

**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ**  
**AGENDA OF THE SPECIAL BOARD MEETING**  
**June 1, 2022**  
**11:30 a.m.**  
TO BE HELD AT:  
**HOUSING AUTHORITY OFFICES**  
2160 41<sup>st</sup> Avenue, Capitola, CA 95010

- Due to the shelter-in-place directive, in lieu of attending the meeting in person, members of the public are invited to submit their comments via email to [housing@hacosantacruz.org](mailto:housing@hacosantacruz.org) prior to the meeting or join the Zoom Meeting via this link:

Topic: Housing Authority of the County of Santa Cruz Board of Commissioners Meeting  
Time: Jun 1, 2022 11:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87359757614?pwd=17eo1AR96YAmz0feBSyG12WchL6f5.1>

Meeting ID: 873 5975 7614

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1. Roll Call

**HOUSING AUTHORITY BOARD OF COMMISSIONERS:**

Chairperson Andy Schiffrin	4 year term expires, March 17, 2023
Vice Chairperson Carol Berg	4 year term expires, May 21, 2025
Commissioner Sonja Brunner	4 year term expires, September 1, 2023
Commissioner Ligaya Eligio	2 year term expires, October 18, 2022
Commissioner Rebecca Garcia	4 year term expires, February 10, 2023
Commissioner Annette Melendrez	4 year term expires, September 29, 2023
Commissioner Richard Schmale	2 year term expires, May 12, 2023

2. Consideration of Late Additions and Changes to the Agenda

3. Consent Agenda

A. Minutes of the Regular Meeting held April 27, 2022

Motion to Approve as Submitted

B. Board of Commissioners Meeting Format

Motion to Adopt Resolution No. 2022-09 Authorizing the Housing Authority Board of Commissioners to Continue the Use of Remote Board Meetings Pursuant to Assembly Bill 361

C. Quarterly Financials

Receive Report

D. USDA Approved Budgets for FY 2022-23 for Casa Pajaro and Tierra Alta

Motion to Adopt Resolution No. 2022-10: Approval of Fiscal Year 2022-23 Budget for U.S. Department of Agriculture, Rural Development, Farm Labor Housing at 127-193 East Front Street, Watsonville, CA (“Casa Pajaro”) and Resolution No. 2022-11: Approval of Fiscal Year 2022-23 Budget for U.S. Department of Agriculture, Rural Development, Farm Labor Housing at 101 Tierra Alta Drive, Watsonville, CA (“Tierra Alta”)

4. Oral Communications (All oral communications must be directed to an item not listed on this agenda and must be within the jurisdiction of the Board. Presentations must not exceed three minutes in length. The Board will not take action or respond immediately to any Oral Communication presented, but may choose to follow up at a later time or schedule item for a subsequent agenda. The Board may limit the total amount of time allowed for oral communication). Anyone addressing the Board of Commissioners is asked to complete a card and leave it with the Board secretary so that their names may be accurately recorded in the Minutes.

5. Unfinished Business

6. New Business

A. Agency Budget for FY 2022-2023

Motion to Approve Agency Budget for FY 2022-2023

7. Written Correspondence

8. Report of Executive Director

9. Reports from Board Members  
(Board members may report on meetings attended, if any, or other items of interest.)

10. Closed Session

11. Report on Closed Session

12. Adjournment

\*The Housing Authority complies with the Americans with Disabilities Act. If you are a person with disabilities and you require special assistance in order to participate, please contact the Board secretary at 831-454-9455, ext. 201 at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format.

Spanish language translation is available on an as needed basis. Please make arrangements 72 hours in advance by contacting the Housing Authority at 831-454-9455, ext. 280.

*Agendas can be obtained from the Housing Authority of the County of Santa Cruz Administration Department.*

**AGENDA ITEM NO. 1**

Roll Call

Chairperson Schiffrin called the meeting to order at 11:33 a.m. Members present via Zoom meeting Chairperson Schiffrin, Vice Chairperson Berg, Commissioners Brunner, Eligio, Garcia, Melendrez and Schmale

**Members Absent**

None.

**Staff Present**

Jennifer Panetta, Aaron Pomeroy, Thomas Graham and Courtney Byrd of the Housing Authority

**AGENDA ITEM NO. 2**

Consideration of Late Additions or Changes to the Agenda

None.

**AGENDA ITEM NO. 3**

Consent Agenda

Chairperson Schiffrin asked for a motion to approve the Consent Agenda.

Commissioner Garcia had a question on Agenda Item 3F regarding the development of Natural Bridges and the issuance of permits and the timing of the RHNA requirement for low-income housing that is to expire the end of this year. Director of Operations Graham informed the Board that staff is hoping that permits would be issued by the end of this calendar year. Chairperson Schiffrin added that he assumes the Santa Cruz City Council approved the project. Secretary Panetta confirmed the project was approved.

Commissioner Melendrez moved for the approval of the Consent as amended; Commissioner Berg seconded the motion and it as passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Garcia, Melendrez, Schiffrin and Schmale  
NOES: None  
ABSENT: None  
ABSTAIN: None

Agenda Item 3A. Approved the Minutes of the Regular Meeting held March 23, 2022

Agenda Item 3B. Adopted Resolution No. 2022-07 Authorizing the Housing Authority Board of Commissioners to Continue the Use of Remote Board Meetings Pursuant to Assembly Bill 361

Agenda Item 3C. Adopted Resolution No. 2022-08 Resolution Authorizing Submission of an Application to the U.S. Department of Housing and Urban Development (HUD) and Authorizing Execution of an Annual Contributions Contract (ACC) for up to 50 Vouchers Under the Housing Choice Voucher Program to Provide Rental Assistance for Families with Non-elderly Persons with Disabilities (Mainstream Voucher Program).

Agenda Item 3D. Delegated Authority to the Executive Director to Cast a Yes Vote in Favor of the Special Assessment for the Construction of the Pajaro River Flood Project

Agenda Item 3E. Received Report - Welfare to Work Voucher Program

Agenda Item 3F. Received Report - Housing Authority Annual Goals – Q3 Progress Report

Agenda Item 3G. Approved the Cancellation of the Regular Meeting of May 25, 2022, and Call a Special Meeting on June 01, 2022, at the Regular Time of 11:30 a.m.

**AGENDA ITEM NO. 4**

Oral Communications

- Due to the shelter-in-place directive, in lieu of attending the meeting in person, members of the public are invited to submit their comments via email to [housing@hacosantacruz.org](mailto:housing@hacosantacruz.org) prior to the meeting or join the Zoom Meeting via this link:

Join Zoom Meeting

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No emails with comments were submitted. Chairperson Schiffrin asked if there were members of the public in attendance who would like to comment on items not on the agenda. No members of the public in attendance.

**AGENDA ITEM NO. 5**

Unfinished Business

None.

**AGENDA ITEM NO. 6A**

Tierra Alta and Casa Pajaro Rent Structure

Secretary Panetta informed the Board that the two USDA farmworker housing properties Tierra Alta and Casa Pajaro are currently based on a flat rate rent structure. The Housing Authority is recommending that the properties transition to an income-based rent structure. Secretary Panetta informed the Board that

Housing Authority loans with USDA and the regulatory agreements with the California Department of Housing and Community Development (HCD) are set to mature and expire for Tierra Alta and Casa Pajaro and the Housing Authority is in the unique position to be able to propose this new income-based rent structure. Secretary Panetta introduced Director of Operations Graham who informed the Board of the goals to guide the agency through this process and the current resident and property profiles. Director of Operations Graham also explained to the Board the current eligibility criteria and the proposed eligibility criteria. Director of Operations informed the Board that staff is recommending the Board of Commissioners approve the request to submit the proposed income-based rent structure to the USDA for their review and final approval. The proposed rent structure will ensure that rents are set at a level that are affordable for residents. However, given the very low flat rents currently in place, most tenants would experience an increase in rent when the income based rents are applied. The proposed rent structure aligns with the HCV program to provide an income-based rent calculation to maintain affordable rent in which tenants will not pay more than 30% of their income towards rent. If the Board of Commissioners approves this and USDA gives its final approval, the tenants would be given a six month notice of their change in rent. A discussion followed. The Board of Commissioners directed staff for a follow up report on the progress. Secretary Panetta and the Board of Commissioners thanked Director of Operations Graham for his extensive research.

Commissioner Berg made a motion to approve Staff Proposal to Submit Income-Based Rent Structure to USDA; Commissioner Melendrez seconded the motion and it as passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Garcia, Melendrez, Schiffrin and Schmale  
NOES: None  
ABSENT: None  
ABSTAIN: None

Director of Operations Graham and Finance Director Pomeroy exited the meeting at 12:10 p.m.

**AGENDA ITEM NO. 6B** Project Based Voucher RFP Evaluation Criteria

Secretary Panetta reminded the Board that the Housing Authority has sought to expand the Project Based Voucher (PBV) program in order to support the development of affordable housing and to increase the number of units exclusively available to voucher holders. The Board of Commissioners establishes the evaluation criteria consistent with agency goals and priorities, and PHA staff score the applications received based on those criteria. The PBV evaluation criteria was most recently updated in April 2019. Secretary Panetta explained to the Board that the Housing Authority staff is proposing a change in the evaluation criteria at this time. Secretary Panetta explained to the Board that HUD limits the number of vouchers that Housing Authorities can project base. Generally speaking, a Housing Authority can project base up to 20% of their total voucher allocation and can go above that project base up to 10% that is excepted from the cap for specific populations like homeless veterans and units that provide supportive housing. Given the limited supply of PBV available and the significant increase in PBVs committed for VASH and other homeless designated vouchers, staff wishes to ensure that we do not issue more PBVs

than any project needs to be viable, and staff also proposes to prioritize PBV projects that maximize the number of vouchers available to top waiting list applicants. Therefore, the proposed criteria prioritize new construction projects that remain within the project cap (with no excepted units) and that are available to applicants on the existing HCV waiting list. A discussion followed on the scoring criteria before the Board. The Board thanked staff for their work on this agenda item. Secretary Panetta thanked Rayne Perez, Principal Management Analyst for her research on this.

Commissioner Berg made a motion to approve Project Based Voucher RFP Evaluation Criteria as Recommended by Staff with direction for Staff to look into HUD NEPA review requirements to determine whether or not projects are required to carry out mitigating measures, to define special populations in the RFP with the ability of the Executive Director to allow exceptions to the special populations definition, and to add information to the guidelines regarding income limits as defined by HUD; Commissioner Garcia seconded the motion and it as passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Garcia, Melendrez, Schiffrin and Schmale  
NOES: None  
ABSENT: None  
ABSTAIN: None

**AGENDA ITEM NO. 7**                      Written Correspondence  
None.

**AGENDA ITEM NO. 8**                      Report of Executive Director

Executive Director Panetta updated the Board on the 415 Natural Bridges development.

Executive Director Panetta reminded the Board that at the March Housing Authority Board meeting, an HCV landlord expressed that EHV voucher holders are experiencing challenges with finding units and suggested that it would be helpful if they were allowed to port their voucher for use in another county or state outside of our PHAs jurisdiction. During the meeting, staff clarified that unlike most vouchers, EHV's are unique in that voucher holders are immediately eligible to port their voucher, and they are not subject to typical requirement to lease up within the jurisdiction of the initial PHA for the first year. Following the Board meeting, HA staff reached out to community partners to ensure all partners are aware of this flexibility.

Executive Director Panetta informed the Board that May is Affordable Housing Month. The Housing Authority will be participating in groundbreaking ceremonies for affordable projects financed with Project Based Vouchers.

Executive Director Panetta informed the Board that Housing Authority staff is planning to present a recommendation for a resident service program at the New Horizons Board of Directors meeting next month. The Board commissioned a Resident Needs Assessment to identify the services and resources our residents would most benefit from. The recommendations for the resident service program will be

consistent with the Board's guiding principles, and will include housing and non-housing related programs and services.

Executive Director Panetta gave the Board a legislative update.

**AGENDA ITEM NO. 9** Reports from Board Members

Commissioner Garcia informed the Board that the Housing Authority has a large apartment complex on Clifford Drive in Watsonville. The students from that complex go to Starlight Elementary School. Starlight was given a grant for \$500,000.00 to create a culinary garden school. They are trying to raise a \$1,000,000. The city of Watsonville donated \$100,000.00 and they are now at \$800,000.00 of that goal. Commissioner Garcia stated that this program will have great impact on many of our Housing Authority children and parents in addition to other low-income apartment buildings where some residents might have Section 8 voucher.

Commissioner Brunner informed the Board that as Secretary Panetta stated, May is Affordable Housing Month. Commissioner Brunner informed the Board that on Sunday, May 1<sup>st</sup> she will be giving a Mayoral Proclamation at Sesnon House for the kick-off being held there from 2:00-4:00 p.m. Commissioner Brunner informed the Board that on Thursday May 19<sup>th</sup> at 11:00 she will be attending the groundbreaking at Pacific Station South Downtown Santa Cruz for those Board of Commissioner who wish to attend these events.

**AGENDA ITEM NO. 10A** Closed Session  
None.

**AGENDA ITEM NO. 11** Report on Closed Session  
None.

**AGENDA ITEM NO. 12** Adjournment

The Board of Commissioners meeting was adjourned at 1:33 p.m.

I hereby certify that these minutes were approved by the Housing Authority of the County of Santa Cruz, on the First of June, 2022.

\_\_\_\_\_  
Chairperson of the Authority

ATTEST: \_\_\_\_\_

Secretary



## AGENDA ITEM SUMMARY

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**MEETING DATE:** June 1, 2022

**ITEM NUMBER:** 3B

**FROM:** Executive Director

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**SUBJECT:** Board of Commissioners Meeting Format

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**RECOMMENDATION:** Adopt Resolution No. 2022-09 Authorizing the Housing Authority Board of Commissioners to Continue the Use of Remote Board Meetings Pursuant to Assembly Bill 361

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### **BACKGROUND SUMMARY:**

On September 16, 2021, California Governor Gavin Newsom signed AB 361 into law, amending the Ralph M. Brown Act to include new authorization for remote meetings, including remote public comment, for all local agencies. The new authorization, which largely extends the provisions of the Governor's Executive Order N-29-20 (signed March 17, 2020) and Executive Order N-35-20 (signed March 21, 2020), is effective until January 1, 2024.

Given the continuing COVID-19 state of emergency, AB 361 was introduced to establish clear rules for teleconference meetings during such emergencies, effective immediately and until January 1, 2024. Effective September 16, 2021, new Government Code section 54953(e)(1) allows local agencies to continue to meet via teleconference without complying with the Brown Act's traditional agenda posting, physical access and quorum requirements for teleconferencing, but only during a state of emergency proclaimed by the Governor (in accordance with Government Code section 8625) in which (1) state or local health officials have imposed or recommended measures to promote social distancing, or (2) the legislative body has determined (or is meeting to determine) by majority vote that meeting in person would present imminent risk to the health or safety of the attendees.

This new authority requires local agencies to verify every 30 days that the exemption from traditional teleconference requirements is still necessary. Specifically, the legislative body must redetermine that either i) the state of emergency continues to directly impact the ability of the members to meet safely in person, or ii) state or local officials continue to impose or recommend measures to promote social distancing.

Currently, the Governor's March 4, 2020 proclamation of State of Emergency is still in effect. The California Department of Public Health continues to recommend that all individuals wear masks in indoor public settings. Additionally, the Santa Cruz County Health Officer currently recommends that face coverings be worn in public indoor settings for all individuals in the County.

**RECOMMENDATION:** Adopt Resolution No. 2022-09 Authorizing the Housing Authority Board of Commissioners to Continue the Use of Remote Board Meetings Pursuant to Assembly Bill 361

**RESOLUTION NO. 2022-09**

On the motion of Commissioner

Duly seconded by Commissioner

The Following Resolution is Adopted:

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ REAFFIRMING THAT THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF CALIFORNIA ISSUED ON MARCH 4, 2020 RELATING TO THE COVID-19 VIRUS REMAINS IN EFFECT AND LOCAL OFFICIALS CONTINUE TO RECOMMEND SOCIAL DISTANCING MEASURES TO MITIGATE THE SPREAD OF THE COVID-19 VIRUS AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY OF THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the Housing Authority of the County of Santa Cruz (“HACSC”) is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners; and

WHEREAS, all meetings of the HACSC’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §54950 *et seq.*) (“Brown Act”), so that any member of the public may attend, participate, and watch the HACSC’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Board of Commissioners previously adopted a Resolution, Number 2022-09 on April 27, 2022 finding that the requisite conditions exist for the legislative body of the HACSC to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Commissioners must reconsider the circumstances of the state of emergency that exists, and the Board of Commissioners has done so; and

WHEREAS, the State of Emergency proclaimed by the Governor of California on March 4, 2020, due to the outbreak and spread of the COVID-19 virus remains in effect and active in order to be able to prepare, respond, and implement measures to mitigate the spread of the COVID-19 virus; and

WHEREAS, local officials within the State of California and the County of Santa Cruz continue to recommend social distancing measures to mitigate the spread of the COVID-19 virus; and

WHEREAS, as a consequence of the proclaimed state of emergency pursuant to the COVID-19 virus which continues to remain in effect, and local officials continuing to recommend social distancing measures to mitigate the spread of the COVID-19 virus, the Board of Commissioners does hereby find that the legislative bodies of the HACSC shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the meetings of the HACSC's legislative bodies continue to be open to the public, in accordance with the law.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Reaffirmation of Governor's Proclamation of a State of Emergency. The Board hereby finds that the Governor of the State of California's Proclamation of State of Emergency pursuant to the COVID-19 virus, effective as of its issuance date of March 4, 2020, continues to remain in effect.

Section 3. Reaffirmation of Local Officials Recommendation of Social Distancing Measures. The Board hereby finds that local officials within the State of California and the County of Santa Cruz continue to recommend social distancing measures to mitigate the spread of the COVID-19 virus.

Section 4. Remote Teleconference Meetings. The Executive Director of the HACSC and legislative bodies of the HACSC are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for thirty (30) days or until such time the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the HACSC may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**PASSED AND ADOPTED** by the Board of Commissioners of the Housing Authority of the County of Santa Cruz, this First of June 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Chairperson of the Authority

ATTEST:

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Secretary of the Authority

## AGENDA ITEM SUMMARY

**MEETING DATE:** June 1, 2022

**ITEM NUMBER:** 3C

**FROM:** Executive Director

**SUBJECT:** Quarterly Financials

**RECOMMENDATION:** Receive Report

### BACKGROUND SUMMARY:

The year-to-date financial reports, as of March 31, 2022, take us 9 months, or 75%, into the current fiscal year. The total of all revenue, excluding HAP reimbursements, is 52% of total budgeted, while HAP is 76% of the amount budgeted. Total expenses, excluding HAP, are 48% of the amount budgeted. Total non-HAP revenue and non-HAP expenses are under budget as a result of capital expenditures, most notably the wastewater treatment rehabilitation at Tierra Alta and Buena Vista, not commencing during this fiscal year as originally budgeted.

