

CONTRA COSTA COUNTY

Administration Building | 1025 Escobar St., Martinez



AGENDA

Tuesday, July 7, 2026

1:00 PM

HOUSING AUTHORITY

DIANE BURGIS, CHAIR

JOHN GIOIA

CANDACE ANDERSEN

KEN CARLSON, VICE CHAIR

SHANELLE SCALES-PRESTON

CYNTHIA JORDAN

JOANN SEGURA

JOSEPH VILLARREAL, EXECUTIVE DIRECTOR, (925) 957-8001

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time. For real time translation of the Board of Supervisors meeting, please go to the Wordly website: <https://attend.wordly.ai/join/UPPW-1508>.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 1 855-758-1310. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-us.zoom.us/j/81863939331>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

1:00 P.M. Convene and call to order

**1. CONSIDER CONSENT ITEMS (Items listed as C.1 through C.9 on the following agenda)
– Items are subject to removal from Consent Calendar by request of any Commissioner.
Items removed from the Consent Calendar will be considered with the Discussion Items.**

2. DISCUSSION ITEMS

D.1. CONSIDER accepting a report on the status of the U.S. Department of Housing and Urban Development's (HUD) homeless programs funding cuts. [26-2889](#)

Attachments: [Homeless Programs Funding Cuts July 2026 Update](#)

D.2. CONSIDER accepting a report on the shortfall funding status of the housing authority's (HACCC) Housing Choice Voucher program. [26-2895](#)

D.3 PUBLIC COMMENT (2 Minutes)

3. CONSENT ITEMS

C.1. RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending March 31st, 2026. [26-2861](#)

Attachments: [1 Investment Report for Qtr 03-31-26](#)

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- C.2.** APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to execute a twelve-month contract with the Contra Costa County Sheriff's Department to provide the Housing Authority's Bayo Vista public housing development with additional law enforcement services for the period beginning July 1, 2026, and ending June 30, 2027, in an amount not to exceed \$279,000. [26-2891](#)
- C.3.** APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a contract with the City of Pittsburg to provide the Housing Authority's El Pueblo public housing development with additional law enforcement services for the period beginning July 1, 2026, and ending June 30, 2027, in an amount not to exceed \$208,873. [26-2892](#)
- C.4.** APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa (HACCC), or designee, to execute a five-year contract with Cypress Landscape, expiring January 6, 2031, for trash hauling and illegal dumping cleanup services in an amount not to exceed \$190,000 annually and \$950,000 over the term of the contract. [26-2896](#)
- C.5.** APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a five-year contract with Freitas Landscape, Cypress Landscape, and Cornell Landscape, for landscaping and groundskeeping services in a combined amount not to exceed \$200,000 annually and \$1,000,000 over the term of the contract, ending July 15, 2031. [26-2897](#)
- C.6.** APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a five-year contract with Central Service Plumbing and West Peak Builders, Inc, for plumbing services in a combined amount not to exceed \$300,000 annually and \$1,500,000.00 over the term of the contract, ending July 15, 2031. [26-2898](#)
- C.7.** APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a five-year contract with Net Electric & Solar and Advanced Lighting Services, Inc., for electric services in an amount not to exceed \$300,000 annually and \$1,500,000 over the term of the contract, for the term ending July 15, 2031. [26-2899](#)
- C.8.** ACCEPT the Unaudited Budget Report for Fiscal Year Ending 3/31/26. [26-2894](#)

- C.9.** ACCEPT the financial and program compliance audit report for the period [26-2893](#)
April 1, 2024, through March 31, 2025, prepared by Novogradac &
Company LLP, Toms River, New Jersey. (No fiscal impact)

Attachments: [9 CA011 2025 - Audit Management Decision Letter](#)
[9 CA011 Contra Costa FY2025 Audit Closeout](#)
[9 CoCo Electronic File Protocol QC Procedure and Checklist](#)
[9 CoCo Late Recert Recovery Plan Procedure](#)
[9 HACCC Audited Financial Stmt for FYE 3-31-2025](#)
[9 Response to HUD re FYE 2025 Audit Findings JV Signed](#)

4. ADJOURN

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to clerkoftheboard@cob.cccounty.us.

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed: <https://contra-costa.legistar.com/Calendar.aspx>

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308 (the Levine Act), members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (except for contracts exempt from the Levine Act under Government Code section 84308(a)), franchises, discretionary land use permits and other entitlements, if the Board member received, within the previous 12 months, more than \$500 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants,

contractors or their agents who have made, campaign contributions totaling more than \$500 to a Board member within the previous 12 months are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2889

Agenda Date: 7/7/2026

Agenda #: D.1.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Report on the status of the U.S. Department of Housing and Urban Development's Homeless Programs funding cuts

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

CONSIDER accepting a report on the status of the U.S. Department of Housing and Urban Development's (HUD) homeless programs funding cuts.

BACKGROUND:

The cuts faced by HACCC are based on the earlier than planned end of the Emergency Housing Voucher (EHV) program which has previously been communicated to the Board along with HUD's decision on November 14, 2025, to limit Continuum of Care (CoC) funding for permanent supportive housing to no more than 60% (up from the original proposal of 30%) of each CoC's total funding pool. The change in the CoC rules directly affects HACCC's Shelter Plus Care and Project Based Rental Assistance (PBRA) programs. Our partners in these programs are the County's Health, Housing and Homeless Services program along with the nonprofit HOPE Solutions. These cuts will also indirectly affect several of HACCC's project-based voucher sites. These are separate from the PBRA units.

Staff will update the Board at its July 7, 2026, meeting.

FISCAL IMPACT:

Based on 2025 funding levels, HUD's pending cuts were projected to cost the Housing Authority (HACCC) over \$14,600,000 in funding dedicated to homeless households in 2026. This funding supports permanent housing for over 550 households.

CONSEQUENCE OF NEGATIVE ACTION:

None. Informational item only

Homeless Programs Funding Cuts

HACCC BOC

July 7, 2026

Initially Projected Homeless Program Losses

2025 Funding Levels

Program	Unit Count	2025 Grant/Cost
Shelter Plus Care Tenant-based Rental Assistance (TBRA)	273	\$7,987,602
Shelter Plus Care Project-based Rental Assistance (PBRA)	15	\$434,610
Emergency Housing Vouchers (EHV) -Includes incoming ports-	262	\$6,158,260

Shelter Plus Care TBRA

- HACCC first awarded in 1994
- Homeless persons living on the streets or in emergency shelters with severe mental illness, chronic substance abuse problems, or AIDs.
- HACCC's contract protected under new federal budget since expires 1st quarter.
- Good through March 31, 2027.
- 2027 application being submitted now.

Shelter Plus Care TBRA

- HUD shifted CoC PSH cap from 30% to 60%
- HACCC's current TBRA budget = \$8,638,557
- If receive full 2027 award budget = \$7,170,002
- Using attrition – At 252 households, not 273
- 2027 grant would support ≈ 214 households
- Need to attrition/transition ≈ 38 more households

Shelter Plus Care PBRA

Property	Location	PBRA Units
Lakeside Apartments	Concord	4
Ohio Avenue	Richmond	6
Villa Vasconcellos	Walnut Creek	5

Shelter Plus Care PBRA

- Converted all 15 PBRAs to PBVs
- Moved from CoC funding to HCV
- Helps CoC with 60% cap
- Services may be jeopardized

EHVs

- Absorbed all EHVs living in Contra Costa
- 230 total
- Some moved/transitioned previously
- Effective April 1, 2026
- 3 new incoming ports

New Homeless Vouchers

- 5 New VASH
- Reallocation from HUD
- 10-15 FYI pending
- Expect growth in homeless HCV programs



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2895

Agenda Date: 7/7/2026

Agenda #: D.2.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Report on the shortfall funding status of the Housing Choice Voucher program

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

CONSIDER accepting a report on the shortfall funding status of the housing authority's (HACCC) Housing Choice Voucher program.

BACKGROUND:

Shortfall in the Housing Choice Voucher (HCV) program is when a housing authority does not receive enough annual renewal funding to continue housing everyone on their program currently. There are many reasons a housing authority could face shortfall, but, in general, Congressional funding for the voucher program has not kept up with rent inflation nationally, which has been historically high over recent years. As a result, the United States Department of Housing and Urban Development (HUD) has been inundated with an increasing number of housing authorities across the country who have fallen into shortfall, and it has been difficult for HUD to juggle funding to keep everyone housed nationally.

HUD also believes that rents have "moderated significantly nationally" and yet they have "not seen corresponding moderation in national HCV program costs, and many PHAs are now on pace to see significant funding shortfalls again in 2026." As a result, HUD has implemented more rigorous shortfall procedures for 2026.

Staff will update the Board at its July 7, 2026, meeting.

FISCAL IMPACT:

The United States Department of Housing and Urban Development (HUD) is projecting a \$13,320,654 shortfall in voucher funding for HACCC's HCV program.

CONSEQUENCE OF NEGATIVE ACTION:

None. Informational item only.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2861

Agenda Date: 7/7/2026

Agenda #: C.1.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Investment report for the quarter ending March 31, 2026

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter March 31st, 2026

BACKGROUND:

California Government Code (CGC) Section 53646 requires the Housing Authority of the County of Contra Costa (HACCC) to present the Board of Commissioners with a quarterly investment report that provides a complete description of HACCC's portfolio. The report is required to show the issuers, type of investments, maturity dates, par values (equal to market value here) and the current market values of each component of the portfolio, including funds managed by third party contractors. It must also include the source of the portfolio valuation (in HACCC's case it is the issuer). Finally, the report must provide certifications that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and; (2) HACCC will meet its expenditure obligations for the next six months. (CGC 53646(b)).

The state-mandated report has been amended to indicate the amount of interest earned and how the interest was allocated. The amended report is attached.

In summary, HACCC had \$27,200.35 in interest earnings for the quarter ending March 31st, 2026. That interest was earned within discrete programs and most of the interest earned is available only for use within the program which earned the interest. Further, interest earnings may be restricted to specific purposes within a given program.

The Housing Choice Voucher Program reserve as of 12/31/2013 held in cash and investments was transitioned to HUD held program reserve account.

Non-restricted interest earnings within both the voucher and public housing programs must be used solely within those programs, but such interest earnings can be used for a wider range of purposes within the individual programs. The interest earned in the State and Local fund can be used for any purpose within HACCC's scope of operations.

The interest earned for the quarter ending March 31st, 2026 is shown below. A more detailed report is attached.

Public Housing	Housing Choice Voucher Fund		Central Office	State & Local
Unrestricted Interest Earned	Restricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned
			\$19,221.26	\$7,979.09

FISCAL IMPACT:

None. For reporting purposes only.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to accept the investment report it would result in an audit finding of non-compliance and could ultimately affect future funding from the U.S. Department of Housing and Urban Development (HUD).

**HOUSING AUTHORITY OF CONTRA COSTA COUNTY
INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE**

For Period Ending: 3/31/2026

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date
<u>Cantella & Company</u>						
Fidelity Market Reserves	Money Market	67,672.76	3.310%	ongoing	ongoing	67,672.76
State Bank of India	Certificate of Deposit	105,000.00	1.000%	4/27/21	4/27/26	110,252.88
Sally Mae Bank	Certificate of Deposit	75,000.00	1.050%	9/23/21	9/22/26	78,937.50
Synchrony Bank	Certificate of Deposit	100,000.00	0.950%	9/24/21	9/24/26	104,752.60
Federal Home Loan bank	Govt Agency	110,000.00	1.750%	2/04/22	1/27/27	119,588.08
American Express national Bank	Certificate of Deposit	247,000.00	2.000%	3/09/22	3/09/27	271,713.53
Capital One Bank, USA	Certificate of Deposit	230,000.00	2.250%	3/23/22	3/23/27	255,889.18
BMO Harris Bank	Certificate of Deposit	150,000.00	3.300%	6/15/22	6/15/27	174,763.56
Morgan Stanley Bank	Certificate of Deposit	150,000.00	3.750%	6/30/22	6/30/27	178,140.41
Discover Bank	Certificate of Deposit	140,000.00	3.300%	7/20/22	7/20/26	158,492.66
CIBC Bank USA	Certificate of Deposit	150,000.00	4.350%	5/16/23	5/15/28	182,642.88
Texas Trust Credit Union	Certificate of Deposit	150,000.00	5.000%	8/09/23	8/09/27	180,020.55
Greenstate Credit Union	Certificate of Deposit	130,000.00	5.000%	8/29/23	8/29/28	162,535.62
Toyota Financial Bank	Certificate of Deposit	100,000.00	4.600%	5/24/24	5/24/29	123,012.60
Farmer Mac	Govt Agency	200,000.00	4.790%	1/31/25	1/28/30	247,847.51
Federal Home Loan Mort Corp	Govt Agency	150,000.00	4.250%	5/29/25	5/20/30	181,735.27
Morgan Stanley Private Bank	Certificate of Deposit	110,000.00	4.350%	6/23/25	6/21/30	133,911.89
Fannie Mae	Govt Agency	200,000.00	4.000%	8/26/25	8/26/30	240,021.92
Goldmans Sach Bank	Certificate of Deposit	200,000.00	3.900%	2/03/26	2/03/31	239,021.37
Sallie Mae Bank	Certificate of Deposit	150,000.00	3.900%	2/04/26	2/04/31	179,266.03
J P Morgan Chase Bank	Certificate of Deposit	240,000.00	4.000%	2/18/26	2/20/31	288,078.90
UBS Bank USA	Certificate of Deposit	249,000.00	3.950%	2/18/26	2/18/31	298,204.45
Optum Bank Inc	Certificate of Deposit	245,000.00	3.700%	3/11/26	3/11/31	290,349.84
GRAND TOTALS		3,648,672.76				4,266,851.98
L.A.I.F. (Acct # 25-07-003)	Liquid Account	124,203.69	3.98%	ongoing	ongoing	124,203.69
GRAND TOTALS		3,772,876.45				4,391,055.67

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT BY FUND

For Period Ending 3/31/2026

Issuer	Amount Invested	Amount Invested by Fund:				
		Public Housing	Management	Central Office	Housing Choice Voucher	Rental Rehabilitation
<u>Cantella & Company</u>						
Fidelity Market Reserves	67,672.76		10,061.23	57,611.53		
State Bank of India	105,000.00			105,000.00		
Sally Mae Bank	75,000.00			75,000.00		
Synchrony Bank	100,000.00			100,000.00		
Federal Home Loan bank	110,000.00			110,000.00		
American Express national Bank	247,000.00			247,000.00		
Capital One Bank, USA	230,000.00			230,000.00		
BMO Harris Bank	150,000.00			150,000.00		
Morgan Stanley Bank	150,000.00			150,000.00		
Discover Bank	140,000.00			140,000.00		
CIBC Bank USA	150,000.00		150,000.00			
Texas Trust Credit Union	150,000.00			150,000.00		
Greenstate Credit Union	130,000.00			130,000.00		
Toyota Financial Bank	100,000.00		100,000.00			
Farmer Mac	200,000.00			200,000.00		
Federal Home Loan Mort Corp	150,000.00		150,000.00			
Morgan Stanley Private Bank	110,000.00		110,000.00			
Fannie Mae	200,000.00			200,000.00		
Goldmans Sach Bank	200,000.00		200,000.00			
Sallie Mae Bank	150,000.00			150,000.00		
J P Morgan Chase Bank	240,000.00			240,000.00		
UBS Bank USA	249,000.00			249,000.00		
Optum Bank Inc	245,000.00			245,000.00		
GRAND TOTALS	3,648,672.76	-	720,061.23	1,844,611.53	-	-
L.A.I.F. (Acct # 25-07-003)	124,203.69	-	-	-		124,203.69
GRAND TOTALS	3,772,876.45	-	720,061.23	1,844,611.53	-	124,203.69

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 3/31/2026

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 3/31/26)	Yield
Cantella & Company					
Fidelity Market Reserves	Money Market	ongoing	67,672.76	67,672.76	3.31%
State Bank of India	Certificate of Deposit	4/27/2026	105,000.00	104,770.05	1.00%
Sally Mae Bank	Certificate of Deposit	9/22/2026	75,000.00	73,982.25	1.05%
Synchrony Bank	Certificate of Deposit	9/24/2026	100,000.00	98,581.00	0.95%
Federal Home Loan bank	Govt Agency	1/27/2027	110,000.00	108,180.60	1.75%
American Express national Bank	Certificate of Deposit	3/09/2027	247,000.00	242,667.62	2.00%
Capital One Bank, USA	Certificate of Deposit	3/23/2027	230,000.00	226,345.30	2.25%
BMO Harris Bank	Certificate of Deposit	6/15/2027	150,000.00	148,954.50	3.30%
Morgan Stanley Bank	Certificate of Deposit	6/30/2027	150,000.00	149,718.00	3.75%
Discover Bank	Certificate of Deposit	7/20/2026	140,000.00	139,736.80	3.30%
CIBC Bank USA	Certificate of Deposit	5/15/2028	150,000.00	151,335.00	4.35%
Texas Trust Credit Union	Certificate of Deposit	8/09/2027	150,000.00	152,191.50	5.00%
Greenstate Credit Union	Certificate of Deposit	8/29/2028	130,000.00	133,238.30	5.00%
Toyota Financial Bank	Certificate of Deposit	5/24/2029	100,000.00	101,895.00	4.60%
Farmer Mac	Govt Agency	1/28/2030	200,000.00	200,326.00	4.79%
Federal Home Loan Mort Corp	Govt Agency	5/20/2030	150,000.00	149,791.50	4.25%
Morgan Stanley Private Bank	Certificate of Deposit	6/21/2030	110,000.00	110,172.70	4.35%
Fannie Mae	Govt Agency	8/26/2030	200,000.00	198,810.00	4.00%
Goldmans Sach Bank	Certificate of Deposit	2/03/2031	200,000.00	198,794.00	3.90%
Sallie Mae Bank	Certificate of Deposit	2/04/2031	150,000.00	149,094.00	3.90%
J P Morgan Chase Bank	Certificate of Deposit	2/20/2031	240,000.00	237,324.00	4.00%
UBS Bank USA	Certificate of Deposit	2/18/2031	249,000.00	248,013.96	3.95%
Optum Bank Inc	Certificate of Deposit	3/11/2031	245,000.00	241,187.80	3.70%
			3,648,672.76	2,359,558.88	
L.A.I.F. (Acct # 25-07-003)	Liquid Account	ongoing	124,203.69	124,203.69	3.98%
GRAND TOTALS			3,772,876.45	2,483,762.57	

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Investment Interest Earnings Report

For Period Ending 3/31/2026

150189	Amount Invested	Interest Earned this Qtr	Interest Earned this Quarter by Fund				
			Public Housing	Management	Central	Rental Rehab	Housing Voucher
			Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted
<u>Cantella & Company</u>							
Fidelity Market Reserves	67,672.76	552.32	-	82.12	470.20	-	-
State Bank of India	105,000.00	258.90	-	-	258.90	-	-
Sally Mae Bank	75,000.00	194.18	-	-	194.18	-	-
Synchrony Bank	100,000.00	234.25	-	-	234.25	-	-
Federal Home Loan bank	110,000.00	474.66	-	-	474.66	-	-
American Express national Bank	247,000.00	1,218.08	-	-	1,218.08	-	-
Capital One Bank, USA	230,000.00	1,276.03	-	-	1,276.03	-	-
BMO Harris Bank	150,000.00	1,220.55	-	-	1,220.55	-	-
Morgan Stanley Bank	150,000.00	1,386.99	-	-	1,386.99	-	-
Discover Bank	140,000.00	1,139.18	-	-	1,139.18	-	-
CIBC Bank USA	150,000.00	1,608.90	-	1,608.90	-	-	-
Texas Trust Credit Union	150,000.00	1,849.32	-	-	1,849.32	-	-
Greenstate Credit Union	130,000.00	1,602.74	-	-	1,602.74	-	-
Toyota Financial Bank	100,000.00	1,134.25	-	1,134.25	-	-	-
Farmer Mac	200,000.00	2,362.19	-	-	2,362.19	-	-
Federal Home Loan Mort Corp	150,000.00	1,571.92	-	1,571.92	-	-	-
Morgan Stanley Private Bank	110,000.00	1,179.86	-	1,179.86	-	-	-
Fannie Mae	200,000.00	1,972.60	-	-	1,972.60	-	-
Goldmans Sach Bank	200,000.00	1,196.71	-	1,196.71	-	-	-
Sallie Mae Bank	150,000.00	881.51	-	-	881.51	-	-
J P Morgan Chase Bank	240,000.00	1,078.36	-	-	1,078.36	-	-
UBS Bank USA	249,000.00	1,104.81	-	-	1,104.81	-	-
Optum Bank Inc	245,000.00	496.71	-	-	496.71	-	-
-	3,648,672.76	25,995.02	-	6,773.76	19,221.26	-	-
L.A.I.F. (Acct # 25-07-003)	124,203.69					1,205.33	
GRAND TOTALS	3,772,876.45	27,200.35	-	6,773.76	19,221.26	1,205.33	-



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2891

Agenda Date: 7/7/2026

Agenda #: C.2.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Contract with the Contra Costa County Sheriff's Department for community policing services at the Bayo Vista public housing development

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to execute a twelve-month contract with the Contra Costa County Sheriff's Department to provide the Housing Authority's Bayo Vista public housing development with additional law enforcement services for the period beginning July 1, 2026, and ending June 30, 2027, in an amount not to exceed \$279,000.00.

BACKGROUND:

For over twenty-five years, HACCC has contracted with the Contra Costa County Sheriff's Department to provide one full-time Sheriff's Deputy for additional community-oriented policing duties at the Bayo Vista Housing Development in Rodeo. The Deputy focuses on increasing emergency response time, community engagement as well as eliminating violent crimes, working closely with the residents to provide services beyond those normally offered by the Sheriff's office.

FISCAL IMPACT:

The Housing Authority's (HACCC) total cost for one year service will not exceed \$279,000. Funding for this contract is included in HACCC's current budget using the public housing operating subsidy provided by the U. S. Department of Housing and Urban Development.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Commissioners does not approve this contract, the Sheriff's department will not have sufficient resources to continue providing additional law enforcement services to the residents of the Bayo Vista public housing community which can increase assaults, burglaries, domestic violence incidents and other criminal activity that can be detrimental to the community.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2892

Agenda Date: 7/7/2026

Agenda #: C.3.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Contract with the City of Pittsburg Police Department for community policing services at the El Pueblo public housing development in the City of Pittsburg

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to execute a twelve-month contract with the City of Pittsburg to provide the Housing Authority's El Pueblo public housing development with additional law enforcement services for the period beginning July 1, 2026, and ending June 30, 2027, in an amount not to exceed \$208,873

BACKGROUND:

For the past twenty-five plus years, HACCC has contracted with the City of Pittsburg to provide one full-time police officer for additional community-oriented policing duties at the El Pueblo Housing Development. The officer focuses on eliminating drug-related activities, eliminating violent crimes, and working closely with residents to provide services beyond those normally offered by the police.

FISCAL IMPACT:

The Housing Authority's (HACCC) total cost for one year's service will not exceed \$208,873. Funding for this contract is included in HACCC's current budget using the public housing operating subsidy provided by the U. S. Department of Housing and Urban Development.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Commissioners does not approve this contract, the City of Pittsburg will not have sufficient resources to continue providing additional law enforcement services to the residents of the El Pueblo public housing community.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2896

Agenda Date: 7/7/2026

Agenda #: C.4.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Trash Hauling & Illegal Dumping

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa (HACCC), or designee, to execute a five-year contract with Cypress Landscape, expiring January 6, 2031, for trash hauling and illegal dumping cleanup services in an amount not to exceed \$190,000 annually and \$950,000 over the term of the contract.

BACKGROUND:

HACCC operates facilities and affordable housing communities throughout Contra Costa and requires a qualified contractor to provide trash hauling and illegal dumping cleanup services to help maintain safe, clean, and accessible properties.

To procure these services, HACCC issued a Request for Proposals (RFP). Five contractors submitted responsive proposals. Following the evaluation process, Cypress Landscape was determined to be the most qualified proposer, receiving the highest overall evaluation score and meeting all responsiveness and responsibility requirements.

Staff recommend that the Board authorize the Executive Director to award a contract to Cypress Landscape for trash hauling and illegal dumping cleanup services in an amount not to exceed \$190,000 annually, for a total contract amount not to exceed \$950,000 over a five-year term.

FISCAL IMPACT:

The anticipated annual cost of the contract is within the amount budgeted through the agency's operating fund for trash hauling and illegal dumping cleanup services.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to award the contract to Cypress Landscape, HACCC will be required to procure these services through a non-competitive procurement method, which would not be cost-effective and would place the Agency in violation of HUD procurement regulations. Such non-compliance could result in HUD monitoring findings, required repayment of disallowed costs, delays in service delivery, and potential impacts on future funding or grant eligibility.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2897

Agenda Date: 7/7/2026

Agenda #: C.5.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Landscaping Contract - Freitas Landscape, Cypress Landscape, & Cornell Landscape

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a five-year contract with Freitas Landscape, Cypress Landscape, and Cornell Landscape, expiring July 15, 2031, for landscaping and groundskeeping services in a combined amount not to exceed \$200,000 annually and \$1,000,000 over the term of the contract.

BACKGROUND:

HACCC operates facilities and affordable housing communities throughout Contra Costa and requires a qualified contractor to provide landscaping and groundskeeping services to help maintain safe, clean, and accessible properties.

To procure these services, HACCC issued a Request for Proposals (RFP). Seven contractors submitted responsive proposals. Following the evaluation process, Freitas Landscape, Cypress Landscape, and Cornell Landscape were determined to be the most qualified proposers, receiving the highest overall evaluation scores and meeting all responsiveness and responsibility requirements.

Staff recommend that the Board authorize the Executive Director to award a contract to Freitas Landscape, Cypress Landscape, and Cornell Landscape, for landscaping and groundskeeping services in an amount not to exceed \$200,000 annually, for a total contract amount not to exceed \$1,000,000.00 over a five-year term.

FISCAL IMPACT:

The anticipated annual cost of the contract is within the amount budgeted through the agency's operating fund for landscaping and groundskeeping services.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to award the contract to Freitas Landscape, Cypress Landscape, and Cornell Landscape, HACCC will be required to procure these services through a non-competitive procurement method, which would not be cost-effective and would place the Agency in violation of HUD procurement regulations. Such non-compliance could result in HUD monitoring findings, required repayment of disallowed costs, delays in service delivery, and potential impacts on future funding or grant eligibility.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2898

Agenda Date: 7/7/2026

Agenda #: C.6.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Plumbing Contract - Central Service Plumbing & West Peak Builders, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a five-year contract with Central Service Plumbing and West Peak Builders, Inc, expiring July 15, 2031, for plumbing services in a combined amount not to exceed \$300,000 annually and \$1,500,000.00 over the term of the contract.

BACKGROUND:

HACCC operates facilities and affordable housing communities throughout Contra Costa and requires a qualified contractor to provide plumbing services to help maintain safe, clean, and accessible properties.

To procure these services, HACCC issued a Request for Proposals (RFP). Four contractors submitted responsive proposals. Following the evaluation process, Central Service Plumbing and West Peak Builders, Inc, were determined to be the most qualified proposers, receiving the highest overall evaluation scores and meeting all responsiveness and responsibility requirements.

Staff recommend that the Board authorize the Executive Director to award a contract to Central Service Plumbing and West Peak Builders, Inc, for plumbing services in an amount not to exceed \$300,000 annually, for a total contract amount not to exceed \$1,500,000.00 over a five-year term.

FISCAL IMPACT:

The anticipated annual cost of the contract is within the amount budgeted through the agency's operating fund for plumbing services.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to award the contract Central Service Plumbing and West Peak Builders, Inc, HACCC will be required to procure these services through a non-competitive procurement method, which would not be cost-effective and would place the Agency in violation of HUD procurement regulations. Such non-compliance could result in HUD monitoring findings, required repayment of disallowed costs, delays in service delivery, and potential impacts on future funding or grant eligibility.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2899

Agenda Date: 7/7/2026

Agenda #: C.7.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Electric Contract - Net Electric & Solar and Advanced Lighting Services, Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a five-year contract with Net Electric & Solar and Advanced Lighting Services, Inc., expiring July 15, 2031, electric services in an amount not to exceed \$300,000 annually and \$1,500,000 over the term of the contract.

BACKGROUND:

HACCC operates facilities and affordable housing communities throughout Contra Costa and requires a qualified contractor to provide electric services to help maintain safe and accessible properties.

To procure these services, HACCC issued a Request for Proposals (RFP). Three contractors submitted responsive proposals. Following the evaluation process, Net Electric & Solar and Advanced Lighting Services, Inc. was determined to be the most qualified proposer, receiving the highest overall evaluation score and meeting all responsiveness and responsibility requirements.

Staff recommend that the Board authorize the Executive Director to award a contract to Net Electric & Solar and Advanced Lighting Services, Inc. for electric-related services in an amount not to exceed \$300,000 annually, for a total contract amount not to exceed \$1,500,000 over a five-year term.

FISCAL IMPACT:

The anticipated annual cost of the contract is within the amount budgeted through the agency's operating fund for electric services.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to award the contract to Net Electric & Solar and Advanced Lighting Services, Inc., HACCC will be required to procure these services through a non-competitive procurement method, which would not be cost-effective and would place the Agency in violation of HUD procurement regulations. Such non-compliance could result in HUD monitoring findings, required repayment of disallowed costs, delays in service delivery, and potential impacts on future funding or grant eligibility.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2894

Agenda Date: 7/7/2026

Agenda #: C.8.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Unaudited Budget Report for Fiscal Year Ending 3/31/26

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the Unaudited Budget Report for Fiscal Year Ending 3/31/26.

BACKGROUND:

This report is intended to provide the Board of Commissioners with an overview of the financial operating position of the Housing Authority of the County of Contra Costa (HACCC) for the period 4/01/25 - 3/31/26. The report begins with a summary of HACCC's overall fiscal standing as of 3/31/26. Revenue and expense levels are reviewed against budget expectations along with reserve levels. The agency's four major program areas are presented, including a program description and an explanation of the variance between budgeted and actual performance.

AGENCY OVERVIEW: Budget Report

HACCC's overall budget position for the period 4/01/25 - 3/31/26 is shown below. Activity in the Housing Choice Voucher Program has the most significant impact on HACCC's overall budget.

