



AGENDA
OF THE REGULAR BOARD MEETING FOR THE
MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT
CORPORATION
BOARD OF DIRECTORS

DATE: Monday, July 25, 2022

TIME: **6:00 p.m. (Or immediately following the Regular Board meeting of the HACM Board of Commissioners).**

PLACE: **Monterey County Housing Authority (Zoom meeting)**
Development Corporation
303 Front Street, Salinas, CA. 93901

Join Zoom Meeting

<https://us02web.zoom.us/j/88351839756?pwd=bUpYNUUEwc2NpQzA5ZTZWaWQrVzdnQT09>

Meeting ID: 883 5183 9756

Passcode: 752514

One tap mobile

+16694449171,,88351839756#,,,,*752514# US

+16699006833,,88351839756#,,,,*752514# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

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Meeting ID: 883 5183 9756

Passcode: 752514

Find your local number: <https://us02web.zoom.us/j/kbv9ihLeU>

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

Chair Kathleen Ballesteros

Vice-Chair Paul Miller

PRESENT

ABSENT

Director Hans Buder
Director Viviana Gama
Director Francine Goodwin
Director Kevin Healy
Director Jon Wizard

3. **COMMENTS FROM THE PUBLIC**

(In compliance with the Coronavirus Covid-19 social distancing order you may join the meeting via telephone or zoom, please see link above).

4. **CONSENT AGENDA**

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

- a. **Minutes** – Approval of revised Minutes of the HDC Regular Board Meeting held on June 27, 2022.
- b. **Memorandum/Resolution - MDC – 207:** AB361.

5. **NEW BUSINESS**

- a. **Memorandum/Resolution MDC – 208:** Approval of Disposition of Assets Policy.
- b. **Memorandum/Resolution MDC – 209:** Approval of Document Retention Policy.
- c. **Discussion:** Monterey County Housing Authority Development Corporation Performance Audit.

6. **INFORMATION**

- a. Development and Property Management Report – Carolina Sahagun and Jose Acosta

7. **CLOSED SESSION**

a. **EXISTING LITIGATION**

(Pursuant to Government Code Section 54956.9(d)(1)

Name of Case: *Zumwalt Construction, Inc. v. Haciendas 3, L.P.*, et al., Monterey County Superior Court case number 19CV002519

b. **EXISTING LITIGATION**

(Pursuant to Government Code Section 54956.9(d)(1)

Name of Case: *Zumwalt Construction, Inc. v. Castroville FLC, L.P.*, et al., Monterey County Superior Court case number 20CV000688

c. **EXISTING LITIGATION**

(Pursuant to Government Code Section 54956.9(d)(1)

Name of Case: *Haciendas Senior, L.P. v. Zumwalt Construction, Inc.*, Monterey County Superior Court case number 20CV003380

d. **ANTICIPATED LITIGATION**

(Pursuant to Government Code Section 54956.9(d)(2): One case.
Significant exposure to litigation

8. **DIRECTOR COMMENTS**

9. ADJOURNMENT

This Agenda was posted on the Bulletin Boards at 303 Front Street, Ste. 107, Salinas, CA. The Board of Directors will next meet on the Regular Board Meeting on **August 22, 2022, at 6:00 p.m.**

June 27, 2022

ACTION
MINUTES OF THE REGULAR BOARD
MEETING OF THE
MONTEREY COUNTY HOUSING AUTHORITY
DEVELOPMENT CORPORATION
HELD JUNE 27, 2022

Directors met at the Monterey County Housing Authority Development Corporation located at 303 Front Street, Suite 107, Salinas, Ca. 93901. The meeting was called to order by Chair Kathleen Ballesteros at 7:06 p.m. Present: Vice-Chair Paul Miller, Director Buder, Director Francine Goodwin, and Director Wizard. Absent: Director Viviana Gama and Director Kevin Healy. Staff: Tory Gunsolley, President-CEO, Carolina Sahagun-Gomez, Director of Development, Fred Quitevis, Project Manager, Jessica Rivas, Development Analyst, Staci Pierce, Development Analyst, Socorro Vasquez, Property Management Supervisor, Kimberly Shehorn, Interim Director of Finance, Maria Madera, Director of Housing Programs and Tamberlyn Crayton, Director of Human Resources. Recorder: Nora Ruvalcaba.

COMMENTS FROM THE PUBLIC

None.

CONSENT AGENDA

- a. Minutes – Approval of Minutes of the HDC Regular Board Meeting held on May 23, 2022.
- b. Memorandum/Resolution – MDC-205: AB361.

Upon motion by Vice-Chair Miller, seconded by Director Jon Wizard, the Board of Directors moved to approve the Consent Agenda to include the Minutes of the HDC Regular Board Meeting held on May 23, 2022, and MDC – 205: AB361.

Motion carried with the following vote:

AYES:	Ballesteros, Miller, Buder, Goodwin, Wizard
NOES:	None
ABSTAINED:	None
ABSENT:	Gama, Healy

NEW BUSINESS

- a. Memorandum/Resolution – MDC-206: Resolution Authorizing Signatories for the Monterey County Housing Authority Development Corporation Disbursements.

Upon motion by Director Hans Buder, seconded by Director Francine Goodwin, the Board of Directors moved to approve Resolution MDC – 206: Resolution Authorizing Signatories for the Monterey County Housing Authority Development Corporation Disbursements.

Motion carried with the following vote:

AYES: Ballesteros, Miller, Buder, Goodwin, Wizard
NOES: None
ABSTAINED: None
ABSENT: Gama, Healy

INFORMATION

a. Development and Property Management Report

Ms. Sahagun-Gomez advised that the Development and Property Management reports were presented during the preceding HACM Regular Board of Commissioners meeting.

DIRECTOR COMMENTS

Director Goodwin thanked everyone for all their reports and information provided.

Director Buder stated that he appreciated the team moving forward with Tynan Village and Parkside construction work.

Director Wizard thanked all for their hard work.

Vice-Chair Miller echoed all the Directors previous comments and thanked all of the HDC staff.

Chair Ballesteros thanked Mr. Gunsolley and staff for all they do.

CLOSED SESSION

The Board entered into closed session at 7:14 pm for the following purposes:

a. EXISTING LITIGATION

(Pursuant to Government Code Section 54956.9(d)(1))

Name of Case: *Zumwalt Construction, Inc. v. Haciendas 3, L.P.*, et al., Monterey County Superior Court case number 19CV002519

b. EXISTING LITIGATION

(Pursuant to Government Code Section 54956.9(d)(1))

Name of Case: *Zumwalt Construction, Inc. v. Castroville FLC, L.P.*, et al., Monterey County Superior Court case number 20CV000688

c. EXISTING LITIGATION

(Pursuant to Government Code Section 54956.9(d)(1))

Name of Case: *Haciendas Senior, L.P. v. Zumwalt Construction, Inc.*, Monterey County Superior Court case number 20CV003380

d. ANTICIPATED LITIGATION

(Pursuant to Government Code Section 54956.9(d)(2): One case.

Significant exposure to litigation

The Board came out of closed session and reconvened to regular session at 7:51 pm with nothing to report from the closed session discussion.

There being no further business to come before the Board, the meeting was adjourned at 7:51 p.m.

Chairperson

ATTEST:

President/CEO

Date

MEMORANDUM



MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION (HDC)

TO: Board of Directors – Monterey County Housing Authority Development Corporation (HDC)

FROM: Tory Gunsolley, President/CEO

RE: Discussion and Possible Adoption of Resolution of the Board of Directors of the Housing Authority of the County of Monterey Development Corporation Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361

DATE: June 27, 2022

Background:

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) that allowed legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings via teleconferencing expired on September 30, 2021.

Discussion:

Assembly Bill 361(Chapter 165,Statutes of 2021) (AB 361) was signed into law by the Governor on September 16, 2021, and went into effect immediately. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed

emergencies, such as earthquakes or wildfires, where physical attendance may present a risk. AB 361 will sunset on January 1, 2024.

AB 361 requires the following to continue to conduct teleconferenced meetings:

1. Notice of the meeting must still be given in compliance with the Brown Act, and the notice must include the means by which the public may access the meeting and provide public comment remotely.
2. The public must be provided access to the meeting via a call-in option or internet-based service option and allowed to “address the legislative body directly.” HDC does not have to provide an in-person option for the public to attend the meeting.
3. The meeting must be conducted “in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.”
4. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items until the issue is resolved, even if this means stopping the meeting at that point and continuing all remaining items.
5. The Board of Directors cannot require comments to be submitted before the start of the meeting. The public must be allowed to make “real time” public comment.
6. Reasonable time for public comment must be provided. If the Board provides a timed public comment period, the public comment period must be left open until the time expires.
7. All votes must be taken by roll call.
8. The Board of Directors must approve a resolution making findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter to continue to conduct teleconference meetings under AB 361. The body must find it has reconsidered the circumstances of the state of emergency and either 1) the emergency continues to impact the ability to meet safely in person, or 2) State or local officials continue to impose or recommend social distancing.

In light of AB 361, the continuing COVID-19 State of Emergency declared by the Governor, the continuing Local Emergency declared by the County of Monterey/or City of Salinas, the continuing recommendations by Edward Moreno, MD, the County of Monterey Health Officer and Bureau Chief of social distancing as a mechanism for preventing the spread of COVID-19, and the continued threats to health and safety posed by indoor public meetings, staff recommends the Board of Directors adopt the proposed Resolution making the findings required to initially invoke AB 361.

The procedures currently set up for Board of Directors' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The HDC President/CEO, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Directors to adopt a new resolution making required findings every 30 days.

Fiscal Impact: None

Recommendations:

Adopt Resolution of the Board of Directors of the Housing Authority of the County of Monterey Development Corporation Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361

Attachments:

Resolution MDC - 207

Assembly Bill 361

Staff Recommendation: Approve Resolution MDC - 207

RESOLUTION NO. MDC - 207

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF THE STATE OF CALIFORNIA ON MARCH 4, 2021, AND MAKING FINDINGS AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS PURSUANT TO BROWN ACT PROVISIONS, AS AMENDED BY ASSEMBLY BILL NO. 361

WHEREAS, the Monterey County Housing Authority Monterey Development Corporation ("HDC") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the HDC's Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the HDC's Board of Directors conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions 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 or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist within the jurisdiction of HDC which includes the County of Monterey, specifically, on March 17, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, as a result of the COVID-19 pandemic the California Department of Health and the Health Officer of the County of Monterey continue to recommend measures to promote social distancing; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 pandemic has caused, and will continue to cause, imminent risk to the health and safety of attendees meeting in person for a Board of Directors' meeting, and the COVID-19 pandemic has caused conditions of peril to the safety of persons within the jurisdiction of HDC that are likely to be beyond the control of services, personnel, equipment, and facilities of HDC, and desires to ratify the proclamation of a state of emergency by the Governor of the State of California and ratify the California Department of Health and the Health Officer of the County of Monterey's recommended measures to promote social distancing; and

WHEREAS, as a consequence of the local emergency and state of emergency the Board of Directors does hereby find that the Board of Directors of HDC shall 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 the Board of Directors shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953; and

WHEREAS, when holding teleconferenced meetings under abbreviated teleconferencing procedures permitted under the Brown Act, HDC will ensure access for the public by complying with all requirements set forth in Government Code section 54953(e), including, but not limited to, giving notice of the meeting and posting agendas, to allow members of the public to access the meeting and address the legislative body, giving notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and conducting the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION 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. Reconsideration. The Board hereby reconsiders the circumstances of the state of emergency.

