ACCESS TO  
APPLICANT AND CLIENT EMPLOYMENT INFORMATION

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WHEREAS, by means of Resolution No. 4268, adopted at their Regular Meeting of March 20, 2008, the Board of Commissioners of the Housing Authority of the County of Butte (HACB) authorized the entering into of a contract (Agreement) with the State of California Employment Development Department (EDD) for purposes of HACB access to employment information for HACB applicants and clients participating in its programs; and

WHEREAS, by means of Resolutions No. 4424, No. 4543 and No. 4888, adopted at their Regular Meetings of October 20, 2011, June 19, 2014 and, May 18, 2023 respectively, the Board of Commissioners authorized extension of the services provided by the Agreement; and

WHEREAS, the Agreement renews in 2017 and 2020 did not require a Board Resolution; and

WHEREAS, EDD requires an HACB Resolution to extend the services, as the term of the Agreement expires June 30, 2026; and

WHEREAS, the HACB has received a contract form from the EDD, referenced as Agreement Number 0000000714 (Contract), which provides for HACB access to employment information services, from July 1, 2026 through June 30, 2029, under substantially the same terms as the expired Agreement; and

WHEREAS, the HACB has reviewed the proposed Contract and found it to be in the best interest of the HACB;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to authorize the entering into of an Agreement with the State of California Employment Development Department for purposes of HACB access to employment information for applicants and clients participating in its programs, referenced as Agreement Number 0000000714, and further authorizes its Executive Director, Lawrence C. Guanzon, to execute the Agreement on behalf of the Housing Authority of the County of Butte.

Dated: May 21, 2026.

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David Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary

Steering Change in  
Affordable Housing



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