The variance in operating revenue and expense at the Agency level is the total of all variances reported at the program levels. The variances by program are as follows:

Operating Revenue Variances

Housing Choice Vouchers favorable revenue variance	\$ 1,612,227
Public Housing favorable revenue variance	3,356,362
State and Local favorable revenue variance	873,496
Housing Certificate unfavorable revenue variance	<u>-97,763</u>
Agency favorable revenue variance	\$ <u>5,744,322</u>

Net Operating Variances

Housing Choice Vouchers favorable net operating variance	\$ 2,297,733
Public Housing favorable net operating variance	2,921,369
State and Local favorable net operating variance	1,156,705
Housing Certificate favorable net operating variance	<u>0</u>
Agency favorable net operating variance	\$ <u>6,375,807</u>

HACCC Agency Summary	Annual Budget	YTD Budget thru 3/31/26	YTD Actual thru 3/31/26 (Unaudited)	Variance
Operating Revenue	\$ 42,661,348	\$ 42,661,348	\$ 48,405,671	\$ 5,744,322
Operating Expense	\$ 43,753,691	\$ 43,753,691	\$ 43,122,207	\$ -631,485
Net Operating	\$ -1,092,343	\$ -1,092,343	\$ 5,283,464	\$ 6,375,807
Non-Operating Revenue	\$ 223,672,017	\$ 223,672,017	\$ 235,053,874	\$ 11,381,857
Non-Operating Expense	\$ 226,299,852	\$ 226,299,852	\$ 233,046,789	\$ 6,746,937
Net to Reserves	\$ -3,720,178	\$ -3,720,178	\$ 7,290,550	\$ 11,010,728

The summary of Agency Reserves by Program and type is as follows:

Analysis of Agency Reserves	Beginning Balance at 4/01/25 (Audited)	Net Change 4/01/25 - 3/31/26 (Unaudited)	Ending Balance at 3/31/26 (Unaudited)
Total Reserves	\$ 31,013,716	\$ 8,716,943	\$ 39,730,659
<u>Net Invested in Capital Assets</u>			
Housing Choice Vouchers	\$ 2,945,886	\$ 677,925	\$ 3,623,811
Public Housing & Cap. Funds	\$ 11,436,379	\$ 962,320	\$ 12,398,699
State & Local Programs	\$ 2,968,752	\$ -213,851	\$ 2,754,901
Housing Certificates Programs	\$ 0	\$ 0	\$ 0
Total Capital Assets	\$ 17,351,017	\$ 1,426,394	\$ 18,777,411
<u>Restricted Reserves</u>			
Housing Choice Vouchers	\$ 35,933	\$ 442,445	\$ 478,378
Public Housing & Cap. Funds	\$ 0	\$ 0	\$ 0
State & Local Programs	\$ 3,249,330	\$ -78,433	\$ 3,170,898
Housing Certificates Programs	\$ 0	\$ 0	\$ 0
Total Restricted Reserves	\$ 3,285,263	\$ 364,012	\$ 3,649,275
<u>Actuarial Reserves</u>			
Housing Choice Vouchers	\$ -6,077,244	\$ 0	\$ -6,077,244
Public Housing & Cap. Funds	\$ -3,500,118	\$ 0	\$ -3,500,118
State & Local Programs	\$ -2,309,444	\$ 0	\$ -2,309,444
Housing Certificates Programs	\$ 0	\$ 0	\$ 0
Total Actuarial Reserves	\$ -11,886,806	\$ 0	\$ -11,886,806

Unrestricted Reserves			
Housing Choice Vouchers	\$ 9,536,401	\$ 163,633	\$ 9,700,034
Public Housing & Cap. Funds	\$ 3,212,415	\$ 4,357,952	\$ 7,570,367
State & Local Programs	\$ 9,515,426	\$ 2,404,953	\$ 11,920,379
Housing Certificates Programs	\$ 0	\$ 0	\$ 0
Total Unrestricted Reserves	\$ 22,264,242	\$ 6,926,538	\$ 29,190,779

MAJOR PROGRAM AREAS:**Housing Choice Voucher Programs**

Program Description - The Housing Choice Voucher (HCV) program and two related ones tracked in this budget item, provide housing assistance to families in the private rental market. HACCC qualifies families for these programs based on income. These families find a home in the private rental market on their own and HACCC provides them with a subsidy via a housing assistance payment (HAP) contract with the property owner. HAP (the subsidy) is paid by HACCC directly to the owner. Through these programs, HACCC provides affordable housing assistance to 9,537 households. Through the main HCV program, HACCC is approved to house as many as 9,575 households. However, due to rents that are rising faster than the provided grant from the federal government, HACCC houses 9,174 households in the HCV Program. Additionally, HACCC provides housing to 193 households in the Mainstream Voucher Program (targeted to non-elderly persons with disabilities), and 170 households through the Emergency Housing Voucher Program (targeted to households who are homeless, at risk of homelessness, or fleeing violence). Of the HCV program households, 221 are also enrolled in the Family Self-Sufficiency Program. Non-operating revenues are primarily HAP funding from HUD. Non-operating activities primarily consist of HAP rental payments to property owners and capital additions.

Summary of Budgeted and Actual results:

Operating Revenue - The \$1,612,227 operating revenue difference is primarily a result of higher federal program administrative funding received in the period than budgeted.

Operating Expense - The \$685,506 operating expense difference is primarily a result of lower administrative labor expense than budgeted due to vacant positions.

Housing Choice Voucher Programs	Annual Budget	YTD Budget thru 3/31/26	YTD Actual thru 3/31/26 (Unaudited)	Variance
Operating Revenue	\$ 15,708,415	\$ 15,708,415	\$ 17,320,642	\$ 1,612,227
Operating Expense	\$ 16,938,360	\$ 16,938,360	\$ 16,252,854	\$ -685,506
Net Operating	\$ -1,229,945	\$ -1,229,945	\$ 1,067,788	\$ 2,297,733
Non-Operating Revenue	\$ 214,024,904	\$ 214,024,904	\$ 226,024,699	\$ 11,999,795
Non-Operating Expense	\$ 215,918,769	\$ 215,918,769	\$ 226,486,409	\$ 10,567,641
Net to Reserves	\$ -3,123,810	\$ -3,123,810	\$ 606,078	\$ 3,729,888

Analysis of Program Reserves:

Housing Choice Voucher Programs	Beginning Balance at 4/01/25 (Audited)	Net Change 4/01/25 - 3/31/26 (Unaudited)	Ending Balance at 3/31/26 (Unaudited)
Net Invested in Capital Assets	\$ 2,945,886	\$ 677,925	\$ 3,623,811
Restricted Reserves	\$ 35,933	\$ 442,445	\$ 478,378
Actuarial Reserves	\$ -6,077,244	\$ 0	\$ -6,077,244
Unrestricted Reserves	\$ 9,536,401	\$ 163,633	\$ 9,700,034
Total Reserves	\$ 6,440,976	\$ 1,284,003	\$ 7,724,979

Public Housing Operating and Capital Funds

Program Description - HACCC owns and manages 983 public housing units at 13 different sites throughout the County. The Agency disposed of roughly 196 units on 3 sites in the N. Richmond area. The Operating funds for all properties come from tenant rents as well as an operating subsidy received from HUD that is designed to cover the gap between rents collected from the low-income tenants and annual operating expenses. HUD allocates the Capital Fund annually via formula to approximately 3,200 housing authorities. Capital Fund grants may be used for development, financing, modernization, and management improvements within public housing. Non-operating activities primarily consist of these capital additions.

Summary of Budgeted and Actual results:

Operating Revenue - The \$3,356,362 operating revenue difference is primarily a result of higher federal program administrative funding received than budgeted. \$2,344,355 of this was additional Public Housing Shortfall Funding.

Operating Expense - The \$434,993 operating expense difference is primarily a result of higher public housing dwelling and land maintenance costs than budgeted.

Public Housing Operating and Capital Fund	Annual Budget	YTD Budget thru 3/31/26	YTD Actual thru 3/31/26 (Unaudited)	Variance
Operating Revenue	\$ 14,205,373	\$ 14,205,373	\$ 17,561,735	\$ 3,356,362
Operating Expense	\$ 16,094,414	\$ 16,094,414	\$ 16,529,408	\$ 434,993
Net Operating	\$ -1,889,041	\$ -1,889,041	\$ 1,032,327	\$ 2,921,369
Non-Operating Revenue	\$ 2,346,893	\$ 2,346,893	\$ 2,641,332	\$ 294,439
Non-Operating Expense	\$ 2,346,893	\$ 2,346,893	\$ -684,293	\$ -3,031,186

Net to Reserves	\$ -1,889,041	\$ -1,889,041	\$ 4,357,952	\$ 6,246,994
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Analysis of Program Reserves:

Public Housing & Capital Fund	Beginning Balance at 4/01/25 (Audited)	Net Change 4/01/25 - 3/31/26 (Unaudited)	Ending Balance at 3/31/26 (Unaudited)
Net Invested in Capital Assets	\$ 11,436,379	\$ 962,320	\$ 12,398,699
Restricted Reserves	\$ 0	\$ 0	\$ 0
Actuarial Reserves	\$ -3,500,118	\$ 0	\$ -3,500,118
Unrestricted Reserves	\$ 3,212,415	\$ 4,357,952	\$ 7,570,367
Total Reserves	\$ 11,148,676	\$ 5,320,272	\$ 16,468,948

State and Local Programs

Program Description - HACCC administers a variety of programs and activities that are either not funded by HUD or that involve non-restricted HUD funds. Currently, HACCC is the managing general partner for two tax credit projects (DeAnza Gardens & Casa Del Rio). HACCC receives management fees for administering the Public Housing and HCV programs under HUD's asset-management model. Non-operating activities primarily consist of capital additions.

Summary of Budgeted and Actual results:

Operating Revenue - The \$873,496 difference in operating revenue is primarily the result of higher internal administrative fee revenue earned by our Central Administration Office than budgeted.

Operating Expense - The \$283,209 difference in operating expense is primarily the result of lower administrative labor expense incurred by our Central Administration Office than budgeted.

State & Local Programs	Annual Budget	YTD Budget thru 3/31/26	YTD Actual thru 3/31/26 (Unaudited)	Variance
Operating Revenue	\$ 11,912,038	\$ 11,912,038	\$ 12,785,534	\$ 873,496
Operating Expense	\$ 9,885,394	\$ 9,885,394	\$ 9,602,185	\$ -283,209
Net Operating	\$ 2,026,644	\$ 2,026,644	\$ 3,183,349	\$ 1,156,705
Non-Operating Revenue	\$ 0	\$ 0	\$ 0	\$ 0
Non-Operating Expense	\$ 733,970	\$ 733,970	\$ 856,829	\$ 122,859
Net to Reserves	\$ 1,292,674	\$ 1,292,674	\$ 2,326,520	\$ 1,033,846

Analysis of Program Reserves:

State & Local Programs	Beginning Balance at 4/01/25 (Audited)	Net Change 4/01/25 - 3/31/26 (Unaudited)	Ending Balance at 3/31/26 (Unaudited)
Net Invested in Capital Assets	\$ 2,968,752	\$ -213,851	\$ 2,754,901
Restricted Reserves	\$ 3,249,330	\$ -78,433	\$ 3,170,898
Actuarial Reserves	\$ -2,309,444	\$ 0	\$ -2,309,444
Unrestricted Reserves	\$ 9,515,426	\$ 2,404,953	\$ 11,920,379
Total Reserves	\$ 13,424,064	\$ 2,112,669	\$ 15,536,733

Housing Certificate Programs

Program Description - HACCC administers a Housing Certificate Program tied to the Continuum of Care Program (formerly known as Shelter Plus Care). The Continuum of Care Program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services funded from sources outside the program. HACCC assists approximately 258 households under this program. Non-operating activities primarily consist of Housing Assistance Payments.

Summary of Budgeted and Actual results:

Operating Revenue - For Continuum of Care, revenue is earned by incurring eligible expenses.

Operating Expense - The \$97,763 operating expense difference is primarily a result of lower overhead and administrative labor expense than budgeted.

Housing Certificate Programs	Annual Budget	YTD Budget thru 3/31/26	YTD Actual thru 3/31/26 (Unaudited)	Variance
Operating Revenue	\$ 835,523	\$ 835,523	\$ 737,760	\$ -97,763
Operating Expense	\$ 835,523	\$ 835,523	\$ 737,760	\$ -97,763
Net Operating	\$ 0	\$ 0	\$ 0	\$ 0
Non-Operating Revenue	\$ 7,300,221	\$ 7,300,221	\$ 6,387,844	\$ -912,377
Non-Operating Expense	\$ 7,300,221	\$ 7,300,221	\$ 6,387,844	\$ -912,377
Net to Reserves	\$ 0	\$ 0	\$ 0	\$ 0

Analysis of Program Reserves:

Housing Certificate Programs	Beginning Balance at 4/01/25 (Audited)	Net Change 4/01/25 - 3/31/26 (Unaudited)	Ending Balance at 3/31/26 (Unaudited)
Net Invested in Capital Assets	\$ 0	\$ 0	\$ 0
Restricted Reserves	\$ 0	\$ 0	\$ 0
Actuarial Reserves	\$ 0	\$ 0	\$ 0
Unrestricted Reserves	\$ 0	\$ 0	\$ 0
Total Reserves	\$ 0	\$ 0	\$ 0

FISCAL IMPACT:

None. Information item only.

CONSEQUENCE OF NEGATIVE ACTION:



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2893

Agenda Date: 7/7/2026

Agenda #: C.9.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Financial and Program Audit for Fiscal Year Ending March 31, 2025

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the financial and program compliance audit report for the period April 1, 2024, through March 31, 2025, prepared by Novogradac & Company LLP, Toms River, New Jersey.

BACKGROUND:

The U. S. Department of Housing & Urban Development (HUD) requires every housing authority to have an annual independent audit conducted of its financial statements and business activities as well as of compliance with program requirements for the Public Housing, Housing Choice Voucher, Mainstream Voucher, Emergency Housing Voucher and Continuum of Care programs. HACCC contracted with Novogradac & Company LLP to prepare the audit report for the fiscal year ending March 31, 2025.

Novogradac & Company LLP's audit identified no findings in the financial statement portion of the audit, but one finding in the program compliance portion of the audit. The finding is:

Finding 2025-001: In the Housing Choice Voucher program, tenant files must contain many documents, but in the sixty-nine (69) tenant files that were sampled there were fifteen (15) instances of a missing document.

On June 22, 2026, HUD closed out this finding.

The complete audit is attached as are the communications between HACCC and HUD that led to the audit closeout.

FISCAL IMPACT:

None. Information item. Funding was provided for the audit contract in the Housing Authority of the County of Contra Costa's (HACCC) Fiscal Year 2024-2025 Annual Agency Budget.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to accept the financial audit report as performed by the certified public accountancy firm of Novogradac & Company LLP, it would become necessary to expend additional funds to either redo the financial audit report or contract with another certified public accountancy firm to conduct an audit of HACCC's finances and programs.



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
One Sansome Street, Suite 1200
San Francisco, California 94104-4430
www.hud.gov
espanol.hud.gov

OFFICE OF PUBLIC HOUSING

December 15, 2025

Mr. Joseph Villarreal
Executive Director
Housing Authority of the County Contra Costa
P.O. Box 2759
Martinez, CA 94553

SUBJECT: Management Decision Letter of Audit Findings for FYE March 31, 2025

Dear Mr. Villarreal:

This letter is to acknowledge receipt of the Housing Authority of the County Contra Costa Audit Report prepared by Novogradac & Company LLP for the for Fiscal Year End March 31, 2025. The auditor issued one (1) Finding under this office's purview:

Finding 2025-001 – Housing Voucher Cluster – Noncompliance – Eligibility – Tenant Files – Repeat Finding 2024-002

Criteria:

Tenant Files. The PHA must do the following: As a condition of admission or continued occupancy, require the tenant and other family member to provide necessary information, documentation, and releases for the PHA to verify income eligibility (24 CFR sections 5.230, 5.609, and 982.516). These files are required to be maintained and available for examination at the time of audit.

Condition:

Based upon inspection of the Authority's files and on discussion with management, there were documents that were unavailable for examination at the time of audit.

Context:

There are approximately 11,032 units. Of a sample size of sixty-nine (69) tenant files, the following was noted:

- Declaration of Section 214 Status form was missing in one (1) file
- HUD-9886 Authorization for Release of Information was missing in six (6) files
- Lead based paint form was missing in one (1) file
- HUD-50058 Form applicable to the audit period was missing in seven (7) files

Questioned Costs:

\$168,325

Effect:

The Housing Voucher Cluster is in material non-compliance with the eligibility type of

compliance related to the maintenance of tenant files.

Recommendation:

We recommend the Authority design and implement internal control procedures that will assure compliance with the Uniform Guidance and the compliance supplement.

Corrective Action Response:

HACCC identified two primary causes of the deficiency and has outlined corrective measures to address them. First, HACCC recognized the need for improved training on supervisory tools used to monitor recertification deadlines. Management was retrained in November 2025 on the use of WorkQueue oversight tools and on conducting daily team stand-up meetings to reinforce production goals. Key performance indicators from these meetings flow to management reports and executive leadership for ongoing monitoring.

Second, HACCC's Housing Choice Voucher program partnered with Paul Edwards Management and Consulting (PEM) on May 1, 2024. This partnership provided HACCC's Housing Choice Voucher program with technical assistance and coverage of positions which had remained vacant from 2021 until recently.

Ingrid Layne, Director of Assisted Housing, will be responsible to implement this corrective action by March 31, 2026.

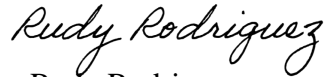
HUD Required Actions:

By January 15, 2026, the Authority will provide HUD the following as evidence of compliance:

- Confirm that a Declaration of Section 214 Status form was completed for the audited tenant file
- Confirm that a HUD-9886 Authorization for Release of Information form was completed for the six (6) audited tenant file.
- Confirm that a Lead based paint form was completed for the audited tenant file.
- Confirm that a HUD-50058 form was completed for the seven (7) audited tenant file.
- Provide a statement on the auditor noted Questioned Costs of \$168,325 and if they have been resolved.
- Provide a copy of implemented policies and procedures and a list of changes made to the internal controls policy to address the cause of the auditor identified deficiencies.
- Confirm that the actions stated in the Corrective Action Plan that was submitted as part of the audited submission have been implemented.

Please respond to the requested information by January 15, 2026. Upon receipt, we will review your submissions and make further decisions or recommendations as appropriate. If you disagree with the requested Corrective Actions and/or time frame, please respond with an explanation and documentation in support of your position. Please note that a Finding cannot be appealed through this process. Should you have any questions or concerns, please contact me by email at Rudy.Rodriguez@hud.gov.

Sincerely,



Rudy Rodriguez
Division Director
Office of Public Housing



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

June 22, 2026

Joseph Villarreal
Executive Director
Housing Authority of the County Contra Costa
P.O. Box 2759
Martinez, CA 94553

Dear Joseph Villarreal:

Thank you for your letter of March 26, 2026, regarding the Housing Authority of the County Contra Costa's audited financial data for the fiscal year that ended on March 31, 2025.

Finding 2025-001 Housing Voucher Cluster – Noncompliance – Eligibility – Tenant Files – Repeat Finding 2024-002

The auditor reported, "Based upon inspection of the Authority's files and on discussion with management, there were documents that were unavailable for examination at the time of audit."

The PHA showed evidence of its efforts to ensure future compliance. Based on the documentation provided, the San Francisco Field Office is closing this finding for tracking purposes. Verification will take place with your next fiscal audit.

If you have questions regarding this letter, please contact [Rudy Rodriguez@hud.gov](mailto:Rudy.Rodriguez@hud.gov).

Sincerely,

A handwritten signature in cursive script that reads "Rudy Rodriguez".

Rudy Rodriguez
Director
Office of Public Housing

Electronic File Protocol Quality Control (EFP QC) Checklist Instructions

A peer review is completed of all 50058s processed using the EFP QC checklist(s) to ensure that all documents are attached and stored correctly within our SharePoint Library. Assignment to The EFP QC Team is also designed to create a pipeline into higher level classifications, exposing entry level positions to Housing Assistant functions to support hiring and retention of the workers that complete recertifications.



Electronic File Protocol QC Checklist Instructions

Created: 10/03/2024

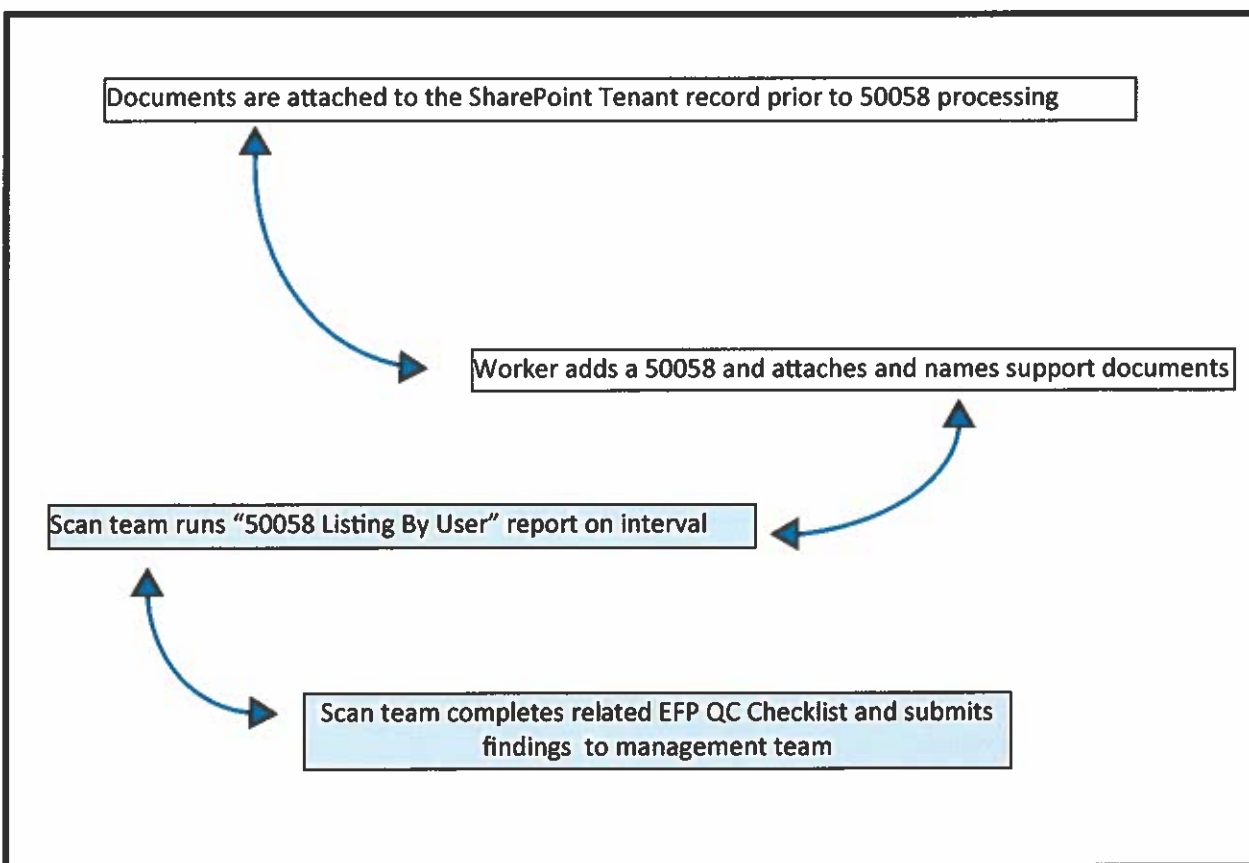
Updated: 05/19/2025

Approved by: Jesse Hunter, Senior Management Analyst

Related Files: [Electronic File Protocol QC Checklist.xlsx](#), [Electronic File Protocol.xlsx](#)

[rs_HACCC_58LISTINGBYUSER.txt](#)

When HACCC employees add 50058's, certain documents are required to be retained along with the 50058 in order to support the payments generated by the 50058. The Electronic File Protocol (EFP) General Description of Folders worksheet details the storage and naming requirements for those documents. Separately, the "58 Listing by User" report returns a list of 50058's created with an applied filter for dates ranges of approval and 50058 types. This guide provides instructions for teams assigned to Quality Controlling new 50058's in order to determine if all required documents are attached to the 50058 record and if those documents are stored in accordance with the Electronic File Protocol.





Electronic File Protocol QC Checklist Instructions

RUNNING THE "50058 LISTING BY USER" REPORT

The 50058 Listing by User report returns a list of 50058's processed

Property	Allows the user to filter for 50058's Note: .NOPH is the property list used for all Housing Choice Voucher properties
Date Approved	This filters for a date range during which new 50058's were added and payment generated
Added By	This filter allows you to return a list of 50058's added by a specific user
Approved By	This filter allows you to return a list of 50058's approved by a specific user
Caseworker Code	This filter allows you to return a list of 50058's for tenants assigned to a specific caseload
Current Action	This filters for specific 50058 type which relate to specific EFPQC Checklists

From the CCCHA_Custom Menu, select 58 Listing by User Report

In the following graphic, the user has selected 50058's in property list ".noph" added/ approved between 10/1/24 and 10/7/24 where the current action type was 2.

58 LISTING BY USER

Property: .noph Static List for non PH pcodes + WL -
vostaff JH 2023

Tenant:

Date Approved: 10/01/2024 -to- 10/07/2024

Added By: acisneros@contracostahousing.org
ajenkns@contracostahousing.org
as8temp1@contracostahousing.org

Approved By: acisneros@contracostahousing.org
ajenkns@contracostahousing.org
as8temp1@contracostahousing.org

Caseworker Code:

Effective Date (2b): -to-

Current Action (2a): (1) (2) (3)

Namckay?

Records Fail?

EFP Fail?

Destination: Screen

Advanced

Submit Clear Help

File or Code: rs_HACCC_58LISTINGBYUSER.txt



Electronic File Protocol QC Checklist Instructions

On the first day of the workweek, a separate report should be generated for each item below using the previous weeks date range

- a) Annual Recertification (50058 type 2 and 9)
- b) Interim Recertification (50058 type 3)
- c) Portability Admission (50058 type 4)
- d) New Admission (50058 type 1)
- e) New Contract (50058 type 7)

The report and QC assignments should be saved and tracked.

USING THE YARDI ELECTRONIC FILE PROTOCOL QUALITY CONTROL CUSTOM TABLE

From any Family Info 50058, select Functions> Electronic File Protocol Quality Control.

When the relevant EFP Worksheet is completed, the auditor must populate all three fields of the custom table.

The screenshot shows a web browser window titled "Yardi Systems, Inc. - Yardi Voyager - ...". The address bar displays "yardiasp.com/02349contra/Pages/SysUserDa...". The main content area is titled "Electronic File Protocol Quality Control". Below the title, there are two "Save" buttons and one "Close" button. The form contains three fields: "EFP Satisfied?" with a dropdown menu set to "no", "Records Requirement Satisfied?" with a dropdown menu set to "yes", and "Auditor Name" with a text input field containing "jehunter". At the bottom of the form, there are two "Save" buttons and one "Close" button.

"EFP Satisfied" implies that the documents were named and stored in accordance with the Electronic File Protocol. "Records Requirement Satisfied" implies that all documents required to support the 58 are present (but may be named or stored incorrectly). If fields contains "no" add comment in "notes" section explaining why. If all 50058 documents are contained in "Filed Packet", mark "EFP Satisfied", "yes". If any "Records Requirement Met?" or "EFP satisfied?" on the relevant EFP Worksheet is "no", the Yardi custom table field must be "no".



Electronic File Protocol QC Checklist Instructions

SHARING AND RECONCILING REPORT FINDINGS

Weekly, once all audits have been completed, the 50058 Listing by User report must be re-run, with “Records Requirement Satisfied?” marked “No” and then again with “EFP Satisfied?” marked “No. Leave the action type blank. These two consolidated reports must be shared with the HCV management team for assignment.

Additionally, once per month, the scan team must return to the previous months “Record Fail?” Items to ensure that the documents were added by the department staff. The Yardi Electronic File Protocol Quality Control Custom Table must be updated according to re-audit. A report showing “second fails” (items where “Records Requirement Satisfied?” cannot be changed to “yes” during the monthly look back) will be shared with the HCV Management team and Analyst once per month.

The file team lead and manager are responsible for completing the report schedule and scan team assignments.

Property	Allows the user to filter for 50058's Note: .NOPH is the property list used for all Housing Choice Voucher properties
Date Approved	This filters for a date range during which new 50058's were added and payment generated
Current Action	This filters for specific 50058 type which relate to specific EFPQC Checklists
Records Requirement Satisfied?	This filters shows only 50058's where the Yardi Electronic File Protocol Quality Control Custom Table shows a “no” in the “Records Requirement Satisfied?” field



Electronic File Protocol QC Checklist Instructions

EFP Satisfied?

This filters shows only 50058's where the Yardi Electronic File Protocol Quality Control Custom Table shows a "no" in the "EFP Satisfied?" field

WORKSHEET "ANNUAL RECERTIFICATION (2,9)

The scan team generates the 50058 Listing by User Report with the previous week date range, property as .noph and the action type as 2 and 9. An Electronic File Protocol QC Checklist is then completed for each 50058 on the report. The individual Electronic File Protocol QC Checklists are saved to respective 50058 attachments within the "Clarification Documents" Folder.

52665 Email to Initial:	(Applicable if tenant is in property code "voportin") Email to initial PHA and Port containing related 50058 and 52665?
--------------------------------	---

If the property code is in "voportin" this means that the HACCC is billing another PHA for the monthly subsidy.

Review Family Records	Resident Information
{ 2 } 12/01/24	Property voportin
{ 13 } 06/18/24	Unit 00006170
{ 2 } 12/01/23	Tenant t0071023
{ 2 } 12/01/22	
{ 7 } 10/27/22	
{ 13 } 10/04/22	

Workers processing 50058's are required to send the initial PHA an email containing the 50058 and the 52665 for any 50058 processed in this property code. The unencrypted email and documents must be attached here.

The screenshot below demonstrates what the top of the 52665 documents looks like.