Section 3. Ratification of the California Department of Health and the Health Officer of the County of Monterey's recommended measures to promote social distancing. The Board hereby finds that state and local officials continue to recommend measures to promote social distancing. The Board further hereby ratifies the California Department of Health and the Health Officer of the County of Monterey's recommended measures to promote social distancing and finds that, as a result of the state of emergency, meeting in person would present imminent risk to the health or safety of attendees.

Section 4. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, and hereby finds that the state of emergency continues to directly impact the ability of the Board of Directors and members of the public to meet safely in person.

Section 5. Remote Teleconference Meetings. The HDC's President/CEO, and designee, and the Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution, or, (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of HDC may continue to teleconference without compliance with Government Code section 54953(b)(3).

PASSED AND ADOPTED by the Board of Directors of the Housing Authority of the County of Monterey Development Corporation this 25th day of July, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

TO: Board of Directors – Monterey County Housing
Authority Development Corporation (HDC)

FROM: Tory Gunsolley, Interim President/CEO

RE: **Resolution Accepting Policy and Procedures for
Disposition of Assets**

DATE: July 11, 2022

This policy applies to Monterey County Housing Authority Development Corporation (“HDC”), property (other than land and buildings) purchased with HDC funds, that have become worn, damaged beyond economical repair, or obsolete (i.e., no longer useful for the original purpose or that has no use), shall be disposed of in accordance with HDC’s disposition policy. HDC considers HDC property to be vehicles, maintenance and office equipment, supplies, computers, and computer-related items, appliances, or any other items purchased to meet the goals and objectives of the agency.

The following disposition procedures will be followed in accordance with this policy: 1) determination of items to be disposed; 2) disposition procedures; and 3) sale/donation of HDC property to a non-profit organization

Once HDC property has been sold or otherwise disposed of, it should be removed from the fixed asset list.

ACTION: Adopt Resolution #MDC-208

MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
RESOLUTION MDC - 208

**RESOLUTION ACCEPTING POLICY AND PROCEDURES FOR
RECORD RETENTION AND DISPOSITION**

WHEREAS, the Monterey County Housing Authority Development Corporation (HDC) has property (other than land and buildings) that have been purchased with HDC funds; and

WHEREAS, that HDC property has become worn, damaged beyond repair, or is obsolete it shall be disposed of in accordance with HDC disposition policy; and

WHEREAS, the Agency desires to comply with the requirements of the policy and procedures for disposition of assets; and

NOW THEREFORE, BE IT RESOLVED by the Directors of the Monterey County Housing Authority Development Corporation support the acceptance of this policy; and

BE IT FURTHER RESOLVED, that the President/CEO is authorized to execute documents and provide certifications and relative to such policies as needed.

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 25th day of July 2022, upon motion of _____, seconded by _____ - _____, and carried by the following vote to-wit:

AYES:
NOES:
ABSENT:

Monterey County Housing Authority Development Corporation Policy and Procedures for Disposition of Assets

DISPOSITION POLICY

This policy applies to Monterey County Housing Authority Development Corporation (“HDC”), property (other than land and buildings) purchased with HDC funds, that had become worn, damaged beyond economical repair, or is obsolete (i.e., no longer useful for the original purpose or that has no use), shall be disposed of in accordance with HDC’s disposition policy. HDC considers HDC property to be vehicles, maintenance and office equipment, supplies, computers, and computer-related items, appliances, or any other items purchased to meet the goals and objectives of the agency.

HDC shall ensure that it receives the best value and the greatest overall benefit for the assets sold.

Property purchased with HDC funds shall not be sold without prior Board approval and at less than the fair value of the asset.

For items sold, payment can be received in the form of a money order or cashier check that is made payable to the Monterey County Housing Authority Development Corporation. Cash is prohibited as a method of payment.

Once HDC property has been sold or otherwise disposed of, it should be removed from the fixed asset list.

Employees and their family, Board members and their family, and friends of employees are not eligible for the purchase of surplus HDC property. Furthermore, no property shall be donated to an employee or Board Director or relative of an employee or Board Director. HDC employees and Board members who are found in violation of this provision in the disposition policy may be subject to disciplinary action, including dismissal from the HDC or removal from the Board.

DISPOSITION PROCEDURES

The following disposition procedures will be followed: 1) determination of items to be disposed; 2) disposition procedures; and 3) sale/donation of HDC property to a non-profit organization.

Procedures for Determination of Items to be Disposed

The President/CEO, Director of Development, or other individual that is designated by the President/CEO will oversee the determination of whether HDC property is considered worn, damaged beyond economical repair, or is obsolete. The following procedures shall be used to determine whether an item should be disposed.

- HDC shall conduct a survey once a year, prior to or in conjunction with the annual HDC inventory to identify HDC property that is considered worn, damaged beyond economical repair, or is obsolete.

Policy and Procedures for Disposition of Assets

- Each item that is to be disposed of shall be identified by serial number and classified as: 1) without value, to be discarded as obsolete; 2) with salvage value, to be stripped of usable parts before discarding, or 3) with value, to be sold or used as a trade-in on a new item.
- If the item is determined to be without value or having salvage value only, it shall be stripped of any usable parts and the remainder discarded in accordance with all applicable state and local regulations and/or codes.

Disposition Procedures

The HDC will employ the following procedures for disposing of HDC property.

1. The President/CEO or designee will determine the estimated fair market value of each item and place those items for sale based on the procedures outlined below.
 - a. **Items with Estimated Fair Market Value of Less Than \$100.** The President/CEO or designee may solicit informal bids in the open market.
 - b. **Items with Estimated Fair Market Value of \$100 to \$1,000.** The President/CEO or designee shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers. A tabulation of all such bids received shall be prepared and submitted with the board resolution.
 - c. **Items with Estimated Fair Market Value of More than \$1,000.** The President/CEO or designee shall advertise for formal bids prior to awarding a contract of sale. The advertisement shall be posted at least fifteen (15) days prior to award of the sale contract and shall be published in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and submitted with the board resolution and filed with the contract as part of the permanent record.
2. A board resolution requesting Board approval for the disposition shall be prepared and include the following information organized by the project or program from which the item was originally purchased.
 - a. Method of disposition of each item – 1) donated to non-profit; 2) discarded without value; 3) salvage value (e.g., old appliances); and 4) with fair market value.
 - b. Estimated fair market value of each item.
 - c. Information obtained to support fair market value estimate.
 - d. Total estimated value for all items to be disposed.
3. The President/CEO or designee will check for: 1) approved board resolution; and 2) evidence of documentation of fair value before the assets are disposed.
4. After the items have been sold, donated, or disposed, a receipt along with the payment (as applicable), should be immediately provided to the Finance office.
5. The Finance office will review the receipt against the approved Board resolution for the item and quantity disposed and amount of the sale.
6. Finance will credit the revenue from the sale of these items to the appropriate project, program, or department from which the item(s) was originally purchased.

7. Finance will remove from the fixed asset list those items that have been disposed.

Sale/Donation of HDC Property to Non-Profit Organization

The sale or donation of HDC property to a public body for public use or a non-profit organization for services provided for the benefit of the community and related purposes may be negotiated at its fair market value subject to approval by the Board of Directors. The transfer shall be documented by a bill of sale.

TO: Board of Directors – Monterey County Housing
Authority Development Corporation (HDC)

FROM: Tory Gunsolley, Interim President/CEO

RE: **Resolution Accepting Policy and Procedures for
Record Retention and Disposition**

DATE: July 7, 2022

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Records management and retention policies apply to all records, regardless of format, whether they be paper or electronic. The Monterey County Housing Authority Development Corporation (HDC) encourages record retention in an electronic format whenever feasible.

ACTION: Adopt Resolution #MDC-209

MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
RESOLUTION MDC - 209

**RESOLUTION ACCEPTING POLICY AND PROCEDURES FOR
RECORD RETENTION AND DISPOSITION**

WHEREAS, the Monterey County Housing Authority Development Corporation (HDC) has possession of and continues to receive a wide range of records in the normal course of conducting the Agency’s business; and

WHEREAS, the Agency desires to comply with the requirements of the policy and procedures for record retention and disposition; and

NOW THEREFORE, BE IT RESOLVED by the Directors of the Monterey County Housing Authority Development Corporation supports the acceptance of this policy; and

BE IT FURTHER RESOLVED, that the President/CEO is authorized to execute documents and provide certifications and relative to such policies as needed.

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 25th day of July 2022, upon motion of _____, seconded by _____ - _____, and carried by the following vote to-wit:

AYES:
NOES:
ABSENT:

The Housing Authority of the County of Monterey (HACM) and the Monterey County Housing Authority Development Corporation (HDC)

Policy and Procedures for Records Retention and Disposition

Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time. Records management and retention policies apply to all records, regardless of format, whether they be paper or electronic. The Housing Authority of the County of Monterey (HACM) and its affiliates including the Monterey County Housing Authority Development Corporation (HDC) encourages record retention in an electronic format whenever feasible.

General Policy

It is the HACM's and HDC's policy to comply with state and federal laws with respect to privacy and with respect to responding to public information requests. The HACM and HDC will retain records in a manner consistent with HUD's prescribed retention schedules and the State of California retention guidelines. Records will be kept in any form deemed appropriate, including, but not limited to, hard copy, electronic, or in cloud-based servers. Records may be retained in more than one form but retaining a record in more than one form is not required under this policy.

The HACM and HDC will secure personnel and resident/participant data in a manner so as to restrict access to only personnel authorized by the Executive Director and/or President/CEO, and at no time shall such records, regardless of format, be left available for public inspection. At all times EIV data will be protected in accordance with HUD requirements.

Legal Action

In the event of current or pending litigation, legal counsel will be sought regarding applicable documents. If litigation is pending, all applicable documents and records, regardless of disposal dates, will be retained until resolution of the legal matter.

Process and Method for Destruction of Records

The HACM and HDC shall review its records annually to determine what records are to be destroyed. Records shall be destroyed by shredding and appropriate disposal. A contract with a reputable recycling company may be obtained through proper procurement procedures to accomplish this task. All records shall be destroyed in the manner previously mentioned unless specific requests are made to

maintain particular records. Specific written requests made by a member of the HACM, HDC or a third party to preserve certain records may be honored at the discretion of the HACM's and HDC's designated records management officer (Executive Director or Designee). All other records shall be designated for destruction during the first periodic review after their retention period has expired.

Hard copies of originals shall be maintained and destroyed only in accordance with the schedule in this policy and shall also be maintained even though reproductions may be kept in other forms such as electronic computer backup, etc. Questions regarding records retention should be directed to the HACM's or HDC's staff person who serves as the agency's records' management officer.