The agency as a whole is experiencing a year-to-date surplus of \$690,545 due to a higher than anticipated Section 8 admin fee proration level and higher per unit admin fees as well as the commercial rental income generated from agency owned properties. The surplus and deficit positions by programs groups are as follows:

Section 8 Programs	\$445,598	Vouchers, Mod Rehab & Mob Rehab SRO
Federal Housing Programs	(24,387)	LIPH and USDA
Federal Grants	(33,152)	Shelter + Care, FSS, New Roots
State Grants	0	Migrant Center & MCC
Local Programs	11,419	Security Deposits, Landlord Incentives, Eligibilities
Business Activities	291,067	Includes 41st Ave Offices & Mission St Warehouse
<b>Agency-Wide Surplus</b>	<b>\$690,545</b>	

The following individual programs are experiencing a year-to-date deficit:

Family Self Sufficiency (FSS)	(\$33,152)	(Grant funds insufficient to cover personnel costs)
City of Santa Cruz	(\$1,689)	(Local programs funds insufficient to cover personnel costs)
Casa Pajaro	(\$16,328)	(Tenant rents insufficient to cover rising project costs)
Tierra Alta	(\$8,059)	(Tenant rents insufficient to cover rising project costs)

**RECOMMENDATION:** Receive Report

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - All Funds

### Agency-Wide Summary

Fiscal Year to Date for the Period July 1, 2021 - Mar 31, 2022

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		2021-2022	
	FY 2021-2022	Annual	Budget
	Actuals	Budget	Utilized
<b>Revenues:</b>			
HAPS / Program	79,126,179	103,861,482	76%
Administrative Fees	5,939,163	7,255,585	82%
Grants / Contracts	637,813	1,900,250	34%
Rental Income	1,236,511	1,645,800	75%
Operating Transfers In	48,446	4,427,050	1%
Other Income	63,689	88,585	72%
<b>Total Revenues:</b>	<b>87,051,802</b>	<b>119,178,752</b>	<b>73%</b>
<b>Expenses:</b>			
Housing Assistance Pmts	79,126,179	103,861,482	76%
Salaries	3,236,482	4,306,302	75%
Employee Benefits	1,475,157	2,285,247	65%
Capital Purchases	102,654	5,634,350	2%
Maintenance	568,858	713,620	80%
General Administrative	1,500,583	1,678,828	89%
Tenant Services	298,773	282,367	106%
Operating Transfers Out	45,589	60,837	75%
Debt Service	6,983	9,311	75%
<b>Total Expenses:</b>	<b>86,361,257</b>	<b>118,832,344</b>	<b>73%</b>
<b>Surplus (Deficit):</b>	<b>690,545</b>	<b>346,408</b>	

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Section 8

Includes Mod Rehab, Mainstream, and Santa Cruz Voucher Program

Fiscal Year to Date for the Period July 1, 2021 - Mar 31, 2022

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		2021-2022	
	FY 2021-2022	Annual	Budget
	Actuals	Budget	Utilized
<b>Revenues:</b>			
HAPS / Program	78,557,816	103,027,482	76%
Administrative Fees	5,241,324	6,436,672	81%
Grants / Contracts	-	-	0%
Rental Income	-	-	0%
Operating Transfers In	-	-	0%
Other Income	16,433	18,787	87%
<b>Total Revenues:</b>	<b>83,815,573</b>	<b>109,482,941</b>	<b>77%</b>
<b>Expenses:</b>			
Housing Assistance Pmts	78,557,816	103,027,482	76%
Salaries	2,481,202	3,387,860	73%
Employee Benefits	1,203,756	1,872,474	64%
Capital Purchases	-	-	0%
Maintenance	42	56	75%
General Administrative	962,518	1,132,968	85%
Tenant Services	164,641	-	0%
Operating Transfers Out	-	-	0%
Debt Service	-	-	0%
<b>Total Expenses:</b>	<b>83,369,975</b>	<b>109,420,840</b>	<b>76%</b>
<b>Surplus (Deficit):</b>	<b>445,598</b>	<b>62,101</b>	



# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Federal Housing

Includes LIPH, Casa Pajaro (USDA), and Tierra Alta (USDA)  
Fiscal Year to Date for the Period July 1, 2021 - Mar 31, 2022

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	2021-2022		
	FY 2021-2022	Annual	Budget
	Actuals	Budget	Utilized
<b>Revenues:</b>			
HAPS / Program	-	-	0%
Administrative Fees	-	-	0%
Grants / Contracts	-	-	0%
Rental Income	541,984	725,460	75%
Operating Transfers In	48,446	677,050	7%
Other Income	28,366	38,198	74%
<b>Total Revenues:</b>	<b>618,796</b>	<b>1,440,708</b>	<b>43%</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	0%
Salaries	151,763	180,793	84%
Employee Benefits	56,198	85,036	66%
Capital Purchases	5,520	677,050	1%
Maintenance	257,825	287,207	90%
General Administrative	119,305	96,884	123%
Tenant Services	-	-	0%
Operating Transfers Out	45,589	60,837	75%
Debt Service	6,983	9,311	75%
<b>Total Expenses:</b>	<b>643,183</b>	<b>1,397,118</b>	<b>46%</b>
<b>Surplus (Deficit):</b>	<b>(24,387)</b>	<b>43,590</b>	

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Federal Grants

Includes FSS, Shelter Plus Care, and New Roots

Fiscal Year to Date for the Period July 1, 2021 - Mar 31, 2022

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		2021-2022	
	FY 2021-2022	Annual	Budget
	Actuals	Budget	Utilized
<b>Revenues:</b>			
HAPS / Program	568,363	834,000	68%
Administrative Fees	-	-	0%
Grants / Contracts	145,876	258,976	56%
Rental Income	-	-	0%
Operating Transfers In	-	-	0%
Other Income	-	-	0%
<b>Total Revenues:</b>	<b>714,239</b>	<b>1,092,976</b>	<b>65%</b>
<b>Expenses:</b>			
Housing Assistance Pmts	568,363	834,000	68%
Salaries	90,514	130,861	69%
Employee Benefits	40,728	65,790	62%
Capital Purchases	-	-	0%
Maintenance	0	0	6%
General Administrative	829	1,960	42%
Tenant Services	46,957	101,767	46%
Operating Transfers Out	-	-	0%
Debt Service	-	-	0%
<b>Total Expenses:</b>	<b>747,391</b>	<b>1,134,379</b>	<b>66%</b>
<b>Surplus (Deficit):</b>	<b>(33,152)</b>	<b>(41,403)</b>	

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - State Grants

Includes Buena Vista Migrant Center and Mortgage Credit Certificates  
Fiscal Year to Date for the Period July 1, 2021 - Mar 31, 2022

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	2021-2022		
	FY 2021-2022	Annual	Budget
	Actuals	Budget	Utilized
<b>Revenues:</b>			
HAPS / Program	-	-	0%
Administrative Fees	-	-	0%
Grants / Contracts	377,198	1,399,774	27%
Rental Income	-	-	0%
Operating Transfers In	-	-	0%
Other Income	9,045	20,000	45%
<b>Total Revenues:</b>	<b>386,244</b>	<b>1,419,774</b>	<b>27%</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	0%
Salaries	66,050	80,173	82%
Employee Benefits	24,790	33,693	74%
Capital Purchases	14,866	925,300	2%
Maintenance	221,381	295,210	75%
General Administrative	59,157	83,803	71%
Tenant Services	-	-	0%
Operating Transfers Out	-	-	0%
Debt Service	-	-	0%
<b>Total Expenses:</b>	<b>386,244</b>	<b>1,418,179</b>	<b>27%</b>
<b>Surplus (Deficit):</b>	<b>(0)</b>	<b>1,595</b>	

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Local Programs

Includes programs funded by the local jurisdictions

Fiscal Year to Date for the Period July 1, 2021 - Mar 31, 2022

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	2021-2022		
	FY 2021-2022	Annual	Budget
	Actuals	Budget	Utilized
<b>Revenues:</b>			
HAPS / Program	-	-	0%
Administrative Fees	-	-	0%
Grants / Contracts	114,739	241,500	48%
Rental Income	-	-	0%
Operating Transfers In	-	-	0%
Other Income	7,283	7,800	93%
<b>Total Revenues:</b>	<b>122,021</b>	<b>249,300</b>	<b>49%</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	0%
Salaries	13,610	42,012	32%
Employee Benefits	4,656	15,511	30%
Capital Purchases	-	-	0%
Maintenance	1	4	22%
General Administrative	5,161	11,050	47%
Tenant Services	87,175	180,600	48%
Operating Transfers Out	-	-	0%
Debt Service	-	-	0%
<b>Total Expenses:</b>	<b>110,603</b>	<b>249,178</b>	<b>44%</b>
<b>Surplus (Deficit):</b>	<b>11,419</b>	<b>122</b>	

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Business Activities

Includes Business - Type Activities for Mission Street Warehouse, 41st Ave Office,  
and the Management Funds for Buena Vista and Merrill Road

Fiscal Year to Date for the Period July 1, 2021 - Mar 31, 2022

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		2021-2022	
	FY 2021-2022	Annual	Budget
	Actuals	Budget	Utilized
<b>Revenues:</b>			
HAPS / Program	-	-	0%
Administrative Fees	697,839	818,913	85%
Grants / Contracts	-	-	0%
Rental Income	694,527	920,340	75%
Operating Transfers In	-	3,750,000	0%
Other Income	2,563	3,800	67%
<b>Total Revenues:</b>	<b>1,394,929</b>	<b>5,493,053</b>	<b>25%</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	0%
Salaries	433,343	484,603	89%
Employee Benefits	145,029	212,742	68%
Capital Purchases	82,268	4,032,000	2%
Maintenance	89,609	131,143	68%
General Administrative	353,612	352,163	100%
Tenant Services	-	-	0%
Operating Transfers Out	-	-	0%
Debt Service	-	-	0%
<b>Total Expenses:</b>	<b>1,103,861.96</b>	<b>5,212,651</b>	<b>21%</b>
<b>Surplus (Deficit):</b>	<b>291,067</b>	<b>280,403</b>	

## AGENDA ITEM SUMMARY

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**MEETING DATE:** June 1, 2022

**ITEM NUMBER:** 3D

**FROM:** Executive Director

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**SUBJECT:** USDA Approved Budgets for FY 2022-23 for Casa Pajaro and Tierra Alta

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**RECOMMENDATION:** Adopt **Resolution No. 2022-10:** Approval of Fiscal Year 2022-23 Budget for U.S. Department of Agriculture, Rural Development, Farm Labor Housing at 127-193 East Front Street, Watsonville, CA (“Casa Pajaro”) and **Resolution No. 2022-11:** Approval of Fiscal Year 2022-23 Budget for U.S. Department of Agriculture, Rural Development, Farm Labor Housing at 101 Tierra Alta Drive, Watsonville, CA (“Tierra Alta”)

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### **BACKGROUND SUMMARY:**

The Housing Authority is required to submit annual budgets to USDA for the two Farm Labor Housing Programs, Casa Pajaro and Tierra Alta, as a condition of receiving USDA modernization loan proceeds in the past. The budget forms are designed for the purpose of ensuring rents will cover program expenses and required USDA loan payments. The resolutions seek approval of the FY2022-23 USDA budgets for Casa Pajaro and Tierra Alta which have already been approved by USDA.

The USDA approved budget for Casa Pajaro includes a 2.9% rent increase which is necessary to cover rising operating costs and to maintain a balanced budget with positive cash flow. As a result, the rents at Casa Pajaro will increase by \$22 and \$24 per month for 2 and 3 bedroom units, respectively. The monthly utility allowances at Tierra Alta will increase by \$51 and \$56 per month for 2 and 3 bedroom units, respectively. Casa Pajaro will undergo a rent restructuring during the following fiscal year in 2023-24 to coincide with the expiration of the USDA promissory note on December 14, 2023.

The USDA approved budget for Tierra Alta does not include any changes to the rents or utility allowances since a rent restructuring will be implemented later in the calendar year with at least 6 months advance notice to households. The Tierra Alta budget includes a reserve allocation to fund the wastewater system upgrades which are scheduled for FY2022-23. It is likely Tierra Alta’s portion of the wastewater upgrades will exhaust the balance of the reserve funds. The reserve account will be replenished over time as revenues increase from the rent restructuring.

### **RECOMMENDATION:**

Adopt **Resolution No. 2022-10:** Approval of Fiscal Year 2022-23 Budget for U.S. Department of Agriculture, Rural Development, Farm Labor Housing at 127-193 East Front Street, Watsonville, CA (“Casa Pajaro”) and **Resolution No. 2022-11:** Approval of Fiscal Year 2022-23 Budget for U.S. Department of Agriculture, Rural Development, Farm Labor Housing at 101 Tierra Alta Drive, Watsonville, CA (“Tierra Alta”)

**BEFORE THE HOUSING AUTHORITY OF THE COUNTY  
OF SANTA CRUZ, STATE OF CALIFORNIA**

**RESOLUTION NO. 2022-10**

On the motion of Commissioner  
Duly seconded by Commissioner

The Following Resolution is Adopted:

**RESOLUTION ADOPTING FISCAL YEAR 2022-23 BUDGET FOR  
UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL  
DEVELOPMENT, FARM LABOR HOUSING AT 127-193 EAST  
FRONT STREET, WATSONVILLE, CA (“CASA PAJARO”)**

WHEREAS, The United States Department of Agriculture, Rural Development, (“USDA”) provided initial development financing, for 34 units of Farm Labor Housing at Casa Pajaro, and;

WHEREAS, annual project budgets must be submitted to USDA for review and approval prior to adoption by the Housing Authority Board of Commissioners, and;

WHEREAS, the fiscal year 2022-23 (July 1, 2022 - June 30, 2023) project budget submitted to USDA was approved.

NOW, THEREFORE, BE IT RESOLVED that the for fiscal year 2022-23 for USDA Farm Labor Housing at Casa Pajaro be approved, and the Executive Director, Jennifer Panetta, be authorized to conduct all business, and execute any and all documents and agreements necessary for project operation, pursuant to the newly approved budget.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Santa Cruz, State of California, this First Day of June, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABTAIN:

---

Chairperson of the Authority

ATTEST:

---

Secretary of the Authority

**BEFORE THE HOUSING AUTHORITY OF THE COUNTY  
OF SANTA CRUZ, STATE OF CALIFORNIA**

**RESOLUTION NO. 2022-11**

On the motion of Commissioner  
Duly seconded by Commissioner

The Following Resolution is Adopted:

**RESOLUTION ADOPTING FISCAL YEAR 2022-23 BUDGET FOR  
UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL  
DEVELOPMENT, FARM LABOR HOUSING AT 101 TIERRA  
ALTA DRIVE, WATSONVILLE, CA (“TIERRA ALTA”)**

WHEREAS, The United States Department of Agriculture, Rural Development, (“USDA”) provided initial development financing, for 36 units of Farm Labor Housing at Tierra Alta, and;

WHEREAS, annual project budgets must be submitted to USDA for review and approval prior to adoption by the Housing Authority Board of Commissioners, and;

WHEREAS, the fiscal year 2022-23 (July 1, 2022 - June 30, 2023) project budget submitted to USDA was approved.

NOW, THEREFORE, BE IT RESOLVED that the budget for fiscal year 2022-23 for USDA Farm Labor Housing at Tierra Alta be approved, and the Executive Director, Jennifer Panetta, be authorized to conduct all business, and execute any and all documents and agreements necessary for project operation, pursuant to the newly approved budget.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Santa Cruz, State of California, this First Day of June, 2022 by the following vote:

AYES:

NOES:

ABSENT:

---

Chairperson of the Authority

ATTEST:

---

Secretary of the Authority





Rural Development

Multifamily Housing  
Field Operations  
Division West –  
Troubled Assets

Rural Housing Service  
1220 SW 3<sup>rd</sup> Ave  
Suite 1801  
Portland, OR 97204

Voice 503.414.3307

March 9, 2022

John Fleisher  
Controller  
Housing Authority of the County of Santa Cruz  
2160 41st Avenue  
Capitola, CA 95010

Email only: [johnf@hacosantacruz.org](mailto:johnf@hacosantacruz.org)

**SUBJECT: Approved 2023 Budget for Casa Pajaro Apartments**

John:

Rural Development has approved the Casa Pajaro Apartments proposed 2023 budget effective July 1, 2022.

Included with this letter is the approved budget and the Notice of Approved Rent and Utility Allowance Change. Please note per 7 *CFR 3560.205(e)* the Notice of Approved Rent and Utility Allowance Change must be delivered to the tenants 30 calendar days prior to the effective date of the notification. Additionally, the notice should be posted in the office for the public to view.

If you have any questions or concerns regarding this letter, you can reach my desk directly at (503) 414-3307 or via email at [christian.marsh@usda.gov](mailto:christian.marsh@usda.gov).

Sincerely,

*Christian Marsh*

Christian Marsh  
Multi-Family Housing Specialist  
Troubled Assets, Western Region  
MFH Field Operations Division

USDA is an equal opportunity provider and employer, and lender

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).



Rural Development

March 9, 2022

Multifamily Housing  
Field Operations  
Division West –  
Troubled Assets

John Fleisher  
Controller  
Housing Authority of the County of Santa Cruz  
2160 41st Avenue  
Capitola, CA 95010

Rural Housing Service  
1220 SW 3rd Ave  
Suite 1801  
Portland, OR 97204

Voice 503.414.3307

Email only: [johnf@hacosantacruz.org](mailto:johnf@hacosantacruz.org)

**NOTICE OF APPROVED RENT (OCCUPANCY CHARGE)  
AND UTILITY ALLOWANCE CHANGE**

You are hereby notified that Rural Development has reviewed the request for a change in shelter costs for the **Casa Pajaro Apartments**, and considered all justifications provided by project management. The Rural Development has approved the following rent (occupancy charge) and/or utility allowance rates listed below. The changes for all units will become effective on **July 1, 2022** or later effective date in accordance with state or local laws. The change is needed for the following reasons:

- **Increased cost of operations**

The approved changes are as follows:

Unit Size	Present Rent (Occupancy Charge)		Approved Rent (Occupancy Charge)		Amount Changed	
	Basic Rate	Note Rate	Basic Rate	Note Rate	Basic	Note
2-Bedroom	\$750	\$750	\$772	\$772	\$22	\$22
3-Bedroom	\$822	\$822	\$846	\$772	\$24	\$24

The approved utility allowance changes are as follows:

Unit Size	Present Utility Allowance	Approved Utility Allowance	Amount Changed
2-Bedroom	\$89	\$140	\$51
3-Bedroom	\$93	\$149	\$56

Should you have any questions or concerns, you may contact Rural Development. The Rural Development Servicing Office address is:

USDA is an equal opportunity provider and employer, and lender

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA, Rural Development  
1220 SW 3<sup>rd</sup> Ave, Suite 1801  
Portland, OR 97204

You must notify the tenants (members) of Rural Development's approval of the rent (occupancy charge) and utility allowance changes by posting this letter in the same manner as the "NOTICE TO TENANTS (MEMBERS) OR PROPOSED RENT (OCCUPANCY CHARGE) AND UTILITY ALLOWANCE CHANGE." This notification must be posted in a conspicuous place and cannot be substituted for the usual written notice to each individual tenant (member).