Part II-A Receiving PHA Information and Certification	
Instructions: The receiving PHA must always complete Part II-A.	
1. Head of Household Name	2. Head of Household Social Security Number
3. Voucher Bedroom Size (per receiving PHA's policies)	4. HAP Contract Number (if applicable) T0091120
5. Receiving PHA administrative fee rate (Note: include proration, if applicable. For example, if the proration factor for the year is 79% and your column B rate is \$60, enter \$47.4)	\$ 131.04
Certification Statement:	
I certify that the information provided on Part II-A of this form and, if applicable, the attached form HUD-50058 is true and correct and that my agency will	

Electronic File Protocol QC Checklist Instructions



Asset Documents:

Is valid verification of all assets reported on the 50058 attached? File name must be projected effective date of recert + short description of document (ex "02012023 Bank of America")

If the subject 50058 contains Asset information, there must be a valid verification attached (ex. All pages of the most recent statement dated within 120 days of the effective date of the 50058). If the total amount of the assets does not exceed \$5,000, the worker may add a memo indicating that the tenant provided self-certification to assets not exceeding \$5,000k in place of verification (it's acceptable for this memo to be contained in the "Clarification Documents" folder instead of the Asset folder). Additionally, the worker may add a completed Third Party Form in cases where the asset needed to be verified but no tenant provided third party documents were available. If an asset account was removed (determined by comparing the subject 50058 asset tab to the previous 50058 (type 1,2,3,4,7,9) asset tab, the worker must add a closure statement or memo.

Display Fields	Audit	Agency	Action	Member	Admin/audit	Unit
Asset	Income		Expense	Adjustments	TTP	
6. Assets						
6a. Member Number	Member Name	6b. Type of asset	Status of Asset	Market Value	6d. Cash Value	6e. Anticipated Income
1		CHECKING 5093	Current	1223.18	1223.00	0.00
				1223.18	1223.00	0.00

Clarification Documents:

Memo to file (if applicable), Audit Checklist, Calculation Summary, UA Chart, Payment Standard Notice (if "Program Attached =VO"), Calculation Tape all attached. File name must be effective date of recert + short description of document. (ex. 02012023 Calc Summary).

There are many reports that may not be available after the FDI screen is changed. These reports must be saved by the worker at the time of processing in the "Clarification Documents" folder for the subject 50058. The TTP appearing on the Calculation Tape must match the TTP appearing in 9f of the "TTP" window. In the example below, it doesn't match.

Asset	Income	Expense	Adjusted	TTP
9. Total Tenant Payment (TTP)				
9a. Unadjusted annual income	35,784.00			
9b. Unadjusted monthly income: 9a ÷ 12	2,982.00			
Unadjusted income percent	10.00			
9c. TTP if based on unadjusted annual income		200.00		
9d. Adjusted annual income	35,584.00			
9e. Adjusted monthly income: 9d ÷ 12	2,965.33			
9f. Adjusted monthly income percent				10.00
9g. Adjusted annual income percent				10.00

Chiropractic	\$0
Disab. App	\$0
Total Allowance	\$0
Total Tenant Payment	
Annual Adjusted	\$12,677
Monthly Adjusted	\$1,056
30% of Mo. Adjusted	\$317
Min Rent	\$50
10% of Gross	\$109



Electronic File Protocol QC Checklist Instructions

Correspondence:	Rent Adjustment Letter, Appointment Letter(s) and if applicable, Missing Items letter(s). File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1")
------------------------	---

At a minimum, every recertification requires a first appointment letter and a rent adjustment letter. Additional letters may be generated in the course of an Annual Recertification (2nd Appointment Letter, Missing Items Letter 1, Missing Items Letter 2)

The Tenant Rent and Housing Assistance Payment on the Rent Adjustment Letter should match the "Tenant Rent" and "Housing Assistance Payment" display field. Note that Tenant Rent and Housing Assistance Payment have varying field codes depending on the property/ program code.

Asset Display Fields	Income Audit	Agency	Expense Action	Adjustments Member	Admission
DISPLAY FIELDS ONLY			Last Posted Fields		
TTP	317.00		Date TR Last Posted		
Tenant Rent	239.00		Date HAP Last Posted	10/01/2024	
Housing Assistance Payment	1,870.00		Date URP Last Posted		

reflect the change in the family's portion of rent. If necessary, a supplemental check will be sent to the owner.

New Family Rent Payment:	\$ 239.00
New Housing Assistance Payment:	\$ 1870.00
Total Contract Rent	\$ 2109.00

Correspondence:	(If there was a removal of a Household member). Subsidy Size Change Letter. File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1")
------------------------	---

If there was a removal of a household member, the worker is required to mail a Family Composition/ Subsidy Change confirmation letter which would indicate whether or not the family bedroom size is to remain the same. Compare the "Member" tab of the subject 50058 and the prior 50058 (type 1,2,3,4,7,9). The example below requires a subsidy change letter.

[3] 07/01/22

[2] 05/01/22

[13] 09/16/21

[2] 05/01/21 [1]

[2] 05/01/21

[2] 05/01/20

[13] 10/03/19

[2] 05/01/19

[2] 05/01/18

[1] 11/15/17

Tenant	10025136	7b. Date Effective	07/01/2022
Holt Name		Correction #	0
Holt SSN		Date Modified	07/12/2022
Address		Date Lease Ends	
City		Approve 50058	<input type="checkbox"/> Exclude From MTCS
HAP Recipient	38236	Program Attached	PV-Prof Based Voucher
Caseworker	pbv2		
Program Settings			

Save Delete Help

Alerts (001) Close

3a. Member#	Member Name	3c. Birth Date	3f. Age	3g. Sex	3h. Relation	3i. Citizenship	3j. Disability	3n. SSN
1	MSZJINA		79	Female	Head	EC-Eligible Citizen	Y	



Electronic File Protocol QC Checklist Instructions

02/01/22
 05/01/22
 07/15/22
 05/01/21 (1)
 05/01/21
 05/01/20
 10/03/19
 05/01/19
 05/01/18
 11/15/17

Tenant: 10025136
 HHH Name: [Redacted]
 HHH SSN: [Redacted]
 Address: [Redacted]
 City: [Redacted]
 HAP Recipient: J82J0
 Caseworker: pbv2
 Program Settings: [Redacted]

2a. Date Effective: 05/01/2022
 2b. Correction #: 0
 Date Modified: 04/12/2022
 Date Lease Ends: [Redacted]
 Approve 50058: Exclude From: [Redacted]
 Program Attached: PV, Proj Based Voucher

Save Delete Alerts (0/1)

3a. Member#	Member Name	3c. Birth Date	3f. Age	3g. Sex	3h. Relation	3i. Citizenship	3j. Disability	3n. SSN
1	ELIZABETH		79	Male	Head	EC - Eligible Citizen	Y	
2	JOSIE JANA		79	Female	Spouse	EC - Eligible Citizen	Y	

Correspondence: (If the HAP amount is zero). Zero HAP Letter. File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1")

If the HAP amount is zero, the worker is required to send the family a Zero HAP letter. Check the HAP amount in the "Display Fields"

01/01/24
 01/01/23
 03/24/22
 01/01/22
 01/01/21 (1)
 01/01/21
 11/01/20
 01/01/20 (1)
 01/01/20
 11/14/19
 03/01/19
 03/01/18

Unit: 1069
 Tenant: 10002393
 HHH Name: [Redacted]
 HHH SSN: [Redacted]
 Address: [Redacted]
 City: [Redacted]
 HAP Recipient: 81736
 Caseworker: vorich3
 Program Settings: [Redacted]

2a. Action Type: 2-Annual
 2b. Date Effective: 01/01/2024
 Correction #: 0
 Date Modified: 10/03/2024
 Date Lease Ends: [Redacted]
 Approve 50058: Exclude From: [Redacted]
 Program Attached: PV, Proj Based Voucher

Save Delete Alerts (0/1)

Display Fields	Income	Agency	Expense	Action	Adjustments	Member	Admission
DISPLAY FIELDS ONLY							
9j TIP	1,465.00				Last Posted Fields		
13e Tenant Rent	1,256.00				Date TR Last Posted		
1 Housing Assistance Payment	0.00				Date HAP Last Posted		
11k. Contract rent to owner	1,165.00				Date URP Last Posted		
11k. Contract rent to owner	1,165.00				Date PAF Last Posted		
13m Utility allowance	209.00				Date FSS Last Posted		
5d Unit Bedroom Size	3				Date TRS Last Posted		



Electronic File Protocol QC Checklist Instructions

Expense Documents:	Is valid verification of all allowances appearing on the 50058 attached? File name must be projected effective date of recert + short description of document (ex "02012023 Pharmacy Receipts")
---------------------------	---

If the subject 50058 contains Expense information, there must be a valid verification attached (ex. Receipts for unreimbursed medical expenses, Invoice for Childcare). Additionally, the worker may add a completed Third Party Form in cases where the expense needed to be verified but no tenant provided third party documents were available. Additionally, EIV may be used as verification but only for Social Security related deductions (ex. Medicare).

Member Number	Member Name	Expense Type	Expense per year
1		M_Medical expense	745.00
			745.00

Income Documents:	Is valid verification of all income appearing on the 50058, zero income form for any zero income adults (if applicable), and EIV attached in order of verification hierarchy? File name must be projected effective date of recert + short description of document (ex "02012023 Tesla Paystubs")
--------------------------	---

If the subject 50058 contains Income information, there must be a valid verification attached (ex. consecutive paystubs for a job, TANF award letter). Additionally, the worker may add a completed "Third Party Form" in cases where the income needed to be verified but no tenant provided third party documents were provided after being requested via a Missing Items Letter. If there is no tenant provided third party documents and a Third Party Form was mailed but not returned, the worker may use a "Third Party Verbal" form as verification. Additionally, EIV may be used as verification but only for Social Security Income or Federal Wages.

Electronic File Protocol QC Checklist Instructions



7a. Member Number	Member Name	7b. Income Code	7d. Income per year	7e. Exclusions per year	7f. Income after exclusions
1		S-SSI	13,605.00	0.00	13,605.00
1		B-Business	192.00	0.00	192.00
2		W-Other Wage	7,327.00	0.00	7,327.00
2		B-Business	290.00	0.00	290.00
			21,414.00	0.00	21,414.00

If there was a removal of an income source that had been included on the previous paying 50058, the worker must include verification showing that the income stopped (ex. Termination Letter, Letter from Calworks ending benefits). Compare the "Income" tab of the subject 50058 and the prior 50058 (type 1,2,3,4,7,9). The example below requires verification of the end of an income source ("N"). Note, that in certain cases (ex. a person with income "W" changed jobs), "W" may appear on both the new 50058 and the old 50058, however the 50058 income table will show that the source of the income has changed, requiring verification of end of income from the previous source).

7a. Member Number	Member Name	7b. Income Code	7d. Income per year	7e. Exclusions per year	7f. Income after exclusions
2	AMI	W-Other Wage	0.00	0.00	0.00
2	AMI	N-Other Income	20,620.00	0.00	20,620.00
			20,620.00	0.00	20,620.00

7a. Member Number	Member Name	7b. Income Code	7d. Income per year	7e. Exclusions per year	7f. Income after exclusions
2	AMI	W-Other Wage	35,784.00	0.00	35,784.00
			35,784.00	0.00	35,784.00



Electronic File Protocol QC Checklist Instructions

Member Documents:	1) If 58 includes adult member, are all vital documents contained in Resident>Initial Eligibility folder? (Ex. Photo ID, Citizenship verification/ Birth Certificate, SS Card, 214 form, What You Should Know About EIV, 52675. 9886 and if applicable, Full-time student verification other than a schedule, disability verification and for member code "L", a Live-in aid agreement). File name must be projected effective date of recert + short description of document (ex. 09012023 Jesse Photo ID).
--------------------------	--

For any new and existing household adult household member, the Housing Authority must keep a record of their vital documents details in this field. The vital documents will be stored in Resident>Archive 2022>Household Members or Resident>Initial Eligibility.

(Adults)

3a. Member#	Member Name	3e. Birth Date	3f. Age	3g. Sex	3h. Relation	3i. Citizenship	3j. Disability	3n. SSN
1	DAVID	1/03	53	Female	Head	EC=Eligible Citizen		
2	VERNA	5/29	29	Male	Adult	EC=Eligible Citizen		

(Full-Time Students)

3a. Member#	Member Name	3e. Birth Date	3f. Age	3g. Sex	3h. Relation	3i. Citizenship	3j. Disability	3n. SSN
1	DAWN R		56	Female	Head	EC=Eligible Citizen	Y	
2	TANIA L		25	Female	Student 18+	EC=Eligible Citizen	N	



Electronic File Protocol QC Checklist Instructions

(Online Annual Recertification Packet)

Recertification Summary					
Applicant Information					
Applicant:			Application Submitted:		
Current Address:					
		CA	94801		
Contact Information					
Home:			Cell Phone:		
Email:					
Household Information					
List ALL household members who will be living in your home. This includes live-in aides and foster children					
Name	Member	LEP	SSN	Age	Gender

(Interim Personal Declaration may be included in addition to the Annual Personal Declaration)

<p>HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA</p> <p>REPORT OF CHANGE IN INCOME/FAMILY COMPOSITION</p>	
---	--

Signature Documents:	<p>All signature documents (other than What You Should Know About EIV, 52675 which only need to be signed by HOH) must be signed by all adults: 9886, HACCC Authorization for Release of Information, Family Obligations, Important Notice, Good Neighbor Guidance, Megans Law, Lead Based Paint . File name must be projected effective date of recert + short description of documents (ex. 09012023 signature documents)</p>
-----------------------------	---

Each year, adult household members and or the head of household are required to sign agreements and disclosures. Each annual recertification must include all required signature documents signed by the designee or member listed on the form.



Electronic File Protocol QC Checklist Instructions

Additional Audit: If contract rent has changed since most recent 2,3,4,7 completed Rent Adjustment Checklist

If there was a change in total contract rent, you must complete the "Rent Increase" audit checklist. Compare the "Display Fields" tab of the subject 50058 and the prior 50058 (type 1,2,3,4,7,9). The example below requires a Rent Adjustment audit checklist.

2) 11/01/24
1) 11/13/23
(10) 07/10/23

Property	WQ	Ctrl #63977B	
Unit	22SLAKEA	2a. Action Type	2-Annual
Tenant	10089B74	2b. Date Effective	11/01/2024
HoH Name		Correction #	0
HoH SSN		Date Modified	09/18/2024
Address		Date Lease Ends	
City		Approve 50058	<input checked="" type="checkbox"/> Exclude
HAP Recipient	33610	Program Attached	VQ Voucher
Caseworker	eha1		
Program Settings			

Save Delete

Alerts (0/1)

Asset	Income	Agency	Expense	Action	Adjustments	Member	Admiss
Display Fields	Audit	Agency	Expense	Action	Adjustments	Member	Admiss

DISPLAY FIELDS ONLY				Last Posted Fields			
9) TTP	1,427.00			Date TR Last Posted			
12v Tenant Rent	1,323.00			Date HAP Last Posted			
12u Housing Assistance Payment	727.00			Date URP Last Posted			
12j Voucher Payment Standard	2,590.00			Date PAF Last Posted			
12k Rent to Owner	2,050.00			Date FSS Last Posted			

2) 11/01/24
1) 11/13/23
(10) 07/10/23

Property	WQ	Ctrl #611335	
Unit	22SLAKEA	2a. Action Type	1-New
Tenant	10089B74	2b. Date Effective	11/13/2023
HoH Name		Correction #	0
HoH SSN		Date Modified	12/05/2023
Address		Date Lease Ends	
City		Approve 50058	<input type="checkbox"/> Exclude from MICS
HAP Recipient	33610	Program Attached	VQ Voucher
Caseworker	eha1		
Program Settings			

Save Delete Help

Alerts (0/1) Close

Asset	Income	Agency	Expense	Action	Adjustments	Member	Admission	Unit
Display Fields	Audit	Agency	Expense	Action	Adjustments	Member	Admission	Unit

DISPLAY FIELDS ONLY				Last Posted Fields			
9) TTP	824.00			Date TR Last Posted			
12v Tenant Rent	711.00			Date HAP Last Posted	10/01/2024		
12u Housing Assistance Payment	1,284.00			Date URP Last Posted			
12j Voucher Payment Standard	3,500.00			Date PAF Last Posted			
12k Rent to Owner	1,995.00			Date FSS Last Posted			

Electronic File Protocol QC Checklist Instructions



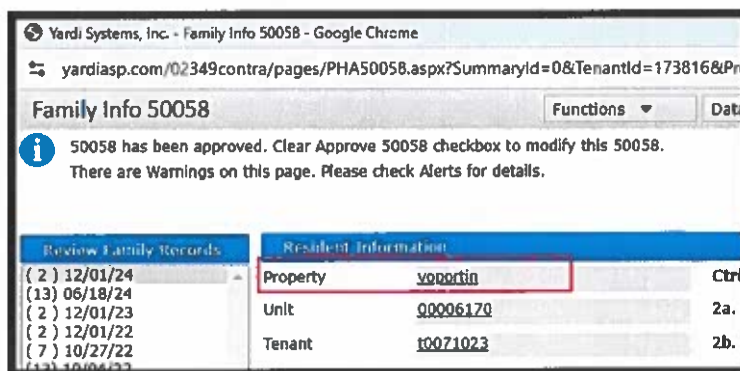
WORKSHEET "INTERIM RECERTIFICATION (3)

The scan team generates the 50058 Listing by User Report with the previous week date range, property as .noph and the action **type** as 3. An Electronic File Protocol QC Checklist is then completed for each 50058 on the report. The individual Electronic File Protocol QC Checklists are saved to respective 50058 attachments within the "Clarification Documents" Folder.

Unlike Annual Recertifications, Interim Recertifications only require verification of the item changed since the most recent paying 50058 (ex. member removed, lost job, new job, household member had baby and added child) . If the Interim Recertification was added for the sole purpose of updating the total contract rent (11k. Contract rent to owner), do not complete this checklist. Instead, complete checklist "Rent Adjustment (2,3)"

52665 Email to Initial:	(Applicable if tenant is in property code "voportin") Email to initial PHA and Port containing related 50058 and 52665?
--------------------------------	---

If the property code is in "voportin" this means that the HACCC is billing another PHA for the monthly subsidy.



Workers processing 50058's are required to send the initial PHA an email containing the 50058 and the 52665 for any 50058 processed in this property code. The unencrypted email and documents must be attached here.

Electronic File Protocol QC Checklist Instructions



Asset Documents:

If there was a change in Assets between the subject 50058 and the previous relevant 50058, is valid verification of the change reported on the 50058 attached? File name must be projected effective date of recert + short description of document (ex "02012023 Bank of America")

If the subject 50058 contains Asset information that is changed from the most recent 50058 (type 1,2,3,4,7,9), there must be a valid verification attached (ex. All pages of the most recent statement dated within 120 days of the effective date of the 50058). If the total amount of the assets does not exceed \$5,000, the worker may add a memo indicating that the tenant provided self-certification to assets not exceeding \$5,000k in place of verification. Additionally, the worker may add a completed Third Party Form in cases where the asset needed to be verified but no tenant provided third party documents were available. If an asset account was removed (determined by comparing the subject 50058 asset tab to the previous 50058 (type 1,2,3,4,7,9) asset tab, the worker must add a closure statement or memo.

Display Fields	Audit	Agency	Action	Member	Admission	Quit
Asset	Income	Expense	Adjustments	TTP		
6. Assets						
6a. Member Number	Member Name	6b. Type of asset	Status of Asset	Market Value	6d. Cash Value	6e. Anticipated Income
1		CHECKING 5093	Current	1223.18	1223.00	0.00
				1223.18	1223.00	0.00

Clarification Documents:

Memo to file (if applicable), Audit Checklist, Calculation Summary, UA Chart, Payment Standard Notice (if "Program Attached=VO"), Calculation Tape all attached. File name must be effective date of recert + short description of document. (ex. 02012023 Calc Summary).

There are many reports that may not be available after the FDI screen is changed. These reports must be saved by the worker at the time of processing in the "Clarification Documents" folder for the subject 50058. The TTP appearing on the Calculation Tape must match the TTP appearing in 9f of the "TTP" window. In the example below, it doesn't match.

Asset	Income	Expense	Subtotal	TTP
9. Total Tenant Payment (TTP)				
9a. Unadjusted annual income	35,784.00			
9a. Unadjusted monthly income: 9a ÷ 12	2,982.00			
Unadjusted income percent	10.00			
9c. TTP if based on unadjusted annual income		298.00		
9b. Adjusted annual income	35,304.00			
9d. Adjusted monthly income: 9b ÷ 12	2,942.00			
9e. Adjusted monthly income percent	26.00			
9f. Total Tenant Payment (TTP)				298.00

CivicaCare		\$0
Disab. App		\$0
Total Allowance		\$0
Total Tenant Payment		
Annual Adjusted		\$12,677
Monthly Adjusted		\$1,056
30% of Mo. Adjusted		\$317
Min Rent		\$50
10% of Gross		\$109



Electronic File Protocol QC Checklist Instructions

Correspondence:	Rent Adjustment Letter, Missing Items letter(s). File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1")
------------------------	--

At a minimum, every interim recertification requires a rent adjustment letter. Additional letters may be generated during an Interim Recertification (Missing Items Letter 1, Missing Items Letter 2)

The Tenant Rent and Housing Assistance Payment on the Rent Adjustment Letter should match 11t and 11s

Asset	Income	Expense	Adjustments	Admission
Display Fields	Audit	Agency	Action	Member
DISPLAY FIELDS ONLY		Last Posted Fields		
9J TTP	317.00	Date TR Last Posted		
11s Tenant Rent	239.00	Date HAP Last Posted	10/01/2024	
11t Housing Assistance Payment	1,870.00	Date URP Last Posted		

reflect the change in the family's portion of rent. If necessary, a supplemental check will be issued to the owner.

New Family Rent Payment:	\$ 239.00
New Housing Assistance Payment:	\$ 1870.00
Total Contract Rent	\$ 2109.00

Correspondence:	(If there was a removal of a Household member). Subsidy Size Change Letter. File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1")
------------------------	---

If there was a removal of a household member, the worker is required to mail a Family Composition/ Subsidy Change confirmation letter which would indicate whether or not the family bedroom size is to remain the same. Compare the "Member" tab of the subject 50058 and the prior 50058 (type 1,2,3,4,7,9). The example below requires a subsidy change letter.

13 | 07/01/23

14 | 05/01/22

(13) 09/16/21

(2) 05/01/21 (1)

(2) 05/01/23

(2) 05/01/20

(13) 03/03/19

(2) 05/01/19

(2) 05/01/18

(1) 11/15/17

Tenant: 65025138

Holt Name

Holt SSN

Address

City

HAP Recipient: 16236

Caseworker: pbv2

Program Settings

2b. Date Effective: 07/01/2022

Correction #: 0

Date Modified: 07/12/2022

Date Lease Ends

Approve 50058

Program Attached: Pr. Prot Based Voucher

Exclude From MTCS

Submit Print Help

Alerts (0/1) Close

Asset	Income	Expense	Adjustments	Admission	TTP			
Display Fields	Audit	Agency	Action	Member	Admission			
3. Household								
3a. Member	Member Name	3c. Birth Date	3f. Age	3g. Sex	3h. Relation	3l. Citizenship	3j. Eligibility	3n. SSR
1	KOH,INA		79	Female	Head	EC=Eligible Citizen	Y	



Electronic File Protocol QC Checklist Instructions

11/07/21/22
 2) 05/01/22
 11/07/21/21
 2) 05/01/21 (1)
 2) 05/01/21
 2) 05/01/20
 11/3) 10/03/19
 2) 05/01/19
 2) 05/01/18
 1) 11/15/17

Tenant: 10925136
 HOH Name: [Redacted]
 HOH SSN: [Redacted]
 Address: [Redacted]
 City: [Redacted]
 HAP Recipient: 28236
 Caseworker: pbv2
 Program Settings: [Redacted]

2a. Date Effective: 05/01/2022
 Correction #: 0
 Date Modified: 04/11/2022
 Date Lease Ends: [Redacted]
 Approve 30058
 Program Attached: PV (Prot Based Voucher)

Save Cancel
 Alerts (0/1)

3a. Member#	Member Name	3c. Birth Date	3f. Age	3g. Sex	3h. Relation	3i. Citizenship	3j. Disability	3n. SSN
1	EUGENIO		79	Male	Head	EC-Eligible Citizen	Y	
2	ROSALINA		79	Female	Spouse	EC-Eligible Citizen	Y	

Correspondence: (If the HAP amount is zero). Zero HAP Letter. File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1")

If the HAP amount is zero, the worker is required to send the family a Zero HAP letter. Check the HAP amount in the "Display Fields"

2) 01/01/24
 11/3) 03/24/22
 2) 01/01/22
 2) 01/01/21 (1)
 2) 01/01/21
 2) 11/01/20
 3) 01/01/20 (1)
 3) 01/01/20
 11/3) 11/14/19
 2) 03/01/19
 2) 03/01/18

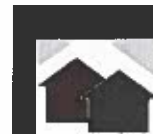
Unit: 1069
 Tenant: 15081393
 HOH Name: [Redacted]
 HOH SSN: [Redacted]
 Address: [Redacted]
 City: [Redacted]
 HAP Recipient: 81236
 Caseworker: vorich3
 Program Settings: [Redacted]

2a. Action Type: 2-Annual
 2b. Date Effective: 01/01/2024
 Correction #: 0
 Date Modified: 10/03/2024
 Date Lease Ends: [Redacted]
 Approve 50058
 Program Attached: PV (Prot Based Voucher)

Save Cancel
 Alerts (0/1)

DISPLAY FIELDS ONLY	Income	Expense	Last Posted Fields
9j TIP	1,465.00		Date IR Last Posted
11s Tenant Rent	1,236.00		Date HAP Last Posted
11t Housing Assistance Payment	0.00		Date HAP Last Posted
11k Contract rent to owner	1,165.00		Date PAF Last Posted
11m Utility allowance	209.00		Date FSS Last Posted
5d Unit Bedroom Size	3		Date TBS Last Posted

Electronic File Protocol QC Checklist Instructions



Expense Documents:	If there was a change in Expenses between the subject 50058 and the previous relevant 50058s, is valid verification of all allowances/ expenses appearing on the 50058 attached? File name must be projected effective date of recert + short description of document (ex "02012023 Pharmacy Receipts")
---------------------------	---

If the subject 50058 contains Expense information that is changed from the most recent 50058 (type 1,2,3,4,7,9), there must be a valid verification attached (ex. Receipts for unreimbursed medical expenses, Invoice for Childcare). Additionally, the worker may add a completed Third Party Form in cases where the expense needed to be verified but no tenant provided third party documents were available.

The screenshot displays a software interface with a left-hand menu listing dates from 02/03/23 to 03/01/18. The main area shows member details: HOH Name, HOH SSN, Address, City, HAP Recipient (B2222), Caseworker (vorich1), and Program Settings. On the right, there are fields for Correction # (0), Date Modified (04/10/2023), Date Lease Ends, Approve 50058, and Program Attached (PV P.O Based Voucher). Below this is a table with columns: Display, Fields, Audit, Income, Agency, Expense, Action, Member Adjustments, Admission, and Unit. The 'Expense' column is highlighted, and a table below it shows:

Member Number	Member Name	Expense Type	Expense per year
1		M - Medical expense	745.00
			745.00

Income Documents:	If there was a change in Income between the subject 50058 and the previous relevant 50058, is valid verification of all income appearing on the 50058, zero income form for any zero income adults (if applicable), and EIV attached in order of verification hierarchy? File name must be projected effective date of recert + short description of document (ex "02012023 Tesla Paystubs")
--------------------------	--

If the subject 50058 contains Income information that is changed from the most recent 50058 (type 1,2,3,4,7,9), there must be a valid verification attached (ex. consecutive paystubs for a job, TANF award letter). Additionally, the worker may add a completed "Third Party Form" in cases where the income needed to be verified but no tenant provided third party documents were provided after being requested via a Missing Items Letter. If there is no tenant provided third party documents and a Third Party Form was mailed but not returned, the worker may use a "Third Party Verbal" form as verification. Additionally, EIV may be used as verification but only for Social Security Income or Federal Wages.

Electronic File Protocol QC Checklist Instructions



<ul style="list-style-type: none"> 2) 02/01/23 2) 02/01/22 1) 10/04/21 3) 10/01/21 3) 07/01/21 2) 02/01/21 3) 11/01/20 2) 09/01/20 2) 07/01/20 3) 08/01/18 (1) 3) 08/01/18 3) 03/01/18 	HOH Name HOH SSN Address City HAP Recipient Caseworker Program Settings	Correction # Date Modified Date Lease Ends Approve 50058 Program Attached	0 04/10/2023 <input type="checkbox"/> Exclude From MICS PY-First Based Voucher <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Info"/> <input type="button" value="Alerts (0/1)"/> <input type="button" value="Close"/>
--	---	---	---

7a. Member Number	Member Name	7b. Income Code	7d. Income per year	7e. Exclusions per year	7f. Income after exclusions
1		S_SSI	13,605.00	0.00	13,605.00
1		B_Business	792.00	0.00	792.00
2		W_Other Wage	7,327.00	0.00	7,327.00
2		B_Business	290.00	0.00	290.00
			21,414.00	0.00	21,414.00

If there was a removal of an income source that had been included on the previous paying 50058, the worker must include verification showing that the income stopped (ex. Termination Letter, Letter from Calworks ending benefits). Compare the "Income" tab of the subject 50058 and the prior 50058 (type 1,2,3,4,7,9). The example below requires verification of the end of an income source ("N"). Note, that in certain cases (ex. a person with income "W" changed jobs), "W" may appear on both the new 50058 and the old 50058, however the 50058 income table will show that the source of the income has changed, requiring verification of end of income from the previous source).