Records Retention Schedule

DESCRIPTION	RETENTION
ADMINISTRATIVE DOCUMENTS AND CONTRACTS	
Administrative Policies	Until superseded plus 5 years
Agency Plan Documents/correspondence	Until superseded plus 3 years
Annual Contributions Contracts and Amendments	Permanent
Annual Reports and other agency major publications	Permanent
As-Built Drawings/Plans of Developments, surveys	Permanent
Board Meetings: Minutes, Resolutions, Certificates Open Meeting Notices Agendas (open or closed) Audio tapes of closed meetings Audio tapes of open mtgs for which minutes are prepared and/or notes from which minutes are prepared	Permanent 2 years 3 years 2 years 60 days after minute approval
Board Packets	3 years
By-Laws and Amendments	Ongoing
CFP Contracts/attending documents	3 years after final completion of project
Complaints from Public	2 years after resolution or dismissal
Contracts for Services (A & E, Audits, Accounting, etc.)	3 years after completion of contract
Cooperation Agreement and Amendments.	Ongoing
Correspondence - policies/procedures	4 years unless valuable for historical purposes)
Correspondence - general	2 years after audit

Policy and Procedures for Records Retention and Disposition

Deeds, Surveys, Easements, related correspondence	Permanent
Energy Audits	10 years from completion of service or work performed
Federal Awards and attending documents	3 years following date of project completion
Fidelity Bonds	5 years after effective life of bond
General Depository Agreements and other Bank Security records	4 years after expiration or termination
Insurance Claims	3 years after settlement or denial
Insurance Policies	4 years after expiration date
Insurance Register	6 years after audit
Legal Documents and Matters	Do Not Dispose without legal counsel
Maintenance Wage Rates and Labor Relations Docs	3 years following date of completion of contract
Oaths of Office	Until superseded plus 5 years
Organizational Docs (resolutions, etc.)	Permanent
PILOT Waivers, if applicable	until superseded
HACMS/SEMAP reviews, reports, backup documentation, surveys	until superseded plus 3 years
Physical Needs assessment	10 years following completion of service or work performed
Public Info. Requests	1 year after date of request
Procurement-related Documents	3 years from completion of service or work performed
Tax Exemption Certificates	Permanent
Unsuccessful bids	2 years after contract completed
Vehicle/Trailer Titles	Dispose when title transferred or otherwise disposed of
Vehicle Records	keep until title transfer or disposal
Warranties	Keep until equipment disposed of
PERSONNEL RECORDS	
Personnel Policy (replaced or revised)	until superseded plus 2 years
Employee Handbook	until superseded plus 2 years
Contractors' Payroll	3 years following date of completion of contract
Direct Deposit Forms SF-1199A	3 years after employee separation
EEO Complaints	3 years after resolution of case
Employee Applications - Unsuccessful	2 years from date of application
Employee Benefit Plan	1 year after term of plan
Employee Disciplinary Action	2 years after case closed or action taken
Employee Job Descriptions	3 years after position is abolished
Employee Selection Records (interview notes, offer letters)	2 years from personnel action
Employee Leave Files	4 years after audit

Policy and Procedures for Records Retention and Disposition

Employee Pension Funds Reports	Permanent (state requirement)
Employee Personnel Files/records	2 years after employee separation
FICA receipts	4 years after audit
Form 941	4 years after audit
Payroll Records/W2s	4 years after audit
Time Sheets	4 years after audit
Unemployment Records/Claims	10 years
Worker's Compensation Records/Claims	10 years
FINANCIAL/ACCOUNTING RECORDS	
Adjustments - Journal	5 years after FYE
Adjustment - Slips	2 years after audit
Audit Reports	Permanent
Bank Statements/Cancelled Checks	5 years after FYE
Budget documents	5 years after FYE
Cash Receipts (rent, security deposits, other income)	5 years after FYE
Check vouchers with support documentation	5 years after FYE
Collection Losses and Charged-Off Tenant Account Records	10 years after audit
Direct Deposit forms Form 1199-A (authorizing federal fund deposits)	Permanent
e-LOCCS authorization forms (27054)	Permanent
General Ledger. Cash Receipts/ Cash Disbursements registers	5 years after FYE
Inventory of Expendable Equipment and non-Expendable Equipment, Material and Supplies	Ongoing
Inventory of Non-Expendable Equip.	3 years after item is disposed
Investment Records	5 years after fiscal year end or investment maturity, if longer
Journal Vouchers	5 years after FYE
Monthly income and expense reports general ledger and trial balance	5 years after FYE
Public Housing Bond-related documents related to original development	Permanent
Property Ledger	Permanent
Property (Other) disposition records: bid and contract forms, bills of sale, etc.	Permanent
Property (Real) disposition records including adjustments	Permanent
Rent Roll Control	3 years
Tenant Accounts Receivable and Security Deposit Ledger - Non-Active	3 years

Policy and Procedures for Records Retention and Disposition

Tenant Accounts Receivable (TAR) Schedule	3 years
Tenant and HAP Register	3 years
Tenant Security Deposit Records	3 years
Tenant Refund of Security Deposit Request	3 years
OCCUPANCY RECORDS	
Applications - Withdrawn and ineligible	3 years from ineligibility determination
Hearing Documents/noncitizens	5 years minimum
Correspondence on routine maintenance and management (keep copies in unit files)	2 years after audit
Criminal Background Check Results	Shred immediately following determination unless appealed; then destroy after appeal decision
Drug Abuse Treatment Information	Shred immediately following determination unless appealed; then destroy after appeal decision
EIV printouts	3 years after end of tenancy; then shred
Eviction Records	10 years
Family files after admission to program	3 years after end of program participation
Income Limits Schedule	1 year after schedule is suspended and replaced
Reasonable Accommodation Requests if they contain medically sensitive information	Shred immediately following determination unless appealed; then destroy after appeal decision
Schedule of Rents Demonstration of Financial Feasibility and related (Sec 8)	1 year after schedule is suspended
Unit Files (inspections, work orders, appliance info)	Ongoing
Utility Allowance Schedules	When replaced, 4 years after audit
Waiting List	Ongoing
DEVELOPMENT DEPARTMENT RECORDS	
Bids forms, contract awards, notice to proceed, progress reports, photographs, and other related records, except those following: (also see Procurement within this section)	Disposal 10 years following contract settlement
Contract forms, specifications, plans, and agenda, including change orders, guarantee bonds and special warranties.	Disposal not recommended
Unsuccessful bids	Disposal FYE 3 years
Contractors Payroll	Disposal 3 years following the completion of contract as established by certificate of completion

Policy and Procedures for Records Retention and Disposition

Maintenance Wage Rates and Labor Relations documents	Disposal 3 years following the completion of contract as established by certificate of completion
Architects' & Engineers Contracts	Disposal 10 years following final contract settlement
Procurement Documents such as Request & Advertisement to Bid, Requests for Proposal, Request for Quotes, Bid Tabulations, Bid Analysis, Cost-Price Analysis, and all related support documents- In accordance with HACMs Procurement Policy or as governed by federal, state, or local laws.	Disposal 3 years following completion of service or work performed
Documents, drawings, blueprints, etc., relating to technical and engineering aspects of site planning for housing projects. Includes plants reviewed for the selection of sites, reports of surveys, studies, and construction of public housing for the development of standards.	Disposal not recommended
Files containing reports, designs, and calculations relating to public housing construction and site improvement design and construction for low- income housing developments. Includes experimental data and research material on surfacing types and community facilities and background and research material on the design of electrical, water, gas, sewage and draining systems.	Disposal not recommended
Files containing correspondence, documents, specifications, and structural plans relating to the structural design of public housing developments. Includes material relating to site preparations and foundations of housing developments; basic research material on steel, clay, wood, and other materials; relating to the site and structural plans of housing developments; and reports of a test conducted on housing developments- Including but not limited to tests and surveys regarding lead-based paint and asbestos.	Disposal not recommended

Most federally funded grant programs require a three (3) year retention period. The retention periods start on the day the HACM submits the performance report to HUD that covers the last expenditure of grant funds. Review contractual agreement for each grant to determine specific retention period.	3 years following the issuance of closing documents, expenditures of all approved funds and audit
PCNA (Physical Needs Assessment reports)	Disposal 10 years following completion of service or work performed in connection with the PCNA
Capital Funds Annual Statement, Five Year Action Plan and Performance and Evaluation Reports (P&E), including reports and comprehensive plans prior to 2000, known as CIAP or CGP.	Disposal 10 years following completion of service or work performed in connection with the PCNA

References

1. **Public Housing ACC, Form HUD-53012A**, Section 15, Books of Account, Records and Government Access:
 - a) The HA must maintain complete and accurate books of account for the projects of the HA in such a manner as to permit the preparation of statements and reports in accordance with HUD requirements, and to permit timely and effective audit.
 - b) The HA must furnish HUD such financial and project reports, records, statements, and documents at such times, in such form, and accompanied by such reporting data as required by HUD.
2. **Housing Choice Voucher Program ACC, Form HUD-52520**, Section 14, Program Records:
 - a) The HA must maintain complete and accurate books of account and records for a program. The books and records must be in accordance with HUD requirements and must permit a speedy and effective audit.
 - b) The HA must furnish HUD such financial and program reports, records, statements, and documents at such times, in such form, and accompanied by such supporting data as required by HUD.
3. **PIH Notice 2018** - Administrative Guidance for Effective and Mandated Use of the Enterprise Income Verification (EIV) System.

The HACM's record retention policy will determine the length of time the HACM and should maintain EIV printouts in a tenant file. HACMs are authorized to maintain the EIV Income and other reports (see Section 8) in the tenant file for the duration of tenancy and no longer than three years from the end of participation (EOP) date. In accordance with revised regulation, 24 CFR 908.101, HACMs are required to maintain at a minimum, the last three years of forms HUD-50058 and supporting documentation for all regular and interim reexaminations of family income. All records are to be maintained for a period of at least three years or longer as required from the effective date of the action.

4. **2 CFR § 200.333** - Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards - Retention Requirements for Records.

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

- a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.
- e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.
- f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

(1) *If submitted for negotiation.* If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity)

to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

(2) *If not submitted for negotiation.* If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

5. **24 CFR § 5.168** - Affirmatively Furthering Fair Housing

- a) General. Each program participant must establish and maintain sufficient records to enable HUD to determine whether the program participant has met the requirements of this subpart.
- b) Retention period. All records must be retained for such period as may be specified in the applicable program regulations.

6. **24 CFR § 908.101** - Electronic Transmission of Required Family Data

Applicable program entities must retain at a minimum, the last three years of the form HUD-50058, and supporting documentation, during the term of each assisted lease, and for a period of at least 3 years from the end of participation (EOP) date, to support billings to HUD and to permit an effective audit. Electronic retention of form HUD-50058 and HUD-50058-FSS and supporting documentation fulfills the record retention requirement under this section.