This approval does not authorize you to violate the terms of any lease (occupancy agreement) you currently have with your tenants (members).

For those tenants (members) receiving rental assistance (RA), their costs for rent (occupancy charge) and utilities will continue to be based on the higher of 30 percent of their adjusted monthly income or 10 percent of gross monthly income or if the household is receiving payments for public assistance from a public agency, the portion of such payments which is specifically designated by that agency to meet the household's shelter cost. If tenants are receiving Housing and Urban Development (HUD) Section 8 subsidy assistance, their costs for rent and utilities will be determined by the current HUD formula.

You must inform the tenants (members) of their right to request an explanation of the rate and utility allowance change approval decision within 45 days of the date of this notice by writing to the specialist, Christian Marsh, USDA, Rural Development, 1220 SW 3<sup>rd</sup> Ave, Suite 1801, Portland, OR. All tenants (members) are required to pay the changed amount of rent (occupancy charge) as indicated in the notice of approval.

Any tenant who does not wish to pay the Rural Development approved rent changes may give the owner a 30-day notice that they will vacate. The tenant will suffer no penalty as a result of this decision to vacate, and will not be required to pay the changed rent. However, if the tenant later decides to remain in the unit, the tenant will be required to pay the changed rent from the effective date of the changed rent.

Sincerely,

*Christian Marsh*

Christian Marsh  
Multi-Family Housing Specialist  
Troubled Assets, Western Region  
MFH Field Operations Division

Project Name:	CASA PAJARO FLH
Borrower Name:	HA COUNTY SANTACRUZ
Borrower ID and Project No:	815665032 06-3
Date of Operation:	07/30/1976

Loan/Transfer Amount:	
Note Rate Payment:	
IC Payment:	\$0.00

Reporting Period

Annual  
 Quarterly  
 Monthly

Budget Type

Initial  
 Regular Report  
 Rent Change  
 SMR  
 Other Servicing

Project Rental Type

Family  
 Elderly  
 Congregate  
 Group Home  
 Mixed X LH

Profit Type

Full Profit  
 Limited Profit  
 Non-Profit

\_\_\_I hereby request \_\_\_ units of RA. Current number of RA units 8 .

The following utilities are master metered:

Gas  
 Electricity  
 Water  
 Sewer  
 Trash  
 Other

Borrower Accounting Method

Cash  
 Accrual

Project Name: CASA PAJARO FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 06-3 Paid Code: Active  
 Classification: D Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Current Budget	Actual	Proposed Budget	Comment
Effective Dates:	07/01/2021	07/01/2021	07/01/2022	
Ending Dates:	06/30/2022	06/30/2022	06/30/2023	
<b>PART I - CASH FLOW STATEMENT</b>				
<b>Operational Cash Sources</b>				
1. Rental Income	311,688.00		320,808.00	
2. RHS Rental Assist. Received				
3. Application Fee Received				
4. Laundry And Vending	16,849.00		19,676.00	
5. Interest Income	2,750.00		2,935.00	
6. Tenant Charges	660.00		660.00	
7. Other - Project Sources	0.00		0.00	
8. Less (Vcncy @ Cntgncy Allw)	-6,234.00		-3,208.00	
9. Less (Agncy Aprvd Incentv)	0.00		0.00	
10. Sub-Ttl [(1 thru 7)-(8@9)]	325,713.00		340,871.00	
<b>Non-Operational Cash Sources</b>				
11. Cash - Non Project	0.00		0.00	
12. Authorized Loan (Non-RHS)	0.00		0.00	
13. Transfer From Reserve	24,000.00		63,469.00	
14. Sub-Total (11 thru 13)	24,000.00		63,469.00	
15. Total Cash Sources (10+14)	349,713.00		404,340.00	
<b>Operational Cash Uses</b>				
16. Ttl O@M Exp (From Part II)	289,241.00		300,747.00	
17. RHS Debt Payment	6,601.00		6,601.00	
18. RHS Payment (Overage)				
19. RHS Payment (Late Fee)				
20. Reductn In Prior Yr Pybles				
21. Tenant Utility Payments				
22. Transfer to Reserve	29,700.00		29,700.00	
23. RTN Owner/NP Asset Mgt Fee	0.00		0.00	
24. Sub-Total (16 thru 23)	325,542.00		337,048.00	
<b>Non-Operational Cash Uses</b>				
25. Authzd Debt Pymnt (NonRHS)	0.00		0.00	
26. Capital Budget (III 4-6)	24,000.00		63,469.00	
27. Miscellaneous	0.00		0.00	
28. Sub-Total (25 thru 27)	24,000.00		63,469.00	
29. Total Cash Uses (24+28)	349,542.00		400,517.00	
30. Net (Deficit) (15-29)	171.00		3,823.00	
<b>Cash Balance</b>				
31. Beginning Cash Balance	129,663.00		79,231.00	
32. Accrual To Cash Adjustment				
33. Ending Cash Bal (30+31+32)	129,834.00		83,054.00	

Project Name: CASA PAJARO FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 06-3 Paid Code: Active  
 Classification: D Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Current Budget	Actual	Proposed Budget	Comment
Effective Dates:	07/01/2021	07/01/2021	07/01/2022	
Ending Dates:	06/30/2022	06/30/2022	06/30/2023	
<b>PART II - O@M EXPENSE SCHEDULE</b>				
1. Maint. @ Repairs Payroll	13,351.00		15,268.00	
2. Maint. @ Repairs Supply	4,200.00		4,700.00	
3. Maint. @ Repairs Contract	15,000.00		12,000.00	
4. Painting	1,000.00		3,800.00	
5. Snow Removal	0.00		0.00	
6. Elevator Maint./Contract	0.00		0.00	
7. Grounds	11,500.00		12,000.00	
8. Services	2,200.00		2,200.00	
9. Cptl Bgt(Part V operating)	12,350.00		0.00	
10. Other Operating Expenses	455.00		500.00	SEE NARRATIVE FOR BREAKDOWN
<b>11. Sub-Ttl O@M (1 thru 10)</b>	<b>60,056.00</b>		<b>50,468.00</b>	
12. Electricity	4,138.00		3,000.00	
13. Water	19,897.00		21,290.00	
14. Sewer	17,993.00		20,458.00	
15. Fuel (Oil/Coal/Gas)	1,214.00		1,300.00	
16. Garbage @ Trash Removal	23,880.00		28,227.00	
17. Other Utilities	0.00		0.00	
<b>18. Sub-Ttl Util. (12 thru 17)</b>	<b>67,122.00</b>		<b>74,275.00</b>	
19. Site Management Payroll	73,504.00		81,028.00	
20. Management Fee	0.00		0.00	
21. Project Auditing Expense	750.00		750.00	
22. Proj. Bookkeeping/Accting	0.00		0.00	
23. Legal Expenses	300.00		300.00	
24. Advertising	950.00		950.00	
25. Phone @ Answering Service	1,967.00		1,967.00	
26. Office Supplies	1,300.00		0.00	
27. Office Furniture @ Equip.	1,500.00		0.00	
28. Training Expense	1,000.00		500.00	
29. Hlth Ins. @ Other Benefits	33,689.00		40,375.00	
30. Payroll Taxes	0.00		0.00	
31. Workmans Compensation	4,915.00		3,300.00	
32. Other Admin.Expenses	18,005.00		18,005.00	SEE NARRATIVE FOR BREAKDOWN
<b>33. Sub-Ttl Admin (19 thru 32)</b>	<b>137,880.00</b>		<b>147,175.00</b>	
34. Real Estate Taxes	0.00		0.00	
35. Special Assessments	0.00		0.00	
36. Othr Taxes, Lcnses, Permts	0.00		0.00	
37. Property @ Liability Ins.	11,183.00		14,829.00	
38. Fidelity Coverage Ins.	0.00		0.00	
39. Other Insurance	13,000.00		14,000.00	FLOOD INSURANCE
<b>40. Sub-Ttl Tx/In (34 thru 39)</b>	<b>24,183.00</b>		<b>28,829.00</b>	
<b>41. Ttl O@M Exps (11+18+33+40)</b>	<b>289,241.00</b>		<b>300,747.00</b>	

Project Name: CASA PAJARO FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 06-3 Paid Code: Active  
 Classification: D Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Current Budget	Actual	Proposed Budget	Comment
Effective Dates:	07/01/2021	07/01/2021	07/01/2022	
Ending Dates:	06/30/2022	06/30/2022	06/30/2023	

**PART III - ACCT BUDGET/STATUS**

**Reserve Account**

1. Beginning Balance	905,956.00		989,563.00	
2. Transfer to Reserve	29,700.00		29,700.00	

**Transfer From Reserve**

3. Operating Deficit	0.00		0.00	
4. Cptl Bgt (Part V reserve)	24,000.00		63,469.00	
5. Building @ Equip Repair	0.00		0.00	
6. Othr Non-Operating Expenses	0.00		0.00	
7. Total (3 thru 6)	24,000.00		63,469.00	
8. Ending Balance [(1+2)-7]	911,656.00		955,794.00	

**General Operating Account**

Beginning Balance				
Ending Balance				

**Real Estate Tax And Ins Escrow**

Beginning Balance				
Ending Balance				

**Tenant Security Deposit Acct**

Beginning Balance				
Ending Balance				

Number of Applicants on Waiting List	0	Reserve Acct. Req. Balance	438,539.00
Number of Applicants Needing RA		Amount Ahead/Behind	522,524.00

Project Name: CASA PAJARO FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 06-3 Paid Code: Active  
 Classification: D Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

**PART IV RENT SCHEDULE**

**A. CURRENT APPROVED RENTS/UTILITY ALLOWANCE: 07/01/2021**

Unit Description						Rental Rates			Potential Income From Each Rate			Utility
Type	Size	HC	Rev	Unit	Number	Basic	Note	HUD	Basic	Note	HUD	Allowance
N	3	N			17	822	822	0	167,688	167,688	0	91
N	2	N			16	750	750	0	144,000	144,000	0	87
CURRENT RENT TOTALS									311,688	311,688	0	

**EFFECTIVE DATE OF RENTS/UTILITY ALLOWANCE: 07/01/2021**

Unit Description					Utility Types						
Type	Size	HC	Rev	Unit	Elect	Gas	Sewer	Trash	Water	Other	Total Allow
N	3	N			41	39	0	0	0	11	91
N	2	N			41	35	0	0	0	11	87

**B. PROPOSED CHANGE OF RENTS/UTILITY ALLOWANCE: 07/01/2022**

Unit Description						Rental Rates			Potential Income From Each Rate			Utility
Type	Size	HC	Rev	Unit	Number	Basic	Note	HUD	Basic	Note	HUD	Allowance
N	2	N			16	772	772	0	148,224	148,224	0	140
N	3	N			17	846	846	0	172,584	172,584	0	149
PROPOSED RENT TOTALS									320,808	320,808	0	

**EFFECTIVE DATE OF RENTS/UTILITY ALLOWANCE: 07/01/2022**

Unit Description					Utility Types						
Type	Size	HC	Rev	Unit	Elect	Gas	Sewer	Trash	Water	Other	Total Allow
N	2	N			65	62	0	0	0	13	140
N	3	N			66	70	0	0	0	13	149



Project Name: CASA PAJARO FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 06-3 Paid Code: Active  
 Classification: D Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Proposed Number Units/Items	Proposed From Reserve	Actual From Reserve	Proposed From Operating	Actual From Operating	Actual Total Cost	Total Actual Units/Items
Effective Dates:	07/01/2021	07/01/2022	07/01/2021	07/01/2022	07/01/2021	07/01/2021	07/01/2021
Ending Dates:	06/30/2022		06/30/2022		06/30/2022	06/30/2022	06/30/2022
<b>ANNUAL CAPITAL BUDGET</b>							
<b>Appliances</b>							
Appliances - Range	0	0.00	0.00	0.00	0.00	0.00	0
Appliances - Refrigerator	0	0.00	0.00	0.00	0.00	0.00	0
Appliances - Range Hood	0	0.00	0.00	0.00	0.00	0.00	0
Appliances - Washers @ Dryers	0	0.00	0.00	0.00	0.00	0.00	0
Appliances - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Carpet and Vinyl</b>							
Carpet @ Vinyl - 1 Br.	0	0.00	0.00	0.00	0.00	0.00	0
Carpet @ Vinyl - 2 Br.	4	10,000.00	0.00	0.00	0.00	0.00	0
Carpet @ Vinyl - 3 Br.	5	16,000.00	0.00	0.00	0.00	0.00	0
Carpet @ Vinyl - 4 Br.	0	0.00	0.00	0.00	0.00	0.00	0
Carpet @ Vinyl - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Cabinets</b>							
Cabinets - Kitchens	0	0.00	0.00	0.00	0.00	0.00	0
Cabinets - Bathroom	0	0.00	0.00	0.00	0.00	0.00	0
Cabinets - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Doors</b>							
Doors - Exterior	0	0.00	0.00	0.00	0.00	0.00	0
Doors - Interior	0	0.00	0.00	0.00	0.00	0.00	0
Doors - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Window Coverings</b>							
Window Coverings - Detail	0	0.00	0.00	0.00	0.00	0.00	0
Window Coverings - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Heat and Air Conditioning</b>							
Heat @ Air - Heating	1	2,319.00	0.00	0.00	0.00	0.00	0
Heat @ Air - Air Conditioning	0	0.00	0.00	0.00	0.00	0.00	0
Heat @ Air - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Plumbing</b>							
Plumbing - Water Heater	1	3,100.00	0.00	0.00	0.00	0.00	0
Plumbing - Bath Sinks	0	0.00	0.00	0.00	0.00	0.00	0
Plumbing - Kitchen Sinks	0	0.00	0.00	0.00	0.00	0.00	0
Plumbing - Faucets	0	0.00	0.00	0.00	0.00	0.00	0
Plumbing - Toilets	0	0.00	0.00	0.00	0.00	0.00	0
Plumbing - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Major Electrical</b>							
Major Electrical - Detail	0	0.00	0.00	0.00	0.00	0.00	0
Major Electrical - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Structures</b>							
Structures - Windows	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Screens	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Walls	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Roofing	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Siding	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Exterior Painting	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Other	0	0.00	0.00	0.00	0.00	0.00	0

Project Name: CASA PAJARO FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 06-3 Paid Code: Active  
 Classification: D Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Proposed Number Units/Items	Proposed From Reserve	Actual From Reserve	Proposed From Operating	Actual From Operating	Actual Total Cost	Total Actual Units/Items
Effective Dates:	07/01/2021	07/01/2022	07/01/2021	07/01/2022	07/01/2021	07/01/2021	07/01/2021
Ending Dates:	06/30/2022		06/30/2022		06/30/2022	06/30/2022	06/30/2022
<b>Paving</b>							
Paving - Asphalt	0	9,500.00	0.00	0.00	0.00	0.00	0
Paving - Concrete	0	7,500.00	0.00	0.00	0.00	0.00	0
Paving - Seal and Stripe	0	0.00	0.00	0.00	0.00	0.00	0
Paving - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Landscape and Grounds</b>							
Lndscp@Grnds - Landscaping	0	2,550.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Lawn Equipment	0	0.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Fencin	0	0.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Recreation Area	0	0.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Signs	0	0.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Accessibility Features</b>							
Accessibility Features - Detail	0	0.00	0.00	0.00	0.00	0.00	0
Accessibility Features - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Automation Equipment</b>							
Automation Equip. -Site Mngt.	0	0.00	0.00	0.00	0.00	0.00	0
Automation Equip. -Common Area	0	0.00	0.00	0.00	0.00	0.00	0
Automation Equip. -Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Other</b>							
List: ?	0	2,200.00	0.00	0.00	0.00	0.00	0
List: ?	0	4,000.00	0.00	0.00	0.00	0.00	0
List: ?	0	6,300.00	0.00	0.00	0.00	0.00	0
<b>Total Capital Expenses</b>	<b>0</b>	<b>63,469.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

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Project Name: CASA PAJARO FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 06-3 Paid Code: Active  
 Classification: D Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

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**Part VI - SIGNATURES, DATES AND COMMENTS**

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

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

03/01/2022

(Date Submitted)

HA COUNTY SANTACRUZ

(Management Agency)

MA497190

(MA#)

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

\_\_\_\_\_  
(Signature of Borrower or Borrower's Representative)

\_\_\_\_\_  
(Title)

*Christian Marsh*

Agency Approval (Rural Development Approval Official):

03/09/2022

(Date)

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Project Name: CASA PAJARO FLH	State: 04	Servicing Office: 635	County: 44
Borrower Name: HA COUNTY SANTACRUZ	Borr ID: 815665032	Prj Nbr: 06-3	Paid Code: Active
Classification: D	Fiscal Year: 2023	Version: 07/01/2022 APPROVED	Totals: By Project Analyzed: Y

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SPVS Comment:  
Batched/ II 022322

Narrative:

Part II - Operating & Maintenance Expense Schedule, Line 10 - Other Operating Expenses			
Budget 21-22	Proposed Budget 22-23	YTD at 12-31-21	Travel - Maintenance
455	500		445
Schedule, Line 32 - Other Administrative Expenses			
Budget 21-22	Proposed Budget 22-23	YTD at 12-31-21	Travel
853	853		148
9,510	9,510		6315
1,600	1,600		0
1,267	1,267		85
50			0
400			0
200			0
25			0
4,100			0
Total			
9,303			

			148	Office Rental Lease		
			6315	Postage		
			0	Contracted Services		
			85	Commissioner Meetings/Stipend		50
			0	Misc		400
			0	Membership/Dues	200	
			0	Subscriptions		25
			0	Computer Services/Supplies	4,100	
			2,756			
			18,005		18,005	



**Rural Development**

March 23, 2022

Multifamily Housing  
Field Operations  
Division West –  
Troubled Assets

John Fleisher  
Controller  
Housing Authority of the County of Santa Cruz  
2160 41st Avenue  
Capitola, CA 95010

Rural Housing Service  
1220 SW 3<sup>rd</sup> Ave  
Suite 1801  
Portland, OR 97204

Voice 503.414.3307

Email only: [johnf@hacosantacruz.org](mailto:johnf@hacosantacruz.org)

**SUBJECT: 2023 Budget Tierra Alta FLH**

Rural Development has approved the proposed 2022 budget for **Tierra Alta**. The budget is effective July 1, 2022 and is enclosed with this letter.

If you have any questions or concerns regarding this letter you can reach my desk directly at 503-414-3307 or via email at [christian.marsh@usda.gov](mailto:christian.marsh@usda.gov).