<ul style="list-style-type: none"> 3) 01/01/25 2) 11/01/24 (1) 2) 11/01/23 (1) 2) 11/01/23 3) 02/01/23 (1) 2) 02/01/23 2) 08/01/22 3) 11/01/21 2) 08/01/21 3) 06/01/21 2) 08/01/20 2) 06/01/20 3) 08/01/19 1) 05/20/19 3) 03/01/19 3) 11/01/18 2) 08/01/18 3) 05/01/18 4) 08/01/17 1) 03/16/17 	Property ID Unit Tenant HOH Name HOH SSN Address City HAP Recipient Caseworker Program Settings	Ctrl #643641 2a. Action Type 2b. Date Effective Correction # Date Modified Date Lease Ends Approve 50058 Program Attached	2-Annual 11/01/2024 1 11/07/2024 <input type="checkbox"/> Endo PY-Voucher
--	--	--	---

7a. Member Number	Member Name	7b. Income Code	7d. Income per year	7e. Exclusions per year	7f. Income after exclusions
2	AMI	W-Other Wage	0.00	0.00	0.00
2	AMI	N-Other Income	20,020.00	0.00	20,020.00
			20,020.00	0.00	20,020.00

<ul style="list-style-type: none"> 3) 01/01/25 2) 11/01/24 (1) 2) 11/01/23 (1) 2) 11/01/23 3) 02/01/23 (1) 3) 02/01/23 2) 08/01/22 3) 11/01/21 2) 08/01/21 3) 06/01/21 2) 08/01/20 3) 08/01/20 2) 08/01/19 1) 05/20/19 3) 03/01/19 3) 11/01/18 2) 08/01/18 3) 05/01/18 4) 08/01/17 1) 03/16/17 	Property ID Unit Tenant HOH Name HOH SSN Address City HAP Recipient Caseworker Program Settings	Ctrl #643642 2a. Action Type 2b. Date Effective Correction # Date Modified Date Lease Ends Approve 50058 Program Attached	2-Annual 11/01/2024 1 11/07/2024 <input type="checkbox"/> Endo PY-Voucher
--	--	--	---

7a. Member Number	Member Name	7b. Income Code	7d. Income per year	7e. Exclusions per year	7f. Income after exclusions
2	AMI	W-Other Wage	35,764.00	0.00	35,764.00
			35,764.00	0.00	35,764.00



Electronic File Protocol QC Checklist Instructions

Member Documents:	1) If 58 includes adult member, are all vital documents contained in Resident>Initial Eligibility folder? (Ex. Photo ID, Citizenship verification/ Birth Certificate, SS Card, 214 form, What You Should Know About EIV, 52675. 9886 and if applicable, Full-time student verification and disability verification) . File name must be projected effective date of recert + short description of document (ex. 09012023 Jesse Photo ID)
--------------------------	--

For any new and existing household adult household member, the Housing Authority must keep a record of their vital documents details in this field. The vital documents will be stored in Resident>Archive 2022>Household Members or Resident>Initial Eligibility.

(Adults)

Property: nb-nill Ctrl #621791
 Unit: ZROIMART 2a. Action Type: 3-Interim
 Tenant: 19001130 2b. Date Effective: 04/01/2024
 HOH Name: Correction #: 1
 HOH SSN: Date Modified: 03/28/2024
 Address: Date Lease Ends: Exclude From MR
 City: Approve 50058 Program Attached: PV_Bra Based Voucher

HAP Recipient: 82277
 Caseworker: vorich1
 Program Settings: []

3a. Member#	Member Name	3e. Birth Date	3f. Age	3g. Sex	3h. Relation	3i. Citizenship	3j. Disability	3n. SSN
1	Alexis	1/63	63	Female	Head	EC=Eligible Citizen		
2	Urban	1/29	29	Male	Adult	EC=Eligible Citizen		

(Full-Time Students)

3a. Member#	Member Name	3e. Birth Date	3f. Age	3g. Sex	3h. Relation	3i. Citizenship	3j. Disability	3n. SSN
1	DAWN R		56	Female	Head	EC=Eligible Citizen	Y	
2	TANIAL		25	Female	Student 18+	EC=Eligible Citizen	N	



Electronic File Protocol QC Checklist Instructions

(Online Interim Recertification Packet)

Recertification Summary					
Applicant Information					
Applicant:			Application Submitted:		
Current Address					
		CA	94801		
Contact Information					
Home			Cell Phone:		
Email:					
Household Information					
List ALL household members who will be living in your home. This includes live-in aides and foster children					
Name	Member	LEP	SSN	Age	Gender

(Interim Personal Declaration Form)

<p>HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA</p> <p>REPORT OF CHANGE IN INCOME/FAMILY COMPOSITION</p>	
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Electronic File Protocol QC Checklist Instructions



Additional Audit:

If contract rent has changed since most recent 2,3,4,7 completed Rent Adjustment Checklist

If there was a change in total contract rent, you must complete the "Rent Increase" audit checklist. Compare the "Display Fields" tab of the subject 50058 and the prior 50058 (type 1,2,3,4,7,9). The example below requires a Rent Adjustment audit checklist.

2 11/01/24	Property	VR	Ctrl #639778	
1 11/13/23	Unit	22SLAKEA	2a. Action Type	2-Annual
(10) 07/10/23	Tenant	10089874	2b. Date Effective	11/01/2024
	HoH Name		Correction #	0
	HoH SSN		Date Modified	09/18/2024
	Address		Date Lease Ends	
	City		Approve 50058	<input checked="" type="checkbox"/> Exclude
	HAP Recipient	33610	Program Attached	VQ-Voucher
	Caseworker	eha1		
	Program Settings			
			Save	Delete
			Alerts (0/0/1)	

Asset	Income	Agency	Expense	Action	Adjustments	Member	Admiss
Display Fields							
DISPLAY FIELDS ONLY				Last Posted Fields			
9j TTP	1,427.00			Date TR Last Posted			
12v Tenant Rent	1,323.00			Date HAP Last Posted			
12u Housing Assistance Payment	727.00			Date URP Last Posted			
12j Voucher Payment Standard	2,590.00			Date PAF Last Posted			
12k Rent to Owner	2,050.00			Date FSS Last Posted			

2 11/01/24	Property	VR	Ctrl #611335		
1 11/13/23	Unit	22SLAKEA	2a. Action Type	1-New	
(10) 07/10/23	Tenant	10089874	2b. Date Effective	11/13/2023	
	HoH Name		Correction #	0	
	HoH SSN		Date Modified	12/05/2023	
	Address		Date Lease Ends		
	City		Approve 50058	<input type="checkbox"/> Exclude From MTC'S	
	HAP Recipient	33610	Program Attached	VQ-Voucher	
	Caseworker	eha1			
	Program Settings				
			Save	Delete	Help
			Alerts (0/0/1) Close		

Asset	Income	Agency	Expense	Action	Adjustments	Member	Admission	TTP	Unit
Display Fields									
DISPLAY FIELDS ONLY					Last Posted Fields				
9j TTP	824.00				Date TR Last Posted				
12v Tenant Rent	711.00				Date HAP Last Posted			10/01/2024	
12u Housing Assistance Payment	1,284.00				Date URP Last Posted				
12j Voucher Payment Standard	2,500.00				Date PAF Last Posted				
12k Rent to Owner	1,095.00				Date FSS Last Posted				



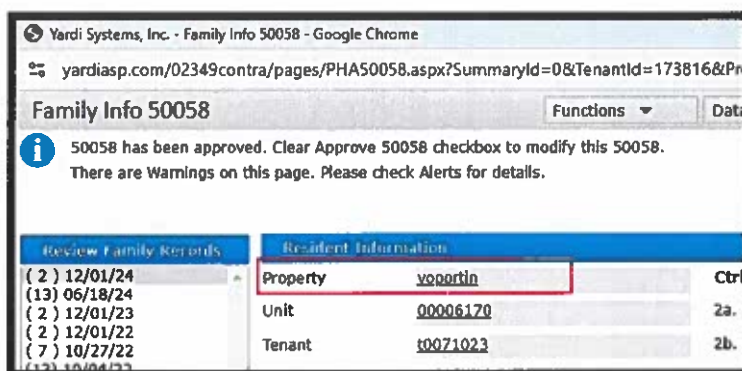
Electronic File Protocol QC Checklist Instructions

WORKSHEET "RENT ADJUSTMENT (2,3)

The scan team generates the 50058 Listing by User Report with the previous week date range, property as .noph with varying actions types. An Electronic File Protocol QC Checklist is then completed for each 50058 on the report. If in the course of those QC Checklist, it's discovered that a 50058 contains a total contract rent change, this checklist will be completed as an addendum to the other relevant checklist. The individual Electronic File Protocol QC Checklists are saved to respective 50058 attachments within the "Clarification Documents" Folder.

Resident>Leasing Documents	(Applicable if tenant is in property code "voportin") Email to initial PHA and Port containing related 50058 and 52665?
--------------------------------------	---

If the property code is in "voportin" this means that the HACCC is billing another PHA for the monthly subsidy.



Workers processing 50058's are required to send the initial PHA an email containing the 50058 and the 52665 for any 50058 processed in this property code. The unencrypted email and documents must be attached here.

50058>Clarification Documents	Memo to file (if applicable), Audit Checklist, Calculation Summary, UA Chart, Payment Standard Notice, Calculation Tape all attached. File name must be short description of document. (ex. 02012023 Calc Summary).
---	---

There are many reports that may not be available after the FDI screen is changed. These reports must be saved by the worker at the time of processing in the "Clarification Documents" folder for the subject 50058.

Electronic File Protocol QC Checklist Instructions



Resident>Leasing Documents	Rent Adjustment Approval, Partial Approval or Denial Letter. File name must be short description of document. (ex. RFTA Control # Approval Letter).
--------------------------------------	---

A determination letter is required for every rent adjustment. There are several different types of approval, partial approval and denial letters which can be found in CCCHA_Custom_Menu> Rent Adjustment Forms & Letters.

To help identify these letters---they generally begin with;;

"We are in receipt of your request for a rent adjustment for the above-mentioned tenant. We are not able to *approve the entire new contract rent* that you requested for the following reason"

or

"Your request for an adjustment in Contract Rent effective XX/XX/XXXX for the above-mentioned property has been reviewed."

Resident>Leasing Documents	Rent Valuation. File name must be short description of document. (ex. RFTA Control # Rent Valuation).
--------------------------------------	---

The Rent Reasonable Valuation is three pages. The tops of the pages will look like the screenshots below.

(page 1)

Rent Reasonable Valuation				
	Subject	Comparable 1	Comparable 2	Comparable 3
Address	2005 San Jose Dr 131	7609 Belmont Ln	2201 San Jose Dr 1-V-202	2201 San Jose Dr 1-H-201
Model				
City				
LOCATION				

*The subject address must match the address on the 50058.

(page 2)





Electronic File Protocol QC Checklist Instructions

(page 3)

The adjusted reasonable rent range is \$2,104.00 to \$2,218.40.	
Comparable 1:	\$2,218.40 96.98% Very Similar
Comparable 2:	\$2,104.00 96.66% Very Similar
Comparable 3:	\$2,201.00 98.43% Very Similar

***All comparables used to evaluate the rent must have a similarity rating of 90 % or more and the total contract rent listed on the 58 must be within the range listed on the Rent Reasonable Valuation**

(2) 11/01/24 (1) 11/13/23 (10) 07/10/23	Property: 22SLAKEA Unit: 22SLAKEA Tenant: t0089874 HoH Name: HoH SSN: Address: City: ANTIOCH, CA 94509 HAP Recipient: 33610 Caseworker: eha1 Program Settings:	Ctrl #639778 2a. Action Type: 2-Annual 2b. Date Effective: 11/01/2024 Correction #: 0 Date Modified: 09/18/2024 Date Lease Ends: Approve 50058 <input checked="" type="checkbox"/> Exclude Program Attached: VQ-Voucher
---	---	--

Asset	Income	Agency	Expense	Adjustments	Admiss
Display Fields	Audit	Agency	Action	Member	
DISPLAY FIELDS ONLY			Last Posted Fields		
9j TTP	1,427.00		Date TR Last Posted		
12v Tenant Rent	1,323.00		Date HAP Last Posted		
12u Housing Assistance Payment	727.00		Date URP Last Posted		
12j Voucher Payment Standard	2,590.00		Date PAF Last Posted		
12k Rent to Owner	2,050.00		Date FSS Last Posted		

(page 1)

Adjusted Monthly Rent	\$2,218.40
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COMPARABLE BREAKDOWN	
8,398	Recent comparables in jurisdiction
1,817	Similar 2 bedroom comparables in Contra Costa County
137	Similar 2 bedroom comparables in the City of Antioch
18	Within 0.25 miles

CERTIFICATION	
I (we) estimate the monthly market rent of the subject as of 08/28/2023 to be \$2,174.47.	
The adjusted reasonable rent range is \$2,104.00 to \$2,218.40.	
Requested Rent Amount: \$2,143.00 Rent Approved: \$2,143.00.	
RR Certifier Signature: Michele Nelson	<i>Michele Nelson</i>
QC Certifier Signature:	<i>Housing Program Specialist</i>

In accordance with 24 CFR 982.4, 982.64 (d) (1), 982.154 (f) (7) and 982.307, I certify that based on the information provided to the Housing Authority of the County of Contra Costa, the requested rent of \$2,143.00 IS reasonable, and the approved rent of \$2,143.00 IS reasonable.

***The certification should be signed**



Electronic File Protocol QC Checklist Instructions

Resident > Leasing Documents Assisted Unit Survey form. File name must be short description of document. (ex. 02012023 Unit Survey).

A copy of the most recent Assisted Unit Survey form should be store with the Rent Adjustment Document and compared to the Rent Reasonable Valuation (in this case the address and utility type and responsibilities do not match)

Rent Reasonable Valuation	
Address	2005 San Jose Dr 131
Model	
City	
Subdivision	
Proximity to Subject	
Appliances	
Beds/Bath/Half Baths	2/2/0
Sq. Ft.	830
Adjustment	
Property Type	Condo (Apt)
Adjustment	
Year Built	1995
Adjustment	
Rating	Unknown
Adjustment	
Heat	Electric / Tenant
Hot Water / Paid By	Electric / Tenant
Coasting / Paid By	Electric / Tenant
Stove Type / Paid By	unknown / Tenant
Water Type / Paid By	City Water / Tenant
Lighting / Other Electric	Tenant
Adjustment	
Maintenance	Lawn, Pest
Adjustment	
Amenities	Ceiling Fans, Dishwasher, Garbage Disposal, W/D Hookups, Pool, Refrigerator, Stove, Gated Community
AC	Central
Heat	Central
Parking	1 Covered Space
Interior Features	Security

*** This form is to be completed by the Assisted Unit Surveyor ***

1. SUBJECT UNIT ADDRESS: 5208 B, Apt 2, San Jose, CA 94531

2. UNIT: 5 (1470 SQ FT) (L.S. has been represented in 10)

3. PROPERTY TYPE: Condo (Apt)

4. PROPERTY FEATURES:

- MAJOR APPLIANCES: Dishwasher , Stove , Refrigerator , W/D Hookups
- LAUNDRY: In Unit
- POOL: Community
- SECURITY: Gated Community

5. MAINTENANCE RESPONSIBILITIES:

- Interior: Landlord
- Exterior: Landlord
- Roof: Landlord
- Foundation: Landlord
- Windows: Landlord
- Doors: Landlord
- Paint: Landlord
- Plumbing: Landlord
- Electrical: Landlord
- Gas: Landlord
- HVAC: Landlord
- Fireplace: Landlord
- Staircase: Landlord
- Other: Landlord

6. ADJUSTMENTS:

- Location: +100
- Condition: +100
- Quality: +100
- Age: -100
- Other: +100

7. COMMENTS: None noted

Surveyor: Maria Russell

Resident > Leasing Documents Rent Adjustment Cover Sheet. File name must be short description of document (ex. 1457 Cover Sheet).

The entire Rent adjustment cover sheet should be entirely filled out and signed

RENT INCREASE/DECREASE CHECKLIST

Annual Interim Bedroom Size 5 Tenant #: 0001-4443

Tenant Name: LETICIA I

Tenant Address: 70 MERGA

City: OAKLEY Zip: 9456

Current Contract Rent: \$500.00 New Contract Rent Requested: \$600.00

Next Recertification: 12/1/24 Caseworker: mba5

Rent Increase: Approved Partial Denied Date Denial Letter Sent: _____

Electronic File Protocol QC Checklist Instructions



Unit>Rent Adjustment Packet

Copy of Notice of the Rent Increase from the landlord to the tenant. File name must be short description of document (ex. 1457 Notice to Tenant).

A copy of the notice issued by the landlord to the tenant must be stored.

BAYWOODS APARTMENT HOMES
LEASE RENEWAL NOTIFICATION

7/11/2023

KELE
2005 S
Antioch

It is our pleasure to have you as a valued resident at Baywoods Apartments. At the time your current lease will be expiring soon we would like to invite you to renew your lease by offering you two options from which you can choose:

- 12-Month lease with new monthly rent amount of \$2,143.00
- Month-to-Month lease with new monthly rent amount of \$2,243.00 (\$100 MTM Fee included).

In addition to the monthly rent payment, you will also pay the flat fee of \$69 per month for water, sewer, trash and \$50.00 utility fee.

Your new lease effective date will be September 1, 2023. Your new rent amount will be the option you choose from the list above. If you fail to notify us of the option you choose, your lease will automatically convert to the Month-to-Month rent amount listed above.

A 30-day written notice is required if you are planning on moving out.

Please contact our office at your earliest convenience to let us know which of the two options best suits your needs!

If you do not choose a lease option, your monthly rent will be the sum of \$ 2,243.00 plus the monthly rules flat fee of \$69.00.

Unit>Rent Adjustment Packet

Rent Adjustment Receipt Letter. File name must be short description of document (ex. 1457 Receipt).

A copy of the Rent Adjustment Receipt sent to the landlord must be stored.

Nov 21, 2024

SP
11:
HE

RE: DIAN' 06

Dear Property Owner:

We are in receipt of your request for a rent adjustment for the above-mentioned property. Your request will be processed in the order in which it was received.

HUD regulations require HA Staff to verify that the rent you are requesting is "reasonable" in comparison to similar units.

Annual Recertification (2,9)

Type 2, 9 Annual Folder Description	Requirement	Records Requirement Met?	EFP satisfied?	Notes:
52665 Email to Initial:	(Applicable if tenant is in property code "voportin") Email to initial PHA and Port containing related 50058 and 52665?			
Asset Documents:	Is valid verification of all assets reported on the 50058 attached? File name must be projected effective date of recert + short description of document (ex "02012023 Bank of America").			
Clarification Documents:	Memo to file (if applicable), Audit Checklist, Calculation Summary, UA Chart, Payment Standard Notice, Calculation Tape all attached. File name must be effective date of recert + short description of document. (ex. 02012023 Calc Summary).			
Correspondence	Rent Adjustment Letter, Appointment Letter(s) and if applicable, Missing Items letter(s)/ proposed termination letters. File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1")			
	(If there was a removal of a Household member) Subsidy Size Change Letter. File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1").			
	(If the HAP amount is zero) Zero HAP Letter. File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1").			
Expense Documents:	Is valid verification of all allowances appearing on the 50058 attached? File name must be projected effective date of recert + short description of document (ex "02012023 Pharmacy Receipts").			
Filed Packet:				
Income Documents:	Is valid verification of all income appearing on the 50058, zero income form for any zero income adults (if applicable), and EIV attached in order of verification hierarchy? File name must be projected effective date of recert + short description of document (ex "02012023 Testa Paystubs").			
Member Documents:	1) For all 58 adult members, are all vital documents contained in Resident>Initial Eligibility folder? (Ex. Photo ID, Citizenship verification/ Birth Certificate, SS Card, 214 form, 2) If applicable, is Full-time student verification and disability verification in folder? File name must be projected effective date of recert + short description of document (ex. 09012023 Jesse Photo ID).			
	2) For all 58 minor members, are all vital documents contained in Resident>Initial Eligibility folder? (Ex. Citizenship verification/ Birth Certificate, SS Card, 214 form, and if applicable, disability verification) . File name must be projected effective date of recert + short description of document (ex. 09012023 Jesse Photo ID).			
Personal Declaration:	Personal declaration completed, signed/ dated by all adult HH members? (including any interim change form combined with this Annual Recertification)? File name must be projected effective date of recert + short description of document (ex. "02012023 Personal Declaration").			
Resident Portal:	This folder should be empty			
Signature Documents:	Are all signature documents contained that must be signed by all adults: 9896, HACC Authorization for Release of Information, Family Obligations, Important Notice (and Good Neighbor if digital signature docs). Are all signature docs contained that must be signed by Head of Household: What You Should Know About EIV, 52675, Good Neighbor (if paper documents signed), Megans Law, Lead Based Paint. File name must be projected effective date of recert + short description of documents (ex. 09012023 signature documents).			
Additional Audit:	If contract rent has changed since most recent 2,3,4,7 completed Rent Adjustment Checklist			

Interim Recertification (3)

Type 3 Interim Folder Description	Requirement	Records Requirement Met?	EFP satisfied?	Notes:
52665 Email to Initial:	(Applicable if tenant is in property code "voportin") Email to initial PHA and Port containing related 50058 and 52665?			
Asset Documents:	If asset information has changed between the subject 50058 and the most recent relevant 50058, is valid verification of all assets reported on the 50058 attached? File name must be projected effective date of recert + short description of document (ex "02012023 Bank of America").			
Clarification Documents:	Memo to file (if applicable), Audit Checklist (with reason for Interim Recertification Indicated in notes), Calculation Summary, Payment Standard Notice, Calculation Tape all attached. File name must be effective date of recert + short description of document. (ex. 02012023 Calc Summary).			
Correspondence:	Rent Adjustment Letter, and if applicable, Missing Items letter(s). File name must be projected effective date of recert + short description of document (ex "02012023 Missing Items Letter 1").			
	(If there was a change of a Household member). Subsidy Size Change Letter. File name must be projected effective date of recert + short description of document (ex "02012023 Subsidy Size Letter 1").			
	(If the HAP amount is zero). Zero HAP Letter. File name must be projected effective date of recert + short description of document (ex "02012023 Zero HAP Letter 1").			
Expense Documents:	If Expense information has changed between the subject 50058 and the most recent relevant 50058, is valid verification of all allowances appearing on the 50058 attached? File name must be projected effective date of recert + short description of document (ex "02012023 Pharmacy Receipts").			
Filed Packet:				
Income Documents:	If Income information has changed between the subject 50058 and the most recent relevant 50058, is valid verification of all income appearing on the 50058, zero income form for any zero income adults (if applicable), and EIV attached in order of verification hierarchy? File name must be projected effective date of recert + short description of document (ex "02012023 Tesla Paystubs").			
Member Documents:	1) If 58 includes added adult member, are all vital documents contained in Resident>Initial Eligibility folder? (Ex. Photo ID, Citizenship verification/ Birth Certificate, SS Card, 214 form, 9886, What You Should Know About EIV, 52675, and if applicable, Full-time student verification and disability verification). File name must be projected effective date of recert + short description of document (ex. 09012023 Jesse Photo ID).			
	2) If 58 includes added minor member, are all vital documents contained in Resident>Initial Eligibility folder? (Ex. Citizenship verification/ Birth Certificate, SS Card, 214 form, and if applicable, disability verification). File name must be projected effective date of recert + short description of document (ex. 09012023 Jesse Photo ID).			
Personal Declaration:	Interim Personal Declaration or Report of Change completed, signed/ dated by Head of Household? File name must be projected effective date of recert + short description of document (ex. "02012023 Personal Declaration").			
Resident Portal:	This folder should be empty			
Signature Documents:	Are signature documents attached into this folder? File name must be projected effective date of recert + short description of documents (ex. 09012023 signature documents).			
Additional Audit:	If contract rent has changed since most recent 2,3,4,7 completed Rent Adjustment Checklist			

Contract Rent Adjustment (2,3)

Rent Increase Folder Description	Requirement	Records Requirement Met?	EFP satisfied?	Notes:
50058>82665 Email to Initial	(Applicable if tenant is in property code ~voportin) Email to initial PrA and Port containing related 50058 and 52665?			
50058>Clarification Documents	Memo to file (if applicable), Audit Checklist (with reason for Interim Recertification indicated in notes), Calculation Summary, UA Chart (not for Interim with only a Rent Increase), Payment Standard Notice, Calculation Tape all attached. File name must be projected effective date of recert + short description of document (ex. 09012023 Calculation Summary).			
50058>Correspondence	Rent Adjustment Letter, and if applicable, Retro Rent letter(s). File name must be projected effective date of recert + short description of document (ex "02012023 Rent Change Letter").			
Unit>Rent Adjustment Packet	Rent Adjustment Approval, Partial Approval or Denial Letter. File name must be short description of document. (ex. 13401 APPROVAL LETTER).			
	Rent Valuation. File name must be short description of document. (ex. 13401 RRVAL).			
	Rent Adjustment Cover Sheet with completed "Rent Increase/ Decrease Checklist". File name must be short description of document (ex. 13401 RI CHECKLIST).			
	Copy of Notice of the Rent Increase from the landlord to the tenant. File name must be short description of document (ex. 13401 RENT ADJUSTMENT REQUEST).			
	Rent Adjustment Receipt Letter sent to owner, with Incomplete "Rent Increase/ Decrease Checklist". File name must be short description of document (ex. 13401 RECEIPT).			
Resident>Leasing Documents	Assisted Unit Survey form, in the current lease.			

Portability New Contract (4)

Type 4 New Portability Folder Description	Requirement	Records Requirement Met?	EFP satisfied?	Notes:
Resident Documents>Leasing Documents	Initial RfA: File name must be RfA Control Number + short description of document. (ex. 14547 Initial RfA).			
Resident Documents>Leasing Documents	Rent Valuation. File name must be short description of document. (ex. 13401 RRVAL).			
	Initial UA Chart:File name must be RfA Control Number + short description of document. (ex. 14547 Initial UA).			
	Initial 58: File name must be effective date of 58 + short description of document. (ex. 01/01/2026 Type 7)			
	Initial Inspection Report:File name must be RfA Control Number + short description of document. (ex. 14547 Initial Inspection Report).			
	Initial HAP Contract: File name must be RfA Control Number + short description of document. (ex. 14547 Initial Hap Contract).			
	Initial Voucher: File name must be RfA Control Number + short description of document. (ex. 14547 Initial Voucher).			
	Initial RfA Cover Sheet:File name must be RfA Control Number + short description of document. (ex. 14547 Initial RfA Cover Sheet).			
	Initial Ownership Verification: (RfA control Number "New Contract")			
	Initial Unit Survey: File name must be RfA Control Number + short description of document. (ex. 14547 Initial Unit Survey).			
	Initial LBP Disclosure:File name must be RfA Control Number + short description of document. (ex. 14547 Initial LBP Disclosure).			
Initial New Contract Letter: File name must be RfA Control Number + short description of document. (ex. 14547 Initial New Contract Letter).				
Resident Documents>Transfer Voucher	Initial ITV Notice:File name must be Date Requested + short description of document. (ex. 01/15/2026 ITV Notice).			
Resident Documents> - Incoming Portability	Personal Declaration ("Portability Packet") Completed, signed/ dated by all adult HH members .File name must be projected effective date of recert + short description of document (ex. "02012023 Personal Declaration").			
	Appointment Letter at time of processing.			
	If contract is processed as PBV: Preference Verification & Briefing appointment letter			
	If contract is process as VASH or Foster Youth: Referral Letter			
	Criminal background check			
	Citizenship Verification (Social Security Card, Natural Citizen Card, Green Card, or DD214 for VASH Tenants)			
	All signature documents (other than What You Should Know About EV, 52675 which only need to be signed by HOH) must be signed by all adults: 9886, HACCC Authorization for Release of Information, Family Obligations, Important Notice, Good Neighbor Guidance, Megans Law, Lead Based Paint EV attached in order of verification hierarchy			
Supplement to Application for Federally Assited Housing (92006) Audit Checklist (With rent calculation break down in notes) File name must be effective date of recert + short description of document. (ex. 02012023 Audit checklist Summary).				

New Admissions New Contract

Type 1 New Admissions Folder Description	Requirement	Records Requirement Met?	EFP satisfied?	Notes:
Resident Documents>Leasing Documents	Initial UA Chart:File name must be Rfta Control Number + short description of document. (ex. 14547 Initial UA).			
	Initial 58: File name must be effective date of 58 + short description of document. (ex. 01/01/2026 Type 7)			
	Initial Inspection Report:File name must be Rfta Control Number + short description of document. (ex. 14547 Initial Inspection Report).			
	Initial HAP Contract: File name must be Rfta Control Number + short description of document. (ex. 14547 Initial Hap Contract).			
	Initial Lease: File name must be Rfta Control Number + short description of document. (ex. 14547 Initial Lease).			
	Initial Rfta Cover Sheet:File name must be Rfta Control Number + short description of document. (ex. 14547 Initial Rfta Cover Sheet).			
	Initial Unit Survey: File name must be Rfta Control Number + short description of document. (ex. 14547 Initial Unit Survey).			
	Initial LBP Disclosure:File name must be Rfta Control Number + short description of document. (ex. 14547 Initial LBP Disclosure).			
Resident Documents > Transfer Voucher	Initial New Contract Letter: File name must be Rfta Control Number + short description of document. (ex. 14547 Initial New Contract Letter).			
	Initial ITV Notice:File name must be Date Requested + short description of document. (ex. 01/15/2026 ITV Notice).			
Unit > HCV Rent Adjustment Packet	Ownership Verification: File name must be Rfta Control Number + short description of document. (ex. 14547 Ownership Verification).			
	Property Management Agreements File name must be Rfta Control Number + short description of document. (ex. 14547 PMA).			
	Rent Valuation. File name must be short description of document. (ex. 13401 RRVAl).			
Resident Documents> Initial Eligibility or >Leasing Documents	Initial Eligibility Personal Declaration ("Intake Packet or Application Packet) Personal declaration completed, signed/ dated by all adult HH members. File name must be projected effective date of recert + short description of document (ex. "02012023 Personal Declaration").			
	Initial Eligibility Appointment Letter: File name must be Rfta + short description of document. (ex. 14247 TV Notice).			
	If the contract is processed as PBV/VO: Briefing appointment Letter & Preference Verification			
	If contract is process as VASH,Foster Youth: Referral Letter Check special program code			
	Criminal background check			
	Citizenship Verification (Social Security Card, Natural Citizen Card, Green Card, or DD214 for VASH Tenants)			
	All signature documents (other than What You Should Know About EIV, 52675 which only need to be signed by HOH) must be signed by all adults: 9886, HACCC Authorization for Release of Information, Family Obligations, Important Notice, Good Neighbor Guidance, Megans Law, Lead Based Paint			
	Asset Documents: Is valid verification of all assets reported on the 50058 attached? File name must be projected effective date of recert + short description of document (ex "02012023 Bank of America").			
	Income Documents:Is valid verification of all Income appearing on the 50058, zero income form for any zero Income adults (if applicable), and EIV attached in order of verification hierarchy? File name must be projected effective date of recert + short description of document (ex "02012023 Tesla Paystubs").			
	Supplement to Application for Federally Assisted Housing HUD-92006 File name must be effective date of recert + short description of document. (ex. 02012023 92006).			
Audit Checklist (With rent calculation break down In notes) File name must be effective date of recert + short description of document. (ex. 02012023 Audit checklist Summary).				