7. **24 CFR § 982.158 (HCV)** - Program accounts and records

- a) The HACM and HDC must maintain complete and accurate accounts and other records for the program in accordance with HUD requirements, in a manner that permits a speedy and effective audit. The records must be in the form required by HUD, including requirements governing computerized or electronic forms of record-keeping. The HACM and HDC must comply with the financial reporting requirements in 24 CFR part 5, subpart H.
- b) The HACM and HDC must furnish to HUD accounts and other records, reports, documents, and information, as required by HUD. For provisions on electronic transmission of required family data, see 24 CFR part 908.
- c) HUD and the Comptroller General of the United States shall have full and free access to all HACM and HDC offices and facilities, and to all accounts and other records of the HACM and HDC that are pertinent to administration of the program, including the right to examine or audit the records, and to make copies. The HACM and HDC must grant such access to computerized or other electronic records, and to any computers, equipment or facilities containing such

- records, and shall provide any information or assistance needed to access the records.
 - d) The HACM must prepare a unit inspection report.
 - e) During the term of each assisted lease, and for at least three years thereafter, the HACM must keep:
 - (1) A copy of the executed lease.
 - (2) The HAP contract; and
 - (3) The application from the family.
 - f) The HACM must keep the following records for at least three years:
 - (1) Records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants.
 - (2) An application from each ineligible family and notice that the applicant is not eligible.
 - (3) HUD-required reports.
 - (4) Unit inspection reports.
 - (5) Lead-based paint records as required by part 35, subpart B of this title.
 - (6) Accounts and other records supporting HACM and HDC budget and financial statements for the program.
 - (7) Records to document the basis for HACM determination that rent to owner is a reasonable rent (initially and during the term of a HAP contract); and
 - (8) Other records specified by HUD.
8. **24 CFR § 990.325** - Public Housing Operating Fund, Record retention requirements

The HACM and HDC shall retain all documents related to all financial management and activities funded under the Operating Fund for a period of five fiscal years after the fiscal year in which the funds were received.

TO: Board of Directors – Monterey County Housing
Authority Development Corporation (HDC)

FROM: Tory Gunsolley, Interim President/CEO

RE: **TAG Associates, Inc. HDC Assessment**

DATE: July 25, 2022

Background

On December 21, 2021, the HDC Board of Directors authorized the restructuring of HDC, actions were passed to include the Board direction to engage in a third party to perform an audit of HDC Finance and Performance. TAG Associates, Inc. was selected to conduct this assessment of HDC and provide recommendations for the future of HDC as an integrated department of the Housing Authority of the County of Monterey (HACM). The assessment focused on five key areas:

1. Shared services
2. Asset management procedures
3. Options for future development
4. Procurement
5. Cash flow projections.

President/CEO and Development Director will work together to incorporate the summary of recommendations made by audit team, which include:

1. Update the Shared Services agreement between HACM and HDC.
2. Develop asset management capacity in finance and capital planning through written protocols.
3. Explore Faircloth as a way to develop new units.
4. Acquire limited partnerships with expiring compliance periods.
5. Discuss improved reporting with auditor as it relates to identifying distributable cash flow.

ACTION: For Information Only

MEMORANDUM



MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION

THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

TO: Board of Directors – Monterey County Housing Authority Development Corporation (HDC)

TO: Board of Commissioners – Housing Authority County of Monterey (HACM)

FROM: Carolina Sahagun-Gomez, Director Housing Development
Jose Acosta – Interim Property Management Director

RE: **MONTHLY DEVELOPMENT REPORT – JULY 2022**

LP Developments managed by the Housing Authority of the County of Monterey:

RAD Sites (Formerly Public Housing):

- Annual housekeeping inspections completed.
- PM is working with HDC on capital improvements for various sites.

Haciendas I:

- Property Management inspections are being scheduled and completed at site.

Haciendas II:

- PM is completing corrections for audit that are due by July 20th.
- Property Management inspections are being scheduled and completed at site.

Haciendas III:

- Caretaker position has been re-opened and applications are being reviewed.
- Property Management inspections are being completed for this site.
- Rent increases have been submitted for PBV and HCV units and are pending HCV approval.
- Life-Steps is now in place and providing resident services at the site.

Haciendas IV:

- Property Management inspections are being scheduled and completed at site.
- HCV/PBV rent increases for this property will be submitted in September.
- Life-Steps is now in place and providing resident services for the residents.

Castroville:

- Property Management inspections are being scheduled and completed at site.

Casanova:

- PM is working on housing the two vacancies at the site within the next two weeks.
- PM continues to work with HDC staff to address all necessary repairs.

One Parkside:

- PM has provided all necessary information to HCV department to begin qualifying returning residents in preparation for the lease-up projected for mid-September.
- HCV has opened the PBV waiting list for this site and will provide a list of names to PM to start the evaluation process for the lease-up based on the priority list provided by HDC.

Wait Lists:

- Gonzales Family RAD (open).
- South County RAD (open).

Single Family Units:

- Overall operations are doing well.

Evictions:

- East Salinas Family RAD has one pending eviction.

LP Developments managed by The John Stewart Company:

BENITO AFFORDABLE/FLC

- Audits Pending
 - a. Part 2- AOE to be prepared by HACM. Due July 18, 2022.
 - b. HOME Audit still pending copy of 2021 Financial Audit.
- Resident Services: Providing after school program 4 days per week.
 - a. Thursdays 9:00 am- 1:00 PM; no show past 3 weeks.
 - b. Community rooms are open to the public subject to COVID safety protocols.
- Capital Improvement/ maintenance
 - a. Getting proposals for additional cameras; ongoing window replacements as needed.
 - b. Waterproofing on Deck/walkway compromised. Fred Q assisting in finding Contractor/waterproof coating sub to give a scope and bid.

MONTEREY AFFORDABLE

- Reporting & Audits Pending:
 - a. Part 2- AOE- by HACM; Due July 18, 2022.
- Resident Services:
 - a. Life Steps ASP, M-F 2:00 PM – 5:00 PM.
 - b. Resident Service Coordinator- Thursday 9:00 am – 5:00 pm.
 - c. Community rooms were open to public subject to COVID safety protocols.
- Capital Improvement/ maintenance
 - a. JSCo will contract with King City Glass to conduct a trial installation for Window replacement project before proceeding with a final proposal.
 - b. JSCo staff updating estimates and proposals for Surveillance Cameras.

RIPPLING RIVER

- Reporting & Audits Pending
 - a. Part 2- AOE by HACM: Due July 18, 2022.
- Resident Services:
 - a. Life steps-on site some Fridays. Alvaro is much liked by residents of Rippling.
 - b. Community rooms are open subject to COVID safety protocols. Resident Association holds monthly meetings and special events such as Bingo and Movie Matinees.
 - c. New outdoor games and patio furniture/cushions were purchased for the resident areas.
- Capital Improvement/ maintenance

- a. Elevator Modernization proposal from KONE was sent to Fred Q. in the amount of \$270,000. A secondary scope of repairs will be addressed by technicians in the near future.
- b. Management has reached out to TK elevator company for an updated modernization estimate, should have that any day.
- c. Generator in need of new transfer switch. Conte Service has been contracted to replace, \$38,700/ 32 week lead time.
- d. Geotechnical Engineer conducted soils test borings on July 5, 2022. Analysis will be available 5-6 weeks after.

FANOE VISTA APARTMENT

- Reporting & Audits Pending
 - a. Part 2- AOE by HACM: Due July 18, 2022.
- Resident Services: Life Steps
 - a. After School program scheduled for 2:00 pm to 6:00 pm.
 - b. Monday service coordinator 10:00 Am to 5:30 pm.
 - c. Community rooms are open subject to COVID safety protocols.
- Capital Improvements/ maintenance
 - a. Seeking approval from HDC for security cameras throughout the property.

TYNAN VILLAGE APARTMENTS

- Reporting & Audits Pending
 - a. Annual Owner Certification (AOC) Part 2- AOE is being prepared by HACM.
- Resident Services:
 - a. After School Program on hold as we get temporary coverage while RSC is on leave.
- Capital Improvements/ maintenance
 - b. Replacement of Call Boxes: Staff is currently obtaining proposals to replace the existing call boxes.
 - c. Additional lighting being installed on the side of 303 Front St. building along Alisal Street.

LP Developments managed by the Paso Robles Housing Authority:

OAK PARK 1, 80 Units, 100% Tax Credit with HOME, and USDA

- Vacancy:
 - a. Two move-ins scheduled for end of month for the two vacant units.
 - b. One USDA and one PBV units gave notice for August move-out. Two applicants being processed.
- Audits Pending
 - a. CTCAC Desk Audit in process. Waiting for final comments after corrections sent.
- Resident Services
 - a. Youthworks daily activity, 6 hours a day, Mon- Thurs.
 - b. Summer kids' program- crafts.
 - c. Food Distribution, 2 times a month.
- Capital Improvement/ Maintenance
 - a. Unit Inspections completed.

- b. No capital improvements or major maintenance pending. In process of completing annual window washing and solar panel cleaning.

OAK PARK 2, 70 Units, 100% Tax Credit

- Vacancy:
 - a. Move-ins scheduled for vacant units for end of month.
- Reporting & Audits Pending
 - a. None at this time.
- Resident Services
 - a. Youthworks daily activity, 6 hours a day Mon- Thurs.
 - b. Summer program- crafts.
 - c. Food Distribution, 2 times a month.
- Capital Improvement/ Maintenance
 - a. All unit inspections completed.
 - b. No capital improvements or major maintenance pending. Doing annual window washing and solar panel cleaning.

LP Developments 12-Month Occupancy:

LP DEVELOPMENT OCCUPANCY														
	Total Units	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	12 Mo Average
HACM Managed														
Haciendas Place - Phase One	53	98%	98%	98%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Haciendas Place - Phase Two	46	100%	100%	100%	100%	100%	100%	100%	98%	98%	96%	98%	96%	99%
Haciendas (Hakari) - Phase Three	50	100%	98%	100%	100%	100%	100%	100%	100%	100%	98%	100%	100%	100%
Haciendas Senior (Dai-Ichi Village - Phase	41	100%	98%	93%	95%	93%	98%	93%	93%	98%	100%	100%	98%	97%
Castroville FLC	54	100%	100%	100%	100%	100%	99%	98%	98%	98%	100%	100%	100%	99%
South County RAD	70	99%	100%	100%	100%	99%	99%	100%	100%	99%	99%	99%	100%	100%
Salinas Family RAD	170	99%	98%	99%	99%	100%	98%	100%	99%	99%	99%	100%	99%	99%
East Salinas Family RAD	202	99%	100%	98%	98%	99%	99%	99%	100%	99%	99%	100%	100%	99%
Gonzales Family RAD	30	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	97%	100%
Single Family Units	7	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	89%	89%	98%
Casanova Plaza	86	98%	90%	96%	96%	96%	94%	94%	96%	94%	100%	98%	96%	96%
HACM Mo Average		99%	98%	99%	99%	99%	99%	99%	99%	99%	99%	99%	98%	99%
JSCo Managed														
Tynan Village Inc.	171	99%	99%	99%	99%	96%	99%	99%	99%	98%	98%	98%	97%	98%
Fanoe Vista	44	100%	100%	98%	98%	98%	98%	93%	95%	95%	100%	95%	95%	97%
Benito FLC	73	100%	100%	100%	100%	100%	100%	99%	99%	99%	99%	99%	99%	100%
Benito Street Affordable	70	97%	96%	97%	100%	100%	100%	99%	99%	100%	100%	99%	99%	99%
Monterey Street Affordable	52	100%	98%	96%	96%	92%	92%	92%	92%	96%	96%	96%	98%	95%
Rippling River	79	96%	96%	95%	96%	96%	96%	95%	95%	97%	96%	96%	96%	96%
JSCo Mo Average		99%	98%	98%	98%	97%	98%	96%	97%	98%	98%	97%	97%	97%
PRHA Managed														
Oak Park I	80	100%	98%	97%	97%	97%	100%	100%	100%	98%	100%	98%	97%	98%
Oak Park II	70	100%	100%	97%	100%	100%	100%	98%	98%	100%	100%	100%	98%	99%
PRHA Mo Average		100%	99%	97%	99%	99%	100%	99%	99%	99%	100%	99%	98%	99%
All Project Mo Average		99%	98%	98%	99%	98%	99%	98%	98%	98%	99%	98%	98%	98%

HDC Development Projects:

Marketing/Website:

- Staff continues to meet quarterly with marketing team to review potential marketing events and/or media opportunities. As opportunities arise, they will be presented to Executive Director and Board of Directors.