Sincerely,

Christian Marsh  
Multi-Family Housing Specialist  
Troubled Assets, Western Region  
MFH Field Operations Division

USDA is an equal opportunity provider, employer, and lender

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Project Name:	TIERRA ALTA FLH
Borrower Name:	HA COUNTY SANTACRUZ
Borrower ID and Project No:	815665032 05-1
Date of Operation:	02/08/1985

Loan/Transfer Amount:	
Note Rate Payment:	
IC Payment:	\$0.00

Reporting Period

Annual

Quarterly

Monthly

Budget Type

Initial

Regular Report

Rent Change

SMR

Other Servicing

Project Rental Type

Family

Elderly

Congregate

Group Home

Mixed X LH

Profit Type

Full Profit

Limited Profit

Non-Profit

\_\_\_I hereby request \_\_\_ units of RA. Current number of RA units 10 .

The following utilities are master metered:

Gas

Electricity

Water

Sewer

Trash

Other

Borrower Accounting Method

Cash

Accrual

Project Name: TIERRA ALTA FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 05-1 Paid Code: Active  
 Classification: A Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Current Budget	Actual	Proposed Budget	Comment
Effective Dates:	07/01/2021	07/01/2021	07/01/2022	
Ending Dates:	06/30/2022	06/30/2022	06/30/2023	
<b>PART I - CASH FLOW STATEMENT</b>				
<b>Operational Cash Sources</b>				
1. Rental Income	413,772.00		413,772.00	
2. RHS Rental Assist. Received				
3. Application Fee Received				
4. Laundry And Vending	15,947.00		15,947.00	
5. Interest Income	1,834.00		2,000.00	
6. Tenant Charges	158.00		158.00	
7. Other - Project Sources	0.00		0.00	
8. Less (Vcncy @ Cntgncy Allw)	-8,275.00		-8,300.00	
9. Less (Agncy Aprvd Incentv)	0.00		0.00	
10. Sub-Ttl [(1 thru 7)-(8@9)]	423,436.00		423,577.00	
<b>Non-Operational Cash Sources</b>				
11. Cash - Non Project	0.00		0.00	
12. Authorized Loan (Non-RHS)	0.00		0.00	
13. Transfer From Reserve	411,400.00		465,100.00	
14. Sub-Total (11 thru 13)	411,400.00		465,100.00	
15. Total Cash Sources (10+14)	834,836.00		888,677.00	
<b>Operational Cash Uses</b>				
16. Ttl O@M Exp (From Part II)	392,103.00		415,791.00	
17. RHS Debt Payment	4,034.00		693.00	
18. RHS Payment (Overage)				
19. RHS Payment (Late Fee)				
20. Reductn In Prior Yr Pybles				
21. Tenant Utility Payments				
22. Transfer to Reserve	26,250.00		26,250.00	
23. RTN Owner/NP Asset Mgt Fee	0.00		0.00	
24. Sub-Total (16 thru 23)	422,387.00		442,734.00	
<b>Non-Operational Cash Uses</b>				
25. Authzd Debt Pymnt (NonRHS)	0.00		0.00	
26. Capital Budget (III 4-6)	411,400.00		465,100.00	
27. Miscellaneous	0.00		0.00	
28. Sub-Total (25 thru 27)	411,400.00		465,100.00	
29. Total Cash Uses (24+28)	833,787.00		907,834.00	
30. Net (Deficit) (15-29)	1,049.00		-19,157.00	
<b>Cash Balance</b>				
31. Beginning Cash Balance	77,326.00		117,869.00	
32. Accrual To Cash Adjustment				
33. Ending Cash Bal (30+31+32)	78,375.00		98,712.00	

Project Name: TIERRA ALTA FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 05-1 Paid Code: Active  
 Classification: A Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Current Budget	Actual	Proposed Budget	Comment
Effective Dates:	07/01/2021	07/01/2021	07/01/2022	
Ending Dates:	06/30/2022	06/30/2022	06/30/2023	
<b>PART II - O@M EXPENSE SCHEDULE</b>				
1. Maint. @ Repairs Payroll	14,142.00		16,173.00	
2. Maint. @ Repairs Supply	7,110.00		5,000.00	
3. Maint. @ Repairs Contract	18,000.00		14,000.00	
4. Painting	1,500.00		1,500.00	
5. Snow Removal	0.00		0.00	
6. Elevator Maint./Contract	0.00		0.00	
7. Grounds	19,000.00		19,000.00	
8. Services	2,017.00		2,017.00	
<b>9. Cptl Bgt(Part V operating)</b>	<b>32,800.00</b>		<b>0.00</b>	
10. Other Operating Expenses	1,190.00		1,190.00	SEE NARRATIVE FOR BREAKDOWN
<b>11. Sub-Ttl O@M (1 thru 10)</b>	<b>95,759.00</b>		<b>58,880.00</b>	
12. Electricity	13,792.00		16,040.00	
13. Water	2,652.00		2,652.00	
14. Sewer	71,316.00		104,500.00	
15. Fuel (Oil/Coal/Gas)	2,122.00		1,000.00	
16. Garbage @ Trash Removal	46,961.00		57,426.00	
17. Other Utilities	0.00		0.00	
<b>18. Sub-Ttl Util. (12 thru 17)</b>	<b>136,843.00</b>		<b>181,618.00</b>	
19. Site Management Payroll	77,878.00		86,160.00	
20. Management Fee	0.00		0.00	
21. Project Auditing Expense	800.00		800.00	
22. Proj. Bookkeeping/Accting	0.00		0.00	
23. Legal Expenses	1,000.00		2,000.00	
24. Advertising	1,500.00		0.00	
25. Phone @ Answering Service	1,707.00		750.00	
26. Office Supplies	1,600.00		0.00	
27. Office Furniture @ Equip.	2,500.00		0.00	
28. Training Expense	1,000.00		500.00	
29. Hlth Ins. @ Other Benefits	35,640.00		46,040.00	
30. Payroll Taxes	0.00		0.00	
31. Workmans Compensation	4,331.00		3,805.00	
32. Other Admin.Expenses	19,603.00		19,603.00	SEE NARRATIVE FOR BREAKDOWN
<b>33. Sub-Ttl Admin (19 thru 32)</b>	<b>147,559.00</b>		<b>159,658.00</b>	
34. Real Estate Taxes	0.00		0.00	
35. Special Assessments	0.00		0.00	
36. Othr Taxes, Lcnses, Permts	0.00		0.00	
37. Property @ Liability Ins.	11,942.00		15,635.00	
38. Fidelity Coverage Ins.	0.00		0.00	
39. Other Insurance	0.00		0.00	
<b>40. Sub-Ttl Tx/In (34 thru 39)</b>	<b>11,942.00</b>		<b>15,635.00</b>	
<b>41. Ttl O@M Exps (11+18+33+40)</b>	<b>392,103.00</b>		<b>415,791.00</b>	



Project Name: TIERRA ALTA FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 05-1 Paid Code: Active  
 Classification: A Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Current Budget	Actual	Proposed Budget	Comment
Effective Dates:	07/01/2021	07/01/2021	07/01/2022	
Ending Dates:	06/30/2022	06/30/2022	06/30/2023	

**PART III - ACCT BUDGET/STATUS**

**Reserve Account**

1. Beginning Balance	654,462.00		680,113.00	
2. Transfer to Reserve	26,250.00		26,250.00	

**Transfer From Reserve**

3. Operating Deficit	0.00		0.00	
<b>4. Cptl Bgt (Part V reserve)</b>	<b>411,400.00</b>		<b>465,100.00</b>	
5. Building @ Equip Repair	0.00		0.00	
6. Othr Non-Operating Expenses	0.00		0.00	
<b>7. Total (3 thru 6)</b>	<b>411,400.00</b>		<b>465,100.00</b>	
<b>8. Ending Balance [(1+2)-7]</b>	<b>269,312.00</b>		<b>241,263.00</b>	

**General Operating Account**

Beginning Balance				
Ending Balance				

**Real Estate Tax And Ins Escrow**

Beginning Balance				
Ending Balance				

**Tenant Security Deposit Acct**

Beginning Balance				
Ending Balance				

Number of Applicants on Waiting List	0	Reserve Acct. Req. Balance	398,092.23
Number of Applicants Needing RA		Amount Ahead/Behind	253,774.77

Project Name: TIERRA ALTA FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 05-1 Paid Code: Active  
 Classification: A Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

**PART IV RENT SCHEDULE**

**A. CURRENT APPROVED RENTS/UTILITY ALLOWANCE: 07/01/2021**

Unit Description						Rental Rates			Potential Income From Each Rate			Utility
Type	Size	HC	Rev	Unit	Number	Basic	Note	HUD	Basic	Note	HUD	Allowance
N	3	N			18	1,025	1,025	0	221,400	221,400	0	77
N	2	N			17	943	943	0	192,372	192,372	0	76
CURRENT RENT TOTALS									413,772	413,772	0	

**EFFECTIVE DATE OF RENTS/UTILITY ALLOWANCE: 07/01/2021**

Unit Description					Utility Types						
Type	Size	HC	Rev	Unit	Elect	Gas	Sewer	Trash	Water	Other	Total Allow
N	3	N			41	36	0	0	0	0	77
N	2	N			41	35	0	0	0	0	76

**B. PROPOSED CHANGE OF RENTS/UTILITY ALLOWANCE: 07/01/2022**

Unit Description						Rental Rates			Potential Income From Each Rate			Utility
Type	Size	HC	Rev	Unit	Number	Basic	Note	HUD	Basic	Note	HUD	Allowance
N	2	N			17	943	943	0	192,372	192,372	0	76
N	3	N			18	1,025	1,025	0	221,400	221,400	0	77
PROPOSED RENT TOTALS									413,772	413,772	0	

**EFFECTIVE DATE OF RENTS/UTILITY ALLOWANCE: 07/01/2022**

Unit Description					Utility Types						
Type	Size	HC	Rev	Unit	Elect	Gas	Sewer	Trash	Water	Other	Total Allow
N	2	N			41	35	0	0	0	0	76
N	3	N			41	36	0	0	0	0	77

Project Name: TIERRA ALTA FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 05-1 Paid Code: Active  
 Classification: A Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Proposed Number Units/Items	Proposed From Reserve	Actual From Reserve	Proposed From Operating	Actual From Operating	Actual Total Cost	Total Actual Units/Items
Effective Dates:	07/01/2021	07/01/2022	07/01/2021	07/01/2022	07/01/2021	07/01/2021	07/01/2021
Ending Dates:	06/30/2022		06/30/2022		06/30/2022	06/30/2022	06/30/2022
<b>ANNUAL CAPITAL BUDGET</b>							
<b>Appliances</b>							
Appliances - Range	0	0.00	0.00	0.00	0.00	0.00	0
Appliances - Refrigerator	0	0.00	0.00	0.00	0.00	0.00	0
Appliances - Range Hood	0	0.00	0.00	0.00	0.00	0.00	0
Appliances - Washers @ Dryers	0	0.00	0.00	0.00	0.00	0.00	0
Appliances - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Carpet and Vinyl</b>							
Carpet @ Vinyl - 1 Br.	0	0.00	0.00	0.00	0.00	0.00	0
Carpet @ Vinyl - 2 Br.	0	0.00	0.00	0.00	0.00	0.00	0
Carpet @ Vinyl - 3 Br.	2	19,200.00	0.00	0.00	0.00	0.00	0
Carpet @ Vinyl - 4 Br.	0	0.00	0.00	0.00	0.00	0.00	0
Carpet @ Vinyl - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Cabinets</b>							
Cabinets - Kitchens	0	0.00	0.00	0.00	0.00	0.00	0
Cabinets - Bathroom	0	0.00	0.00	0.00	0.00	0.00	0
Cabinets - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Doors</b>							
Doors - Exterior	0	0.00	0.00	0.00	0.00	0.00	0
Doors - Interior	0	0.00	0.00	0.00	0.00	0.00	0
Doors - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Window Coverings</b>							
Window Coverings - Detail	0	0.00	0.00	0.00	0.00	0.00	0
Window Coverings - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Heat and Air Conditioning</b>							
Heat @ Air - Heating	2	3,900.00	0.00	0.00	0.00	0.00	0
Heat @ Air - Air Conditioning	0	0.00	0.00	0.00	0.00	0.00	0
Heat @ Air - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Plumbing</b>							
Plumbing - Water Heater	2	3,100.00	0.00	0.00	0.00	0.00	0
Plumbing - Bath Sinks	0	0.00	0.00	0.00	0.00	0.00	0
Plumbing - Kitchen Sinks	0	0.00	0.00	0.00	0.00	0.00	0
Plumbing - Faucets	0	0.00	0.00	0.00	0.00	0.00	0
Plumbing - Toilets	0	0.00	0.00	0.00	0.00	0.00	0
Plumbing - Other	1	14,000.00	0.00	0.00	0.00	0.00	0
<b>Major Electrical</b>							
Major Electrical - Detail	0	0.00	0.00	0.00	0.00	0.00	0
Major Electrical - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Structures</b>							
Structures - Windows	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Screens	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Walls	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Roofing	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Siding	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Exterior Painting	0	0.00	0.00	0.00	0.00	0.00	0
Structures - Other	0	0.00	0.00	0.00	0.00	0.00	0

Project Name: TIERRA ALTA FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 05-1 Paid Code: Active  
 Classification: A Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

Item	Proposed Number Units/Items	Proposed From Reserve	Actual From Reserve	Proposed From Operating	Actual From Operating	Actual Total Cost	Total Actual Units/Items
Effective Dates:	07/01/2021	07/01/2022	07/01/2021	07/01/2022	07/01/2021	07/01/2021	07/01/2021
Ending Dates:	06/30/2022		06/30/2022		06/30/2022	06/30/2022	06/30/2022
<b>Paving</b>							
Paving - Asphalt	0	0.00	0.00	0.00	0.00	0.00	0
Paving - Concrete	0	0.00	0.00	0.00	0.00	0.00	0
Paving - Seal and Stripe	0	0.00	0.00	0.00	0.00	0.00	0
Paving - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Landscape and Grounds</b>							
Lndscp@Grnds - Landscaping	0	3,700.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Lawn Equipment	0	0.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Fencin	0	3,500.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Recreation Area	0	0.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Signs	0	0.00	0.00	0.00	0.00	0.00	0
Lndscp@Grnds - Other	0	4,000.00	0.00	0.00	0.00	0.00	0
<b>Accessibility Features</b>							
Accessibility Features - Detail	0	0.00	0.00	0.00	0.00	0.00	0
Accessibility Features - Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Automation Equipment</b>							
Automation Equip. -Site Mngt.	0	0.00	0.00	0.00	0.00	0.00	0
Automation Equip. -Common Area	0	0.00	0.00	0.00	0.00	0.00	0
Automation Equip. -Other	0	0.00	0.00	0.00	0.00	0.00	0
<b>Other</b>							
List: ?	0	400,000.00	0.00	0.00	0.00	0.00	0
List: ?	0	11,000.00	0.00	0.00	0.00	0.00	0
List: ?	0	2,700.00	0.00	0.00	0.00	0.00	0
<b>Total Capital Expenses</b>	<b>0</b>	<b>465,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

Project Name: TIERRA ALTA FLH	State: 04	Servicing Office: 635	County: 44
Borrower Name: HA COUNTY SANTACRUZ	Borr ID: 815665032	Prj Nbr: 05-1	Paid Code: Active
Classification: A	Fiscal Year: 2023	Version: 07/01/2022 APPROVED	Totals: By Project Analyzed: Y

**Part VI - SIGNATURES, DATES AND COMMENTS**

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

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

02/28/2022

(Date Submitted)

HA COUNTY SANTACRUZ

(Management Agency)

MA497190

(MA#)

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

\_\_\_\_\_  
(Signature of Borrower or Borrower's Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Agency Approval (Rural Development Approval Official):

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

---

Project Name: TIERRA ALTA FLH State: 04 Servicing Office: 635 County: 44  
 Borrower Name: HA COUNTY SANTACRUZ Borr ID: 815665032 Prj Nbr: 05-1 Paid Code: Active  
 Classification: A Fiscal Year: 2023 Version: 07/01/2022 APPROVED Totals: By Project Analyzed: Y

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SPVS Comment:  
Batched/ II 022322

Narrative:

Part II - Operating & Maintenance Expense Schedule, Line 10 - Other Operating Expenses			
Budget 21-22	Proposed Budget 22-23	YTD at 12-31-21	Travel - Maintenance
1,190	1,190	794	Part II - Operating & Maintenance Expense
Schedule, Line 32 - Other Administrative Expenses			
Budget 21-22	Proposed Budget 22-23	YTD at 12-31-21	Travel
1,321	1,321		62 Office Rental Lease
10,100	10,100	6,690	Postage
1,200	1,200		Contracted Services
1,341	1,341		90 Membership/Dues
200	200		Commissioner Meetings/Stipend
70	Misc		1,040
1,040	62 Subscriptions		25
25	Computer Services/Supplies	4,306	
4,306	2,919 Total		19,603
19,603	9,823		

## AGENDA ITEM SUMMARY

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**MEETING DATE:** June 1, 2022

**ITEM NUMBER:** 6A

**FROM:** Executive Director

---

**SUBJECT:** Agency Budget for FY 2022-2023

---

**RECOMMENDATION:** Approve Agency Budget for FY 2022-2023

---

### **BACKGROUND SUMMARY:**

We are pleased to present the proposed FY2022-2023 budget for the Housing Authority of the County of Santa Cruz. Of the agency's five program groups listed on page 20 (Section 8, Federal Housing, Federal Grants, Local Programs, and Business Activities), four program groups have budget surpluses anticipated for the coming year. It's a positive sign for the agency's revenue sources to align with each program's financial need since surplus funding is generally restricted for the sole benefit of a given program and cannot be used to supplement funding deficits in other programs. The deficit in Federal Grants is a result of the Family Self-Sufficiency (FSS) grant award not covering the entire portion of the salaries and benefits for the two full-time equivalent FSS caseworkers. The Business Activities program group and Section 8 program group are projected to generate the majority of the overall agency-wide surplus of \$912,009. The \$491,091 surplus for the Business Activities program group is a result of the commercial rental income generated by the Authority owned buildings on Mission Street and 41<sup>st</sup> Avenue.

The Section 8 program group's current lease up rate is approximately 90% with 5,161 households in the various voucher programs, including Emergency Housing Vouchers. The agency's budget reflects a steady monthly increase in the lease up rates to end the upcoming fiscal year at a projected lease up rate of 95% with 5,421 households receiving assistance.