New Contract Transfers (7)

Type 7 New Contracts Transfer Folder Description	Requirement	Records Requirement Met?	EFP satisfied?	Notes:
Resident Documents>Leasing Documents	Initial RfA: File name must be RfA Control Number + short description of document. (ex. 14547 Initial RfA).			
	Initial UA Chart:File name must be RfA Control Number + short description of document. (ex. 14547 Initial UA).			
	Initial 58: File name must be effective date of 58 + short description of document. (ex. 01/01/2026 Type 7)			
	Initial Inspection Report:File name must be RfA Control Number + short description of document. (ex. 14547 Initial Initial Inspection Report).			
	Initial HAP Contract: File name must be RfA Control Number + short description of document. (ex. 14547 Initial Hap Contract).			
	Initial Lease: File name must be RfA Control Number + short description of document. (ex. 14547 Initial Lease).			
	Initial RfA Cover Sheet:File name must be RfA Control Number + short description of document. (ex. 14547 Initial RfA Cover Sheet).			
	Initial Unit Survey: File name must be RfA Control Number + short description of document. (ex. 14547 Initial Unit Survey).			
	Initial LBP Disclosure:File name must be RfA Control Number + short description of document. (ex. 14547 Initial LBP Disclosure).			
	Initial New Contract Letter: File name must be RfA Control Number + short description of document. (ex. 14547 Initial New Contract Letter).			
Resident Documents > Transfer Voucher	Initial ITV Notice:File name must be Date Requested + short description of document. (ex. 01/15/2026 ITV Notice).			
Unit > HCV Rent Adjustment Packet	Property Management Agreements File name must be RfA Control Number + short description of document. (ex. 14547 PMA).			
	Ownership Verification: File name must be RfA Control Number + short description of document. (ex. 14547 Ownership			
	Rent Valuation. File name must be short description of document. (ex. 13401 RRVAL).			

Late Recertification Recovery Plan Procedure



Late Recertification Recovery Plan Procedure

Approved: 10/23/2026

Update: 10/23/2026

Version Created: 10/23/2026

Purpose

Timely completion of annual recertifications is critical to uninterrupted housing assistance for our residents, HUD compliance, and the overall success of our department. With forthcoming PIC and E-VMS updates, retroactive HAP funding will be limited, making it critical to process timely annuals.

This procedure outlines the tools used to track and maintain Key Performance Indicators (KPIs) for Recertification Workflows and should be reviewed in conjunction with the “Manager Training Standing Meeting and KPI” presentation.

Overview

The SharePoint WorkQueue system automatically generates both a “tickler system” and an Annuals Dashboard using Yardi data.

When Housing Assistants (HAs) process and approve an annual recertification, they should mark the corresponding WorkQueue row as “**Filed**.” Our EFP team then audits those files to ensure documentation is stored correctly for potential SEMAP audits.

If an annual appointment is completed but documents are still outstanding, the HA should mark the row as “**Missing Items**” and set a **Missing Items Due Date**. When tenants later submit documents, the front desk barcodes them. These documents are then linked to the **Validation Report List** (organized by tenant and HA) and automatically emailed daily to each respective HA desk.

As documents appear on the validation list, HAs are expected to:

- **Match** them to the correct WorkQueue row marked “Missing Items”
- Update the document status to “**Validated**”
- Update the WorkQueue status to “**Ready to Enter**” (if all items have been received)

If documents are not submitted by the due date, the **Second Missing Items letter** should be generated, and the due date should be updated accordingly.

Key Indicators to Monitor

There are three key indicators of WorkQueue health:

1. **No past-due Missing Items dates** (unless the tenant is being proposed for termination)
2. **Few or no “No Status Entered” rows**
3. **Few or no unvalidated FDI documents** on the daily Validation Report

These are critical for assessing the health of the CE pipeline. If the pipeline is not maintained, teams will struggle to meet processing goals because files are not moving toward **“Ready to Enter.”**

In combination with:

4. The number of Annuals processed (via the 58 Listing Report with PEM filter)
5. The number of unanswered or oldest voicemails/emails

...these form the **five key questions** we should be asking daily to get a true status update by desk and reinforce KPIs.

Action Required – KPIs

Daily

- Fewer than 5 “No Status Entered” is a KPI reinforced on the standing meetings daily
- Fewer than 5 “Missing Items Overdue” is a KPI reinforced on the standing meetings daily
- No unvalidated FDI documents older than one week is a KPI reinforced on the standing meetings daily
- Average of 5 Annuals Processed per workday (16 workdays per month) is a KPI reinforced on the standing meetings daily

Monthly

Reconciliation Reports are emailed monthly showing items **not marked as “Filed,”** even though Yardi indicates a later 58 Due Date (suggesting the annual was processed but not updated in the WorkQueue).

- **Please review and reconcile these entries monthly.** A training video is available [[link](#)].
- Rebalance “HCV Late Recert” spreadsheet to get month end actuals needed to adjust processing goals/ get pulse on performance

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

FOR THE YEAR ENDED MARCH 31, 2025

**WITH
REPORT OF INDEPENDENT AUDITORS**

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
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FOR THE YEAR ENDED MARCH 31, 2025**

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REPORT OF INDEPENDENT AUDITORS

To the Board of Commissioners
Housing Authority of the County of Contra Costa:

Report on the Audit of the Financial Statements***Opinions***

We have audited the accompanying financial statements of the business-type activities (primary government), and the fiduciary fund of the Housing Authority of the County of Contra Costa (the "Authority") as of and for the year ended March 31, 2025, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the reports of the other auditors, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities (primary government), and the fiduciary fund of the Authority as of March 31, 2025, and the changes in their financial position and where applicable, their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of HACCC Casa Del Rio, Inc, CDR Senior Housing Associates, Casa Del Rio Apartments, LLC, DeAnza Corporation, Inc. and DeAnza Gardens, LP (the "blended component units") which represent 35.3% of the assets, 21.9% of the net position, and 2.1% of the revenues of the Primary Government as of March 31, 2025 and for the year then ended. Those statements, which were prepared in accordance with the accounting standards issued by the Financial Accounting Standards Board, were audited by another auditor whose reports have been furnished to us. We have applied audit procedures on the conversion adjustments to the financial statements of the blended component units, to conform those financial statements to present in accordance with the accounting standards issued by the Governmental Accounting Standards Board ("GASB"). Our opinion, as it relates to the amounts included for the blended component units, prior to these conversion adjustments, are based solely on the reports of the other auditor.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The financial statements of the blended component units were not audited in accordance with *Government Auditing Standards*. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of Management for the Financial Statements (continued)

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

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

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required pension and other post employment benefit information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Other Matters (continued)

Required Supplementary Information (continued)

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The schedule of expenditures of federal awards is presented for the purpose of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and is not a required part of the financial statements. The accompanying financial data schedule is also not a required part of the financial statements and is presented for the purposes of additional analysis as required by the U.S. Department of Housing and Urban Development.

The schedule of expenditures of federal awards and financial data schedule are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

In our opinion, the schedule of expenditures of federal awards and financial data schedule are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2025 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, the Authority adopted accounting standards changes to accounting for and disclosing accrued compensated absences. Our opinion is not modified with respect to this matter.

Novogradac & Company LLP

December 4, 2025
Toms River, New Jersey

MANAGEMENT'S DISCUSSION AND ANALYSIS

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
MANAGEMENT DISCUSSION AND ANALYSIS
MARCH 31, 2025**

The management of the Housing Authority of the County of Contra Costa (the “Authority”) would like to provide the readers of the Authority’s financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended March 31, 2025.

The Management Discussion and Analysis (“MD&A”) is an element of the reporting model adopted by the Governmental Accounting Standards Board (“GASB”) in their Statement No. 34 Basic Financial Statements-and Management’s Discussion and Analysis-for State and Local Governments issued in June 1999. Certain comparative information between the current year and the prior year is required to be presented in the MD&A.

FINANCIAL HIGHLIGHTS

- Net position increased by \$1,178,589 (or 4%) during 2025 (see Table 1). This was a result of a \$512,677 loss from operations, which was offset by a \$1,691,266 increase in net position from non-operating activities.
- Unrestricted net position increased by \$94,088 (or 1%) during 2025 (see Table 1). This was a result of (\$150,123) from normal operations offset by \$244,211 in actuarial changes to pension and OPEB liabilities.
- Total revenue increased by \$19.8 million (or 8.4%) as a result of current year activities (see Table 3).
- Total expense increased \$17.4 million (or 7.5%) as a result of current year activities (see Table 3).

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Authority’s basic financial statements. The Authority’s basic financial statements are comprised of three parts as follows: (1) **Fund Financial Statements**, (2) **Notes to the Basic Financial Statements**, and (3) **Supplementary Information**.

FUND FINANCIAL STATEMENTS

The Fund Financial Statements presentation is similar to the traditional government financial statements. The statements are the Statement of Net Position, the Statement of Revenue, Expenses, and Changes in Net Position, and the Statement of Cash Flows. The focus is now on Major Funds, rather than fund types. The Authority’s funds consist exclusively of Enterprise Funds. Enterprise funds utilize the full accrual basis of accounting. The Enterprise method of accounting is similar to accounting utilized by the private sector.

Many of the funds administered by the Authority are provided by the Department of Housing and Urban Development. Others are segregated to enhance accountability and control. GASB’s 34 and 37 require individual enterprise funds to be reported as major funds if total assets, liabilities, revenue, or expenses of that individual fund exceed 10% of the corresponding element total of the Authority as a whole. In the past, the Authority reported four major funds and an aggregate column for non-major funds. Beginning April 1, 2006, the Authority reported all of its activities in one major fund titled “Housing”. The Authority’s mission is to provide affordable housing within the County of Contra Costa, regardless of grant or program. Therefore, we believe that reporting all activity in one fund is consistent with this mission and simpler for the readers of the Authority’s report. For a description of the Authority’s reporting entities, grants and programs, see Note 1 to the basic financial statements.

Also included in the basic financial statements are:

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
MANAGEMENT DISCUSSION AND ANALYSIS
MARCH 31, 2025**

(Continued)

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the fund financial statements.

Supplementary Information. Certain information is required to be included in this report by various federal agencies. This information is included after the notes to the financial statements under the title supplementary information.

**TABLE 1
COMPARATIVE STATEMENT OF NET POSITION**

The following table reflects the condensed Statement of Net Position, for the primary government, compared to prior year. The Authority is engaged only in Business-Type Activities.

	<u>2025</u>	<u>2024</u>	<u>Total Change</u>	<u>% Change</u>
Current assets	\$ 29,308,086	\$ 28,827,678	\$ 480,408	2%
Restricted assets	4,368,584	22,434,817	(18,066,233)	-81%
Capital assets	33,018,041	32,363,493	654,548	2%
Noncurrent assets	630,989	617,015	13,974	2%
Total assets	<u>67,325,700</u>	<u>84,243,003</u>	<u>(16,917,303)</u>	-20%
Deferred outflows of resources	5,139,935	9,009,172	(3,869,237)	-43%
Total assets	<u>\$ 72,465,635</u>	<u>\$ 93,252,175</u>	<u>\$ (20,786,540)</u>	-22%
Current liabilities	\$ 7,705,048	\$ 8,165,500	\$ (460,452)	-6%
Noncurrent liabilities	31,714,479	37,218,499	(5,504,020)	-15%
Total liabilities	<u>39,419,527</u>	<u>45,383,999</u>	<u>(5,964,472)</u>	-13%
Total liabilities	39,419,527	45,383,999	(5,964,472)	-13%
Deferred inflows of resources	2,192,590	17,191,044	(14,998,454)	-87%
Net investment in capital assets	17,577,606	16,500,152	1,077,454	7%
Restricted	3,254,514	3,247,467	7,047	0%
Unrestricted - Operations	21,908,203	22,058,326	(150,123)	-1%
Unrestricted - Pension	(2,834,589)	(2,386,666)	(447,923)	19%
Unrestricted - OPEB	(9,052,216)	(9,744,350)	692,134	-7%
Total net position	<u>30,853,518</u>	<u>29,674,929</u>	<u>1,178,589</u>	4%
Total liabilities and net position	<u>\$ 72,465,635</u>	<u>\$ 92,249,972</u>	<u>\$ (19,784,337)</u>	-21%

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
MANAGEMENT DISCUSSION AND ANALYSIS
MARCH 31, 2025**

(Continued)

Major Factors Affecting the Statement of Net Position

Restricted assets and deferred inflows of resources have decreased, primarily due to the Department of Housing and Urban Development providing advanced funding for April 2024 Housing Assistance Payments as of FYE 3/31/24, but not doing so during FYE 3/31/25.

Table 2 below presents details on the change in Unrestricted Net Position.

**TABLE 2
CHANGE OF UNRESTRICTED NET POSITION BY PROGRAM**

Program Area	Beginning Balance 04/01/2024	Change of Unrestricted Net Position	Ending Balance 03/31/2025
Housing Choice Voucher Program:			
Unrestricted: Operations	\$ 9,944,308	\$ (807,142)	\$ 9,137,166
Pension	(1,097,909)	(351,302)	\$ (1,449,211)
OPEB	(4,482,580)	(145,453)	\$ (4,628,033)
	<u>4,363,819</u>	<u>(1,303,897)</u>	<u>3,059,922</u>
Public Housing (including Capital Fund):			
Unrestricted: Operations	2,817,061	395,352	\$ 3,212,413
Pension	(769,617)	(65,037)	\$ (834,654)
OPEB	(3,142,217)	476,755	\$ (2,665,462)
	<u>(1,094,773)</u>	<u>807,070</u>	<u>(287,703)</u>
Central Office Cost Center:			
Unrestricted: Operations	3,200,946	604,819	\$ 3,805,765
Pension	(489,727)	(60,995)	\$ (550,722)
OPEB	(1,999,474)	240,752	\$ (1,758,722)
	<u>711,745</u>	<u>784,576</u>	<u>1,496,321</u>
Blended Component Units:			
Unrestricted: Operations	<u>1,182,618</u>	<u>(395,694)</u>	<u>\$ 786,924</u>
	<u>1,182,618</u>	<u>(395,694)</u>	<u>786,924</u>
Mainstream Vouchers:			
Unrestricted: Operations	<u>221,585</u>	<u>(13,951)</u>	<u>\$ 207,634</u>
	<u>221,585</u>	<u>(13,951)</u>	<u>207,634</u>
Emergency Vouchers:			
Unrestricted: Operations	<u>159,347</u>	<u>32,254</u>	<u>\$ 191,601</u>
	<u>159,347</u>	<u>32,254</u>	<u>191,601</u>
Other State and Local:			
Unrestricted: Operations	4,532,461	34,239	\$ 4,566,700
Pension	(29,413)	29,411	\$ (2)
OPEB	(120,079)	120,080	\$ 1
	<u>4,382,969</u>	<u>183,730</u>	<u>4,566,699</u>
Authority-wide:			
Unrestricted: Operations	22,058,326	(150,123)	\$ 21,908,203
Pension	(2,386,666)	(447,923)	\$ (2,834,589)
OPEB	(9,744,350)	692,134	\$ (9,052,216)
Authority totals	<u>9,927,310</u>	<u>94,088</u>	<u>10,021,398</u>

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
MANAGEMENT DISCUSSION AND ANALYSIS
MARCH 31, 2025**

(Continued)

**TABLE 3
COMPARATIVE STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

The following schedule compares the revenues and expenses for the current and previous fiscal year. The Authority is engaged only in Business-Type Activities.

	<u>2025</u>	<u>2024</u>	<u>Total Change</u>	<u>% Change</u>
Tenant revenue	\$ 7,565,050	\$ 7,234,001	\$ 331,049	5%
HUD operating grants	240,201,850	222,093,475	18,108,375	8%
Other operating revenues	<u>3,794,818</u>	<u>3,120,771</u>	<u>674,047</u>	22%
Total operating revenues	<u>251,561,718</u>	<u>232,448,247</u>	<u>19,113,471</u>	8%
Administration	18,259,713	16,475,808	1,783,905	11%
Tenant services	844,006	864,282	(20,276)	-2%
Utilities	3,629,208	3,225,288	403,920	13%
Maintenance	6,900,584	6,415,094	485,490	8%
Protective services	1,065,882	785,758	280,124	36%
Insurance	1,358,088	1,206,179	151,909	13%
General expense	1,786,756	1,788,180	(1,424)	0%
Housing assistance payments	214,562,948	199,710,358	14,852,590	7%
Depreciation	<u>2,637,201</u>	<u>2,509,580</u>	<u>127,621</u>	5%
Total operating expenses	<u>251,044,386</u>	<u>232,980,527</u>	<u>18,063,859</u>	8%
Investment income	284,020	211,466	72,554	34%
Interest expense	(977,489)	(615,924)	(361,565)	59%
Other non-operating	<u>(336,540)</u>	<u>(13,002)</u>	<u>(323,538)</u>	2488%
Net non-operating expenses	-1,030,009	-417,460	-612,549	147%
Loss before capital grants	(512,677)	(949,740)	437,063	-46%
Capital	2,519,450	1,949,760	569,690	29%
Equity transfer to primary government	<u>-828,184</u>	<u>8,028,389</u>	<u>(8,856,573)</u>	100%
Change in net position	1,178,589	9,028,409	(7,849,820)	-87%
Beginning net position	29,674,929	20,646,520	9,028,409	44%
Ending net position	<u>\$ 30,853,518</u>	<u>\$ 29,674,929</u>	<u>\$ 1,178,589</u>	4%

Major Factors Affecting the Statement of Revenue, Expenses and Changes in Net Position

The major factors affecting revenue and expense are the expansion of the Section 8 Housing Choice Vouchers Program by \$15.5 million (Housing Assistance Payments have increased accordingly). Additionally, there was an increase in Public and Indian Housing and Public Housing Capital Fund grant income in the amounts of \$2.4 million and \$3.37 million, respectively.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
MANAGEMENT DISCUSSION AND ANALYSIS
MARCH 31, 2025**

(Continued)

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

As of year-end, the Authority had \$33 million invested in capital assets, see also Note 6 to the basic financial statements.

**TABLE 4
CAPITAL ASSETS**

	<u>March 31, 2025</u>	<u>March 31, 2024</u>	<u>Change</u>
Land	\$ 5,021,975	\$ 5,068,259	\$ (46,284)
Buildings	132,935,601	142,915,847	(9,980,246)
Equipment	5,148,589	4,732,533	416,056
Accumulated depreciation	(111,755,434)	(121,620,534)	9,865,100
Construction in progress	<u>1,667,310</u>	<u>1,267,388</u>	<u>399,922</u>
Total	<u>\$ 33,018,041</u>	<u>\$ 32,363,493</u>	<u>\$ 654,548</u>

The following reconciliation summarizes the change in Capital Assets.

**TABLE 5
CHANGE IN CAPITAL ASSETS**

	<u>March 31, 2025</u>	<u>March 31, 2024</u>
Capital assets – beginning of year	\$ 32,363,493	\$ 13,609,580
Dispositions:		
Land	(46,285)	
Buildings	(12,621,186)	
Equipment		(83,976)
Depreciation	12,502,301	
Transfers:		
De Anza Housing Corporation		17,442,149
Additions:		
Land	-	520,000
Building improvements	557,021	808,225
Construction in progress	2,483,842	1,875,773
Equipment	416,056	617,346
Depreciation	<u>(2,637,201)</u>	<u>(2,425,604)</u>
Capital assets – end of year	<u>\$ 33,018,041</u>	<u>\$ 32,363,493</u>

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
MANAGEMENT DISCUSSION AND ANALYSIS
MARCH 31, 2025**

(Continued)

Notes Payable Outstanding

As of year-end, the Authority had \$15,440,435 of notes payable outstanding. For further details, see Note 10 to the basic financial statements.

ECONOMIC FACTORS

The Authority is primarily dependent upon HUD for funding operations; therefore, the Authority is affected more by the federal budget than by state or local economic conditions. The Authority's budgets and subsidy funding requests are approved by HUD.

FINANCIAL CONTACT

The individual to be contacted regarding this report, and the reports of the Authority's component units, is the Director of Finance of the Housing Authority of the County of Contra Costa, at (925) 957-8027. Specific requests may be submitted to the Director of Finance, Housing Authority of the County of Contra Costa, P.O. Box 2759, 3133 Estudillo Street, Martinez, CA 94553.

FINANCIAL STATEMENTS

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
STATEMENT OF NET POSITION
AS OF MARCH 31, 2025**

ASSETS

	<u>Primary Government</u>
Current assets:	
Cash and cash equivalents	\$ 20,406,668
Tenant security deposits	87,489
Investments	3,521,475
Accounts receivable, net	4,483,009
Notes receivable, current	1,418
Accrued interest receivable, current	31,332
Prepaid expenses	<u>776,695</u>
Total current assets	<u>29,308,086</u>
Non-current assets:	
Restricted cash	4,368,584
Notes receivable, non-current	334,374
Accrued interest receivable, non-current	169,712
Other assets	126,903
Capital assets, net	<u>33,018,041</u>
Total non-current assets	<u>38,017,614</u>
Total assets	<u>67,325,700</u>

DEFERRED OUTFLOWS OF RESOURCES

Pension plan	4,501,203
OPEB plan	<u>638,732</u>
Total deferred outflows of resources	<u>5,139,935</u>
Total assets and deferred outflows of resources	<u>\$ 72,465,635</u>

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
STATEMENT OF NET POSITION (continued)
AS OF MARCH 31, 2025**

LIABILITIES

	Primary Government
Current liabilities:	
Accounts payable	\$ 1,002,519
Accrued expenses	2,238,213
Tenant security deposits	610,171
Unearned revenue	870,621
Accrued compensated absences, current	702,445
Loans payable, current	752,085
Accrued interest payable	78,787
Other current liabilities	1,450,207
Total current liabilities	7,705,048
Non-current liabilities:	
Accrued compensated absences, non-current	1,227,937
Accrued OPEB liability	7,827,745
Accrued Pension liability	7,006,405
Loans payable, non-current	14,688,350
Other non-current liabilities	964,042
Total non-current liabilities	31,714,479
Total liabilities	39,419,527

DEFERRED INFLOWS OF RESOURCES

Pension plan	329,387
OPEB plan	1,863,203
Total deferred inflows of resources	2,192,590

NET POSITION

Net position:	
Net investment in capital assets	17,577,606
Restricted	3,254,514
Unrestricted	10,021,398
Total net position	30,853,518
Total liabilities, deferred inflows of resources and net position	\$ 72,465,635

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
FOR THE YEAR ENDED MARCH 31, 2025**

	<u>Primary Government</u>
Operating revenues:	
Tenant revenue	\$ 7,565,050
HUD operating grants	240,201,850
Other government grants	44,000
Fraud recovery revenue	3,240
Other revenues	<u>3,747,578</u>
Total operating revenues	<u>251,561,718</u>
Operating expenses:	
Administrative	18,259,713
Tenant services	844,006
Utilities	3,629,208
Ordinary repairs and maintenance	6,900,584
Protective services	1,065,882
Insurance	1,358,088
General expenses	1,786,756
Housing assistance payments	214,562,948
Depreciation	<u>2,637,201</u>
Total operating expenses	<u>251,044,386</u>
Operating income	<u>517,332</u>
Non-operating revenues (expenses):	
Investment income	284,020
Interest expense	(977,489)
Loss on sale of fixed assets	<u>(336,540)</u>
Net non-operating expenses	<u>(1,030,009)</u>
Loss before capital grants	(512,677)
Capital grants	<u>2,519,450</u>
Change in net position	2,006,773
Net position, beginning of year (as originally reported)	29,674,929
Prior period adjustment - adoption of GASB 101	<u>(828,184)</u>
Net position, beginning of year (as restated)	<u>28,846,745</u>
Net position, end of year	<u>\$ 30,853,518</u>

See accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2025**

	<u>Primary Government</u>
Cash Flows from Operating Activities:	
Cash received from tenants and others	\$ 10,524,100
Cash received from grantors	223,344,090
Cash paid to employees	(8,539,548)
Cash paid to vendors and suppliers	<u>(239,599,982)</u>
Net cash used in operating activities	<u>(14,271,340)</u>
Cash Flows from Capital and Related Financing Activities:	
Principal payments on notes	(476,322)
Interest paid on loans	(1,272,340)
Proceeds from capital grants	2,519,450
Purchase of capital assets	<u>(3,456,919)</u>
Net cash used in capital and related financing activities	<u>(2,686,131)</u>
Cash Flows from Investing Activities:	
Investment income	22,700
Collection of notes receivable	<u>(43,028)</u>
Net cash used in investing activities	<u>(20,328)</u>
Net decrease in cash, cash equivalents, and restricted cash	(16,977,799)
Cash, cash equivalents, and restricted cash, beginning of year	<u>41,840,540</u>
Cash, cash equivalents, and restricted cash, end of year	<u>\$ 24,862,741</u>
Reconciliation of cash, cash equivalents, and restricted cash to the Statement of Net Position is as follows:	
Cash and cash equivalents	\$ 20,406,668
Tenant security deposits	87,489
Restricted cash	<u>4,368,584</u>
Cash, cash equivalents, and restricted cash	<u>\$ 24,862,741</u>

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
STATEMENT OF CASH FLOWS (continued)
FOR THE YEAR ENDED MARCH 31, 2025**

	Primary Government
Reconciliation of operating income to net cash used in operating activities:	
Operating income	\$ 517,332
Adjustments to reconcile operating income to net cash used in operating activities:	
Depreciation	2,637,201
Bad debt expense	255,588
Changes in operating assets, deferred outflows of resources, liabilities, and deferred inflows of resources:	
Accounts receivable, net	(351,754)
Prepaid expenses	(75,328)
Other assets	(67,888)
Deferred outflows of resources	3,869,237
Accounts payable	(1,044,490)
Accrued expenses	174,733
Tenant security deposits liability	24,348
Unearned revenue	(827,051)
Accrued compensated absences	373,090
Other liabilities	995,207
Accrued pension liability	(2,798,987)
Accrued OPEB liability	(2,328,346)
Other liabilities - noncurrent	(625,778)
Deferred inflows of resources	<u>(14,998,454)</u>
Net cash used in operating activities	<u>\$ (14,271,340)</u>

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
STATEMENT OF FIDUCIARY NET POSITION
AS OF MARCH 31, 2025**

	<u>Other Post- Employment Benefit Trust Fund</u>
ASSETS	
Cash and investments:	
Restricted cash and investments with fiscal agent	\$ <u>4,190,803</u>
Total assets	\$ <u><u>4,190,803</u></u>
NET POSITION	
Net position:	
Restricted for retiree benefits	\$ <u>4,190,803</u>
Total net position	\$ <u><u>4,190,803</u></u>

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FOR THE YEAR ENDED MARCH 31, 2025**

	<u>Other Post- Employment Benefit Trust Fund</u>
Additions:	
Contributions to fund	\$ 922,671
Gain on investments	<u>263,522</u>
Total additions	<u>1,186,193</u>
Deductions:	
Service fees and administrative expenses	<u>22,497</u>
Change in net position	1,163,696
Net position, beginning of year	<u>3,027,107</u>
Net position, end of year	<u>\$ 4,190,803</u>

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The Housing Authority of the County of Contra Costa (the "Authority") is a governmental, public corporation created under federal and state housing laws for the purpose of engaging in the development, acquisition and administrative activities of the low-income housing program and other programs with similar objectives for low and moderate income families residing in the county of Contra Costa (the "County"). The Authority is responsible for operating certain affordable housing programs in the County under programs administered by the U.S. Department of Housing and Urban Development ("HUD"). These programs provide housing for eligible families under the United States Housing Act of 1937, as amended.

The Authority is governed by a board of commissioners which is essentially autonomous, but is responsible to HUD. An Executive Director is appointed by the Authority's board of commissioners to manage the day-to-day operations of the Authority.

B. Basis of Accounting / Financial Statement Presentation

The Authority's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP"). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

The programs of the Authority are organized as separate accounting entities. Each program is accounted for by a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position (program equity), revenues, and expenses. The individual programs account for the governmental resources allocated to them for the purpose of carrying on specific programs in accordance with laws, regulations, or other restrictions, including those imposed by HUD. The programs of the Authority are combined and considered an enterprise fund. An enterprise fund is used to account for activities that are operated in a manner similar to those found in the private sector.

The Authority's enterprise fund is accounted for using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, and losses from assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

The Authority's financial statements are prepared in accordance with GASB 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, as amended ("GASB 34"). GASB 34 requires the basic financial statements to be prepared using the economic resources measurement focus and the accrual basis of accounting and requires the presentation of a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Net Position and Statement of Cash Flows. GASB 34 also requires the Authority to include Management's Discussion and Analysis as part of the Required Supplementary Information.

The Authority's primary source of non-exchange revenue relates to grants and subsidies. In accordance with GASB 33, *Accounting and Financial Reporting for Non-exchange Transactions* ("GASB 33"), grant and subsidy revenue are recognized at the time eligible program expenditures occur and/or the Authority has complied with the grant and subsidy requirements.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Basis of Accounting / Financial Statement Presentation (continued)

On January 30, 2008, HUD issued PIH Notice 2008-9 which requires that unused housing assistance payments ("HAP") under proprietary fund reporting should be reported as restricted net position, with the associated cash and investments also being reported as restricted. Any unused administrative fees should be reported as unrestricted net position, with the associated assets being reported on the financial data schedule as unrestricted.

Both administrative fee and HAP revenue continue to be recognized under the guidelines set forth in GASB 33. Accordingly, both the time and purpose restrictions as defined by GASB 33 are met when these funds are available and measurable, not when these funds are expended. The Section 8 Housing Choice Vouchers program is no longer a cost reimbursement grant; therefore, the Authority recognizes unspent administrative fee and HAP revenue in the reporting period as revenue for financial statement reporting.