Greenfield:

- No further update at this time. Current status - city staff have reviewed previous entitlements and sent planning application for submittal, upon due diligence items being ready we will submit.

Loan Application for 123 Rico:

- Pending IBank staff approval for use of remaining funds in order to close out loan.

Parkside – Phase 1:

- Building A – Installation of storefront doors in process and irrigation piping around building.
- Building B – No change, staff will complete final punch when PGE energizes building.
- Building C – Currently framing the courtyard walkway and begun siding installation.
- Weekly lease-up meetings with PM staff.

Parkside – Phase two (the remainder) MCHI property:

- Pending developer agreement with MCHI to develop next phase.
- HDC does not have site control.

Tynan Village construction defect:

- Building A – Framing repairs and window installation complete. Pending stucco finish and exterior paint.
- Building B – Work has been completed, still pending final City inspection.
- Building C – Scaffold up on one stack pending exterior stack completion.
- Estimated completion by August 2022.

RAD:

- RAD Rehab of remaining portfolio pending – staff is preparing a timeline to schedule phased rehabilitation of approximately 250 units.

RFP Submissions:

- Staff submitted RFP response to the City of Salinas for Laurel Drive property and remains in discussion with the City of Salinas for additional development opportunities within the City of Salinas.

Haciendas 1 & 2 metals project:

- Staff preparing scope of work now that the settlement funds have been received.

Meetings and Classes will be held in
the community room.

Alicia Cabral
Director of Social Services
510-423-3222

Resident Message Line:
855-395-4463

Drop by or call for appointment



Haciendas I & II

Friday, July 8th	Monday, July 11th	Friday, July 15th	Monday, July 18th
<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 pm</p> <p><u>Class: The Skin You're in</u> 10:00 am</p> <p><u>July Birthday Celebration</u> Stop by Community Center for a birthday treat!! 3:00 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 am</p> <p><u>Resume Builder</u> Come by the Community Center to create a resume with your DSS. 10:00 am</p> <p><u>Case Management</u> 3:00 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 pm</p> <p><u>Class: Seasonal Healthy Meals</u> 10:00 am</p> <p><u>Ice Cream Social</u> Come to Community Center to enjoy an ice cream with DSS. 1:00 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 pm</p> <p><u>Food Distribution information</u> 11:00 am</p> <p><u>Monday Movie Day</u> Come by the Community Center for some popcorn and to watch the Movie Luca. 3:00 pm</p>
Friday, July 22nd	Monday, July 25th	Friday, July 29th	
<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 am</p> <p><u>Bingo</u> Come by the community center to play some bingo and win a prize. 2:00 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 pm</p> <p><u>Early Learning Program Sign-up</u> If your child is 2.9-5 Years old, Stop by the DSS office to complete application for Preschool and family. 3:00 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am -5:30 pm</p> <p><u>Hartnell Enrollment Info session</u> Interested in enrolling in Hartnell in the Fall. Come by community center for more information. 10:00 am</p>	<p>Mask required in Community center.</p>



Empowerment. Impact.
Community.
One STEP at a time.

Reminders:

**LifeSTEPS will be closed
Monday, July 4th.**



HEALTHY LIFESTYLES 2022

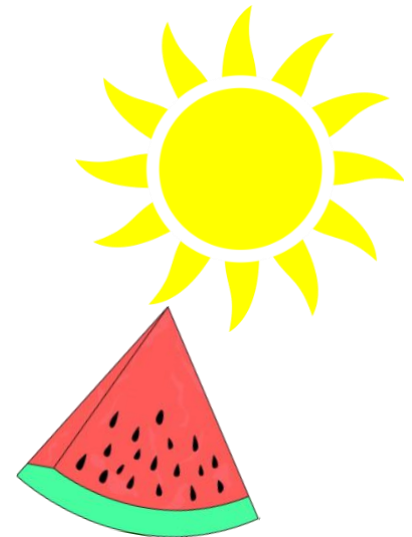


The Skin You're In

Protect your skin from sun damage and insect bites, and learn how to be on the lookout for skin disease.

Seasonal Healthy Meals

There's no better time to add in fresh fruits and vegetables to help with your heart health and overall wellbeing. We are featuring a "no cook" recipe you can whip up without turning on the oven or stove.



Stretch Your Dollar

LifeSTEPS is sharing tips on how to save money with Summer Energy Savings.



I am available to meet privately and confidentially.
Please contact DSS Alicia Cabral
at 510-423-3222 or acabral@LifeSTEPSusa.org

Meetings and Classes will be held in the community room.

Haciendas 3 & 4

Alicia Cabral
Director of Social Services
 510-423-3222

Resident Message Line:
855-395-4463



Drop by or call for appointment

Wednesday, July 6th	Wednesday, July 13th	Wednesday, July 20	Wednesday, July 27
<p><u>Social Services:</u> DSS, will be available between 9:00 am - 4:30 pm</p> <p><u>Meet and Greet Social</u> Meet the new DSS and how they can help you with resources. 10:00am</p> <p><u>Class: The Skin You're In</u> 1:00 pm</p> <p><u>Ice Cream Social</u> Come by the Community Center to enjoy a cold treat with your DSS. 3:00 pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am - 4:30 pm</p> <p><u>Meet and Greet Social</u> Meet the new DSS and how they can help you with resources. 10:00am</p> <p><u>Arts & Craft</u> Stop by the community center! 1:00 pm</p> <p><u>Case Management</u> Stop by and ask any questions regarding what we can assist you with! 3:00pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am - 4:30 pm</p> <p><u>Meet and Greet Social</u> Meet the new DSS and how they can help you with resources. 10:00am</p> <p><u>Class: Seasonal Healthy Meals</u> 1:00 pm</p> <p><u>Birthday Social</u> Come grab something sweet from the community room! 3:00pm</p>	<p><u>Social Services:</u> DSS, will be available between 9:00 am - 4:30 pm</p> <p><u>Food Distribution Information</u> Contact your DSS for information about Salina's food distribution. 11:00 am</p> <p><u>Bingo</u> Come by the community center to play some bingo and win a prize. 1:00 pm</p> <p><u>Case Management</u> Stop by and ask any questions regarding what we can assist you with! 3:00pm</p>



Empowerment. Impact.
 Community.
 One STEP at a time.

Reminders:

LifeSTEPS will be closed
Monday, July 4th.



LifeSTEPS' Mission

The mission of LifeSTEPS is to provide effective educational and supportive services to maximize the strengths of individuals and build resilient communities.



LifeSTEPS Provides:

- Employability Services
- Education such as Financial, Life Skills, Healthy Lifestyles, Arts and Culture
- After School Programs
- Case Management
- Community Activities
- Senior Services

LifeSTEPS, founded in 1996, is now the single largest provider of social and supportive services to the residents of affordable housing communities in California – serving over **320 communities** & providing social services to over **90,000 people**.



Phone: 916-965-0110

E-mail: info@lifestepsusa.org

www.LifeSTEPSusa.org



Empowerment. Impact. Community.
One STEP at a time!

Tel: (916) 965-0110

www.LifeSTEPSusa.org

Our Programs and Services

LifeSTEPS' professional social service staff provide a wide variety of programs and services, depending on the needs of each supportive, senior, or multi-family community.

Our services meet and exceed all regulatory social service requirements for supportive and affordable housing. The combination of individual services and community-wide programs enable LifeSTEPS to help build strong, vibrant, and resilient communities.

Supportive Services

LifeSTEPS Supportive Services provides Intensive Case Management Services for Supportive and Veterans housing, and is currently working on a two-year pilot Hospital Health Case Management Program.

- Homeless populations
- RN Program
- Thriving in Place
- Family Self-Sufficiency
- Hospital Health Pilot



Services for Older Adults

Today, more than ever before, housing and healthcare are tied together for older adults. Because of our passion for meeting the needs of older adults, LifeSTEPS has made this issue a major area of focus. **Aging healthily in communities is at the heart of our efforts.**

In 2016, LifeSTEPS launched an innovative pilot Home Health program utilizing a Registered Nurse to provide case management for older residents within their own communities. The LifeSTEPS' RN is able to deliver health education workshops on a regular basis, while meeting with individual residents to discuss their medical needs.

Value Added Services

- Client Financial Assistance
- Scholarship Programs
- Summer Reading Programs
- Food Programs
- In-kind Donations and Grant Funds for Program Enhancement



LifeSTEPS

3247 Ramos Circle
Sacramento, CA 95827

Phone: 916-965-0110

E-mail: info@lifestepsusa.org

What is LifeSTEPS?

Founded in 1996, Life Skills Training and Education Programs, Inc. (LifeSTEPS) has grown to provide social services to over 300 affordable housing communities in California. As of 2019, LifeSTEPS serves 90,000 affordable housing residents representing 32,971 homes. Our commitment is to provide consistent, professional, and caring educational and social services programs that empower and impact the community.

What LifeSTEPS can do for your residents?

- Provide assistance before they lose their housing
- Mediate disputes with neighbors
- Provide individual needs assessment
- Facilitate on-site activities for children and adults
- Provide professional, confidential case management

What LifeSTEPS can do for you?

- Free up your time so you can manage your property
- Contribute to resident retention
- Contribute to peaceful, safe communities
- Allow you to meet your social services commitment
- Attract new residents

When to contact LifeSTEPS:

- Concerns & complaints regarding resident relations
- Concerns regarding individual resident safety
- Residents approach you with serious financial problems
- Residents request social services
- Just ask!