The quarterly voucher program lease up goals and the corresponding HAP are listed in the table below:

	<b>Sept 2022</b>	<b>Dec 2022</b>	<b>Mar 2023</b>	<b>Jun 2023</b>
<b>Units</b>	5,267	5,315	5,358	5,421
<b>HAP</b>	\$9,382,668	\$9,615,478	\$ 9,909,718	\$ 10,201,915

Section 8 admin fees provide the majority of the agency's overall administrative funding. A monthly per unit admin fee is earned for every family that is housed. HUD increased the calendar year 2022 per unit admin fee by a higher factor than in recent years. Admin fees are also impacted by Congress establishing calendar year admin fee proration levels which reduce the full per unit admin fee funding that HUD has historically used as the benchmark level of funding for housing authorities to efficiently operate a voucher program. The proposed budget

was prepared using an admin fee proration level of 90% for the first 6 months of the budget year based on HUD's guidance and a conservative 88% for the second half of the fiscal year. Please refer to the chart on page 5 for historical admin fee proration levels. Even slight changes to the admin fee proration level can have a significant impact on the agency's ability to cover the administrative costs of operating the voucher programs. For this reason, the agency strives to generate a budget surplus in the Section 8 program group on an annual basis to create admin fee reserves that can be drawn upon during years with budget deficits when admin fee prorations are especially severe. The proposed budget forecasts a surplus of \$461,735 for the Section 8 program group.

The reserve balances for each of the agency's programs are listed on page 18. While the combined Section 8 program group's unrestricted reserve balance of just over \$4 million continues to increase at a steady rate, it excludes the Pension and Other Post Retirement Benefits (OPEB) liabilities which are now approaching a combined \$10 million. The preservation of the former Low Income Public Housing (LIPH) reserve funds provides the agency with an opportunity to make significant headway in pre-funding the pension obligations which will help relieve the budgetary strain of rising pension costs in the future. The Housing Authority will be using the former LIPH reserves to loan New Horizons the funds for construction of the project at Natural Bridges. The repayment of this construction loan and the sale of the land with entitlements allows the funds to serve a dual purpose of financing the development of Natural Bridges as well as helping to address pension debt when the funds return back to the Housing Authority.

The most recent Cost of Living Adjustment (COLA) was implemented in January of 2021 which coincided with the first phase of the salary comparability study implementation. According to the Consumer Price Index for All Urban Consumers, the U.S. Bureau of Labor Statistics reports the all items index increased by 8.3% over the last 12 months for the period ending April 2022. With HUD's recent increase in per unit Section 8 admin fees, anticipated increases in Section 8 lease up rates, and high Section 8 admin fee proration levels, the agency is in a financial position to help restore the purchasing power of staff salaries in this high inflation environment. The budget proposal includes a 5% COLA effective during the first pay period of the new fiscal year and secondary implementation of the salary comparability study. Upon completing the implementation of the proposed salary comparability adjustment, the compensation for all positions within the agency will be within at least 70% of the market rate variance identified in the study. The comp study adjustments apply the same methodology that was implemented in the first round. As a result, positions occupying lower and middle levels of the salary chart will generally be compensated at full market rate based on comp study data while positions on the upper end of the salary chart will receive a cumulative proration adjustment of 70% of the market pay variance identified in the study. Overall, the proposed 5% COLA and phase two of the comparability study implementation would increase total personnel costs (salaries and benefits) by 6%.

**RECOMMENDATION:** Approve Agency Budget for FY 2022-2023





**Executive Director**

*Jennifer Panetta*

**Finance Director**

*Aaron Pomeroy*

**Board of Commissioners**

*Andy Schiffrin, Chairperson*

*Carol Berg, Vice-Chairperson*

*Sonja Brunner*

*Ligaya Eligio*

*Rebecca Garcia*

*Annette Melendrez*

*Richard Schmale*

**Proposed Budget**

**2022-2023**

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**2022 - 2023**  
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## BUDGET TERMS

TERM	DESCRIPTION	COMMENTS
Administration Fees	Fees derived from contracts or services	Section 8 admin fees are earned on each HAP contract on the first of each month. Admin fees earned for other programs are received from services provided or derived from a fee schedule or composite labor rate.
Grants/Contracts	Funding from grants or contracts with various agencies to perform specific services.	Includes grant and contracts with local, state, and federal agencies
Rental Income	Rental Income on Housing Authority owned property	Dwelling rental income from HUD and USDA programs and non-dwelling rental income for Housing Authority owned buildings.
Operating Transfers In	Transfer of funds from one program or fund to another	Sources of Operating Transfers In are from reserves funds or funding from outside sources.
Other Income	Income that does not conform to the other categories	Examples include laundry vending receipts, tenant charges for repairs, proceeds from repayment agreements, and interest income.
Housing Assistance Payments (HAPs)	Supplemental rent payments made directly to landlords on behalf of qualified low-income tenants	These are pass-through funds provided by the United States Department of Housing and Urban Development (HUD).
Salaries	Salaries for administrative and maintenance staff	
Employee Benefit Expenses	Payroll taxes and fringe benefits for long-term, permanent staff	Benefits: Health, dental, vision, retirement life, accidental death and dismemberment, short-term and long-term disability. Taxes: Medicare, and unemployment.
Capital Purchases	Equipment purchases and site or building improvements that meet the Agency's capitalization threshold.	These items are capitalized and depreciated over the term of their useful lives. Purchases not meeting the minimum threshold of \$5,000 are expensed when incurred.

## BUDGET TERMS

TERM	DESCRIPTION	COMMENTS
Maintenance	Costs of maintenance and repair of buildings and equipment	Included in this category is the maintenance and repair of buildings, appliances, office equipment, service contracts, and utilities.
General Administrative	Items of administrative expense for which no specific account is prescribed in the other categories	Included in this category is the cost of most overhead expenses such as office supplies, postage, telephone, etc. Also includes legal fees, training, travel, audit fees, office lease payments, and insurance.
Tenant Services	Support services, landlord incentives, and security deposit assistance provided to low income participants through federal and local programs.	Services are provided through contracts with various federal and local jurisdictions.
Operating Transfers Out	Transfers from one program or fund to another.	Includes transfers to reserve accounts.
Debt Service	Includes principal and interest payments.	Notes are secured by the underlying properties.

## Budget Narrative

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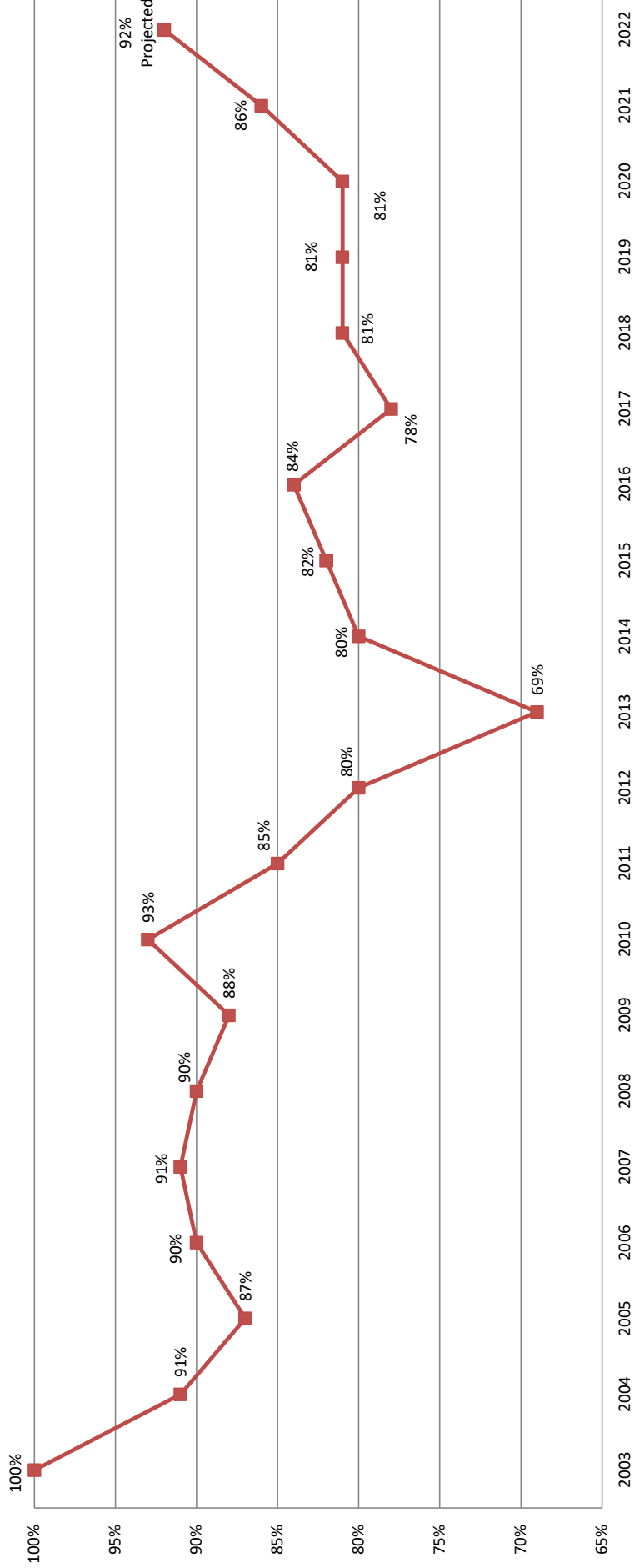
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liabilities which are now approaching a combined \$10 million. The preservation of the former Low Income Public Housing (LIPH) reserve funds provides the agency with an opportunity to make significant headway in pre-funding the pension obligations which will help relieve the budgetary strain of rising pension costs in the future. The Housing Authority will be using the former LIPH reserves to loan New Horizons the funds for construction of the project at Natural Bridges. The repayment of this construction loan and the sale of the land with entitlements allows the funds to serve a dual purpose of financing the development of Natural Bridges as well as helping to address pension debt when the funds return back to the Housing Authority.

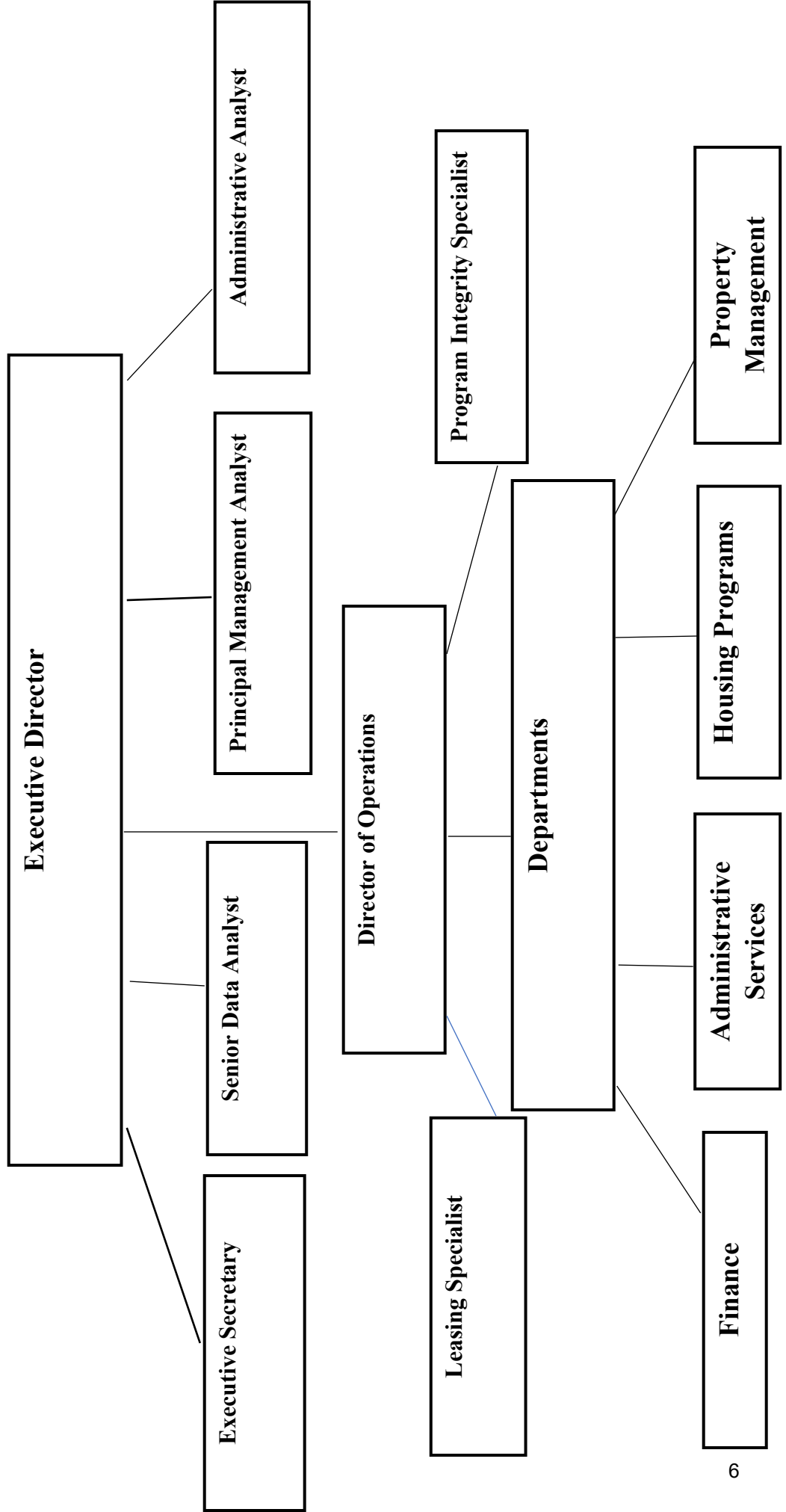
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### Section 8 Administrative Fee Prorations 2003-2022