In accordance with 2 CFR 200.305(b)(9), any investment income earned up to \$500 on these funds may be retained by the Authority. Amounts in excess of \$500 must be remitted annually to the Department of Health and Human Services, Payment Management System.

Effective April 1, 2024, the Authority adopted GASB 101, Compensated Absences ("GASB 101"). GASB 101 establishes a more unified model for recognizing and measuring compensated absences, leading to more consistent and comparable financial reporting among government organizations. Key changes resulting from GASB 101 include updating the recognition and measurement of the liability, streamlining the approach and reporting process for consistency, and enhancing disclosures related to the leave types, measurement methods, and key assumptions. Necessary adjustments are recognized through a cumulative effect adjustment.

As a result of the adoption of GASB 101, on April 1, 2024, an additional liability related to accrued compensated absences in the amount of \$828,184 was recognized. The difference due to the additional accrued compensated absences was recorded as a decrease to unrestricted net position.

C. Reporting Entity

In accordance with GASB 61, *The Financial Reporting Entity Omnibus - An Amendment of GASB Statement No. 14 and No. 34*, the Authority's basic financial statements include those of the Authority and any component units. Component units are legally separate organizations whose majority of officials are appointed by the primary government or the organization is fiscally dependent on the primary government and there is a potential for those organizations either to provide specific financial benefits to, or impose specific financial burdens on, the primary government. An organization has a financial benefit or burden relationship with the primary government if any one of the following conditions exist:

1. The primary government (Authority) is legally entitled to or can otherwise access the organization's resources.
2. The primary government is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization.
3. The primary government is obligated in some manner for the debt of the organization.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Reporting Entity (continued)

Component units are reported as part of the reporting entity under either the blended or discrete method of presentation. Blending involves merging the component unit data with the primary government. The discrete method presents the financial statements of the component unit outside the basic financial statement totals of the primary government. The blending method is utilized when the board of the component unit is substantially the same as that of the primary government or when the component unit serves the primary government exclusively or almost exclusively.

Based upon the application of these criteria, this report includes the following blended component units:

HACCC Casa Del Rio, Inc, CDR Senior Housing Associates, and Casa Del Rio Apartments, LLC
HACCC Casa Del Rio, Inc ("HACCC") was formed as a non-profit corporation under the laws of the State of California. CDR Senior Housing Associates ("CDR") was formed as a limited partnership under the laws of the State of California, and is included in the consolidated financial statements of HACCC . HACCC is the general partner of CDR. The officers and Board members of HACCC are employees of the Authority. The partnership was formed in 1994 to develop and operate an 82-unit affordable housing rental complex located in Antioch, California, which is currently known as Casa Del Rio Senior Housing.

CDR was placed into service in 1995. Pursuant to the Indemnification Agreement dated July 1, 1994, by and among the Authority, HACCC, CDR, and MHIFED I Limited Partnership, the Authority could possibly be liable for unpaid taxes, interest and penalties, cost to contest, operating deficiency and expenses of enforcement as identified in the Agreement and for a sponsor's operating guaranty to provide sufficient staff or equipment to the general partner, as needed and remedies against sponsor for default under the Amended HCD Agreement. CDR participates in the low-income housing tax credit program under Section 42 of the Internal Revenue Code. Various agreements dictate the maximum income levels of new tenants and also provide rent restrictions through 2054.

Casa Del Rio Apartments, LLC ("CDRLLC") was formed to replace the limited partner, Boston Capital, of the Casa Del Rio Partnership. CDRLLC is controlled by HACCC as the sole member. The officers and Board members of HACCC will direct CDRLLC.

DeAnza Housing Corporation (the "Corporation")

The Corporation was formed as a non-profit corporations under the laws of the State of California. The officers and Board members of the Corporation are Authority employees appointed by the Executive Director. The Corporation has been designated as the managing general partner of DeAnza Gardens L.P.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Reporting Entity (continued)

DeAnza Gardens, L.P. ("DeAnza")

DeAnza was formed as a limited partnership under the State of California on December 10, 2001 for the purpose of acquisition, ownership, maintenance, and operation of 180 multi-family affordable rental housing complex located in Contra Costa County. The project was built on land owned by and leased from the Authority. Under the terms of the lease, title to the improvements reverts to the lesser at the end of the 75-year lease. The Project qualifies for low-income housing tax credits under Section 42 of the Internal Revenue Service Code. Such projects are regulated under terms of a Regulatory Agreement, including rent charges, operating methods and other matters. DeAnza is included in the consolidated financial statements of the Corporation.

Effective December 31, 2021, DeAnza's special limited partner and investment limited partner interests were assigned to the Authority. Effective January 1, 2022, the general partner interest was assigned by the Authority to the Corporation. DeAnza was dissolved after the sale of the project in September 2023.

CDR, CDRLLC, the Corporation and DeAnza are included in the consolidated financial statements of HACCC. Copies of the audited financial statements of the blended component units, which are presented on a December 31, fiscal year end, may be obtained from the Housing Authority of the County of Contra Costa, 3133 Estudillo Street, P.O. Box 2759, Martinez, California 94553.

The Authority reports a fiduciary trust fund for its Other Post Employment Benefit ("OPEB") trust. The trust fund accounts for the assets that are held in trust by the Authority for the beneficiaries of the OPEB plan.

D. Description of Programs

The Authority maintains its accounting records by program. A summary of the significant properties and programs operated by the Authority is as follows:

Public and Indian Housing Program

The Public and Indian Housing Program is designed to provide low-cost housing. Under this program, HUD provides funding via an annual contributions contract. These funds, combined with the rental income received from tenants, are available solely to meet the operating expenses of the program.

Public Housing Capital Fund Program

The purpose of the Public Housing Capital Fund Program is to provide another source of funding to cover the cost of physical and management improvements and rehabilitation on existing low-income housing and improving the central office facilities. Funding for this program is provided by grants from HUD.

Section 8 Housing Choice Vouchers

The Authority administers a program of rental assistance payments to private owners on behalf of eligible low-income families under Section 8 of the Housing and Urban Development Act of 1974. The program provides payments covering the difference between the maximum rent on a dwelling unit, as approved by HUD, and the amount of rent contribution by a participating family.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Description of Programs (continued)

Community Development Block Grant ("CDBG")

The primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate income.

Family Self-Sufficiency Program

The purpose of the Family Self-Sufficiency Program is to promote the development of local strategies to coordinate the use of assistance under the Section 8 Housing Choice Vouchers and Public and Indian Housing programs with public and private resources to enable participating families to increase earned income and financial literacy, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

FSS Forfeiture Program

During the year ended March 31, 2025, the Authority was awarded FSS forfeiture funding as part of the FSS Program. These funds are to be used to support participants in good standing, to train FSS program coordinators, or for other eligible activities.

State and Local Programs

Periodically, the Authority administers various grants from the State of California and/or the County of Contra Costa. These activities as well as the Authority's internal service funds are reported in this fund.

Continuum of Care Program

Continuum of Care program is a program designed to provide housing and supportive services for homeless persons, (primarily those with serious mental illness, chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome (AIDS) or related diseases) and their families who are living in places not intended for human habitation or in emergency shelters.

Central Office Cost Center

The Central Office Cost Center ("COCC") is mandated by HUD to account for "centralized" services and functions necessary to the Authority's operations. Funding for the COCC is in the form of fees charged to other Authority programs and activities as well as to affiliate entities. The fees charged include those specified by HUD as management fees, bookkeeping fees, asset management fees and other fees for service. HUD regulates which and how fees may be charged to HUD programs.

Rental Rehabilitation Program ("RRP")

The Authority operates a program that assists rental property owners with rehabilitation of housing units to help assure a supply of affordable rental apartments and homes for its Section 8 Housing Choice Voucher users and other low-income households. Technical assistance in determining repairs is provided by Authority staff and below-market-rate loans are made to cover part of rehabilitation costs. Funds from this program are to supplement the CDBG for loans or administration.

Emergency Housing Vouchers

The purpose of Emergency Housing Vouchers is to assist individuals and families who are experiencing homelessness; at risk of experiencing homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Description of Programs (continued)

Mainstream Vouchers

The purpose of the Mainstream Vouchers Program is to aid non-elderly persons with disabilities in obtaining decent, safe, and sanitary housing.

E. Use of Management Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include the allowance for doubtful accounts, accrued expenses and other liabilities, depreciable lives of properties and equipment and contingencies. Actual results could differ significantly from these estimates.

F. Cash and Cash Equivalents

HUD requires housing authorities to invest excess funds in obligations of the United States, Certificates of Deposit or any other federally insured investment. HUD also requires that deposits be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Pursuant to HUD restrictions, obligations of the United States are allowed as security for deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority.

For the Statement of Cash Flows, cash and cash equivalents include all cash balances and highly liquid investments with a maturity of three months or less at time of purchase. It is the Authority's policy to maintain collateralization in accordance with HUD requirements.

G. Investments

Investments consist of certificates of deposit and are valued at their cost which approximates their market value in accordance with GASB 40, *Deposit and Investment Risk Disclosures - An Amendment of GASB No. 3*.

H. Accounts Receivable, Net

Rents are due from tenants on the first day of each month. As a result, tenants receivable balances primarily consist of rents past due and due from vacated tenants. An allowance for doubtful accounts is established to provide for accounts which may not be collected in the future for any reason. Collection losses on accounts receivable are charged against the allowance for doubtful accounts. Also, included in accounts receivable are those amounts that tenants owe the Authority for retroactive rent as payment for committing fraud or misrepresentation. The Authority recognizes a receivable from HUD and other governmental agencies for amounts earned and billed but not received and for amounts unbilled, but earned as of year-end.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Allowance for Doubtful Accounts

The Authority periodically reviews all accounts receivable to determine the amount, if any, that may be uncollectable. If it is determined that an account or accounts may be uncollectable, the Authority prepares an analysis of such accounts and records an appropriate allowance against such amounts.

J. Notes Receivable

The Authority has utilized funds in accordance with HUD guidelines to assist in the construction and redevelopment of numerous affordable housing developments through the issuance of mortgage notes. When preparing financial statements in accordance with GAAP, management is required to make estimates as to the collectability of such mortgage notes. When estimating collectability, management analyzes the value of the underlying mortgaged property, the property's ability to generate positive cash flow, and current economic trends and conditions.

K. Prepaid Expenses

Prepaid expenses represent amounts paid as of year-end that will benefit future operations.

L. Capital Assets, Net

Capital assets are stated at cost. Expenditures for repairs and maintenance are charged directly to expense as they are incurred. Expenditures determined to represent additions or betterments are capitalized. Upon the sale or retirement of fixed assets, the cost and related accumulated depreciation are eliminated from the accounts and any related gain or loss is reflected in the Statement of Revenues, Expenses and Changes in Net Position.

Depreciation is calculated using the straight-line method based on the estimated useful lives of the following asset groups:

- Buildings and Improvements 27.5 - 30 years
- Furniture and Equipment 3 - 10 years

The Authority has established a capitalization threshold of \$5,000.

M. Impairment of Long Lived Assets

The Authority evaluates events or changes in circumstances affecting long-lived assets to determine whether an impairment of its assets has occurred. If the Authority determines that a capital asset is impaired, and that impairment is significant and other-than-temporary, then an impairment loss will be recorded in the Authority's financial statements. During the year ended March 31, 2025 there were no impairment losses incurred.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

N. Inter-program Receivables and Payables

Inter-program receivables and payables are all classified as either current assets or current liabilities, and are the result of the use of a concentrated account depository as the common paymaster for most of the programs of the Authority. Cash settlements are made monthly. All inter-program balances are reconciled, and inter-program receivables and payables balances net to zero. In accordance with GASB 34, inter-program receivables and payables are eliminated for financial statement purposes. Detail balances by program are found in the Financial Data Schedule of this report.

O. Accounts Payable and Accrued Liabilities

The Authority recognizes a liability for goods and services received but not paid for as of year-end. The Authority recognizes a liability for wages and fringe benefits related to services performed at year-end but not yet paid to employees or taxing authorities.

P. Unearned Revenue

The Authority's unearned revenue primarily consist of the prepayment of rent by residents and the receipt of HUD and other grant funding applicable to future periods prior to incurring the corresponding expense.

Q. Compensated Absences

Compensated absences are those absences for which employees will be paid in accordance with the Authority's Personnel Policy. A liability for compensated absences that is attributable to services already rendered and that are not contingent on a specific event that is outside the control of the Authority and its employees, is accrued as employees earn the rights to the benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the Authority and its employees are accounted for in the period in which such services are rendered or in which such event take place.

R. Deferred Outflows and Inflows of Resources

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources until that time.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

S. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Contra Costa County Employees' Retirement Association ("CCCERA") and additions to/deductions from CCCERA's fiduciary net position have been determined on the same basis as they are reported by CCCERA. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

T. Other Post Employment Benefits

For purposes of measuring the net OPEB liability, OPEB expense, and information about the net position of the Authority's single employer defined benefit plan (the "plan") and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the actuarial report. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

U. Net Position Classifications

Net position is classified in three components:

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

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

Unrestricted net position - All other resources that do not meet the definition of "restricted" or "net investment in capital assets."

V. Use of Restricted Assets

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

W. Operating Revenues and Expenses

The Authority defines its operating revenues as income derived from charges to residents and others for services provided as well as government subsidies and grants used for operating purposes. The Authority receives annual operating subsidies from HUD, subject to limitations prescribed by HUD. Operating subsidies from HUD are recorded when received and are accounted for as revenue. Operating expenses are costs incurred in the operation of the program. The Authority classifies all other revenues and expenses as non-operating.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

X. Regulated Leases

The Authority is a lessor of residential dwelling units under regulated leases as defined by GASB 87 and as such recognizes rental revenue in accordance with the terms of the lease contract. The leases which are twelve months in length are regulated by HUD as to rent, unit size, household composition and tenant income. For the year ended March 31, 2025, rental revenue earned by the Authority under the aforementioned leases totaled \$7,495,358 for the primary government.

Y. Economic Dependency

The Section 8 Housing Choice Vouchers, Mainstream Vouchers, Emergency Housing Vouchers and Public and Indian Housing Programs of the Authority are economically dependent on grants from HUD. The programs operates at a loss prior to receiving the grants.

Z. Taxes

The Authority is a unit of local government under California law and is exempt from real estate, sales and income taxes. However, the Authority will pay a payment in lieu of taxes to cover municipal services provided by the local government for certain properties owned throughout the County.

AA. Fair Value

The carrying amount of the Authority's financial instruments including cash and cash equivalents, accounts receivable, notes receivable and certain investments closely approximates their fair value.

BB. Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Significant losses are covered by commercial insurance for all major programs and there have been no significant reductions in insurance coverage. Claims expenditures and liabilities are reported when it is probable that a loss has occurred, the amount of the loss can be reasonably estimated, and said amount exceeds insurance coverage. Settlement amounts have not exceeded insurance coverage for the last three years.

NOTE 2. CASH, CASH EQUIVALENTS, AND RESTRICTED CASH

As of March 31, 2025, the Authority had funds on deposit in checking, savings, and money market accounts. The carrying amount of the primary government's cash and cash equivalents (including restricted cash) was \$24,862,741, and the bank balances of the primary government approximated \$25,617,452. The carrying amount of the fiduciary fund's cash and cash equivalents (including restricted cash) was \$4,190,803, and the bank balances of the fiduciary fund approximated \$4,190,803.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 2. CASH, CASH EQUIVALENTS, AND RESTRICTED CASH (continued)

<u>Cash Category</u>	<u>Primary Government</u>	<u>Other Post- Employment Benefit Trust Fund</u>	<u>Total Reporting Entity (Memorandum Only)</u>
Unrestricted	\$ 20,406,668	\$ -	\$ 20,406,668
Tenant security deposits	87,489	-	87,489
Restricted	<u>4,368,584</u>	<u>4,190,803</u>	<u>8,559,387</u>
Total cash, cash equivalents, and restricted cash	<u>\$ 24,862,741</u>	<u>\$ 4,190,803</u>	<u>\$ 29,053,544</u>

Of the bank balances of the primary government, \$337,627 was covered by federal depository insurance and the remaining \$25,279,825 was collateralized with the pledging financial institutions as of March 31, 2025. Of the bank balances of the fiduciary fund, \$250,000 was covered by federal depository insurance and the remaining \$3,940,803 was collateralized with the pledging financial institutions as of March 31, 2025.

Custodial credit risk is the risk that, in the event of a bank failure, the government's deposits may not be returned to it. The Authority does not have a formal policy for custodial credit risk. As of March 31, 2025, the Authority's bank balances were not exposed to custodial credit risk.

NOTE 3. INVESTMENTS

Cash and investments for the primary government as of March 31, 2025 are classified as follows:

<u>Description</u>	<u>Amount</u>
Unrestricted cash	\$ 20,406,668
Restricted deposits	4,456,073
Investments	<u>3,521,475</u>
Total cash and investments	<u>\$ 28,384,216</u>
Demand deposits	\$ 21,922,638
Investments	3,521,475
Cash held by other agencies	2,938,303
Cash on hand	<u>1,800</u>
Total cash and investments	<u>\$ 28,384,216</u>

Investments in Investment Pools

The Authority categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. The hierarchy for the Authority's investments are considered Level 2, except for the Local Agency Investment Fund ("LAIF") investments which are not subject to fair value hierarchy.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 3. INVESTMENTS (continued)

The Authority is a voluntary participant in the LAIF that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The LAIF is a special fund of the California State Treasury through which local governments may pool investments. Each government agency may invest up to \$30,000,000 in each account in the fund. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty-four hours without loss of interest or principal. The full faith and credit of the State of California secure investments in LAIF.

At March 31, 2025, an account was maintained in the name of the Authority for \$112,588. The total cost value of investment in LAIF was \$117,793. The total fair value of investments in LAIF was \$119,091. The fair value total includes a gain of \$1,298. The gain was based on a fair value adjustment factor of 1.000849191 that was calculated by the State of California Treasurer's Office.

LAIF is a part of the State of California Pooled Money Investment Account (PMIA). At March 31, 2025, the fair value of the PMIA, including accrued interest, was \$158,282,089,372.

As of March 31, 2025, the primary government's investments are stated at fair value and consisted of the following:

<u>Investment Type</u>	<u>Book Value</u>	<u>Fair Value</u>	<u>Maturity</u>	<u>Rating</u>
Certificates of Deposit:				
State Bank of India	\$ 140,000	\$ 139,282	5/28/25	164
Texas Exchange Bank	105,000	104,239	6/19/25	300
State Bank of India	105,000	101,625	4/27/26	164
Sallie Mae Bank	75,000	71,746	9/22/26	300
Synchrony Bank	100,000	95,504	9/24/26	300
American Express National Bank	247,000	237,406	3/9/27	300
Capital One Bank	230,000	221,980	3/23/27	300
BMO Bank NA	150,000	147,493	6/15/27	300
Morgan Stanley Bank	150,000	148,875	6/30/27	300
Discover Bank	140,000	138,604	7/20/26	300
Sallie Mae Bank	173,000	172,469	7/21/25	300
CICB Bank	150,000	150,978	5/16/28	275
Texas Trust Credit Union	150,000	153,033	8/9/27	275
GreenState Credit Union	130,000	133,631	8/29/28	250
Toyota Financial Bank	100,000	101,796	5/24/29	300
Government Security:				
LAIF	117,793	117,793	N/A	N/A
Interest on LAIF	1,298	1,298	N/A	N/A
Federal Home Loan	115,000	112,345	1/27/26	AAA
Federal Home Loan	110,000	105,610	1/27/27	AAA
Federal Home Loan	150,000	149,052	8/25/27	AAA
Federal Home Loan Mortgage Corporation	720,000	715,644	8/7/29	AAA
Federal Agriculture Mortgage Corporation	<u>200,000</u>	<u>201,072</u>	1/28/30	AAA
Total investments	<u>\$ 3,559,091</u>	<u>\$ 3,521,475</u>		

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 3. INVESTMENTS (continued)

The Ratings are based on an analysis that is used to determine the safety ratings of banks, savings institutions, and credit unions. It is based on 24 financial ratios that examine capital risk, adequacy of capital and reserves, margins, earnings and liquidity ("CAMEL"). Every financial institution undergoes a CAMEL analysis and receives a score from 1 (the lowest) to 300 (the top grade attainable).

Accrued interest receivable on the Authority's investments as of March 31, 2025 totaled \$31,332.

Interest Rate Risk

The Authority does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

All investments are in financial instruments in accordance with HUD regulations. The Authority does not have an investment policy that would further limit investment choices and it places no limit on the amount that can be invested with one issuer.

NOTE 4. ACCOUNTS RECEIVABLE, NET

Accounts receivable, net consists of the following as of March 31, 2025:

<u>Description</u>	<u>Primary Government</u>
Accounts receivable - HUD	\$ 2,846,694
Accounts receivable - tenants, net	399,437
Accounts receivable - PHA projects	904,320
Accounts receivable - fraud recovery, net	44,773
Accounts receivable - miscellaneous	<u>287,785</u>
Total accounts receivable, net	<u>\$ 4,483,009</u>

Accounts Receivable - HUD

Accounts receivable - HUD represents amounts due to the Authority for amounts expended under grant agreements that have not been reimbursed as of March 31, 2025. Management estimates the amount to be fully collectable and as such has made no allowance for doubtful accounts.

Accounts Receivable - Tenants, Net

Tenant accounts receivable represents amounts owed to the Authority by tenants for outstanding rent, maintenance charges and/or late fees. The balance is shown net of an allowance for doubtful accounts of \$365,396.

Accounts Receivable - PHA Projects

Accounts receivable - PHA projects represents amounts owed to the Authority by other Housing Authorities for both administrative fees and HAP port-in fees under the portability provisions of the HCV Program. Management estimates the amounts to be fully collectable and therefore no allowance for doubtful accounts has been established.

Accounts Receivable - Fraud Recovery, Net

Accounts receivable - fraud recovery, net represents amounts owed from tenants or other program participants who committed fraud or misrepresentation and now owe additional rent or retroactive rent. Management estimates the amounts to be fully collectable and therefore no allowance for doubtful accounts has been established.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 4. ACCOUNTS RECEIVABLE, NET (continued)

Accounts Receivable - Miscellaneous

Accounts receivable - miscellaneous consists of amounts owed to the Authority from managed properties and other miscellaneous sources from normal ongoing operations. Management estimates the amounts to be fully collectable and therefore no allowance for doubtful accounts has been established.

NOTE 5. RESTRICTED DEPOSITS

As of March 31, 2025, restricted deposits consisted of the following:

<u>Cash Category</u>	<u>Primary Government</u>	<u>Other Post- Employment Benefit Trust Fund</u>	<u>Total Reporting Entity (Memorandum Only)</u>
Housing assistance payment reserves	\$ 35,933	\$ -	\$ 35,933
Administrative fee reserves	98,668	-	98,668
FSS escrows	1,015,403	-	1,015,403
FSS escrow forfeitures	280,277	-	280,277
Replacement reserves	1,503,559	-	1,503,559
Operating reserves	1,413,836	-	1,413,836
Hazard & earthquake insurance impounds	20,908	-	20,908
Tenant security deposits	87,489	-	87,489
The Public Agency Retirement Services (PARS) OPEB trust	<u>-</u>	<u>4,190,803</u>	<u>4,190,803</u>
Total restricted deposits	<u>\$ 4,456,073</u>	<u>\$ 4,190,803</u>	<u>\$ 8,646,876</u>

Housing assistance payment reserves are restricted for use only in the Section 8 Housing Choice Vouchers, Mainstream Vouchers and Emergency Housing Vouchers programs for future housing assistance payments.

Administrative fee reserves are restricted for use in the Section 8 Housing Choice Vouchers, Mainstream Vouchers and Emergency Housing Vouchers programs for future administrative fee expenses per FASS-PH reporting guidance.

Family self-sufficiency ("FSS") escrows are restricted for use in the Section 8 Housing Choice Vouchers and Public and Indian Housing Programs by FSS program participants.

FSS escrow forfeitures are used to fund eligible expenses of FSS participants in good standing.

Replacement reserves are required to be set aside by for major project expenditures in accordance with the California Housing Finance Agency ("CHFA").

Operating reserves are funds set aside to cover certain operating deficits in certain projects in accordance with CHFA.

Hazard and earthquake insurance impounds are required to be set aside by for insurance in accordance with CHFA.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 5. RESTRICTED DEPOSITS (continued)

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

The Public Agency Retirement Services (PARS) OPEB trust account funds are restricted for use only towards OPEB and related expenses.

NOTE 6. CAPITAL ASSETS, NET

The following is a summary of the primary government's changes in capital assets during the year ended March 31, 2025:

Description	March 31, 2024	Additions	Dispositions	Transfers	March 31, 2025
<u>Non-depreciable:</u>					
Land	\$ 5,068,259	\$ -	\$ (46,284)	\$ -	\$ 5,021,975
Construction in progress	<u>1,267,388</u>	<u>2,483,842</u>	<u>-</u>	<u>(2,083,920)</u>	<u>1,667,310</u>
Total	<u>6,335,647</u>	<u>2,483,842</u>	<u>(46,284)</u>	<u>(2,083,920)</u>	<u>6,689,285</u>
<u>Depreciable:</u>					
Buildings and improvements	142,915,847	557,021	(12,621,187)	2,083,920	132,935,601
Furniture and equipment	<u>4,732,533</u>	<u>416,056</u>	<u>-</u>	<u>-</u>	<u>5,148,589</u>
Total	<u>147,648,380</u>	<u>973,077</u>	<u>(12,621,187)</u>	<u>2,083,920</u>	<u>138,084,190</u>
Less:					
accumulated depreciation	<u>121,620,534</u>	<u>2,637,201</u>	<u>(12,502,301)</u>	<u>-</u>	<u>111,755,434</u>
Net capital assets	<u>\$ 32,363,493</u>	<u>\$ 819,718</u>	<u>\$ (165,170)</u>	<u>\$ -</u>	<u>\$ 33,018,041</u>

Depreciation expense for the year ended March 31, 2025 amounted to \$2,637,201.

NOTE 7. NOTES RECEIVABLE

Outstanding notes receivable as of March 31, 2025 for the primary government consisted of the following:

<u>Description</u>	<u>Amount</u>
The Authority has made deferred payment loans to individuals and organizations under the County's Community Development Block Grant ("CDBG") Program. These loans are secured by deeds of trust in the name of the County of Contra Costa or the City of Antioch. This program is a revolving loan program administered by the Authority. Any repayments of outstanding loans, or interest on the loans, must be used for new loans or program administration as authorized by the County or the City of Antioch. These loans typically earn 3% interest per annum. Maturity dates range from 2017 to 3031. Loans that are past due will not be called as long as the units are occupied by low-income and program eligible tenants. Accrued interest on the loans totaled \$163,671.	\$ 322,437

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 7. NOTES RECEIVABLE (continued)

<u>Description</u>	<u>Amount</u>
The Authority has made deferred payment loans to individuals and organizations under the County's Rental Rehabilitation Program. These loans are secured by deeds of trust in the name of the County of Contra Costa or the City of Antioch. This program is a revolving loan program administered by the Authority. Any repayments of outstanding loans, or interest on the loans, must be used for new loans or program administration as authorized by the County or the City of Antioch. These loans typically earn 3% interest per annum. Maturity dates range from 2027 to 2028. Accrued interest on the loans totaled \$6,041.	11,937
The Authority administers an employee loan program whereby employees can borrow funds for the purpose of purchasing a computer to be used at home. These loans accrue no interest. Payments are made through the payroll system.	<u>1,418</u>
Total notes receivable	335,792
Less: current portion	<u>1,418</u>
Notes receivable, net of current portion	<u>\$ 334,374</u>

As of March 31, 2025, accrued interest included with the aforementioned notes receivable amounted to \$169,712.

NOTE 8. OTHER ASSETS, NET

Other assets of the primary government consisted of the following as of March 31, 2025:

<u>Description</u>	<u>Amount</u>
CDR other receivable	\$ 27,400
Due from affiliates	<u>99,503</u>
Total other assets	<u>\$ 126,903</u>

CDR other receivable represents amounts paid by CDR on behalf of Casa del Rio Apartments, LLC for limited liability company fees and tax filing fees.

Due from affiliates represents receivables from the blended component units for operating expenses. These receivables are issued and repaid based on available cash flow and are non-interest bearing. Due to the blended component units reporting account balances as of December 31, 2024, there is \$99,503 balance that is not eliminated.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 9. OTHER LIABILITIES

Other liabilities of the primary government as of March 31, 2025 consisted of the following:

Description	March 31, 2024	Additions	Payments	March 31, 2025	Amounts due within one Year
Compensated absences	\$ 1,557,292	\$ 865,211	\$ (492,121)	\$ 1,930,382	\$ 702,445
FSS escrows	1,002,203	13,200	-	1,015,403	576,920
Accrued pension liability	9,805,392	3,052,781	(5,851,768)	7,006,405	-
Accrued OPEB liability	10,156,091	-	(2,328,346)	7,827,745	-
Interest payable	337,847	971,341	(1,230,401)	78,787	78,787
Due to City of Antioch	476,852	9,256	-	486,108	-
Due to the County	81,149	-	(63,170)	17,979	-
Related party payable	79,353	122,343	-	201,696	180,224
Loans payable	15,916,757	-	(476,322)	15,440,435	752,085
HAP payable	<u>405,263</u>	<u>287,800</u>	<u>-</u>	<u>693,063</u>	<u>693,063</u>
Total other liabilities	<u>\$ 39,818,199</u>	<u>\$ 5,321,932</u>	<u>\$ 10,442,128</u>	<u>\$ 34,698,003</u>	<u>\$ 2,983,524</u>

NOTE 10. LOANS PAYABLE

Loans payable of the primary government consisted of the following as of March 31, 2025:

<u>Description</u>	<u>Amount</u>
The Authority entered into a mortgage loan with WestAmerica Bank on December 15, 2006 in the amount of \$2,847,500. As of November 1, 2015, the \$2,335,903 loan will be amortized over 120 months, is due November 1, 2025, requires monthly payments of \$24,685, and accrues interest at a fixed rate of 4.850% per annum. The loan is secured by a deed of trust on the property.	\$ 193,865
The Authority entered into a loan with the California Housing Finance Agency on November 14, 1994 in the amount of \$600,000. The loan bore interest at a rate of 7.8% per annum. Principal and interest were payable in monthly installments of \$4,319. The note matured in December 2024 and was paid in full. The note was secured by real estate.	-
The Authority entered into a loan with the State of California on January 15, 1993 in the amount of \$2,626,618. The loan bears interest at a rate of 3% per annum. Payments are required on this loan only to the extent that Casa Del Rio project has surplus cash. The note matures on June 5, 2054, and is secured by real estate. Accrued interest on the loan totaled \$78,787.	2,598,003

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 10. LOANS PAYABLE (continued)

<u>Description</u>	<u>Amount</u>
DeAnza Gardens, LP entered into a loan with PNC Bank, National Association on November 1, 2023 in the amount of \$13,000,000. The loan bears interest at a rate of 6.62% per annum. Principal and interest are due in monthly payments of \$83,197 commencing on November 1, 2023, to be repaid in full in October 2053, with a balloon payments of approximately \$1,030,000. The loan is secured by real estate.	<u>12,648,567</u>
Total loans payable	15,440,435
Less: current portion	<u>752,085</u>
Loans payable, net of current portion	<u>\$ 14,688,350</u>

Annual debt service for principal and interest over the next five years and in five-year increments thereafter are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2026	\$ 752,085	\$ 940,631	\$ 1,692,716
2027	149,840	927,316	1,077,156
2028	160,213	916,943	1,077,156
2029	168,910	908,246	1,077,156
2030	182,996	894,160	1,077,156
2031-2035	1,120,898	4,264,882	5,385,780
2036-2040	1,566,477	3,819,303	5,385,780
2041-2045	2,187,789	3,197,991	5,385,780
2046-2050	3,060,075	2,325,705	5,385,780
2051-2055	<u>6,091,152</u>	<u>476,182</u>	<u>6,567,334</u>
	<u>\$ 15,440,435</u>	<u>\$ 18,671,359</u>	<u>\$ 34,111,794</u>

Interest expense for the year ended March 31, 2025 totaled \$977,489. Accrued interest payable as of March 31, 2025 totaled \$78,787.