Why you can count on LifeSTEPS:

- LifeSTEPS is a value-driven 501(c)(3) charitable organization
- LifeSTEPS employees are experienced, dedicated professionals
- Work Order process ensures fair housing compliance

Who to contact at LifeSTEPS:

- Your Director of Social Services: **Alicia Cabral**
- Phone Number: **510-423-3222** Email: **acabral@lifestepsusa.org**
- Community and Resident Services Training Manager: Lynette Jones
916-965-0110 ext. 210

The mission of LifeSTEPS is to provide effective educational and supportive services to maximize the strengths of individuals and build resilient communities.

3247 Ramos Circle, Sacramento, California 95827
Phone: 916.965.0110 Fax: 916.965.0102 www.lifestepsusa.org



Empowerment. Impact. Community. One STEP at a time.

About LifeSTEPS

LifeSTEPS is a non-profit organization with a mission to foster, sponsor and provide educational and social programs designed to help families and seniors. Though it is separate from property management, LifeSTEPS seeks to enhance community life through collaboration with the management team. LifeSTEPS' sole goal is to serve the residents by developing and implementing social service programs. LifeSTEPS serves thousands of people each year from different ethnic and social backgrounds.

Who is your Director of Social Service?

The LifeSTEPS Director of Social Service is an individual with a background in either social work or gerontology (the study of aging). The Director brings to residents and Property Management a wealth of knowledge about community resources and programs. LifeSTEPS assigns a specific Director of Social Services to each building. The Director can meet with you and with residents about a wide range of issues, and provide information or a link to information to meet resident needs.

What can you expect during a visit from the Director of Social Services?

The Director will visit your community on a regular basis. She or he will meet with you to discuss any new or pending resident needs. At this time, you and the Director will have the opportunity to brainstorm about informational or activity programs that would be beneficial for the residents. You may also discuss the needs of individual residents. When making a referral, inform the resident as well, so that when your Director contacts the resident, the resident will be more open to services. Your referrals, as well as referrals from residents, their neighbors, and their families, will often lead to private meetings with residents. These meetings are designed to address the specific problems of individual residents. The contents and results of these meetings are confidential.

How can the LifeSTEPS Director help to improve your community?

As a community manager, your day is already filled with many business duties. The LifeSTEPS program will bring added value and meaning to the community while allowing you to focus on your responsibilities. The LifeSTEPS Director brings services to residents that allow them to live fuller, more independent lives. LifeSTEPS has a history of success. Directors have helped residents to help themselves by implementing after-school programs, neighborhood watch programs, English as a Second Language classes and social activities. Directors will often seek volunteers from among the residents and from the local community to help deliver resident services. They also work with individual residents by sorting out insurance questions, referring them to meals on wheels, or arranging for emergency rental assistance. The different types of programs and individual referrals are countless, as they are unique and tailored to each situation.

The mission of LifeSTEPS is to provide effective educational and supportive services to maximize the strengths of individuals and build resilient communities.

3247 Ramos Circle, Sacramento, California 95827
Phone: 916.965.0110 Fax: 916.965.0102 www.lifestepsusa.org

888/1updated

What can you do to help your LifeSTEPS Director of Social Services serve the residents?

Of course there is no such thing as a free lunch. The LifeSTEPS program works best when the Director and the Property Management team collaborate with and support one another to bring meaningful programs and assistance to the residents. Toward this end you will be asked in small ways to help facilitate resident services. For example, you will be asked to refer residents with problems directly to the Director (by e-mail, fax or in person when the Director is on site). You will also be asked to disseminate information and recruit participants for events and activities. You may even be asked at times to attend or facilitate resident meetings and activities when the Director cannot be on site. While the Director will initiate and implement events and activities, a positive and supportive attitude from Property Management is essential for social services to succeed.

Please ask your Director if you have any additional questions or concerns regarding the LifeSTEPS program and its activities. Property Managers should always address program concerns or questions directly to the Director of Social Services, rather than to resident or community volunteers. Clear communication and a mutual understanding of roles and responsibilities are crucial to the process so that Property Management and the LifeSTEPS' Director can work effectively to meet resident needs. Of course Property Managers are always encouraged to contact their Regional Managers as an additional resource should concerns arise.

HEALTHY LIFESTYLES 2022

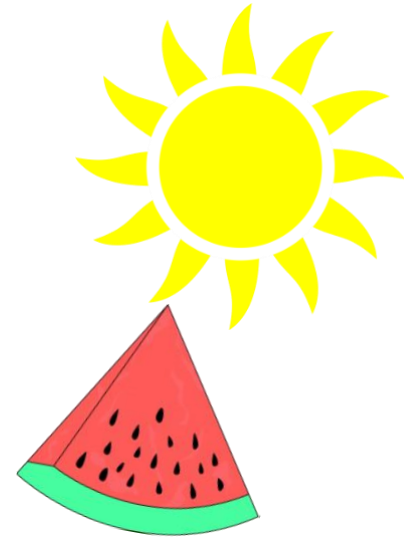


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at 510-423-3222 or acabral@LifeSTEPSusa.org



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Programs & Services

LifeSTEPS' professional social service providers offer a wide variety of programs and services, depending on the needs of each senior or multifamily community.

Our services meet all state and federal social service requirements for affordable housing communities. The combination of individual services and community-wide programs enable us to help build strong, vibrant residential communities.

LifeSTEPS clients are made up of many races, nationalities, and cultures, yet their most basic and greatest needs are the same. We work to partner with local agencies such as, food banks, super markets, and faith based organizations to bring hunger relief to families in need. To the best of our ability we utilize standard methods of fundraising, including grant requests, individual donor solicitation, and community events, to raise emergency assistance funds. As an organization, we are dedicated to consistently pursuing funding partnerships that will help our clients maintain housing while learning life skills that help them to reach their potential in life.

LifeSTEPS programs include:

Case Management
Educational Classes
After School Programs
Senior Services
Mediation

Social and Community
Participation Programs
Volunteer Programs
Resource Information

Case Management

Case management provides individual, professional assistance for real life problems. Our social workers are at the property throughout the month and also maintain a schedule for appointments or drop-in assistance. In addition, residents and property managers can reach the Director of Social Services by phone anytime during the week.

Referrals may be made when an at-risk resident is identified, or residents can request support directly when issues arise. Once residents get to know LifeSTEPS, they also refer their neighbors for help.

Depending on an individual resident's needs, our social workers can provide means for financial assistance, crisis intervention, and in-home supportive services. Case management can also include contacting other service-oriented nonprofits and government agencies on a resident's behalf.

Important components of case management include realistic feedback, emotional support, and active listening for residents in distress.

Case management services include: assistance in obtaining medical equipment, assistance with health care options, assistance in the completion of forms for MediCal, food stamps, insurance, or Social Security, assistance for mentally ill residents in managing day-to-day needs, collaborating with family to determine the appropriate level of care for seniors, door-to-door resident visits and assessments, evaluating a senior for dementia, grief counseling, investigating possible domestic violence, obtaining in-home assistance for elderly residents recovering from illnesses, one-on-one assistance with resumes and job seeking, parental assistance, providing family intervention for out of control youth, providing food bank commodities and other emergency food assistance, teaching residents how to apply for discounted utilities, translating documents and providing other bi-lingual support.

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. Classes are taught by LifeSTEPS employees, supervised volunteers, and partner agencies invited to the properties by LifeSTEPS.

LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Other classes are taught within one- to three-session workshops.

Examples of educational classes are:

- Computer Skills
- Disaster Preparedness
- English as a Second Language (ESL)
- Exercise and Dance for All Ages and Abilities
- Healthy Living: Nutrition and Managing Chronic Illnesses
- How to Advocate For Your Children
- How to be a Community Leader
- How to Control Your Finances
- Job Search Workshops
- Job Skills 101: Getting and Keeping a Job
- Kids Can Be Safe
- Nurturing Your Children
- Red Cross First Aid
- Successful Aging

After School Programs

Focusing on the hours between 3:00 pm and 6:00 pm, after school activities help children succeed in school and build positive social skills. Importantly, they also provide a constructive alternative to unsupervised activities for at-risk youth and a safe place for children to explore their creativity. After school programs also encourage parents to join in.

After school programs range from homework clubs, milk and cookies, arts and crafts, supervised free play time, and age-appropriate instruction in remedial life skills. After school classes may also include environmental education and volunteer opportunities such as cleanup days, which give children pride in their communities.

When possible, LifeSTEPS' staff partner with local school districts in order to provide activities that complement the school curriculum and establish communication with guidance counselors and teachers in order to better serve individual children.

Senior Services

Active seniors have much to offer within their communities. With encouragement, seniors are often eager to volunteer in supporting other residents.

Senior services include “friendly visiting” by LifeSTEPS social workers, a means for staff to provide a sympathetic ear for a resident who is troubled, lonely, or suffering from serious health problems. Our staff makes every effort to involve adult children and other family members in providing emotional support for senior residents.

LifeSTEPS seeks resident input in developing tailored activities. With many Social and Community activities and Educational Classes appropriate for seniors scheduled throughout the month, we are able to meet the varied interests of the residents.

Activities are especially important in senior communities, reducing isolation and giving residents the means to retain a sense of pride and independence while building a strong, mutually supportive community.

Mediation

Unresolved disputes between neighbors can leave a property manager with no alternative but to evict both parties. LifeSTEPS has developed a highly effective mediation model that provides residents with a way to air and resolve their differences while maintaining their housing. Under the guidance of a trained LifeSTEPS social worker, residents take an active part in the mediation process by taking responsibility for finding and adhering to a solution. This experience empowers residents and teaches valuable life skills while resolving the issue at hand. When needed, LifeSTEPS social workers can also mediate disputes between residents and property managers.

Social & Community Participation Programs

In addition to social services, the Director develops appropriate learning and social activities at each community.

By fostering social activities, LifeSTEPS and supportive property management staff help communities build a network of support among the residents. When neighbors know each other, they are able to turn to each other when they need help.

A monthly newsletter produced by property managers, or at some locations LifeSTEPS staff, is a resource for residents to learn about upcoming activities, classes, and services.

Social Programs Include:

Birthday Celebrations
Day Trips
Games
Hobby Classes
Holiday Celebrations

Movies
Neighborhood Watch
Potlucks
Resident Meetings

Volunteer Programs

LifeSTEPS recruits talented, dedicated volunteers to provide skilled support.

Volunteers help at events such as block parties, community dinners, and holiday celebrations, activities such as art classes and bingo, and educational classes.

Volunteers are carefully selected and screened, and those who work with children undergo a Department of Justice background check.

Many of our clients give back by volunteering within their communities. For instance, parent volunteers often assist at homework clubs and craft projects.

Our volunteer program not only results in more help for residents, but also allows resident volunteers to develop skills, experience and confidence that can be used in finding employment opportunities and advancement.

Resource Information

Everyone on the LifeSTEPS staff is expert in developing links to resources in the greater community. Rather than duplicating existing services, LifeSTEPS collaborates with other dedicated nonprofits and government agencies to bring essential services to our clients.

We promote independence for residents by helping them identify appropriate community resources and teaching them how to make contact, complete necessary forms, and follow up. If a resident is incapable of completing the necessary tasks, we actively assist them in the process.