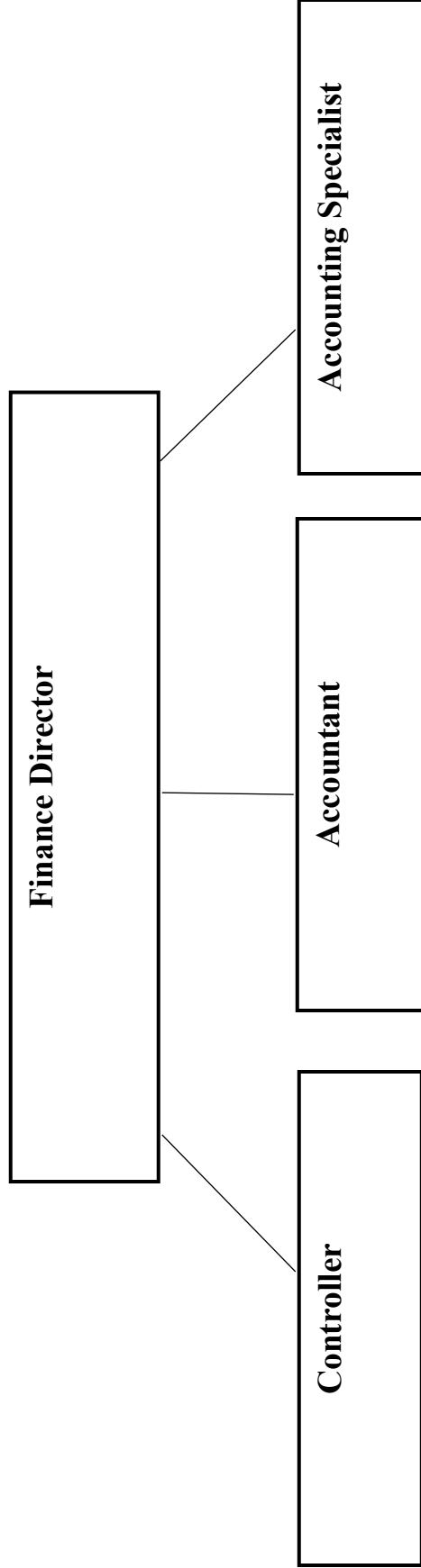
## Organizational Chart







## **Finance Department**





## Administrative Services Department

**Administrative Services Director**

**Administrative Services Supervisor**

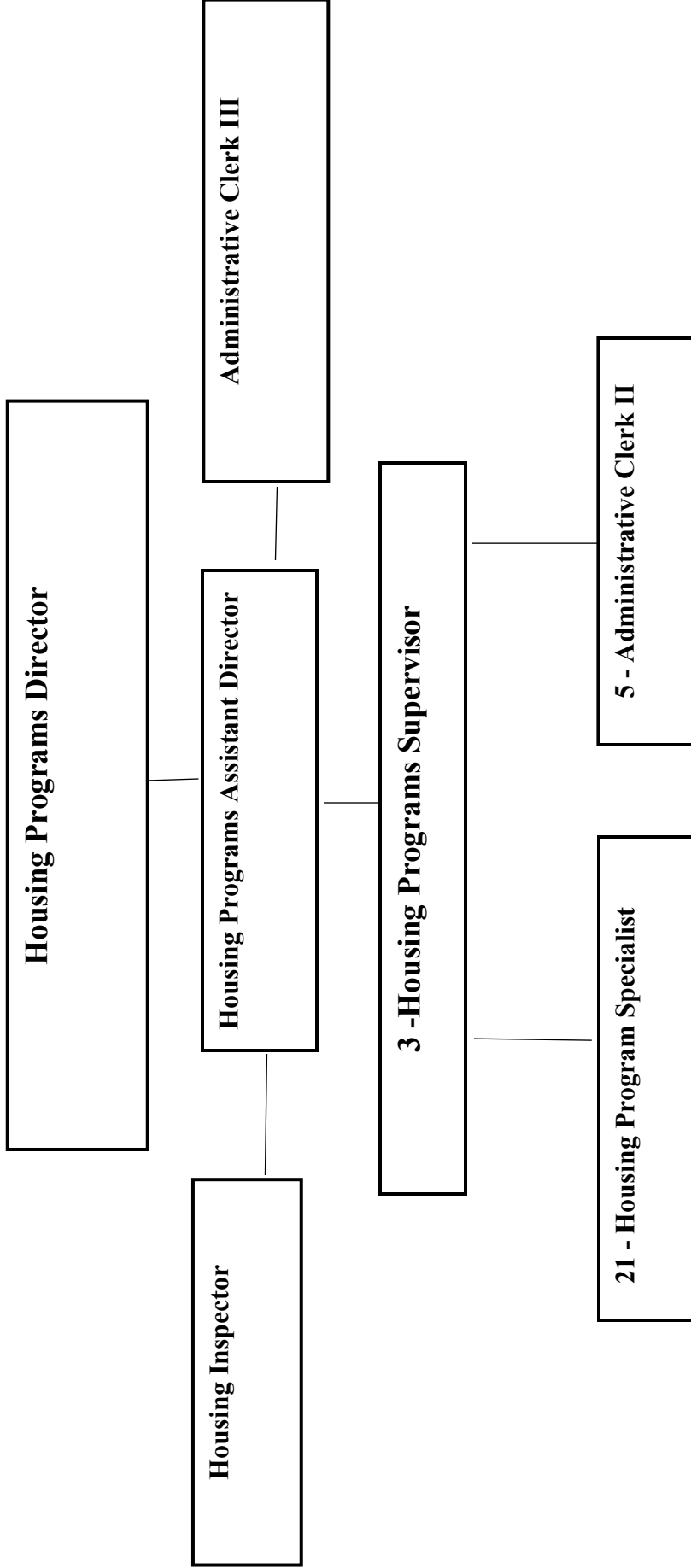
**Information Technology Department**

**2 - Administrative Clerk II  
2 - Administrative Clerk III**

**Computer Technical Support Analyst**

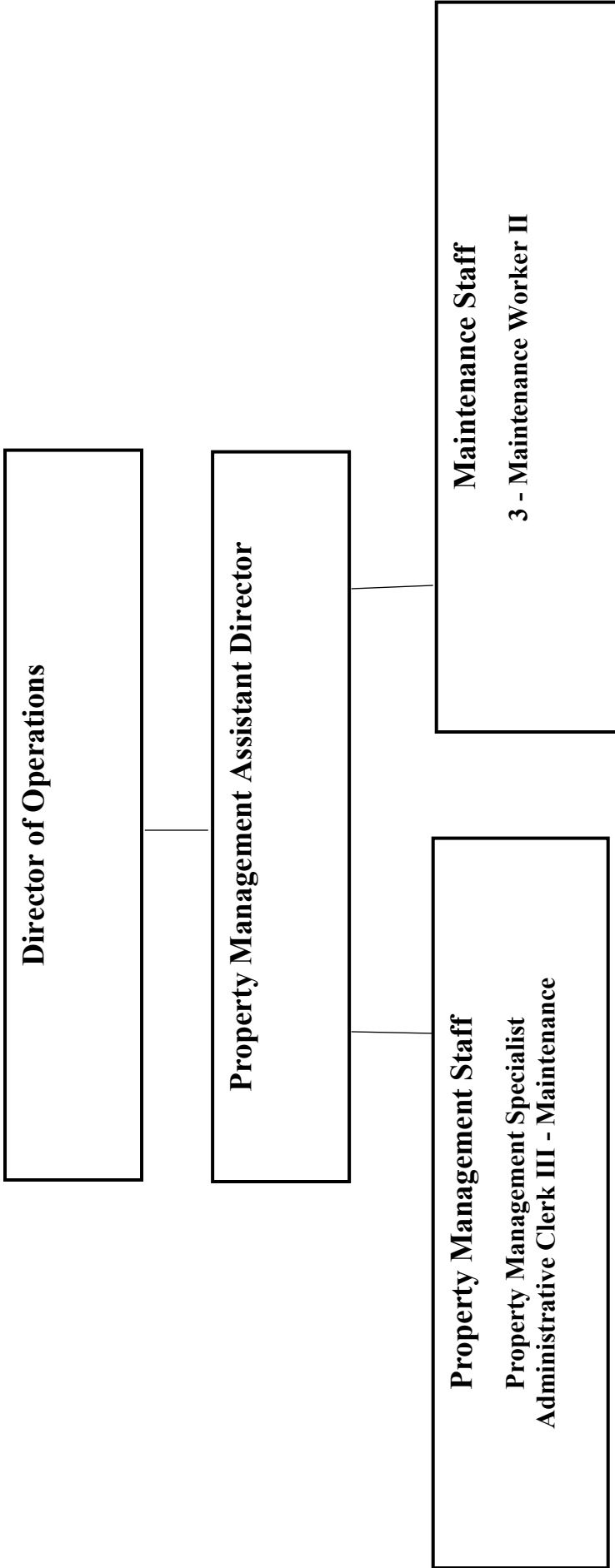


## Housing Programs Department





## Property Management Department



**Position Summary  
2022-2023**

Administration	
Executive Director .....	1
Executive Secretary .....	1
Principal Management Analyst .....	1
Administrative Analyst .....	1
Senior Data Analyst .....	1
Program Integrity Specialist .....	1
Leasing Specialist .....	1

Property Management	
Director of Operations .....	1
Property Management Assistant Director .....	1
Property Management Specialist .....	1
Administrative Clerk III - Maintenance .....	1
Maintenance Worker II .....	3
<b>Total Positions (FTE) .....</b>	<b>58</b>

Administrative Services	
Administrative Services Director .....	1
Administrative Services Supervisor .....	1
Computer Technical Support Analyst .....	1
Administrative Clerk III .....	2
Administrative Clerk II .....	2

Finance Department	
Finance Director .....	1
Controller .....	1
Accountant .....	1
Accounting Specialist .....	1

Housing Programs Department	
Housing Programs Director .....	1
Housing Programs Assistant Director .....	1
Housing Programs Supervisor .....	3
Housing Programs Specialist .....	21
Administrative Clerk II .....	5
Housing Inspector .....	1
Administrative Clerk III .....	1

Full Time Equivalents	
Executive Director .....	1
Director of Operations .....	1
Department Director .....	3
Property Management Assistant Director .....	1
Housing Programs Assistant Director .....	1
Principal Management Analyst .....	1
Administrative Analyst .....	1
Senior Data Analyst .....	1
Controller .....	1
Computer Technical Support Analyst .....	1
Administrative Analyst .....	1
Accountant .....	1
Administrative Services Supervisor .....	1
Housing Programs Supervisor .....	3
Housing Inspector .....	1
Executive Secretary .....	1
Program Integrity Specialist .....	1
Accounting Specialist .....	1
Maintenance Worker II .....	2
Property Management Specialist .....	1
Housing Programs Specialist .....	21
Leasing Specialist .....	1
Administrative Clerk III .....	3
Administrative Clerk III - Maintenance .....	1
Administrative Clerk II .....	7
<b>TOTAL.....</b>	<b>58</b>

**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ**  
**Staffing Comparison By Budget Year**

			<b>Change</b>
	<b>2021-22</b>	<b>2022-23</b>	<b>from</b>
<b><u>Full Time Equivalents</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Last Yr</u></b>
Executive Director	1	1	0
Director of Operations	0	1	1
Department Director	3	3	0
Principal Management Analyst	0	1	1
Senior Administrative Analyst	1	0	-1
Administrative Analyst	1	1	0
Executive Secretary	1	1	0
Program Integrity Specialist	1	1	0
IT Coordinator	0.8	0	-0.8
Senior Data Analyst	0	1	1
Computer Technical Support Analyst	2	1	-1
Controller	1	1	0
Accountant	0	1	1
Accounting Specialist	1	1	0
Accounting Technician	1	0	-1
Account Clerk II	1	0	-1
Housing Programs Assistant Director	1	1	0
Housing Programs Supervisor	2.9	3	0.1
Housing Programs Specialist	18	21	3
Administrative Clerk II	9	7	-2
Administrative Clerk III	2	3	1
Administrative Services Supervisor	1	1	0
Property Management Assistant Dir	1	1	0
Property Management Specialist	1	1	0
Administrative Clerk III - Maint	1	1	0
Housing Inspector	1	1	0
Leasing Specialist	1	1	0
Maintenance Worker II	2	3	1
BV Migrant Maint Assistant	1	0	-1
<b>TOTAL Full Time Equivalents (FTE)</b>	<b>56.7</b>	<b>58</b>	<b>1.3</b>

## Salary Range/Step Chart Effective 7/3/2022

Subject to Approval by the Board of Commissioners on 6/1/2022

Job Title	Range	Monthly					Hourly				
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Clerk I	8	3403	3574	3752	3940	4137	19.64	20.62	21.65	22.73	23.87
*	9	3488	3663	3846	4038	4240	20.13	21.13	22.19	23.30	24.46
*	10	3576	3754	3942	4139	4346	20.63	21.66	22.74	23.88	25.07
*	11	3665	3848	4041	4243	4455	21.14	22.20	23.31	24.48	25.70
Administrative Clerk II	12	3757	3945	4142	4349	4566	21.67	22.76	23.89	25.09	26.34
Receptionist											
*	13	3851	4043	4245	4458	4680	22.22	23.33	24.49	25.72	27.00
*	14	3947	4144	4351	4569	4797	22.77	23.91	25.10	26.36	27.68
Account Clerk II	15	4046	4248	4460	4683	4917	23.34	24.51	25.73	27.02	28.37
Administrative Clerk III	16	4147	4354	4572	4800	5040	23.92	25.12	26.38	27.69	29.08
Administrative Clerk III - Maintenance											
Maintenance Worker I											
*	17	4250	4463	4686	4920	5166	24.52	25.75	27.03	28.39	29.81
*	18	4357	4574	4803	5043	5296	25.13	26.39	27.71	29.10	30.55
*	19	4466	4689	4923	5169	5428	25.76	27.05	28.40	29.82	31.31
Administrative Clerk IV	20	4577	4806	5046	5299	5564	26.41	27.73	29.11	30.57	32.10
Maintenance Worker II	21	4692	4926	5173	5431	5703	27.07	28.42	29.84	31.33	32.90
Housing Programs Specialist											
Accounting Technician	22	4809	5049	5302	5567	5845	27.74	29.13	30.59	32.12	33.72
Housing Inspector	23	4929	5176	5434	5706	5991	28.44	29.86	31.35	32.92	34.57
Leasing Specialist	24	5052	5305	5570	5849	6141	29.15	30.61	32.14	33.74	35.43
Property Management Specialist											
Accounting Specialist	25	5179	5438	5709	5995	6295	29.88	31.37	32.94	34.59	36.32
Housing Programs Senior Specialist											
Property Specialist											
*	26	5308	5574	5852	6145	6452	30.62	32.16	33.76	35.45	37.22
Executive Secretary	27	5441	5713	5999	6298	6613	31.39	32.96	34.61	36.34	38.15
*	28	5577	5856	6149	6456	6779	32.17	33.78	35.47	37.25	39.11

Maintenance Coordinator	29	5716	6002	6302	6617	6948	32.98	34.63	36.36	38.18	40.09
Program Integrity Specialist	30	5859	6152	6460	6783	7122	33.80	35.49	37.27	39.13	41.09
Administrative Services Supervisor											
Property Management Supervisor											
*	31	6006	6306	6621	6952	7300	34.65	36.38	38.20	40.11	42.12
Housing Programs Supervisor	32	6156	6464	6787	7126	7482	35.51	37.29	39.15	41.11	43.17
Accountant	33	6310	6625	6956	7304	7670	36.40	38.22	40.13	42.14	44.25
*	34	6467	6791	7130	7487	7861	37.31	39.18	41.14	43.19	45.35
Facilities Manager	35	6629	6961	7309	7674	8058	38.25	40.16	42.17	44.27	46.49
Computer Tech. Support Analyst	36	6795	7135	7491	7866	8259	39.20	41.16	43.22	45.38	47.65
Administrative Analyst											
Senior Accountant	37	6965	7313	7679	8063	8466	40.18	42.19	44.30	46.51	48.84
*	38	7139	7496	7871	8264	8677	41.19	43.25	45.41	47.68	50.06
*	39	7317	7683	8067	8471	8894	42.22	44.33	46.54	48.87	51.31
*	40	7500	7875	8269	8683	9117	43.27	45.43	47.71	50.09	52.60
*	41	7688	8072	8476	8900	9345	44.35	46.57	48.90	51.34	53.91
Senior Administrative Analyst	42	7880	8274	8688	9122	9578	45.46	47.73	50.12	52.63	55.26
Senior Data Analyst											
Property Management Assistant Director											
Housing Programs Assistant Director											
*	43	8077	8481	8905	9350	9818	46.60	48.93	51.37	53.94	56.64
*	44	8279	8693	9127	9584	10063	47.76	50.15	52.66	55.29	58.06
Controller	45	8486	8910	9356	9823	10315	48.96	51.40	53.98	56.67	59.51
Information Technology Coordinator											
Principal Management Analyst	46	8698	9133	9590	10069	10573	50.18	52.69	55.32	58.09	61.00
Human Resources Director	47	8915	9361	9829	10321	10837	51.44	54.01	56.71	59.54	62.52
*	48	9138	9595	10075	10579	11108	52.72	55.36	58.13	61.03	64.08
Property Management Director	49	9367	9835	10327	10843	11385	54.04	56.74	59.58	62.56	65.69
*	50	9601	10081	10585	11114	11670	55.39	58.16	61.07	64.12	67.33
*	51	9841	10333	10850	11392	11962	56.78	59.61	62.59	65.72	69.01
*	52	10087	10591	11121	11677	12261	58.19	61.10	64.16	67.37	70.74
Administrative Services Director	53	10339	10856	11399	11969	12567	59.65	62.63	65.76	69.05	72.50
Housing Programs Director											
*	54	10598	11128	11684	12268	12882	61.14	64.20	67.41	70.78	74.32
Finance Director	55	10863	11406	11976	12575	13204	62.67	65.80	69.09	72.55	76.17
*	56	11134	11691	12275	12889	13534	64.24	67.45	70.82	74.36	78.08
*	57	11413	11983	12582	13211	13872	65.84	69.13	72.59	76.22	80.03



*		11698	12283	12897	13542	14219	67.49	70.86	74.41	78.13	82.03
	<b>Director of Operations</b>										
*		11990	12590	13219	13880	14574	69.17	72.63	76.27	80.08	84.08
*		12290	12905	13550	14227	14939	70.90	74.45	78.17	82.08	86.18
	<b>Deputy Executive Director</b>										
*		12597	13227	13889	14583	15312	72.68	76.31	80.13	84.13	88.34
*		12912	13558	14236	14948	15695	74.49	78.22	82.13	86.24	90.55
*		13235	13897	14592	15321	16087	76.36	80.17	84.18	88.39	92.81
*		13566	14244	14956	15704	16489	78.27	82.18	86.29	90.60	95.13
*		13905	14600	15330	16097	16902	80.22	84.23	88.44	92.87	97.51
*		14253	14965	15714	16499	17324	82.23	86.34	90.66	95.19	99.95
*		14609	15339	16106	16912	17757	84.28	88.50	92.92	97.57	102.45
*		14974	15723	16509	17335	18201	86.39	90.71	95.24	100.01	105.01
*		15349	16116	16922	17768	18656	88.55	92.98	97.63	102.51	107.63
	<b>Executive Director</b>										
		15732	16519	17345	18212	19123	90.76	95.30	100.07	105.07	110.32

# 5 YEAR CAPITAL PLAN

<b>Capital Expenditures:</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>Total</b>
Mission St Exterior Painting	40,000					40,000
Mission St Landscaping	10,000	1,500	1,500	1,500	1,500	16,000
Mission St. Roofing	175,000					175,000
<b>Mission Street</b>	<b>225,000</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>231,000</b>
Development Activities	256,555					256,555
<b>Natural Bridge Development</b>	<b>256,555</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>256,555</b>
2160 41st Ave Wood Repair	20,000			3,500		23,500
2160 41st Ave Exterior Painting	55,000					55,000
2160 41st Ave HVAC replacements		15,000				15,000
2160 41st Ave Roofing	5,000	35,000				40,000
2160 41st Ave Paving/Slurry	6,500					6,500
2160 41st Ave Landscaping	2,000	2,000	3,500	2,000	2,000	11,500
<b>2160 41st Ave Total</b>	<b>88,500</b>	<b>52,000</b>	<b>3,500</b>	<b>5,500</b>	<b>2,000</b>	<b>151,500</b>
2170 41st Ave Paving/Slurry	4,500					4,500
2170 41st Ave HVAC zone retrofit	7,000					7,000
2170 41st Ave Landscaping	800	800	2,350	900	1,500	6,350
<b>2170 41st Ave Total</b>	<b>12,300</b>	<b>800</b>	<b>2,350</b>	<b>900</b>	<b>1,500</b>	<b>17,850</b>
Casa Pajaro Unit Turnover Costs	6,300	6,425	6,555	6,686	6,820	32,786
Casa Pajaro Appliances/Water Heaters	3,100	3,170	3,234	3,300	3,366	16,170
Casa Pajaro Paving/Sealing	9,500					9,500
Casa Pajaro Sidewalk Repairs/Replacements	7,500					7,500
Casa Pajaro Landscaping	2,550	2,600	2,660	2,700	2,760	13,270
Casa Pajaro Wall Heaters	2,319	2,370	2,413	2,460	2,510	12,072
Casa Pajaro Flooring	26,000	19,600	27,000	27,000	27,000	126,600
Casa Pajaro Exterior Painting						0
Casa Pajaro Wood Repair			3,500			3,500
Casa Pajaro LED Lighting / Energy Efficiency	2,200	1,400	1,600	1,600		6,800
<b>Casa Pajaro Total</b>	<b>59,469</b>	<b>35,565</b>	<b>46,962</b>	<b>43,746</b>	<b>42,456</b>	<b>228,198</b>
Tierra Alta Unit Turnover Costs	11,000	11,500	12,000	12,500	12,750	59,750
Tierra Alta Flooring	19,200	19,550	19,950	20,350	20,750	99,800
Tierra Alta Appliances/Water Heaters	3,100	3,300	3,400	3,600	3,670	17,070
Tierra Alta Water Meters						0
Tierra Alta Heater	3,900	4,000	4,100	4,200	4,284	20,484
Tierra Alta Wood Repair		3,500				3,500
Tierra Alta Fence Repair/Replacement	3,500		2,500			6,000
Tierra Alta Wastewater	603,500	3,500	3,500			610,500
Tierra Alta Domestic Water - PFOS treatment sys	14,000					14,000
Tierra Alta Exterior Painting						0
Tierra Alta LED Lighting and Energy Efficiency	2,700	1,700	1,900			6,300
Tierra Alta Landscaping	3,700	3,900	4,000	4,100	4,200	19,900
<b>Tierra Alta Total</b>	<b>664,600</b>	<b>50,950</b>	<b>51,350</b>	<b>44,750</b>	<b>45,654</b>	<b>857,304</b>
<b>TOTAL</b>	<b>1,306,424</b>	<b>140,815</b>	<b>105,662</b>	<b>96,396</b>	<b>93,110</b>	<b>1,742,407</b>

**Operating Transfers In and Out  
Fiscal Year Ending June 30, 2023**

<u>Program</u>	<u>Transfers</u>	<u>In</u>	<u>Out</u>
Casa Pajaro	From Reserves	59,469	
Tierra Alta	From Reserves	664,600	
Natural Bridges	From SCCHA Agreement	367,055	
Mission Street Warehouse	From Commercial Tenant / Reserves	225,000	
Casa Pajaro	To Reserves for Capital Projects		33,105
Tierra Alta	To Reserves for Capital Projects		27,510
		<u>1,316,124</u>	<u>60,615</u>

# Reserve Balances

As of 6/30/21

Section 8:	Unrestricted	Restricted**	Total
Santa Cruz Vouchers *	2,693,762	179,040	2,872,802
Mainstream Vouchers *	557,329	273,783	831,112
Mod Rehab *	725,992	-	725,992
Mod Rehab SRO *	106,689	-	106,689
<b>Federal Housing:</b>			
Low Rent Public Housing *	6,792,569	-	6,792,569
Casa Pajaro USDA *	75,004	963,784	1,038,788
Tierra Alta USDA *	83,058	654,221	737,279
<b>Local Programs:</b>			
County of Santa Cruz	71,763	-	71,763
City of Santa Cruz	5,165	-	5,165
City of Watsonville	-	-	0
City of Capitola	103,218	-	103,218
City of Scotts Valley	90,032	-	90,032
Misc Local Contracts	9,655	-	9,655
<b>Business Activities:</b>			
Mission Street Building	817,445	-	817,445
2160/2170 41st Avenue Offices	1,878,615	-	1,878,615
415 Natural Bridges	(97,051)		(97,051)
Housing Authority Reserves	651,769	-	651,769
Buena Vista Admin Fund	(9,061)	-	(9,061)
Merrill Road Admin Fund	(39,872)	-	(39,872)
Spruce Street Condo	141,001	-	141,001
CalPERS Pension Fund	(8,843,111)		(8,843,111)
Other Post Retirement Benefits Fund	(1,090,265)		(1,090,265)
<b>Total Reserves</b>	<b>4,723,707</b>	<b>2,070,828</b>	<b>6,794,533</b>