NOTE 11. PENSION PLAN

The following table represents the aggregate pension amounts for all plans subject to the requirements of the GASB Statement 68, *Accounting and Financial Reporting for Pensions* for the year ended March 31, 2025.

<u>Account Description</u>	<u>Primary Government</u>
Accrued Pension liability	<u>\$ 7,006,405</u>
Deferred inflow of resources	<u>\$ 329,387</u>
Deferred outflow of resources	<u>\$ 4,501,203</u>
Pension (benefit) expense	<u>\$ 2,958,725</u>

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 11. PENSION PLAN (continued)

A. Plan Description

The Authority participates in a cost-sharing multiple-employer defined benefit retirement plan that is administered by the Contra Costa County Employees' Retirement Association ("CCCERA") under the County's Employee's Retirement Law of 1937 (1937 Act) and the Public Employee's Pension Act of 2013 (PEPRA). A more detailed description of the Plan and the benefits provided can be obtained from the CCCERA's Annual Comprehensive Financial Report and the CCCERA's Actuarial Valuation and Review, which are located at www.cccera.org. CCCERA is a component unit of the County of Contra Costa.

CCCERA follows accounting principles and reporting guidelines set forth by GASB. The financial statements are prepared in accordance with generally accepted accounting principles in the United States of America, under which revenues are recognized when earned and deductions are recorded when the liability is incurred. Contributions are recognized in the period due, investment income is recognized as revenue when earned, retirement benefits and refunds of contributions are recognized when due and payable in accordance with the terms of the plan. Investments are carried at fair value. There have been no significant changes to the Plan.

B. Benefits Provided

All full-time employees of the Authority participate in this Plan. There are currently 90 active plan members and 83 retirees or beneficiaries receiving benefits. The Plan provides death, disability and service retirement benefits, in accordance with the 1937 ACT. Annual cost-of-living adjustments (COLA) to retirement benefits can be granted by the Retirement Board as provided by State statutes. The Authority has two applicable tiers, Tier 1 Enhanced and PEPRA Tier IV (2% Max COLA).

Tier 1 Enhanced employees are those with a membership prior to January 1, 2013. These members are eligible to retire once they attain the age of 70 regardless of service or at age 50, with 10 or more years of retirement service credit. A member with 30 years of service is eligible to retire regardless of age. Benefits are calculated pursuant to Section 31676.16 for Enhanced Benefit Formulae. The monthly allowance is 1/50th (Enhanced) of final compensation times years of accrued retirement service credit times age factor from Section 31676.16 (Enhanced). The maximum retirement benefit is 100% of final compensation. Final average compensation consists of the highest 12 consecutive months.

PEPRA Tier IV employees are those with a membership on or after January 1, 2013. These members are eligible to retire once they have attained the age of 70 regardless of service or at 52, with five years of retirement service credits. Benefits are calculated pursuant to the provisions found in California Government Code Section 7522.20(a). The monthly allowance is equal to the final compensation multiplied by years of accrued retirement credit multiplied by the age factor from Section 7522.20(a). There is no final compensation limit in the maximum retirement benefit for this tier. Final average compensation consist of the highest 36 consecutive months.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 11. PENSION PLAN (continued)

C. Contributions

The Authority contributes to the Plan based upon actuarially determined contribution rates adopted by the Board of Retirement. Employer contribution rates are adopted annually based upon recommendations received from the CCCERA actuary after the completion of the annual actuarial valuation. Contribution rates for Tier 1 vary based on the employee's age at entry into the Plan. Members are required to make contributions to CCCERA regardless of the retirement plan or tier in which they are included.

The rates and contributions made during the fiscal year ended March 31, 2025 were as follows:

Tier	Payroll Subject to Contribution	Employer Contribution	Contribution as a % of Payroll	Employee Contribution	Contribution as a % of Payroll
Classic (Tier 1)	\$ 3,648,844	1,363,774	37.38 %	276,108	7.57 %
PEPRA	<u>4,571,306</u>	<u>1,472,855</u>	32.22 %	<u>339,813</u>	7.43 %
Total	<u>\$ 8,220,150</u>	<u>\$ 2,836,629</u>	34.51 %	<u>\$ 615,921</u>	7.49 %

The contributions made by the Authority of \$2,836,629, including \$325,829 employer subvention of member contributions. As of March 31, 2025, the Authority owed CCCERA \$270,725. This liability is short-term, represents March contributions paid in April 2025, and is reported as accrued salaries and related costs under accrued expenses on the Statement of Net Position.

D. Net Pension Liability ("NPL")

The *Governmental Accounting Standards 68 Actuarial Valuation Based on December 31, 2024 Measurement Date for Employer Reporting as of June 30, 2025*, provided by CCCERA outlines the net pension liability ("NPL") allocated to its member employers as based on the following definition of covered payroll - "Only compensation earnable and pensionable would go into the determination of retirement benefits". The NPL was measured as of December 31, 2024 and 2023, respectively. The Plan's Fiduciary Net Position was valued as of the measurement date and the total pension liability ("TPL") was determined based upon rolling forward the TPL from the actuarial funding valuation as of December 31, 2023 and 2022, respectively. In addition, changes in actuarial assumptions or plan provisions that occurred between the valuation date and the measurement date have been reflected, if any. Consistent with the provisions of GASB 68, the assets and liabilities measured as of December 31, 2024 and 2023 are not adjusted or rolled forward to the June 30, 2025 and 2024 reporting dates, respectively.

The components of NPL for CCCERA, as a whole, are as follows:

Reporting Date for employer under GASB 68	June 30, 2025	June 30, 2024
	December 31,	December 31,
Measurement Date for Employer under GASB 68	<u>2024</u>	<u>2023</u>
Total Pension Liability (TPL)	\$ 12,908,756,034	\$ 12,403,942,227
Plan's Fiduciary Net Position	<u>(11,620,426,442)</u>	<u>(10,808,858,259)</u>
Net Pension Liability	<u>\$ 1,288,329,592</u>	<u>\$ 1,595,083,968</u>
Plan's Fiduciary Net Position as a % of TPL	90.02 %	87.14 %

The Plan provisions used in the measurement of the NPL as of December 31, 2024 and 2023 are the same as those used in the CCCERA actuarial funding valuation as of December 31, 2024.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 11. PENSION PLAN (continued)

D. Net Pension Liability (Asset) ("NPL") (continued)

The most recent Actuarial Report available from CCCERA had a valuation date of December 31, 2024. The December 31, 2024 CCCERA Actuarial Report reflects the following changes to the Authority's NPL balances:

Reporting Date for employer under GASB 68	June 30, 2025	June 30, 2024
Measurement Date for Employer under GASB 68	<u>December 31, 2024</u>	<u>December 31, 2023</u>
NPL as the beginning of the measurement period	\$ 9,805,392	\$ 10,607,449
Pension Expense	2,958,725	2,861,121
Employer Contributions (1)	(2,623,827)	(2,817,552)
New Net Deferred Inflows/Outflows of Resources	(842,880)	(48,458)
Change in Allocation of Prior Deferred Inflows/Outflows	(727,410)	(120,129)
New Net Deferred Flows Due to Changes in Proportion (2)	94,056	358,928
Recognition of Prior Deferred Inflows/Outflows of Resources	(1,623,804)	(1,133,611)
Recognition of Prior Deferred Flows Due to Change in Proportion (2)	<u>(33,847)</u>	<u>97,644</u>
NPL as of the end of the measurement period	<u>\$ 7,006,405</u>	<u>\$ 9,805,392</u>
Authority's proportionate share of CCCERA's NPL	0.544 %	0.615 %

(1) Includes "member subvention of employer contributions" and excludes "employer subvention of member contributions".

(2) Includes differences between employer contributions and proportionate share of contributions, if any.

E. Sensitivity of the NPL to Changes in the Discount Rate

The following presents the net pension liability as of December 31, 2024 calculated using the discount rate of 6.75%, as well as what the NPL liability would be if it were calculated using a discount rate that is one percentage point lower or higher than the current rate:

	<u>1% Decrease (5.75%)</u>	<u>Current Rate (6.75%)</u>	<u>1% Increase (7.75%)</u>
Authority NPL	\$ 18,117,980	\$ 7,006,405	\$ (2,097,901)
CCCERA NPL in total	3,016,055,310	1,288,329,592	(127,288,252)
Authority NPL as a % of CCCERA	0.601 %	0.544 %	1.648 %

F. Pension Expense and Deferred Outflows/Inflows of Resources Related to Pension

Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits as follows:

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 11. PENSION PLAN (continued)

**F. Pension Expense and Deferred Outflows/Inflows of Resources Related to Pension
(continued)**

Reporting Date for employer under GASB 68	June 30, 2025	June 30, 2024
	December 31, <u>2024</u>	December 30, <u>2023</u>
Measurement Date for Employer under GASB 68		
Service Cost	\$ 1,602,405	\$ 1,708,209
Interest on total pension liability	4,557,364	4,877,369
Expensed portion of current-period changes in proportion differences between employer's contributions and proportionate share of contributions	27,262	105,257
Expensed portion of current-period difference between expected and actual experience in the TPL	69,083	265,510
Expensed portion of current-period changes of assumptions or other inputs	(58,735)	-
Member contributions (1)	(801,560)	(818,130)
Projected earnings on plan investments	(3,958,770)	(4,159,917)
Expensed portion of current-period differences between actual and projected earnings on plan investments	(219,645)	(238,462)
Administrative expense	76,672	79,519
Other expenses	6,998	5,799
Recognition of beginning of year deferred outflows of resources as pension expense	2,875,359	3,068,577
Recognition of beginning of year deferred inflows of resources as pension expense	(1,251,555)	(1,934,966)
Net amortization of deferred amounts from changes in proportion and differences between employer's contribution and proportionate share of contributions	<u>33,847</u>	<u>(97,644)</u>
Pension expense (benefit)	<u>\$ 2,958,725</u>	<u>\$ 2,861,121</u>

Deferred outflows and inflows of resources represent the unamortized portion of changes to net pension liability to be recognized in future periods in a systematic and rational manner. In addition, deferred outflows of resources include employer contributions to the pension plan made subsequent to the measurement date, as follows:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Changes in proportion and differences between employer's contributions and proportionate share of contributions	\$ 606,370	\$ 126,752
Changes of assumptions or other inputs	130,835	202,635
Net differences between projected and actual investment earnings on pension plan investments	2,193,921	-
Difference between actual and expected experience in the total pension liability	986,522	-
Contributions subsequent to measurement date	<u>583,555</u>	<u>-</u>
Total	<u>\$ 4,501,203</u>	<u>\$ 329,387</u>

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 11. PENSION PLAN (continued)

F. Pension Expense and Deferred Outflows/Inflows of Resources Related to Pension (continued)

Deferred outflows and inflows of resources, other than the employer contributions noted above, are reported in the aggregate as net deferred inflows and will be recognized in future pension expense as follows:

Measurement period:	<u>Amount</u>
2025	N/A
2026	\$ 1,727,949
2027	2,316,554
2028	(253,523)
2029	<u>(202,719)</u>
	<u>\$ 3,588,261</u>

The amount reported as deferred outflows of resources related to employer contributions made January through March 2025, should have the effect of reducing net pension liability during the next actuarial measurement period.

G. Actuarial Assumptions

The TPL as of December 31, 2024, and 2023 that were measured by actuarial valuations as of December 31, 2024 and 2023, respectively, used the following actuarial assumptions, which were based on the results of an experience study for the period January 1, 2021 through December 31, 2023 and January 1, 2018 through December 31, 2020, applied to all periods included in the measurement. They are the same actuarial assumptions as those used for the December 31, 2024 funding valuation and the December 31, 2023 funding actuarial valuation.

Valuation Date	12/31/2023	12/31/2022
Actuarial Cost Method	Entry Age	Entry Age
Amortization Method	Level % of Payroll	Level % of Payroll
Inflation	2.50%	2.50%
Salary Increase - General	3.55% to 14.00%	3.50% to 14.00%
Investment Rate of Return	6.75%	6.75%
Administrative Expenses	1.18%	1.17%
Cost of Living Adjustment	2.75%	2.75%

When measuring pension liability, GASB uses the same actuarial cost method (entry age method) and the same type of discount rate (expected return on assets) as CCCERA uses for funding. This means that the TPL measured for financial reporting shown in this report is determined on generally the same basis as CCCERA's actuarial accrued liability (AAL) measure for funding.

Mortality rates for member contributions were based on the PUB-2010 General Healthy Retiree Amount-Weighted Above-Median Mortality Table (separate tables for males and females), projected 30 years with the two-dimensional mortality improvement scale MP- 2021, weighted 30% male and 70% female.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 11. PENSION PLAN (continued)

G. Actuarial Assumptions (continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected arithmetic real rates of return (expected returns, net of inflation, and beginning with the December 31, 2024 measurement date, any applicable investment management expenses) are developed for each major asset class. These returns are combined to produce the long-term arithmetic expected rate of return by weighing the expected arithmetic real rates of return by the target asset allocation percentage, adding expected inflation, subtracting expected investment expenses, and further adjusted by a risk margin. Beginning with December 31, 2024, this portfolio return is further adjusted to an expected geometric real rate of return for the portfolio.

The target allocation and projected arithmetic real rates of return for each major asset class (after deducting inflation and applicable investment management expenses), are shown in the following table. This information was used in the derivation of the long-term expected investment rate of return assumption for the actuarial funding valuation as of December 31, 2024. This information will be subject to change every three years based on the results of an actuarial experience study.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Rate of Return</u>
U.S. Large Cap Equity	9.00%	5.59%
I.S. Small Cap Equity	2.00	6.45%
International Developed Equity	5.00%	6.23%
Global Equity	10.00%	6.35%
Emerging Market Equity	2.00%	7.89%
Short-term Gov't/Credit	14.00%	1.84%
US Treasury	3.50%	1.80%
Cash	3.00%	0.98%
Private Equity	15.00%	9.31%
Private Credit	13.00%	6.47%
Real Estate - Debt	3.00%	5.00%
Real Estate - Value-add	3.00%	7.90%
Real Estate - Opportunistic	4.00%	9.70%
Infrastructure	3.00%	7.20%
Hedge Funds	6.50%	3.50%
Multi-Sector Credit	<u>4.00%</u>	<u>4.50%</u>
Total	100.00%	5.72%

The discount rate used to measure the TPL was 6.75% as of December 31, 2024 and December 31, 2023. The projection of cash flows used to determine the discount rate assumes member contributions will be made at the current contribution rates and that employer contributions will be made at the rates equal to the actuarially determined contribution rates. Projected employer contributions that are intended to fund the service costs for future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the Pension Plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL as of both December 31, 2024 and 2023.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
 NOTES TO FINANCIAL STATEMENTS (continued)
 MARCH 31, 2025**

NOTE 12. OTHER POST-EMPLOYMENT BENEFITS PLAN

A. Plan Description

The Authority administers a single-employer, defined benefit health care plan. Currently, the plan provides postemployment medical and dental insurance benefits to eligible employees, and their dependents, who retire from the Authority and commence receiving their CCCERA pension at the time of retirement. Health benefit provisions for active employees are established and may be amended through negotiations between the Authority and their bargaining unit and employee groups. The Authority does not issue a separate audit report on its post retirement health benefit plan.

The Contra Costa County Board of Supervisors appointed the Executive Director of the Authority as the Plan Administrator. As of March 31, 2025, Public Agency Retirement Services is the Trust Administrator.

The Contra Costa County Board of Supervisors has the right at any time and for any reason, in its sole discretion, to modify, alter, or amend the Plan in whole or in any part, in any manner and without limit, including reducing or eliminating the payment of any benefits. WestAmerica Bank (Trustee) shall, upon written direction of the Plan Administrator, make distributions from the assets of the Trust to the insurers, third party administrators, health care and welfare providers or other entities providing Plan benefits or services, or to the employer for reimbursement of Plan benefits and expenses paid by the employer.

B. Benefits

The Authority has contracted with Kaiser Permanente, Anthem, United Healthcare, Blue Shield, and the California Public Employees' Retirement System ("CalPERS") to provide medical benefits and Delta Dental for dental benefits.

The Authority contributes the cost of retiree medical and dependent medical coverage up to specified percentages of the CalPERS Kaiser Region 1 Basic rate per coverage level as follows:

<u>Calendar Year</u>	<u>Percent Contribution</u>
2024 and thereafter	70%

The Authority's Board annually determines the maximum contribution for dental coverage. Currently, the maximum amount is 100% of the premium for Retiree+1 coverage.

<u>Coverage Level</u>	<u>Dental Only Premium</u>
Retiree	\$63.72
Retiree +1	\$110.81
Retiree +2	\$186.36

Surviving spouses may elect to continue medical and/or dental coverage on a retiree-pay-all basis.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 12. OTHER POST-EMPLOYMENT BENEFITS PLAN (continued)

C. Eligibility

Eligibility for retiree medical and dental benefits generally require an employee to (1) be age 50 or older with at least 10 years of service with the Authority, (2) be age 55 or older with at least 5 years of service with the Authority, or (3) have completed 30 or more years of service with the Authority.

Demographic Data for the Fiscal Year ended June 30, 2024:

Retirees and beneficiaries receiving benefits	78
Active plan members	<u>85</u>
Total	<u><u>163</u></u>

D. Contributions

The contribution requirements of program members and the Authority are determined by negotiations between the Authority and the respective unions and employee groups. There is currently no requirement for employees to contribute to the plan.

In 2016, The Authority established a trust account with the PARS to administer the funding of the projected benefits of the OPEB plan. Monthly, the Authority makes healthcare premium payments for its current retirees to the benefit providers. The retiree contributes any necessary amount of the premium cost that exceeds the specific established plan limits. The Authority then makes deposits into their PARS trust account for the difference between the actuarially determined annual OPEB cost and the out-of-pocket payments made to the healthcare benefit providers.

The contributions made for the measurement period year ended June 30, 2024 were as follows:

Benefit Payments Unreimbursed by the Trust

Total cash benefit payments	\$ 367,422
Implicit rate subsidy transferred to OPEB plan	<u>129,866</u>
Benefit payments unreimbursed by the Trust	<u><u>\$ 497,288</u></u>

Total OPEB Contributions

Benefit payments unreimbursed by the Trust	\$ 497,288
Contributions to the Trust	<u>1,384,422</u>
Total OPEB contributions	<u><u>\$ 1,881,710</u></u>

Covered payroll	\$ 7,196,969
Contributions as a percent of covered payroll	26 %

Actuarially determined contribution	\$ 1,356,801
Contribution as a percent of the ADC	139 %

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 12. OTHER POST-EMPLOYMENT BENEFITS PLAN (continued)

E. Investments

The Plan's policy in regard to the allocation of invested assets is established and may be amended by the Plan Administrator. Plan assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the Plan. The following was the adopted asset allocation policy as of June 30, 2024:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Rate of Return</u>
Equity	67.00%	5.93%
Fixed Income	23.00%	3.18%
REITs	8.00%	6.85%
Cash	2.00%	1.40%

F. Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB, and OPEB Expense

At March 31, 2025, the Authority reported \$7,827,745 for the net OPEB liability. The net OPEB liability was measured as of June 30, 2024, and the total OPEB liability used to calculate the net OPEB liability was based on an actuarial valuation as of June 30, 2024. The Authority's net OPEB liability was based on a projection of the Authority's covered payroll of \$7,196,969.

Plan Fiduciary Net Position (plan assets) was valued as of the measurement date and agrees with the account balance held by PARS. As of June 30, 2024, the Plan Fiduciary Net Position was \$3,987,111.

For the year ended March 31, 2025, the Authority recognized OPEB expense of \$766,263. OPEB expense represents the change in the net OPEB liability during the measurement period, adjusted for service cost, interest on the total OPEB liability, and expected investment return, net of investment expense, as follows:

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Components of OPEB Expense		
Service Cost	\$ 471,675	\$ 449,214
Interest	881,976	827,381
Projected earnings on OPEB plan investments	(202,550)	(129,667)
Administrative expenses	6,617	7,170
Recognition of deferred resources due to:		
Changes in assumptions	(63,638)	31,238
Differences between expected and actual experience	(310,170)	(190,964)
Differences between projected and actual earnings on assets	<u>(17,647)</u>	<u>22,886</u>
Aggregate OPEB expense	<u>\$ 766,263</u>	<u>\$ 1,017,258</u>

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 12. OTHER POST-EMPLOYMENT BENEFITS PLAN (continued)

F. Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB, and OPEB Expense (continued)

The components of the net OPEB liability as of June 30, 2024, were as follows:

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Total OPEB liability		
Service cost	\$ 471,675	\$ 449,214
Interest	881,976	827,381
Benefit payments	(497,288)	(436,688)
Differences between expected and actual experience	(773,326)	(52,647)
Changes of assumptions	<u>(640,307)</u>	<u>-</u>
Net change in total OPEB liability	(557,270)	787,260
Total OPEB liability - beginning	<u>12,372,426</u>	<u>11,585,166</u>
Total OPEB liability - ending	<u>\$ 11,815,156</u>	<u>\$ 12,372,426</u>
	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Plan Fiduciary Net Position		
Employer contributions	\$ 1,881,710	\$ 776,880
Net investment income	393,271	194,610
Benefit payments	(497,288)	(436,688)
Administrative expense	<u>(6,617)</u>	<u>(7,170)</u>
Net change in total OPEB liability	1,771,076	527,632
Total OPEB liability - beginning	<u>2,216,335</u>	<u>1,688,703</u>
Total OPEB liability - ending	<u>\$ 3,987,411</u>	<u>\$ 2,216,335</u>
	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Net OPEB Liability		
Net change in total OPEB liability	(2,328,346)	259,628
Total OPEB liability - beginning	<u>10,156,091</u>	<u>9,896,463</u>
Total OPEB liability - ending	<u>\$ 7,827,745</u>	<u>\$ 10,156,091</u>
	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Plan Sustainability Statistics		
Plan fiduciary net position as a percentage of the TOL	34 %	18 %
Covered employee payroll	\$ 7,196,969	\$ 6,719,914
Contributions as a percent of covered payroll	26 %	12 %
NOL as a percentage of covered employee payroll	109 %	151 %

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 12. OTHER POST-EMPLOYMENT BENEFITS PLAN (continued)

F. Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB, and OPEB Expense (continued)

At March 31, 2025, the Authority reported deferred inflows of resources and deferred outflows of resources related to OPEB for the following resources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes of Assumptions	\$ 224,354	\$ 557,501
Differences between expected and actual experience	-	1,189,145
Net differences between projected and actual earnings	-	116,557
Contributions after the measurement date	<u>414,378</u>	<u>-</u>
Total	<u>\$ 638,732</u>	<u>\$ 1,863,203</u>

Deferred outflows and inflows of resources, other than the employer contributions noted above, will be recognized in future pension expense as follows:

Year ending March 31:	<u>Amount</u>
2026	\$ (357,125)
2027	(285,374)
2028	(333,441)
2029	(291,914)
2030	(213,924)
Thereafter	<u>(157,071)</u>
	<u>\$ (1,638,849)</u>

The amount reported as deferred outflows of resources related to employer contributions made July 2024 through March 2025, should have the effect of reducing net pension liability during the next actuarial measurement period.

G. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 12. OTHER POST-EMPLOYMENT BENEFITS PLAN (continued)

G. Actuarial Methods and Assumptions (continued)

The total OPEB liability was determined by an actuarial valuation as of June 30, 2024, with a measurement date of June 30, 2024. The entry age normal actuarial cost method was used, a method under which the actuarial present value of the projected benefits of each individual included in the valuation is allocated on a level basis over the earnings or service of the individual between entry age and assumed exit ages. The portion of this actuarial present value allocated to a valuation year is called the normal cost. The methodology used for amortization was straight-line. For assumption changes and experience gains/losses, it was assumed average future working lifetime, averages over all activities and retirees (retirees are assumed to have no future working years). Asset gains and losses are assumed 5 years. Assets are valued at the market value of assets as of the measurement date. The Authority intends to contribute the full ADC to the PARS trust each year. In addition, pay-as-you-go benefit payments will be paid outside of the trust.

The Authority used the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.51% annually
Discount Rate	6.50% based on the PARS Capital Appreciation
Net Investment Return	6.50% based on the PARS Capital Appreciation
20-yr Municipal Bond Rate	4.21% as of June 20, 2024, 4.13% as of June 30, 2023, based on the S&P Municipal Bond 20-Year High Grade Index
Payroll increases	3.00% annual pay increases
Healthcare trend rates	

Year	Basic Trend	Medicare Trend
2024	Actual	Actual
2025	7.85%	5.75%
2026	7.70%	5.65%
2027	7.55%	5.55%
2028	7.40%	5.45%
2029	7.25%	5.35%
2030	7.10%	5.25%
2031	6.95%	5.15%
2032	6.80%	5.05%
2033	6.65%	4.95%
2034	6.50%	4.85%
2035	6.35%	4.75%
2036	6.20%	4.65%
2037	6.05%	4.55%
2038	5.90%	4.50%
2039	5.75%	4.50%
2040	5.60%	4.50%
2041	5.45%	4.50%
2042	5.30%	4.50%
2043	5.15%	4.50%
2044 and later	5.00%	4.50%

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 12. OTHER POST-EMPLOYMENT BENEFITS PLAN (continued)

G. Actuarial Methods and Assumptions (continued)

Percent married 65% of future retired participants would cover a spouse in retirement

Spouse age different Male spouses were on average 2 years older than females

Plan distribution for calculating baseline costs	Plan Kaiser	Basic <u>100%</u>	Medicare <u>100%</u>
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Average annual per capita claims cost (baseline cost)	Basic: \$10,805 Medicare: \$4,007
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Health plan participation 90% of active employees who are currently enrolled in medical and dental coverage and retire from the Authority will elect to participate in the retiree medical and dental program. Furthermore, 70% of active employees who are currently only enrolled in dental coverage and retire from the Authority will elect to participate in the retiree medical and dental program.

Medicare coverage All future retirees will enroll in Medicare upon becoming eligible.

Morbidity factors CalPERS 2021 PEMCHA Implicit Subsidy Study I.

Population for curving CalPERS 2021 PEMCHA Implicit Subsidy Study I.

Age-weighted claims cost curve	Age	Claims Cost
	50	\$13,535
	55	\$16,445
	60	\$19,654
	64	\$22,783
	65	\$4,007
	70	\$4,007
	75	\$4,007
	80	\$4,007
	85	\$4,007

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 12. OTHER POST-EMPLOYMENT BENEFITS PLAN (continued)

G. Actuarial Methods and Assumptions (continued)

Mortality	The mortality rates used are those described in the 2020 CCCERA experience study. Pre-retirement - Pub-2010 General Employment Amount-Weighted Above-Median Mortality projected forward with the MP-2021 generational projections. Post-retirement - Pub-2010 General Healthy Retiree Amount- Weighted Above-Median Mortality projected forward with the MP-2021 generational projections.
Disability	Because of the low rates of disability retirements, it was not valued.
Withdrawal	Rates are based on the 2020 CCCERA experience study.
Retirement	Rates selected are those described in the 2020 CCCERA experience study. Employees hired before January 2013 were valued using the General Tier 1 Enhanced Retirement table, while employees hired on or after January 1, 2013 were valued using the PEPRAs retirement table.

The discount rate was lowered from 7.00% to 6.50%. The inflation rate was raised from 2.26% to 2.51%. The pre/post-Medicare and initial Healthcare Trend Rates were increased from 6.45%/5.00% to 7.85%/5.75%, respectively and the post-Medicare ultimate rate was lowered from 5.00% to 4.50%. The disability incidence and mortality rates were updated to reflect the January 1, 2018 through December 31, 2020 CCCERA Actuarial Experience Study published April 5, 2022. The percent married assumption was lowered from 80% to 65% to reflect current experience at the Authority and is consistent with the CCCERA pension valuation. The implicit subsidy for Advantage plans was eliminated. There have been no other changes since the last measurement date.