Community resources include:

Caregiver Registries	Housing Assistance Programs
Child and Adult Day Care	Immigration and Legalization Services
Employment Opportunities	Law Enforcement and Protective Services
Faith Based Organizations	Referrals for Legal Assistance
Family Resource Centers	Rehabilitation Programs
Food Banks	Senior Centers
Government Agencies	Senior Employment Programs
Health Care Providers	Transportation Options
Health Insurance Counseling & Advocacy Programs	Tutoring Programs
Home Delivered Meals	Youth Parks and Recreation Programs
Hospice Care	



The **LifeSTEPS Mission** is to provide effective educational and supportive services to maximize the strengths of individuals and build resilient communities.

Tynan Village Newsletter

July 2022

Tynan Staff

Assistant Property Manager

Gaby Narez

Occupancy Specialist

Vanessa Almeyda

Resident Services Coordinator

Yolanda Cecenas

Lead Maintenance

Jose Astorga

Important numbers

After Hours Emergency

831.755.5711

Kysmet Security

831.998.7963

Non-Emergency Police Dispatch

(831)758.7321

Crime Tip Line

831.758.7273

Violence Tip Line

831.755.4222

Community Resource Officer

831.758.7264

We-Tip Crime

1.800.400. 1110

Salinas Animal Shelter

831.758.7285

Community, Health, and Disaster Information (24 Hours)

2.1.1.

Food Bank Dates

Thursday, July 14, 2022

&

Thursday, July 28, 2022

1:30 pm— 3:00 pm



Kysmet Security

Please reach out to Kysmet Security with any after hours complaints and/or suspicious/ wrongful activities at (831) 998-7963.



Lease & House Rules

Management will be strictly reinforcing the Lease and House Rules in order to provide a safe and orderly community for all. Those who are found to not comply with the Lease and House Rules will be issued a lease violation. **Please remember, if your household acquires similar, repeated and/or multiple lease violations, management has the right to terminate tenancy according to your Lease and House Rules.**

Annual Unit Inspections

The time is here!

Management will be conducting annual unit inspections on July 26-July 29, 2022 (More information to come). Please review the attachment in order to facilitate and ensure your unit is ready for inspection.

Annual Parking Update

Management will be updating all parking records. You will be receiving notice asking to provide current updated Car Registration, Insurance and Driver's License. Please ensure that you provide the office with the documents by the date stated on the notice. Those who fail to provide required documents to all vehicles that have an assigned parking space will have their parking privileges revoked. Please refer to the parking agreement for all parking rules.

Rent Relief Programs

If you are finding yourself in a financial hardship and need assistance with rent/bills, you can reach out to the following organizations:

Goodwill - www.MCRentHelp.com

Catholic Charities - 831-393-3110

Housing Resource Center- 831-424-9186

The Village Project - 831-392-1500

Mujeres en Accion - 831-512-1580

Boletín Informativo Tynan Village

Julio 2022

Tynan Staff

Asistente de Administradora

Gaby Narez

Especialista de Ocupancia

Vanessa Almeyda

Cordinadora de Residentes

Yolanda Cecenas

Supervisor de Mantenimiento

Jose Astorga

Numeros Importantes

Despues de Horas Emergencia

831.755.5711

Kysmet Security

831.998.7963

Despacho de Policia No-
Emergencia

(831)758.7321

Crime Tip Line

831.758.7273

Violence Tip Line

831.755.4222

Community Resource Officer

831.758.7264

We-Tip Crime

1.800.400. 1110

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831.758.7285

Community, Health, and Disas-
ter Information (24 Hours)

2.1.1.

Banco De Comida

Jueves, Julio 14, 2022

&

Jueves, Julio 28, 2022

1:30 pm— 3:00 pm



Kysmet Security

Comuníquese con Kysmet Security con cualquier queja fuera del horario de atención y/o actividades sospechosas e ilícitas al (831) 998-7963.



Reglas de Arrendamiento

La administración reforzará estrechamente las Reglas de Arrendamiento y Vivienda con el fin de proporcionar una comunidad segura y ordenada para todos. Aquellos que se descubra que no cumplen con las Reglas de Arrendamiento y Casa recibirán una violación del contrato de arrendamiento. Porfavor recuerde que si tiene violaciones similares, repetidas o multiples, la administración tiene el derecho de rescindir el arrendamiento de acuerdo con el contrato de arrendamiento y las reglas de la casa.

Inspecciones Anuales de Unidades

¡El tiempo ha llegado!

La gerencia llevará a cabo inspecciones anuales de la unidad del 26 de julio al 29 de julio de 2022 (más información por venir en los siguientes dias) Revise el archivo adjunto para facilitar y asegurarse de que su unidad esté lista para la inspección.

Actualización Anual del Estacionamiento

La gerencia actualizará todos los registros de estacionamiento. Recibirá un aviso para proporcionar el registro del automóvil actualizado y el seguro y la licencia de conducir. Asegúrese de proporcionar a la oficina los documentos antes de la fecha indicada en el aviso para todos los autosmoviles que tienes estacionamiento asignado. Aquellos que no proporcionen los documentos requeridos tendrán sus privilegios de estacionamiento revocados. Consulte el acuerdo de estacionamiento para familiarizarse con las reglas de estacionamiento.

Programas de Alivio de Alquiler

Si se encuentra en dificultades financieras y necesita ayuda con el alquiler / facturas, puede comunicarse con las siguientes organizaciones:

Goodwill - www.MCRentHelp.com

Catholic Charities - 831-393-3110

Housing Resource Center- 831-424-9186









The Village Project - 831-392-1500

Mujeres en Accion - 831-512-1580

July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
National Chocolate Wafer Day 	4. Independence Day Office Closed 	5. Last Day to Pay rent 	6. REACH Bowling Summer Begins @1081 Main St, Salinas as 4pm-5pm 	7. National Father Daughter Take a Walk Day 	1. Rent Due 	2. Farmers Market @ Main St, Salinas 9am-2pm 
1. MMA Museum sit @559 Pacific St., Monterey 11am-5pm 	11. SPR Youth Theatre Camp @560 Walker Dr, Soledad from 10am-1pm 	12. Splash Day at Summer Camp 9am-4pm @1551 Beacon Hill Dr. Salinas 	13. Scavenger Hunt @ Del Monte Shopping Center, Monterey from 10am-8pm 	14. Food Bank @ Tynan Village from 1:30pm-3pm 	15. California Rodeo Carnival @3:00pm-11pm 	16. Paint Party @17822 Moro Rd, Prundale from 11am-12pm ages 13 & up 
18. Rodeo's Eddie Kapers Parade Salinas Recreation Center 3pm-4:30pm 	18. Vanquishing Teen Anxiety Workshop @9 W. Gavilan St. #11 Salinas 8am-9am 	19. National Words With Friends Day 	20. California Rodeo Salinas @ Salinas Sports Complex 7am-9pm 	21. California Rodeo Salinas @ 3pm-9:15pm 	23. California Rodeo Salinas from 7:30am-4:15pm 	30. Summer Camp Co-Ed. Ages 4-6yrs @1 Beach Way, Monterey from 4pm-7pm 
4. California Rodeo Salinas from 7am-4:15pm 	25. Club Scout Day Camp-Monterey County @ Presidio Of Monterey Scouts Lodge 	26. National Aunt's & Uncle's Day 	27. National Love is Kind Day 	28. Food Bank @ Tynan Village from 1:30pm-3pm 	29. National Chicken Wing Day 	
1. National Vocado Day 						

Julio 2022

Domingo	Lunes	Martes	Miercoles	Jueves	Viernes	Sabado
3.DÍA NACIONAL DEL CHOCOLATE WAFFER 	4. Día De La Independencia de U.S.A- Oficina Cerrada 	5. Último Día Para Pagar La Renta 	6.Comienza el verano de bolos REACH @1081 Main St, Salinas de 4pm-5pm 	7.Día Nacional del Padre y Hija Dar un Paseo 	1. Día De Pagar Renta 	2.Farmers Market @ Main St, Salinas 9am-2pm 
19. Visita del Museo NMA@559 Pacific St., Monterey 11am-5pm 	11.Campamento de Teatro Juvenil SPR @560 Walker Dr, Soledad de 10am-1pm 	12.Día de chapoteo en el campamento de Verano @1551 Beacon Hill Dr, Salinas.9am-4pm 	13.Búsqueda del Tesoro @ Del Monte Shopping Center, Monterey de 10am-8pm 	14. Banco de Comida @ Tynan Village de 1:30pm-3pm 	8.Evento de Contratación @ Hampton Inn Suites 532 Work St, Salinas de 8am-5pm 	9.Evento de Contratación @ Hampton Inn Suites 532 Work St, Salinas de 8am-5pm 
17. Desfile Kiddie Kapers @ Salinas Recreation Center 3pm-4:30pm 	18.Taller de Ansiedad Adolescente Venquishing @9 W. Gavilan St. #11 Salinas de 8am-9am 	19. Día Nacional de Palabras con Amigos 	20. California Rodeo Salinas @ Salinas Sports Complex 7am-9pm 	21. California Rodeo Salinas @ 3pm-9:15pm 	15. Carnival del Rodeo de California @ Salinas de 3:00pm-11pm 	16.Fiesta de Pintura @17822 Moro Rd, Prundale de 11am-12pm edades 13 o mas 
24. California Rodeo Salinas de 8am-4:15pm 	25. Club Scout Day Camp-Condado de Monterey @ Presidio Of Monterey Scouts Lodge 	26.26.Día Nacional de la Tía y el Tío 	27. Día Nacional del amor amable 	28. Banco De Comida @ Tynan Village de 1:30pm-3pm 	2. California Rodeo Salinas de 3pm-9:15pm 	23. California Rodeo Salinas de 7:30am-4:15pm 
31.Día Nacional del Aguacate 					29.Día Nacional del Ala de Pollo 	30. Campamento de Verano Co-Ed. Edades 4-6yrs @1 Beach Way, Monterey de 4pm-7pm 

Attention!

Please drop off Rent **PAYMENTS** and **PAPERWORK** in the drop box at the office. Make sure that money orders and/or checks have your unit number to receive your receipt.

¡Atención!

Porfavor deje **PAGOS de Renta** y **documentos** en el buzón de la oficina. Asegúrese de que los giros postales o cheques tengan su número de unidad para recibir su recibo.



Maintenance charges are due each month along with your rent.
Please keep your account current!
Payment plans available.

Los cargos de mantenimiento se deben pagar cada mes junto con la renta. ¡Por favor, mantenga su cuenta actualizada!
Planes de pago disponibles.

After-hours Maintenance
Emergencies: 678-8852

Soledad Police

Emergency: **911**
Non-emergency: 831-755-5111



and **Call PG&E** 1-800-743-5000



ACOSTA DAYCARE

Accepting applications for ages 2-5.
Mon-Fri 6am – 5pm. Year Round.

Se aceptan solicitudes para edades de 2 a 5 años.
Lun-Vie 6am – 5pm. Todo el año.