\* Unrestricted except by Fund

\*\* Restrictions placed by outside entities

## Agency Debts and Receivables

<b>Lender and Project:</b>	<b>Purpose</b>	<b>Total Owed</b>	<b>Due FY 2022-23</b>
U.S. Department of Agriculture Casa Pajaro Apartments	Construction	9,902	6,601
U.S. Department of Agriculture Tierra Alta Apartments	Construction	693	693
Santa Cruz Co Redevelopment Agency Merrill Road - 15 Apartments	Permits, Fees & Predevelopment	300,000*	-
Compensated Absences	Accumulated Leave per Personnel Policy	601,353	129,246
<b>Total Outstanding</b>		<b>611,948</b>	<b>136,540</b>

<b>Due to Housing Authority:</b>	<b>Purpose</b>	<b>Total Due</b>	<b>Due FY 2022-23</b>
2nd Deeds of Trust Arroyo Verde	To Finance Purchase	15,000	-
3rd Deeds of Trust Arroyo Verde	To Finance Purchase	4,504	-
Merrill Road Land Loan Merrill Road - 15 Apartments	To Finance Acquisition of Land	399,765	-
Merrill Road Permanent Loan Merrill Road - 15 Apartments	To Finance Construction	451,509	-
<b>Total Due to Housing Authority</b>		<b>870,778</b>	<b>-</b>

\* Eligible for forgiveness in the year 2031

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget

Fiscal Year 2022-2023

### Budgets By Program Group

	Section 8	Federal Housing	Federal Grants	Local Programs	Business Activities	2022-23 Agency-Wide Budget	
<b>Revenues:</b>							
HAPS / Program	115,877,197	-	802,723	-	-	116,679,920	
Administrative Fees	8,159,181	-	-	-	850,879	9,010,061	
Grants / Contracts	-	-	191,916	774,500	-	966,416	
Rental Income	-	768,397	-	-	943,409	1,711,806	
Operating Transfers In	-	724,069	-	-	592,055	1,316,124	
Other Income	22,724	41,376	-	9,100	21,662	94,862	
<b>Total Revenues:</b>	<b>124,059,102</b>	<b>1,533,842</b>	<b>994,639</b>	<b>783,600</b>	<b>2,408,005</b>	<b>129,779,189</b>	
<b>Expenses:</b>							
Housing Assistance Pmts	115,877,197	-	802,723	-	-	116,679,920	
Salaries	3,840,248	191,567	147,493	42,765	472,180	4,694,253	
Employee Benefits	2,094,825	81,946	68,590	16,069	174,954	2,436,384	
Capital Purchases	-	724,069	-	-	582,355	1,306,424	
Maintenance	-	333,800	-	-	132,236	466,036	
General Administrative	1,582,597	123,882	1,933	13,645	555,189	2,277,247	
Tenant Services	202,500	-	26,607	709,900	-	939,007	
Operating Transfers Out	-	60,615	-	-	-	60,615	
Debt Service	-	7,294	-	-	-	7,294	
<b>Total Expenses:</b>	<b>123,597,367</b>	<b>1,523,173</b>	<b>1,047,346</b>	<b>782,379</b>	<b>1,916,914</b>	<b>128,867,180</b>	
<b>Surplus (Deficit):</b>	<b>461,735</b>	<b>10,668</b>	<b>(52,707)</b>	<b>1,221</b>	<b>491,091</b>	<b>912,009</b>	

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget

Fiscal Year 2022-2023

### Agency-Wide Budget

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	105,690,626	116,679,920	10,989,294
Administrative Fees	8,167,120	9,010,061	842,940
Grants / Contracts	833,772	966,416	132,644
Rental Income	1,653,611	1,711,806	58,195
Operating Transfers In	175,298	1,316,124	1,140,826
Other Income	111,749	94,862	(16,888)
<b>Total Revenues:</b>	<b>116,632,178</b>	<b>129,779,189</b>	<b>13,147,011</b>
<b>Expenses:</b>			
Housing Assistance Pmts	105,690,626	116,679,920	10,989,294
Salaries	4,411,465	4,694,253	282,787
Employee Benefits	2,092,974	2,436,384	343,410
Capital Purchases	122,006	1,306,424	1,184,418
Maintenance	671,696	466,036	(205,660)
General Administrative	2,103,091	2,277,247	174,156
Tenant Services	495,836	939,007	443,171
Operating Transfers Out	60,836	60,615	(221)
Debt Service	7,609	7,294	(315)
<b>Total Expenses:</b>	<b>115,656,138</b>	<b>128,867,180</b>	<b>13,211,042</b>
<b>Surplus (Deficit):</b>	<b>976,039</b>	<b>912,009</b>	<b>(64,031)</b>

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## **Section 8 Programs**

### **Santa Cruz Vouchers**

This fund accounts for revenues and expenses associated with administering the tenant based Section 8 Housing Choice Voucher Program for the County of Santa Cruz and the City of Hollister, including VASH & EHV vouchers.

### **Disabled Vouchers (Mainstream and NED)**

This fund accounts for revenues and expenses associated with administering the tenant based Section 8 Housing Choice Voucher Program for Disabled in the County of Santa Cruz.

### **Moderate Rehabilitation**

This fund accounts for revenues and expenses associated with administering the project based Section 8 Mod Rehab Program for the County of Santa Cruz. Some of these vouchers are transitioning to Housing Choice Vouchers as the original 15 year contracts are expiring. There are only 19 of 309 units remaining.

### **Moderate Rehabilitation SRO**

This fund accounts for revenues and expenses associated with administering the project based Section 8 Mod Rehab SRO Program.



# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Section 8 Program Group

Includes Mod Rehab, Mainstream, and Santa Cruz Voucher Program

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	104,875,416	115,877,197	11,001,781
Administrative Fees	7,307,242	8,159,181	851,939
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	23,253	22,724	(530)
<b>Total Revenues:</b>	<b>112,205,912</b>	<b>124,059,102</b>	<b>11,853,190</b>
<b>Expenses:</b>			
Housing Assistance Pmts	104,875,416	115,877,197	11,001,781
Salaries	3,491,233	3,840,248	349,015
Employee Benefits	1,724,615	2,094,825	370,210
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	1,366,150	1,582,597	216,447
Tenant Services	240,750	202,500	(38,250)
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>111,698,165</b>	<b>123,597,367</b>	<b>11,899,203</b>
<b>Surplus (Deficit):</b>	<b>507,747</b>	<b>461,735</b>	<b>(46,012)</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Santa Cruz Voucher Program

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	100,921,680	108,288,632	7,366,952
Administrative Fees	6,728,972	7,373,659	644,687
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	21,000	20,000	(1,000)
<b>Total Revenues:</b>	<b>107,671,652</b>	<b>115,682,291</b>	<b>8,010,639</b>
<b>Expenses:</b>			
Housing Assistance Pmts	100,921,680	108,288,632	7,366,952
Salaries	3,367,311	3,617,228	249,917
Employee Benefits	1,660,088	1,973,597	313,509
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	1,325,894	1,501,135	175,241
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>107,274,974</b>	<b>115,380,592</b>	<b>8,105,618</b>
<b>Surplus (Deficit):</b>	<b>396,679</b>	<b>301,699</b>	<b>(94,980)</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Emergency Housing Voucher Program

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	2021-22 Projected Actuals	2022-23 Proposed Budget	Increase / (Decrease) from 2021-22
<b>Revenues:</b>			
HAPS / Program	1,355,000	4,119,814	2,764,814
Administrative Fees	331,471	473,610	142,139
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>1,686,471</b>	<b>4,593,424</b>	<b>2,906,953</b>
<b>Expenses:</b>			
Housing Assistance Pmts	1,355,000	4,119,814	2,764,814
Salaries	24,185	118,291	94,106
Employee Benefits	16,120	64,300	48,180
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	4,846	40,752	35,906
Tenant Services	240,750	202,500	(38,250)
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>1,640,901</b>	<b>4,545,657</b>	<b>2,904,756</b>
<b>Surplus (Deficit):</b>	<b>45,570</b>	<b>47,767</b>	<b>2,197</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Mainstream Disabled Vouchers

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	2,172,526	3,153,186	980,660
Administrative Fees	178,955	259,201	80,246
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	700	600	(100)
<b>Total Revenues:</b>	<b>2,352,181</b>	<b>3,412,987</b>	<b>1,060,806</b>
<b>Expenses:</b>			
Housing Assistance Pmts	2,172,526	3,153,186	980,660
Salaries	85,097	93,427	8,330
Employee Benefits	41,313	50,784	9,471
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	30,282	36,442	6,160
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>2,329,218</b>	<b>3,333,839</b>	<b>1,004,621</b>
<b>Surplus (Deficit):</b>	<b>22,963</b>	<b>79,148</b>	<b>56,185</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Moderate Rehabilitation

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	322,000	212,114	(109,886)
Administrative Fees	49,624	33,384	(16,240)
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	1,317	1,862	545
<b>Total Revenues:</b>	<b>372,941</b>	<b>247,360</b>	<b>(125,581)</b>
<b>Expenses:</b>			
Housing Assistance Pmts	322,000	212,114	(109,886)
Salaries	10,745	7,158	(3,587)
Employee Benefits	5,216	3,891	(1,325)
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	3,778	2,787	(992)
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>341,739</b>	<b>225,949</b>	<b>(115,790)</b>
<b>Surplus (Deficit):</b>	<b>31,202</b>	<b>21,411</b>	<b>(9,791)</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Moderate Rehabilitation SRO

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	104,210	103,452	(758)
Administrative Fees	18,220	19,327	1,107
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	236	261	25
<b>Total Revenues:</b>	<b>122,666</b>	<b>123,040</b>	<b>374</b>
<b>Expenses:</b>			
Housing Assistance Pmts	104,210	103,452	(758)
Salaries	3,895	4,144	249
Employee Benefits	1,879	2,253	374
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	1,349	1,481	132
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>111,333</b>	<b>111,330</b>	<b>(3)</b>
<b>Surplus (Deficit):</b>	<b>11,333</b>	<b>11,710</b>	<b>377</b>

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# Federal Housing Programs

## **Low Income Public Housing (LIPH)**

This fund accounts for the rental revenues and expenses associated with the Housing Authority owned public housing units and the supplemental income provided by HUD. Effective January, 1, 2021, this program transferred property ownership of the 234 LIPH units to New Horizons (a non-profit affiliated entity) and the residents were issued Tenant Protection Vouchers. HUD refers to this process as a Streamlined Voluntary Conversion. Following conversion, there will be a close-out of all remaining LIPH activities and finances.

## **Casa Pajaro**

This fund accounts for the rental revenues and expenses associated with the USDA farmworker housing project on East Front Street in Watsonville.

## **Tierra Alta**

This fund accounts for the rental revenues and expenses associated with the USDA farmworker housing project on Tierra Alta Drive in Watsonville.

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Federal Housing Program Group

Includes LIPH, Casa Pajaro (USDA), and Tierra Alta (USDA)

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	722,588	768,397	45,809
Operating Transfers In	35,434	724,069	688,635
Other Income	52,049	41,376	(10,673)
<b>Total Revenues:</b>	<b>810,071</b>	<b>1,533,842</b>	<b>723,771</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	202,760	191,567	(11,193)
Employee Benefits	78,114	81,946	3,832
Capital Purchases	1,000	724,069	723,069
Maintenance	317,438	333,800	16,362
General Administrative	163,531	123,882	(39,649)
Tenant Services	-	-	-
Operating Transfers Out	60,836	60,615	(221)
Debt Service	7,609	7,294	(315)
<b>Total Expenses:</b>	<b>831,288</b>	<b>1,523,173</b>	<b>691,885</b>
<b>Surplus (Deficit):</b>	<b>(21,218)</b>	<b>10,668</b>	<b>31,886</b>

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**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ**

**Proposed Budget**

**Fiscal Year 2022-2023**

**Low Income Public Housing (LIPH) Program**

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	35,434	-	(35,434)
Other Income	14,000	-	(14,000)
<b>Total Revenues:</b>	<b>49,434</b>	<b>-</b>	<b>(49,434)</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	-	-	-
Employee Benefits	-	-	-
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	49,434	-	(49,434)
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>49,434</b>	<b>-</b>	<b>(49,434)</b>
<b>Surplus (Deficit):</b>	<b>0</b>	<b>-</b>	<b>(0)</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Casa Pajaro (USDA)

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	309,140	317,600	8,461
Operating Transfers In	-	59,469	59,469
Other Income	21,297	23,271	1,974
<b>Total Revenues:</b>	<b>330,436</b>	<b>400,340</b>	<b>69,904</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	92,836	93,047	211
Employee Benefits	37,885	39,804	1,919
Capital Purchases	1,000	59,469	58,469
Maintenance	115,969	109,475	(6,494)
General Administrative	61,492	69,240	7,747
Tenant Services	-	-	-
Operating Transfers Out	32,608	33,105	497
Debt Service	6,601	6,601	-
<b>Total Expenses:</b>	<b>348,390</b>	<b>410,741</b>	<b>62,351</b>
<b>Surplus (Deficit):</b>	<b>(17,954)</b>	<b>(10,401)</b>	<b>7,553</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Tierra Alta Farm (USDA)

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	2021-22 Projected Actuals	2022-23 Proposed Budget	Increase / (Decrease) from 2021-22
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	413,448	450,797	37,349
Operating Transfers In	-	664,600	664,600
Other Income	16,753	18,105	1,352
<b>Total Revenues:</b>	<b>430,201</b>	<b>1,133,502</b>	<b>703,301</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	109,924	98,520	(11,404)
Employee Benefits	40,230	42,142	1,912
Capital Purchases	-	664,600	664,600
Maintenance	201,470	224,325	22,855
General Administrative	52,605	54,643	2,038
Tenant Services	-	-	-
Operating Transfers Out	28,228	27,510	(718)
Debt Service	1,008	693	(315)
<b>Total Expenses:</b>	<b>433,465</b>	<b>1,112,433</b>	<b>678,968</b>
<b>Surplus (Deficit):</b>	<b>(3,264)</b>	<b>21,069</b>	<b>24,333</b>

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## **Federal Grants**

### **HUD FSS Coordinator Grant**

This fund accounts for the expenses and funding associated with outreach and service to eligible families in the Section 8 Program for Family Self Sufficiency.

### **Shelter Plus Care and New Roots COC Grants**

These funds account for the revenues and expenses associated with providing housing and supportive services to groups with specific needs.

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Federal Grant Programs Group

Includes Family Self-Sufficiency Program, Shelter Plus Care, and New Roots

	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	815,210	802,723	(12,487)
Administrative Fees	-	-	-
Grants / Contracts	249,454	191,916	(57,538)
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>1,064,664</b>	<b>994,639</b>	<b>(70,025)</b>
<b>Expenses:</b>			
Housing Assistance Pmts	815,210	802,723	(12,487)
Salaries	128,902	147,493	18,591
Employee Benefits	57,901	68,590	10,689
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	1,567	1,933	366
Tenant Services	94,235	26,607	(67,628)
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>1,097,816</b>	<b>1,047,346</b>	<b>(50,470)</b>
<b>Surplus (Deficit):</b>	<b>(33,152)</b>	<b>(52,707)</b>	<b>(19,555)</b>

**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ**

**Proposed Budget  
Fiscal Year 2022-2023**

**Family Self Sufficiency (FSS) Coordinator Grant**

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	153,069	160,842	7,773
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>153,069</b>	<b>160,842</b>	<b>7,773</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	128,069	144,970	16,901
Employee Benefits	57,500	67,431	9,931
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	652	1,148	496
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>186,221</b>	<b>213,549</b>	<b>27,328</b>
<b>Surplus (Deficit):</b>	<b>(33,152)</b>	<b>(52,707)</b>	<b>(19,555)</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Shelter Plus Care / New Roots

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	815,210	802,723	(12,487)
Administrative Fees	-	-	-
Grants / Contracts	96,385	31,074	(65,311)
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>911,595</b>	<b>833,797</b>	<b>(77,798)</b>
<b>Expenses:</b>			
Housing Assistance Pmts	815,210	802,723	(12,487)
Salaries	833	2,523	1,690
Employee Benefits	401	1,159	758
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	915	785	(130)
Tenant Services	94,235	26,607	(67,628)
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>911,595</b>	<b>833,797</b>	<b>(77,798)</b>
<b>Surplus (Deficit):</b>	<b>0</b>	<b>0</b>	<b>0</b>

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## **State Grants**

### **Buena Vista Migrant Services Operations**

This fund accounts for the operating expenses of the Buena Vista Migrant Center and the reimbursements funded through the Office of Migrant Services (OMS). Operation of the Buena Vista Migrant Center transferred to Stanislaus Regional Housing Authority on March 1, 2022.

### **Mortgage Credit Certificates**

This fund accounts for revenues and expenses associated with administering the Mortgage Credit Certificate Program allocation for Santa Cruz County first time homebuyers.



# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### State Grants Program Group

Includes Buena Vista Migrant Center

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	2021-22 Projected Actuals	2022-23 Proposed Budget	Increase / (Decrease) from 2021-22
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	386,666	-	(386,666)
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	9,250	-	(9,250)
<b>Total Revenues:</b>	<b>395,916</b>	-	<b>(395,916)</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	66,100	-	(66,100)
Employee Benefits	24,797	-	(24,797)
Capital Purchases	14,866	-	(14,866)
Maintenance	230,400	-	(230,400)
General Administrative	59,359	-	(59,359)
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>395,522</b>	-	<b>(395,522)</b>
<b>Surplus (Deficit):</b>	<b>394</b>	-	<b>(394)</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget

Fiscal Year 2022-2023

### Buena Vista Migrant Center

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	2021-22 Projected Actuals	2022-23 Proposed Budget	Increase / (Decrease) from 2021-22
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	386,666	-	(386,666)
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	8,637	-	(8,637)
<b>Total Revenues:</b>	<b>395,303</b>	-	<b>(395,303)</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	65,967	-	(65,967)
Employee Benefits	24,766	-	(24,766)
Capital Purchases	14,866	-	(14,866)
Maintenance	230,400	-	(230,400)
General Administrative	59,304	-	(59,304)
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>395,303</b>	-	<b>(395,303)</b>
<b>Surplus (Deficit):</b>	<b>0</b>	-	<b>(0)</b>

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**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ**

**Proposed Budget**

**Fiscal Year 2022-2023**

**Mortgage Credit Certificate Program**

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	613	-	(613)
<b>Total Revenues:</b>	<b>613</b>	<b>-</b>	<b>(613)</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	134	-	(134)
Employee Benefits	31	-	(31)
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	55	-	(55)
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>220</b>	<b>-</b>	<b>(220)</b>
<b>Surplus (Deficit):</b>	<b>393</b>	<b>-</b>	<b>(393)</b>

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# Local Programs

## **County of Santa Cruz**

This fund accounts for revenues and expenses associated with technical assistance contracts for the administration of affordable housing programs in the County of Santa Cruz, including the security deposit program and the landlord incentive program.