Contact: 678-0742 or 424-6939



BENITO AFFORDABLE/FLC

425 Benito Street, Soledad, CA 93960



**** CLOSED/cerrado 7/4/22 ****

(831) 678- 8852 / Fax: (831) 678-1702

Office Hours – horas de oficina

Mon-Fri / lunes a viernes
8:30AM-4:30PM

Sylvia Sides – Property Manager
Maria Morales – Asst. Property Manager
Jesus Perea – Maintenance Lead
Jorge Amezcua – Maintenance Tech

The office is open to our residents,
however we are still closed to the public.
FACE MASKS REQUIRED

La oficina está abierta a nuestros
residentes, sin embargo,
está cerrada al resto del público.
SE REQUIERE MASCARILLAS

**Community Resources for Monterey County /
Recursos comunitarios para el condado de
Monterey**

C.E.T. (831) 678-0448
Catholic Charities - Caridades Católicas
(831) 422-0602



**Emergency Rental
Assistance:**
Asistencia de Renta
(831) 223-5178

Housing Resource Center:
Centro de recursos de vivienda
(831) 424-9186

Child Abuse / Abuso infantil:
831-755-4661

**Adult Protective Services /
Servicios de protección para adultos:**
1-800-510-2020

YWCA (Domestic Violence):
831-372-6300 or 831-757-1001

United Way: Dial 211

Toll-free telephone number to connect callers with
trained referral specialists in the area.

Número de teléfono gratuito para conectar a las
personas que llaman con especialistas de referencia
capacitados en el área.



Food Bank takes place the
2nd Monday of Each
Month at Our Lady of
Soledad Church located at
235 Main St. 9:30 - 10:30
a.m.

El banco de alimentos se lleva a cabo el
segundo lunes de cada mes en la iglesia
Our Lady of Soledad ubicada en 235 Main
St. de 9:30 a 10:30 a.m.

**PLEASE PARK IN YOUR ASSIGNED
PARKING (2) PER HOUSEHOLD. VEHICLES
MUST HAVE CURRENT
REGISTRATION/TAGS, CAR INSURANCE,
AND BE OPERABLE. WE WILL BE TAGGING
AND THEN TOWING VEHICLES NOT
FOLLOWING THESE RULES.**

**POR FAVOR DE ESTACIONAR EN SU
ESTACIONAMIENTO ASIGNADO (2) POR
HOGAR. LOS VEHÍCULOS DEBEN TENER
REGISTRO/ETIQUETAS VIGENTES, SEGURO
DE AUTOMÓVIL Y ESTAR OPERATIVOS.
ESTAREMOS ETIQUETANDO Y
REMOLQUEMOS LOS VEHÍCULOS QUE NO
SIGAN ESTAS REGLAS.**

REMINDER!

Please keep your areas free of trash and litter. Thank
you for helping to keep our community clean!

¡RECORDATORIO!

Por favor, mantenga sus áreas libres de basura y
desperdicios. ¡Gracias por ayudar a mantener nuestra
comunidad limpia!

**Life STEPS
Thursdays/cada jueves**

Serves families and seniors living in affordable housing
with social services and educational programs.

Atienden a familias y personas mayores que viven en
viviendas asequibles con servicios sociales y programas
educativos.

Alicia Cabral (510) 423-3222



Soledad Community Center
560 Walker Drive
Call for rate info and hours:
223-5250



Now open / La biblioteca está abierta::

Tuesday 11 am - 7 pm
Wednesday 11 am - 7 pm
Thursday 10 am - 6 pm
Friday 10 am - 5 pm
Saturday 10 am - 5 pm

Contact: 831-386- 6890



Soledad Rec Center
570 Walker Drive
Call for rate info and hours:
678-3745

Swim lessons, martial arts, Jr./Reg Life guard
training, late night swim most Fridays.
Call for summer schedule!

Lecciones de natación, artes marciales,
entrenamiento de salvavidas, natación nocturna.
Llame para el horario de verano!



**Soledad Farmers Market
(mercado)**
Thursdays/jueves 4-8pm
137 Soledad Street

Meetings and Classes will be held in the community room.

Alicia Cabral
Director of Social Services
 510-423-3222

Resident Message Line:
 855-395-4463



Monterey/Benito

Drop by or call for appointment

Thursday, July 7th	Thursday, July 14th	Thursday, July 21st	Thursday, July 28th
<p><u>Social Services:</u> DSS, will be available by phone or email between 9:00 am-12pm (Benito St) 1:00 -5:30 pm (Monterey St)</p> <p><u>Resume Builder</u> Come by the Benito community center to create a resume with your DSS. 10:00 am</p> <p><u>Class: The Skin You're In</u> 11:00 am</p> <p><u>July Birthday Celebration</u> Stop by Monterey St for a birthday treat!! 3:00 pm</p>	<p><u>Social Services:</u> DSS, will be available by phone or email between 9:00 am-12pm (Benito St) 1:00 -5:30 pm (Monterey St)</p> <p><u>Coffee with DSS</u> Come by the Benito community center to have a morning cup of coffee and ask any questions about resources. 10:00 am</p> <p><u>Job Search</u> Come by Monterey St to Learn about online/in person jobs. 1:00 pm</p> <p><u>Case Management</u> Schedule an appointment with your DSS. 3:00 pm</p>	<p><u>Social Services:</u> DSS, will be available by phone or email between 9:00 am-12pm (Benito St) 1:00 -5:30 pm (Monterey St)</p> <p><u>Class: Seasonal Healthy Meals</u> 10:00 am</p> <p><u>Food Distribution Information</u> Contact your DSS for information about Soledad food distribution 11:00 pm</p> <p><u>Arts & Crafts</u> Come by Monterey St community center. 2:00 pm</p>	<p><u>Social Services:</u> DSS, will be available by phone or email between 9:00 am-12pm (Benito St) 1:00 -5:30 pm (Monterey St)</p> <p><u>Hartnell Enrollment Info Session</u> Interested in enrolling in Hartnell in the Fall. Come by Benito community center for more information. 10:00 am</p> <p><u>Community Resources</u> Come by Monterey st community center to learn about community resources. 1:00 pm</p> <p><u>Case Management</u> Schedule an appointment with your DSS. 3:00 pm</p>

Reminders:



Empowerment. Impact.
Community.
One STEP at a time.

**After School Program
(Monterey St)
Monday-Friday
2:00pm-5:00pm**

**LifeSTEPS will be closed
Monday, July 4th.**



HEALTHY LIFESTYLES 2022

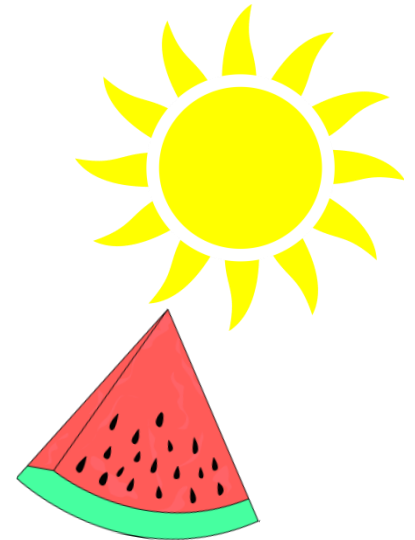


The Skin You're In

Protect your skin from sun damage and insect bites, and learn how to be on the lookout for skin disease.

Seasonal Healthy Meals

There's no better time to add in fresh fruits and vegetables to help with your heart health and overall wellbeing. We are featuring a "no cook" recipe you can whip up without turning on the oven or stove.



Stretch Your Dollar

LifeSTEPS is sharing tips on how to save money with Summer Energy Savings.



I am available to meet privately and confidentially.

Please contact DSS NAME
at 510-423-4463 or acabral@LifeSTEPSusa.org

SOLEDAD'S 25TH ANNUAL

**JULY 4TH
CELEBRATION**

Monday, 12 Noon to 9PM

Soledad Little League Park

FREE FIREWORKS DISPLAY AT DUSK

**Star Spangled Children's
Walking Parade**

Begins at 12 Noon

Line up 11:30 AM at Main Street School

In your Star Spangled Best

FREE TO PARTICIPATE

Live Performances

**Patty Kistner
Band
2 - 5PM**

**La Tumbadora Banda
Del Rancho
6:30 - 8:30PM**

Games and Prizes for all ages!

Balloon Creations, Awesome Magic

**FOOD BOOTHS
12PM TO 8:30PM**

STAR SPANGLED CHILDREN'S PARADE

THEME: STAR SPANGLED AND PATRIOTIC- COME DRESSED IN YOUR
PATRIOTIC BEST!

JULY 4TH 2022

PARADE AGENDA:

11:15 AM - LINE UP AT MAIN ST MIDDLE SCHOOL
- COSUTME CONTEST JUDGING

12:00PM - PARADE DOWN NORTH ST. ENDING @
SOLEDAD LITTLE LEAGUE

12:45PM -AWARDS ANNOUNCED

OPEN TO:

KIDS
TODDLERS
TEENS
GROUPS
PETS

SKATES
BIKES
WAGONS
STOLLERS

-NO MOTOR VEHICLES-



Pauline Thomasini

FOR MORE INFO (831) 678-3379



July 2022

Monterey St

Join us for Homework Support, Arts and Crafts, Fun,
Educational Activities, Organized Play, and Much More!

For Ages 5-18 living in this building.

Please register in the community room with

Severo Gasca, Program Coordinator

916-345-4586



Monday to Friday

2:00pm-5:00pm

For Ages 13-18 living in this building.

Please register in the community room with

Severo Gasca, Program Coordinator.

Thursday, July 14, 2022

2:00 pm - 5:00 pm



Reminder:

**LifeSTEPS will be closed
Monday, July 4th.**

If you need assistance, contact
Alicia Cabral at 510-423-322 in
the community room during
any posted date. You may also
call our Resident Message Line
855-395-4463.

OAKPARK 1 & 2 TENANT SERVICES
June 2022

- Managed free fruits/vegetables/commodities distribution for Oak Park families from Food Bank
- Provided YouthWorks job skills program for teens
- Provided after school tutoring for elementary school children
- Provided mentoring by phone for YW graduates
- Created & put on painting event for elementary age children
- Hosted presentation by Cuesta College
- Presented PRHA scholarships to 5 high school seniors
- Distributed 50 children's breakfast bags from the Food Bank
- Distributed 130 pounds of free produce grown by teens in YW Farm

DAILY PARTICIPATION IN YOUTH ACTIVITIES:

Youth Activities – 39 Participation – 53 OP1 39 OP2

July 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 4:00 YW Farming	2	3
4	9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farm	5 9:00 YouthWorks 1:00 YW Job Skills	6 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	7 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	8 1:30 Food Distribution 4:00 YW Farming	10
11 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	12 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	13 9:00 YouthWorks 1:00 YW Job Skills	14 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	15 4:00 YW Farming	16	17
18 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	19 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	20 9:00 YouthWorks 1:00 YW Job Skills	21 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	22 1:30 Food Distribution 4:00 YW Farming	23	24
25 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	26 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	27 9:00 YouthWorks 1:00 YW Job Skills	28 9:00 YouthWorks 1:00 YW Job Skills 4:00 YW Farming	29 4:00 YW Farming	30	31