## **City of Santa Cruz**

This fund accounts for revenues and expenses associated with technical assistance contracts for the administration of affordable housing programs in the City of Santa Cruz, including security deposits, Measure O, and the landlord incentive program.

## **City of Watsonville**

This fund accounts for revenues and expenses associated with the administration of affordable housing programs in the City of Watsonville, including the security deposit and landlord incentive programs.

## **City of Capitola**

This fund accounts for revenues and expenses associated with technical assistance contracts for the administration of affordable housing programs in the City of Capitola, including security deposit program and landlord incentive program.

## **City of Scotts Valley**

This fund accounts for revenues and expenses associated with technical assistance contracts for the administration of affordable housing programs in the City of Scotts Valley, including monitoring of inclusionary unit compliance and the landlord incentive program.

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Local Programs Group

Includes local programs funded by the County of Santa Cruz and the Cities of Santa Cruz, Watsonville, Capitola, and Scotts Valley

	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	197,652	774,500	576,848
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	7,514	9,100	1,586
<b>Total Revenues:</b>	<b>205,166</b>	<b>783,600</b>	<b>578,434</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	23,579	42,765	19,186
Employee Benefits	8,358	16,069	7,711
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	10,862	13,645	2,783
Tenant Services	160,851	709,900	549,050
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>203,650</b>	<b>782,379</b>	<b>578,730</b>
<b>Surplus (Deficit):</b>	<b>1,516</b>	<b>1,221</b>	<b>(295)</b>

# Business Activities

## **Mission Street Warehouse Building**

This fund accounts for the rental revenues and expenses associated with the Housing Authority owned building on Mission Street.

## **Natural Bridges Development**

This fund accounts for the pre-development and development costs associated with the 20 unit site before the sale to New Horizons.

## **Housing Authority 2160 41st Avenue Office**

This fund accounts for the rental revenues charged to Authority programs and the expenses associated with the space owned at 2160 41st Avenue in Capitola.

## **Housing Authority 2170 41st Avenue Office (Annex)**

This fund accounts for the rental revenues charged to Authority programs and the expenses associated with the leased office space at 2170 41st Avenue in Capitola.

## **Agency Unrestricted Reserve Fund (Non-Program Specific)**

This fund accounts for the Housing Authority's accumulated unrestricted reserves and the corresponding interest income as well as expenses that are not related to specific funds or projects.

## **New Horizons LIPH Administration Fund**

This fund accounts for the administrative/management fee received from New Horizons for the management of duties performed by Housing Authority staff on behalf of New Horizons for the former LIPH units. Charged to this fund are the personnel costs and overhead associated with the performance of these duties.

## **New Horizons Brommer Administration Fund**

This fund accounts for the administrative/management fee received from New Horizons for the management of duties performed by Housing Authority staff on behalf of New Horizons for the Brommer units. Charged to this fund are the personnel costs and overhead associated with the performance of these duties.

## **Buena Vista Migrant Services Administration**

This fund accounts for the administrative fee received by the Housing Authority from the Migrant Housing Program for the Buena Vista Migrant Center. Charged to this fund are the overhead costs associated with this program.

## **Merrill Road Administration**

This fund accounts for the administrative fee paid to the Housing Authority by the Merrill Road Associates, and the accompanying overhead costs that are associated with this program.

## **Spruce Street**

This fund accounts for the rental revenues and expenses associated with the Housing Authority owned condominium on Spruce Street in Santa Cruz.

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Business Activities Group

Includes Business-Type Activities for Mission Street Warehouse, 41st Ave Office, and the Management Funds for New Horizons, Buena Vista, and Merrill Road

	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	859,879	850,879	(8,999)
Grants / Contracts	-	-	-
Rental Income	931,024	943,409	12,385
Operating Transfers In	139,864	592,055	452,191
Other Income	19,683	21,662	1,979
<b>Total Revenues:</b>	<b>1,950,449</b>	<b>2,408,005</b>	<b>457,556</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	498,891	472,180	(26,712)
Employee Benefits	199,187	174,954	(24,233)
Capital Purchases	106,139	582,355	476,216
Maintenance	123,858	132,236	8,379
General Administrative	501,622	555,189	53,567
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>1,429,698</b>	<b>1,916,914</b>	<b>487,216</b>
<b>Surplus (Deficit):</b>	<b>520,752</b>	<b>491,091</b>	<b>(29,660)</b>

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Mission Street Warehouse Building

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	2021-22 Projected Actuals	2022-23 Proposed Budget	Increase / (Decrease) from 2021-22
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	388,849	393,672	4,823
Operating Transfers In	-	225,000	225,000
Other Income	2,100	2,500	400
<b>Total Revenues:</b>	<b>390,949</b>	<b>621,172</b>	<b>230,223</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	-	-	-
Employee Benefits	-	-	-
Capital Purchases	-	225,000	225,000
Maintenance	1,162	800	(362)
General Administrative	10,134	12,161	2,027
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>11,296</b>	<b>237,961</b>	<b>226,665</b>
<b>Surplus (Deficit):</b>	<b>379,653</b>	<b>383,211</b>	<b>3,558</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Natural Bridges Development

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	139,864	367,055	227,191
Other Income	-	-	-
<b>Total Revenues:</b>	<b>139,864</b>	<b>367,055</b>	<b>227,191</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	-	-	-
Employee Benefits	-	-	-
Capital Purchases	97,582	256,555	158,973
Maintenance	2	500	498
General Administrative	42,279	110,000	67,721
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>139,864</b>	<b>367,055</b>	<b>227,191</b>
<b>Surplus (Deficit):</b>	<b>0</b>	<b>-</b>	<b>(0)</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### 2160 41st Ave Office

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	2021-22 Projected Actuals	2022-23 Proposed Budget	Increase / (Decrease) from 2021-22
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	302,443	316,398	13,955
Operating Transfers In	-	-	-
Other Income	6,000	7,000	1,000
<b>Total Revenues:</b>	<b>308,443</b>	<b>323,398</b>	<b>14,955</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	-	-	-
Employee Benefits	-	-	-
Capital Purchases	8,557	88,500	79,943
Maintenance	81,000	84,602	3,601
General Administrative	16,344	12,466	(3,878)
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>105,901</b>	<b>185,567</b>	<b>79,666</b>
<b>Surplus (Deficit):</b>	<b>202,541</b>	<b>137,831</b>	<b>(64,710)</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### 2170 41st Ave Office Annex

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	216,224	209,831	(6,393)
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>216,224</b>	<b>209,831</b>	<b>(6,393)</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	-	-	-
Employee Benefits	-	-	-
Capital Purchases	-	12,300	12,300
Maintenance	41,467	45,700	4,233
General Administrative	174,757	164,131	(10,626)
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>216,224</b>	<b>222,131</b>	<b>5,907</b>
<b>Surplus (Deficit):</b>	<b>0</b>	<b>(12,300)</b>	<b>(12,300)</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Agency Unrestricted Reserve Fund (Non-Program Specific)

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	2021-22 Projected Actuals	2022-23 Proposed Budget	Increase / (Decrease) from 2021-22
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	11,583	12,162	579
<b>Total Revenues:</b>	<b>11,583</b>	<b>12,162</b>	<b>579</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	-	-	-
Employee Benefits	-	-	-
Capital Purchases	-	-	-
Maintenance	-	-	-
General Administrative	30,958	27,052	(3,906)
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>30,958</b>	<b>27,052</b>	<b>(3,906)</b>
<b>Surplus (Deficit):</b>	<b>(19,375)</b>	<b>(14,890)</b>	<b>4,485</b>

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**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ**

**Proposed Budget  
Fiscal Year 2022-2023**

**New Horizons LIPH Administration Fund**

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	787,919	809,794	21,876
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>787,919</b>	<b>809,794</b>	<b>21,876</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	443,034	447,494	4,460
Employee Benefits	172,537	164,200	(8,337)
Capital Purchases	-	-	-
Maintenance	35	35	-
General Administrative	172,312	198,065	25,753
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>787,918</b>	<b>809,794</b>	<b>21,876</b>
<b>Surplus (Deficit):</b>	<b>0</b>	<b>-</b>	<b>(0)</b>

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**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ**

**Proposed Budget**

**Fiscal Year 2022-2023**

**New Horizons Brommer Administration Fund**

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	17,187	17,527	340
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>17,187</b>	<b>17,527</b>	<b>340</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	10,314	8,861	(1,453)
Employee Benefits	3,426	3,251	(175)
Capital Purchases	-	-	-
Maintenance	1	1	-
General Administrative	3,446	5,414	1,968
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>17,187</b>	<b>17,527</b>	<b>340</b>
<b>Surplus (Deficit):</b>	<b>-</b>	<b>-</b>	<b>-</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Buena Vista Migrant Services Administration Fund

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	2021-22 Projected Actuals	2022-23 Proposed Budget	Increase / (Decrease) from 2021-22
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	31,583	-	(31,583)
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>31,583</b>	<b>-</b>	<b>(31,583)</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	28,284	-	(28,284)
Employee Benefits	12,293	-	(12,293)
Capital Purchases	-	-	-
Maintenance	14	-	(14)
General Administrative	28,635	-	(28,635)
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>69,226</b>	<b>-</b>	<b>(69,226)</b>
<b>Surplus (Deficit):</b>	<b>(37,643)</b>	<b>-</b>	<b>37,643</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Merrill Road Administration Fund

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	2021-22 Projected Actuals	2022-23 Proposed Budget	Increase / (Decrease) from 2021-22
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	23,190	23,558	368
Grants / Contracts	-	-	-
Rental Income	-	-	-
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>23,190</b>	<b>23,558</b>	<b>368</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	16,363	15,087	(1,276)
Employee Benefits	10,658	7,233	(3,425)
Capital Purchases	-	-	-
Maintenance	5	5	-
General Administrative	15,918	18,360	2,442
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>42,945</b>	<b>40,685</b>	<b>(2,260)</b>
<b>Surplus (Deficit):</b>	<b>(19,755)</b>	<b>(17,127)</b>	<b>2,627</b>

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# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Proposed Budget Fiscal Year 2022-2023

### Spruce Street

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	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>	<b>Increase / (Decrease) from 2021-22</b>
<b>Revenues:</b>			
HAPS / Program	-	-	-
Administrative Fees	-	-	-
Grants / Contracts	-	-	-
Rental Income	23,508	23,508	-
Operating Transfers In	-	-	-
Other Income	-	-	-
<b>Total Revenues:</b>	<b>23,508</b>	<b>23,508</b>	<b>-</b>
<b>Expenses:</b>			
Housing Assistance Pmts	-	-	-
Salaries	896	738	(158)
Employee Benefits	273	270	(3)
Capital Purchases	-	-	-
Maintenance	171	593	423
General Administrative	6,840	7,540	701
Tenant Services	-	-	-
Operating Transfers Out	-	-	-
Debt Service	-	-	-
<b>Total Expenses:</b>	<b>8,179</b>	<b>9,141</b>	<b>963</b>
<b>Surplus (Deficit):</b>	<b>15,329</b>	<b>14,367</b>	<b>(963)</b>

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## AGENDA ITEM SUMMARY

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**MEETING DATE:** June 1, 2022

**ITEM NUMBER:** 8

**FROM:** Executive Director

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**SUBJECT:** Executive Director's Report – June 1, 2022

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**RECOMMENDATION:** Receive Report

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### **BACKGROUND SUMMARY:**

Please call or e-mail me with questions you might have on any of the Agenda Items for the June 1, 2022 meeting. My direct phone number is (831) 454-5931 and my email address is [jennyp@hacosantacruz.org](mailto:jennyp@hacosantacruz.org).

**Natural Bridges** – The Housing Authority received the signed resolution by the Santa Cruz City Council to approve the project which included the CEQA determination, lot line adjustment, planned development permit, design permit, coastal permit to transfer land, removal of four heritage trees and construct a 100% affordable, 20-unit SRO project. The Final Local Action Notice (FLAN) two-week appeal period to the California Coastal Commission concluded on May 20 and was approved with conditions. The Housing Authority has contacted the City of Santa Cruz for more information on the conditional approval of the FLAN. The Housing Authority will begin to coordinate the preparation of the fee waiver application for approval by the Santa Cruz City Council which will then enable the Housing Authority to apply for the building permit. The Housing Authority is evaluating General Contractor contract structures and delivery methods of design-bid-build (DBB) vs contract management at risk (CMAR). The Housing Authority is evaluating these two delivery methods with input from our attorney Goldfarb & Lipman LLP and our Project Manager consultant Allan France from Critical Solutions Inc. DBB is a traditional low-bid approach in which the lowest bid is often awarded the contract. In this approach the general contractor is brought on later in the process, the project is more susceptible to change order requests, and solicitation may result in fewer highly qualified contractors responding to our solicitation. CMAR consists of two distinct phases of preconstruction and construction. Preconstruction includes cost estimating, value engineering, schedule development and subcontractor bidding. Construction, the CMAR holds the risk of construction performance and guarantees completion of construction for a guaranteed maximum price. The Housing Authority expects to select the contract structure within the next two weeks. This selection is not expected to result in any changes to the project timeline, and construction is still scheduled to start in either December 2022 or January 2023, and end in February 2024 with tenancy in March 2024.

**Project Based Voucher Program Cap** – As the Board is aware, HUD limits the number of vouchers any PHA may project base. Generally, a PHA may project base up to 20% of total voucher allocation, with up to an additional 10% that is excepted from this cap for specific units or populations including homeless veterans, units that provide supportive housing, or projects located in a census tract with a poverty rate of 20 percent or less. Based on the number of PBVs we have in place, as well as additional PBVs approved

in the pipeline, along with the Board's desire to continue to use the program to support new affordable housing development, we could reach our cap within the next several years. Many PHAs nationally, along with the California Association of Housing Authorities (CAHA) have been advocating to increase the PBV cap to 50%, which would provide PHAs with significant room for growth. Congressman Panetta's office has indicated that they are receptive to exploring the development of a standalone bill to increase the PBV cap this year. I will continue to engage with Congressman Panetta and his staff on the issue and will keep the Board updated.

**Project Based Voucher NEPA Mitigation Factors** – In April, the Board of Commissioners approved the proposed draft Project Based Voucher scoring criteria to be used in an update to our PBV Request for Proposals (RFP) later this summer, with minor modifications made during the meeting. While staff is still working on finalizing the PBV program guidelines and other RFP materials, the following information is provided in response to a question that was posed during the April meeting. With regards to NEPA environmental reviews, staff confirmed that a PHA must confirm that all required mitigation factors identified during the NEPA review process have been addressed, as verified by a letter of certification as to completion from the NEPA Responsible Entity.

**Fair Market Rent Study** – Applied Survey Research is wrapping up data collection for our current FMR study. The study methodology allowed several new developments to the study design, including the ability to collect data directly from landlords and property managers and allowing a combined study that would include both Santa Cruz and San Benito County. So far, early survey results for Santa Cruz County show 40<sup>th</sup> percentile rents that are approximately equal to existing FMRs. However, early survey results for San Benito County show large increases from the existing values that had been based on HUD's standard methodology. The data must be submitted to HUD by June 30<sup>th</sup>, and we expect to have preliminary data to share with the Board at the regular June meeting.

**USDA Rent Restructuring** – The Board of Commissioners approved the Housing Authority's recommendation to proceed with submitting notice to the USDA and HCD on our plans to implement an income-based rent structure at Casa Pajaro and Tierra Alta properties. Under the new rent structure, the tenant rent will be calculated to cap their tenant share at 30% of their adjusted income. Prior to submitting notice to the USDA and HCD, the Housing Authority has engaged with our attorney at Goldfarb & Lipman to evaluate if AB 1482 - California Tenants Protection Act of 2019, California Penal Code section 396, or any other state or local ordinance may require us to phase in our implementation of the new rent structure for existing residents. The Housing Authority will continue to update the Board as the new rent structure is implemented.

**Affordable Housing Month** – Over the month of May, the Housing Authority was pleased to celebrate Affordable Housing Month through our participation in several events, including multiple groundbreaking ceremonies for five properties that are being supported with Project Based Vouchers including 1500 Capitola Road in Live Oak, Pacific Station South and Cedar Street Apartments in Santa Cruz, 1482 Freedom Boulevard in Watsonville, and Veterans Village Homekey Award Celebration in Ben Lomond.

**MTW Opportunity** – HUD has announced that PHAs can apply to a new Asset Building Cohort of the Moving to Work (MTW) Expansion. MTW is a demonstration program which enables PHAs to design and test locally designed initiatives that must meet one of three statutory objectives to, reduce cost and achieve

greater cost efficiencies in federal expenditures, give incentives to help families find employment and increase self-sufficiency, and increase housing choice for eligible low-income families. Congress authorized HUD to select 100 additional PHAs to join the MTW program. HUD recently designated 70 PHAs as MTW agencies through prior expansion cohorts which included Rent Reform, Landlord Incentives, and Flexibility for Smaller PHAs. HUD plans to award the 30 remaining MTW slots to the Asset Building Cohort, of which 11 slots are designated for PHAs with between 1,001 and 6,000 public housing and HCV units. This cohort will test asset building initiatives to encourage savings through escrow accounts, build credit for assisted households, or another PHA-designed asset building option.

Housing Authority staff are currently in the process of evaluating this MTW Opportunity, and may present the Board with a recommendation to apply for MTW designation at the June meeting. The application process includes the following steps. The Housing Authority must prepare a MTW Plan and the Asset Building Initiative Information. The Housing Authority must publish a notice that a public hearing which includes making the MTW Plan and Asset Building Initiative Information available for public inspection for at least 30 days before submitting the application to HUD. The Housing Authority must conduct a public hearing to discuss the MTW Plan and invite public comment. The Board of Commissioners must approve the MTW plan and application package by resolution within 15 days of concluding the public hearing. Lastly, the application must be submitted to HUD by July 28, 2022. Given the public notice requirement and the timing of the Board meeting and the application deadline, staff may need to initiate the public notification period prior to the June Board meeting. However, no decisions will be made and no materials will be finalized until the Board has the opportunity to provide comment and to formally approve. Additionally, while we do not typically hold a Board meeting in July, staff may need to hold a special meeting for Board approval of the application prior to HUD due date of July 28, 2022.