H. Discount Rate

The discount rate of 6.50%, is based on a blend of the long-term expected rate of return on assets for benefits covered by plan assets and a yield or index of 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or better for benefits not covered by plan assets. The following presents the Authority's NOL if it were calculated using a discount rate 1% higher and 1% lower than the current rate:

	1% Decrease (5.50%)	Current Discount Rate (6.50%)	1% Increase (7.50%)
Net OPEB liability	\$ <u>9,218,028</u>	\$ <u>7,827,745</u>	\$ <u>6,659,741</u>

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025**

NOTE 12. OTHER POST-EMPLOYMENT BENEFITS PLAN (continued)

I. Healthcare Trend Rate

The following presents the Authority's NOL if it were calculated using a trend table that is 1% point higher and 1% point lower than the current rate:

	<u>1% Decrease</u>	<u>Current Trend Rate</u>	<u>1% Increase</u>
Net OPEB liability	\$ <u>6,501,318</u>	\$ <u>7,827,745</u>	\$ <u>9,345,860</u>

NOTE 13. RESTRICTED NET POSITION

Restricted net position consists of the following as of March 31, 2025:

<u>Description</u>	<u>Primary Government</u>	<u>Other Post- Employment Benefit Trust Fund</u>	<u>Total Reporting Entity (Memorandum Only)</u>
Housing assistance payment reserves	\$ 35,933	\$ -	\$ 35,933
Casa Del Rio Senior Housing reserves	973,242	-	973,242
DeAnza Housing Corporation & Subsidiary reserves	1,965,062	-	1,965,062
FSS escrow forfeitures	280,277	-	280,277
PARS OPEB trust	<u>-</u>	<u>4,190,803</u>	<u>4,190,803</u>
Total restricted net position	\$ <u>3,254,514</u>	\$ <u>4,190,803</u>	\$ <u>7,445,317</u>

Housing assistance payment reserves are restricted for use only in the Mainstream Vouchers and Emergency Housing Vouchers programs for future housing assistance payments.

Casa Del Rio Senior Housing reserves represent replacement and operating reserves required by CHFA. These funds are being held by CHFA and are fully funded.

DeAnza Housing Corporation & Subsidiary reserves represent replacement and operating reserves required by the partnership and regulatory agreements.

FSS escrow forfeitures are used to fund eligible expenses of FSS participants in good standing.

PARS OPEB trust account funds are restricted for use only towards OPEB and related expenses.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 14. CONDENSED FINANCIAL INFORMATION FOR THE BLENDED COMPONENT UNITS

	HACCC Casa Del Rio, Inc. & Subsidiaries	DeAnza Housing Corporation & Subsidiary	Total
Assets:			
Current assets	\$ 510,799	\$ 3,350,280	\$ 3,861,079
Capital assets, net	1,985,061	16,317,505	18,302,566
Other non-current assets	<u>1,185,641</u>	<u>4,237,953</u>	<u>5,423,594</u>
Total assets	<u>3,681,501</u>	<u>23,905,738</u>	<u>27,587,239</u>
Liabilities:			
Current	631,952	1,505,714	2,137,666
Non-current	<u>2,718,250</u>	<u>15,950,099</u>	<u>18,668,349</u>
Total liabilities	<u>3,350,202</u>	<u>17,455,813</u>	<u>20,806,015</u>
Net Position:			
Net investment in capital assets	(612,942)	3,651,318	3,038,376
Restricted	973,242	1,965,062	2,938,304
Unrestricted	<u>(29,001)</u>	<u>833,545</u>	<u>804,544</u>
Net position	<u>\$ 331,299</u>	<u>\$ 6,449,925</u>	<u>\$ 6,781,224</u>
Operating revenues:			
Tenant revenue	\$ 1,514,593	\$ 3,637,671	\$ 5,152,264
Other revenues	<u>40</u>	<u>130,419</u>	<u>130,459</u>
Total operating revenues	<u>1,514,633</u>	<u>3,768,090</u>	<u>5,282,723</u>
Operating expenses:			
Administrative	385,311	857,933	1,243,244
Maintenance and utilities	411,080	1,591,398	2,002,478
Protective services	16,567	115,449	132,016
Insurance	95,338	126,207	221,545
General expenses	24,649	76,959	101,608
Depreciation	<u>165,576</u>	<u>771,043</u>	<u>936,619</u>
Total operating expenses	<u>1,098,521</u>	<u>3,538,989</u>	<u>4,637,510</u>
Other income (expense)			
Interest income	52,336	39,386	91,722
Interest expense	(83,747)	(876,676)	(960,423)
Loss on sale of assets	<u>(13,533)</u>	<u>(171,376)</u>	<u>(184,909)</u>
Net other expense	<u>(44,944)</u>	<u>(1,008,666)</u>	<u>(1,053,610)</u>
Net income (loss)	<u>\$ 371,168</u>	<u>\$ (779,565)</u>	<u>\$ (408,397)</u>

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO FINANCIAL STATEMENTS (continued)
MARCH 31, 2025

NOTE 15. CONTINGENCIES

The Authority receives financial assistance from HUD in the form of grants and subsidies. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditure of funds for eligible purposes. Substantially all grants, entitlements and cost reimbursements are subject to financial and compliance audits by HUD. As a result of these audits, costs previously reimbursed could be disallowed and require payments to HUD. As of March 31, 2025, the Authority estimates that no material liabilities will result from such audits.

NOTE 16. SUBSEQUENT EVENTS

Events that occur after the financial statement date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the financial statement date are recognized in the accompanying financial statements. Subsequent events which provide evidence about conditions that existed after the financial statement date require disclosure in the accompanying notes to the financial statements. Subsequent events have been evaluated through December 4, 2025, which is the date the financial statements were available to be issued, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

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

To the Board of Commissioners
Housing Authority of the County of Contra Costa:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business type activities (primary government), the aggregate discretely presented component units and the fiduciary fund of the Housing Authority of the County of Contra Costa (the "Authority") as of and for the year ended March 31, 2025, and the related notes to the financial statements, which collectively comprise the Authority's financial statements, and have issued our report thereon dated December 4, 2025. Our report includes a reference to other auditors who audited the financial statements of the blended component units as described in our report on the financial statements of the Authority. Those financial statements were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the blended component units.

Internal Control Over Financial Reporting

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

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

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

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 2025-001.

Authority's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Authority's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

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

Novogradac & Company LLP

December 4, 2025
Toms River, New Jersey

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Commissioners
Housing Authority of the County of Contra Costa:

Report on Compliance for Each Major Federal Program

Qualified and Unmodified Opinions

We have audited the Housing Authority of the County of Contra Costa (the "Authority") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended March 31, 2025. The Authority's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Qualified Opinion on the Housing Voucher Cluster

In our opinion, except for the noncompliance described in the Basis for Qualified and Unmodified Opinions section of our report, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the Housing Voucher Cluster for the year ended March 31, 2025.

Unmodified Opinion on the Other Major Federal Programs

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its other major federal programs identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs for the year ended March 31, 2025.

Basis for Qualified and Unmodified Opinions

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

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

Matter Giving Rise to Qualified Opinion on the Housing Voucher Cluster

As described in the accompanying schedule of findings and questioned costs as item 2025-001, the Authority did not comply with the eligibility compliance requirements of the Uniform Guidance regarding maintenance of tenant files requirements of the Uniform Guidance, as required by the Housing Voucher Cluster.

Compliance with such requirements is necessary, in our opinion, for the Authority to comply with the requirements of this program.

Responsibilities of Management for Compliance

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

Auditors' Responsibilities for the Audit of Compliance

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

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

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

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

Other Matters

Government Auditing Standards requires the auditor to perform limited procedures on the Authority's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

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

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2025-001 to be a material weakness in the Housing Voucher Cluster.

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

Authority's Response to the Internal Control over Compliance Finding

Government Auditing Standards require the auditor to perform limited procedures on the Authority's response to the internal control over compliance finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Purpose of this Report

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

Novogradac & Company LLP

December 4, 2025
Toms River, New Jersey

SUPPLEMENTARY INFORMATION

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED MARCH 31, 2025**

<u>Federal Grantor/Program Title</u>	<u>AL Number</u>	<u>Federal Expenditures</u>
U.S. Department of Housing and Urban Development:		
Housing Voucher Cluster		
Section 8 Housing Choice Vouchers	14.871	\$ 217,882,996
Mainstream Vouchers	14.879	4,916,077
Emergency Housing Vouchers	14.EHV	<u>4,364,132</u>
Total Housing Voucher Cluster		227,163,205
Public and Indian Housing Program	14.850	8,245,741
Continuum of Care	14.267	7,204,058
Public Housing Capital Fund Program	14.872	4,313,105
Family Self Sufficiency Program	14.896	<u>320,812</u>
Total U.S. Department of Housing and Urban Development		<u>247,246,921</u>
Total Expenditures of Federal Awards		<u>\$ 247,246,921</u>

See Notes to Schedule of Expenditures of Federal Awards.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED MARCH 31, 2025**

NOTE 1. BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal grant activity of the Authority under programs of the federal government for the year ended March 31, 2025. The information in the Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the Authority, it is not intended to and does not present the financial position, changes in net position or cash flows of the Authority. Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in the preparation of the financial statements.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

NOTE 3. INDIRECT COST RATE

The Authority has not elected to use the ten percent de minimus indirect cost rate allowed under the Uniform Guidance.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
FOR THE YEAR ENDED MARCH 31, 2025**

NOTE 4. SCHEDULE OF CAPITAL FUND COSTS AND ADVANCES

The total amounts of Capital Fund Program Costs and Advances incurred and earned by the Authority as of and for the year ended March 31, 2025 are provided herein:

	<u>501-23</u>	<u>501-24</u>	<u>FSSG-24</u>	<u>Totals</u>
<u>Budget</u>	\$ <u>3,957,417</u>	\$ <u>3,977,729</u>	\$ <u>208,627</u>	\$ <u>8,143,773</u>
<u>Advances:</u>				
Cumulative through 3/31/24	\$ 2,549,594	\$ -	\$ -	\$ 2,549,594
Current Year	<u>1,407,823</u>	<u>3,174,738</u>	<u>-</u>	<u>4,582,561</u>
Cumulative through 3/31/25	<u>3,957,417</u>	<u>3,174,738</u>	<u>-</u>	<u>7,132,155</u>
<u>Costs:</u>				
Cumulative through 3/31/24	2,906,087	-	-	2,906,087
Current Year	<u>1,051,330</u>	<u>3,261,775</u>	<u>-</u>	<u>4,313,105</u>
Cumulative through 3/31/25	<u>3,957,417</u>	<u>3,261,775</u>	<u>-</u>	<u>7,219,192</u>
Excess / (Deficiency)	\$ <u>-</u>	\$ <u>(87,037)</u>	\$ <u>-</u>	\$ <u>(87,037)</u>

1) Grant No. CA01P011501-23 with approved funding of \$3,957,417 has been fully drawn down and expended as per Capital Fund Grant Regulations.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED MARCH 31, 2025**

I. Summary of Auditors' Results

Financial Statement Section

- | | | |
|----|---|---------------|
| 1. | Type of auditors' report issued: | Unmodified |
| 2. | Internal control over financial reporting | |
| | a. Material weakness(es) identified? | No |
| | b. Significant deficiency(ies) identified? | None Reported |
| 3. | Noncompliance material to the financial statements? | Yes |

Federal Awards Section

- | | | |
|----|--|------------|
| 1. | Internal Control over compliance: | |
| | a. Material weakness(es) identified? | Yes |
| | b. Significant deficiency(ies) identified? | No |
| 2. | Type of auditors' report on compliance for major programs: | |
| | Housing Voucher Cluster | Qualified |
| | Capital Fund Program | Unmodified |
| 3. | Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? | Yes |
| 4. | Identification of major programs: | |

AL Number

Name of Federal Program

- | | |
|--------|-----------------------------------|
| | Housing Voucher Cluster : |
| 14.871 | Section 8 Housing Choice Vouchers |
| 14.879 | Mainstream Vouchers |
| 14.EHV | Emergency Housing Vouchers |
| 14.872 | Capital Fund Program |

- | | | |
|----|--|-------------|
| 5. | Dollar threshold used to distinguish between Type A and Type B Programs: | \$3,000,000 |
| 6. | Auditee qualified as low-risk Auditee? | No |

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)
FOR THE YEAR ENDED MARCH 31, 2025**

II. Financial Statement Findings

Finding 2025-001 below is also a financial statement finding.

III. Federal Award Findings and Questioned Costs

Finding 2025-001:

Federal Agency: U.S. Department of Housing and Urban Development
Federal Program Titles: Housing Voucher Cluster
Assistance Listing Number: 14.871, 14.879 and 14.EHV
Noncompliance – E. Eligibility – Tenant Files
Non Compliance Material to the Financial Statements: Yes
Material Weakness in Internal Control over Compliance for Eligibility

Criteria: Tenant Files. The PHA must do the following: As a condition of admission or continued occupancy, require the tenant and other family member to provide necessary information, documentation, and releases for the PHA to verify income eligibility (24 CFR sections 5.230, 5.609, and 982.516). These files are required to be maintained and available for examination at the time of audit.

Condition: Based upon inspection of the Authority's files and on discussion with management, there were documents that were unavailable for examination at the time of audit.

Context: There are approximately 11,032 units. Of a sample size of sixty-nine (69) tenant files, the following was noted:

- Declaration of Section 214 Status form was missing in one (1) file
- HUD-9886 Authorization for Release of Information was missing in six (6) files
- Lead based paint form was missing in one (1) file
- HUD-50058 Form applicable to the audit period was missing in seven (7) files

Our sample size is statistically valid.

Known Questioned Costs: \$168,325

Cause: There is a material weakness in internal controls over the compliance for the eligibility type of compliance related to the maintenance of tenant files. The Authority has not properly considered, designed, implemented, maintained and monitored a system of internal controls that assures the program is in compliance.

Effect: The Housing Voucher Cluster is in material non-compliance with the eligibility type of compliance related to the maintenance of tenant files.

Recommendation: We recommend the Authority design and implement internal control procedures that will assure compliance with the Uniform Guidance and the compliance supplement.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)
FOR THE YEAR ENDED MARCH 31, 2025**

III. Federal Award Findings and Questioned Costs (continued)

Finding 2025-001: (continued)

Views of responsible officials and planned corrective action: We agree with the Auditor's observations on the inspection of the tenant files and will implement internal control procedures that will ensure compliance of federal regulations.

IV. Schedule of Prior Year Federal Audit Findings

Finding 2024-001:

Observation: Based upon inspection of the Authority's files and on discussions with management, the Authority did not properly abate one (1) out of thirty-seven (37) annual failed inspections selected for testing.

Status: The finding has been cleared.

Finding 2024-002:

Observation: Based upon inspection of the Authority's files and on discussion with management, there were documents that were unavailable for examination at the time of audit. There are approximately 9,051 units. Of a sample size of eighty-nine (89) tenant files, the following was noted:

- HUD-9886 Authorization for Release of Information was missing in 4 files

Status: The finding remains open. See Finding 2025-001.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
REQUIRED PENSION INFORMATION
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
LAST 10 FISCAL YEARS***

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY FOR CALPERS DEFINED BENEFIT RETIREMENT PLAN

<u>Measurement Date</u>	<u>Proportion of the NPL</u>	<u>Proportionate Share of the NPL</u>	<u>Covered Payroll</u>	<u>NPL/Payroll Ratio</u>	<u>Funded Ratio</u>
Reporting Date for Employer Under GASB 68:					
6/30/16	0.716 %	\$ 10,788,391	\$ 4,841,907	222.81 %	80.83 %
6/30/17	0.726 %	\$ 10,162,604	\$ 5,215,890	194.84 %	82.73 %
6/30/18	0.772 %	\$ 6,267,604	\$ 5,183,762	120.91 %	89.72 %
6/30/19	0.756 %	\$ 10,796,497	\$ 5,288,211	204.16 %	83.10 %
6/30/20	0.732 %	\$ 6,324,839	\$ 5,607,319	112.80 %	90.49 %
6/30/21	0.750 %	\$ 3,458,981	\$ 5,906,312	58.56 %	94.98 %
6/30/22	0.557 %	\$ (1,353,877)	\$ 6,247,203	(21.67)%	101.86 %
6/30/23	0.625 %	\$ 10,607,449	\$ 6,576,998	161.28 %	86.07 %
6/30/24	0.615 %	\$ 9,805,393	\$ 6,746,006	145.35 %	87.14 %
6/30/25	0.544 %	\$ 7,005,405	\$ 7,628,248	91.84 %	91.56 %

SCHEDULE OF EMPLOYER CONTRIBUTIONS TO CCCERA

<u>Measurement Date</u>	<u>Actuarially Determined Contributions</u>	<u>Contribution in Relation to the Actuarially Determined Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
12/31/15	\$ 2,329,742	\$ 2,329,742	\$ -	4,841,907	48.12 %
12/31/16	\$ 2,179,232	\$ 2,179,232	\$ -	5,215,890	41.78 %
12/31/17	\$ 2,150,337	\$ 2,150,337	\$ -	5,183,762	41.48 %
12/31/18	\$ 2,254,454	\$ 2,254,454	\$ -	5,288,211	42.63 %
12/31/19	\$ 2,297,649	\$ 2,297,649	\$ -	5,607,319	40.98 %
12/31/20	\$ 2,469,111	\$ 2,469,111	\$ -	5,906,312	41.80 %
12/31/21	\$ 2,639,599	\$ 2,639,599	\$ -	6,247,203	42.25 %
12/31/22	\$ 2,749,044	\$ 2,749,044	\$ -	6,576,998	41.80 %
12/31/23	\$ 2,817,552	\$ 2,817,552	\$ -	6,746,006	41.77 %
12/31/24	\$ 2,623,827	\$ 2,623,827	\$ -	7,628,248	34.40 %

Contributions exclude “employer subvention of member contributions”. Prior to the December 31, 2016 measurement date the contributions included “employer subvention of member contributions”.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
 REQUIRED PENSION INFORMATION (continued)
 SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
 LAST 10 FISCAL YEARS***

THE ACTUARIAL METHODS AND ASSUMPTIONS USED TO DETERMINE THE ACTUARIALLY DETERMINED CONTRIBUTIONS (ADC) FOR CCCERA WERE AS FOLLOWS

Valuation Date	Actuarially determined contribution rates for the first six months of calendar year 2024 are calculated based on the December 31, 2021 valuation. Actuarially determined contribution rates for the last six months of calendar year 2024 are calculated based on the December 31, 2022 valuation.
Actuarial Cost Method	Entry Age Actuarial Cost Method
Amortization method	Level percentage of payroll
Remaining amort period	Remaining balance of 12/31/07 UAAL is amortized over a fixed period with 1 year remaining as of 12/31/21. Any changes in UAAL after 12/31/07, will be separately amortized over a fixed 18-year period effective with that valuation.
Asset Valuation Method	Market value of assets less unrecognized returns in each of the last 9 semi-annual periods.
Investment Rate of Return	6.75% net of pension plan investment expenses, including inflation.
Inflation Rate	2.50%
Administrative expenses	1.15% of payroll allocated to both the employer and member based on components of the normal cost rates.
"Across-the-board" Salary Increase	0.50%
Projected Salary Increase	3.5% to 14.00%
Cost of Living Adjustment	2.75%
Administrative expenses	1.13% of payroll allocated between the employer and member based on the components of the normal cost rates for the employer and member.
Other	Same as those used in the 12/31/22 funding actuarial valuation

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
REQUIRED OTHER POST EMPLOYMENT BENEFIT INFORMATION
SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS
LAST 10 FISCAL YEARS***

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND PLAN FIDUCIARY NET POSITION***

	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024
Total OPEB Liability:								
Service cost	\$ 183,043	\$ 192,195	\$ 166,281	\$ 209,178	\$ 173,939	\$ 182,636	\$ 449,214	\$ 471,675
Interest	422,711	441,259	436,877	553,480	546,231	562,122	827,381	881,976
Change of benefit terms	-	-	1,308,625	-	-	4,072,941	-	-
Differences between expected and actual experience	(11,577)	(328,931)	24,988	(235,678)	(85,572)	(838,879)	(52,647)	(773,326)
Changes of assumptions	-	18,031	-	(171,044)	-	413,414	-	(640,307)
Benefits paid to retirees	<u>(363,140)</u>	<u>(341,141)</u>	<u>(371,272)</u>	<u>(433,462)</u>	<u>(403,594)</u>	<u>(453,825)</u>	<u>(436,688)</u>	<u>(497,288)</u>
Net change in total OPEB liability	<u>231,037</u>	<u>(18,587)</u>	<u>1,565,499</u>	<u>(77,526)</u>	<u>231,004</u>	<u>3,938,409</u>	<u>787,260</u>	<u>(557,270)</u>
OPEB liability - beginning	<u>5,715,330</u>	<u>5,946,367</u>	<u>5,927,780</u>	<u>7,493,279</u>	<u>7,415,753</u>	<u>7,646,757</u>	<u>11,585,166</u>	<u>12,372,426</u>
OPEB liability - ending	<u>\$ 5,946,367</u>	<u>\$ 5,927,780</u>	<u>\$ 7,493,279</u>	<u>\$ 7,415,753</u>	<u>\$ 7,646,757</u>	<u>\$ 11,585,166</u>	<u>\$ 12,372,426</u>	<u>\$ 11,815,156</u>
Plan Fiduciary Net Position:								
Net investment income	\$ 16,201	\$ 23,378	\$ 31,079	\$ (6,813)	\$ 229,779	\$ (158,105)	\$ 194,610	\$ 393,271
Contributions - employer	458,323	537,461	663,460	433,462	629,594	1,101,717	776,880	1,881,710
Benefit payments	(363,140)	(341,141)	(371,272)	(433,462)	(403,594)	(453,825)	(436,688)	(497,288)
Administrative expense	<u>(350)</u>	<u>(833)</u>	<u>(1,246)</u>	<u>(1,883)</u>	<u>(2,149)</u>	<u>(7,170)</u>	<u>(7,170)</u>	<u>(6,617)</u>
Net change in plan fiduciary net position	<u>111,034</u>	<u>218,865</u>	<u>322,021</u>	<u>(8,696)</u>	<u>453,630</u>	<u>482,617</u>	<u>527,632</u>	<u>1,771,076</u>
Plan fiduciary net position - beginning	<u>109,232</u>	<u>220,266</u>	<u>439,131</u>	<u>761,152</u>	<u>752,456</u>	<u>1,206,086</u>	<u>1,688,703</u>	<u>2,216,335</u>
Plan fiduciary net position - ending	<u>\$ 220,266</u>	<u>\$ 439,131</u>	<u>\$ 761,152</u>	<u>\$ 752,456</u>	<u>\$ 1,206,086</u>	<u>\$ 1,688,703</u>	<u>\$ 2,216,335</u>	<u>\$ 3,987,411</u>
Plan fiduciary net position as a percentage of the total OPEB liability (asset)	3.70 %	7.41 %	10.16 %	10.15 %	15.77 %	14.58 %	17.91 %	33.75 %
Covered payroll	N/A	\$ 5,334,017	\$ 5,500,723	\$ 5,804,388	\$ 6,065,489	\$ 6,548,418	\$ 6,719,914	\$ 7,196,969
Authority's net OPEB liability (asset) as a percentage of its covered-employee payroll	N/A	102.90 %	122.39 %	114.80 %	106.00 %	151.00 %	151.00 %	109.00 %

*** = These amounts presented were determined as of June 30. This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the Authority will present information for those years for which information is available.

See Report of Independent Auditors.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
 REQUIRED OTHER POST EMPLOYMENT BENEFIT INFORMATION (continued)
 SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS
 LAST 10 FISCAL YEARS***

SCHEDULE OF EMPLOYER CONTRIBUTIONS TO OPEB***

<u>Measurement Date</u>	<u>Actuarially Determined Contributions</u>	<u>Contribution in Relation to the ADC</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Employee Payroll</u>	<u>Contributions to Payroll Ratio</u>
6/30/17	\$ 547,470	\$ 458,323	\$ 89,147	N/A	N/A
6/30/18	\$ 548,163	\$ 537,461	\$ 10,702	\$ 5,334,017	10.08 %
6/30/19	\$ 582,876	\$ 663,460	\$ (80,584)	\$ 5,500,723	12.06 %
6/30/20	\$ 596,627	\$ 433,462	\$ 163,165	\$ 5,804,388	7.47 %
6/30/21	\$ 563,935	\$ 629,594	\$ (65,659)	\$ 6,065,489	10.38 %
6/30/22	\$ 1,102,576	\$ 1,101,717	\$ 859	\$ 6,548,418	16.82 %
6/30/23	\$ 1,310,985	\$ 776,880	\$ 534,105	\$ 6,719,914	11.56 %
6/30/24	\$ 1,356,801	\$ 1,881,710	\$ (524,909)	\$ 7,196,969	26.15 %

*** = These amounts presented were determined as of June 30. This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the Authority will present information for those years for which information is available.

**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
NOTES TO THE REQUIRED PENSION AND OTHER POST
EMPLOYMENT BENEFIT INFORMATION
FOR THE YEAR ENDED MARCH 31, 2025**

- The Schedule of Proportionate Share of Net Pension Liability presents the Authority's portion of CCCERA's NPL as a dollar value as well as a percentage. The funded ratio represents the Authority's proportionate share of the Plan's Fiduciary Net Position as a percentage of the Authority's proportionate share of the Total Pension Liability. GASB 68 requires this schedule to include ten-year trend analysis. The trend analysis is intended to aid the reader in determining the financial health of the pension plan. The schedule contains all currently known information and will be built prospectively as the information becomes available, until the ten year requirement has been met. This schedule was provided by CCCERA in its "GASB 68 Actuarial Valuation Based on December 31, 2024 Measurement Date for Employer Reporting as of June 30, 2025".
- The Schedule of Employer Contributions to CCCERA presents information regarding the Authority's required contributions to CCCERA, the amounts actually contributed, and any excess or deficiency to the contributions required. This schedule reports only employer required contributions. The amounts noted are based on the Plan's calendar year and not on the Authority's fiscal year end of March 31. See also Note 11 to the Basic Financial Statements for the contributions, both employer and employee, for the current fiscal year. GASB 68 requires this schedule to include ten-year trend analysis. The trend analysis is intended to aid the reader in determining the financial health of the pension plan. The schedule contains all currently known information and will be built prospectively as the information becomes available, until the ten year requirement has been met. The information for this schedule was obtained from information contained in CCCERA's "GASB 68 Actuarial Valuation Based on December 31, 2024 Measurement Date for Employer Reporting as of June 30, 2025".
- The Schedule of Employer Contributions to OPEB presents information regarding the Authority's required contributions to their OPEB plan, the amounts actually contributed, and any excess or deficiency to the contributions required. This schedule reports only employer required contributions. The amounts noted are based on the Plan's calendar year and not on the Authority's fiscal year end of March 31. See also Note 12 to the Basic Financial Statements for the contributions, both employer and employee, for the current fiscal year. GASB 75 requires this schedule to include ten-year trend analysis. The trend analysis is intended to aid the reader in determining the financial health of the pension plan. The schedule contains all currently known information and will be built prospectively as the information becomes available, until the ten year requirement has been met. The information for this schedule was obtained from information contained in "Housing Authority of Contra Costa Authority OPEB Plan", with a measurement date of June 30, 2024.
- See Note 11 for changes in assumptions or benefit terms since the previous valuation for CCCERA.
- See Note 12 for changes in assumptions or to the benefit terms of the OPEB plan.

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2025

	Project Total	14.EFA FSS Escrow Forfeiture Account	14.218 Community Development Block Grants/Entitlement Grants	6.2 Component Unit - Blended	14.896 PIH Family Self-Sufficiency Program	2 State/Local	14.267 Continuum of Care Program	9 Other Federal Program 2
111 Cash - Unrestricted	\$5,044,458			\$3,277,500	\$13,402	\$305,955	\$114,187	\$178,171
112 Cash - Restricted - Modernization and Development								
113 Cash - Other Restricted		\$280,277		\$2,938,303				
114 Cash - Tenant Security Deposits				\$87,489				
115 Cash - Restricted for Payment of Current Liabilities								
100 Total Cash	\$5,044,458	\$280,277	\$0	\$6,303,292	\$13,402	\$305,955	\$114,187	\$178,171
121 Accounts Receivable - PHA Projects								
122 Accounts Receivable - HUD Other Projects	\$87,037				\$20,624		\$470,730	
124 Accounts Receivable - Other Government								
125 Accounts Receivable - Miscellaneous	\$54,000			\$233,785		\$792,857		
126 Accounts Receivable - Tenants	\$714,304			\$50,529				
126.1 Allowance for Doubtful Accounts - Tenants	-\$340,019			-\$25,377				
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0		\$0	\$0	\$0	\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$18,000					\$1,418		
128 Fraud Recovery	\$44,773							
128.1 Allowance for Doubtful Accounts - Fraud	\$0							
129 Accrued Interest Receivable	\$18			\$15,994		\$3,249		
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$878,113	\$0	\$0	\$36,74,931	\$20,624	\$797,524	\$470,730	\$0
131 Investments - Unrestricted	\$952,597					\$668,763		\$119,091
132 Investments - Restricted								
135 Investments - Restricted for Payment of Current Liability								
142 Prepaid Expenses and Other Assets	\$292,400			\$221,159		\$21,269	\$8,037	
143 Inventories								
143.1 Allowance for Obsolete Inventories								
144 Inter Program Due From						\$2,217,362		
145 Assets Held for Sale								
150 Total Current Assets	\$6,867,568	\$280,277	\$0	\$6,799,382	\$34,026	\$4,010,873	\$592,954	\$297,262
161 Land	\$2,544,675			\$1,626,509				
162 Buildings	\$87,208,127			\$36,766,191		\$74,415		
163 Furniture, Equipment & Machinery - Dwellings								
164 Furniture, Equipment & Machinery - Administration	\$2,499,365			\$734,157		\$7,032		\$3,937
165 Leasehold Improvements				\$2,272,891				
166 Accumulated Depreciation	-\$82,483,098			-\$24,853,000		-\$81,447		-\$3,937
167 Construction in Progress	\$1,667,310							
168 Infrastructure				\$4,028,709				
160 Total Capital Assets, Net of Accumulated Depreciation	\$11,436,379	\$0	\$0	\$20,575,457	\$0	\$0	\$0	\$0
171 Notes, Loans and Mortgages Receivable - Non-Current	\$2,272,511		\$322,437	\$185,000				\$11,937
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due								
173 Grants Receivable - Non Current								
174 Other Assets			\$163,671	\$27,400		\$1,673,541		\$6,041
176 Investments in Joint Ventures								
180 Total Non-Current Assets	\$13,708,890	\$0	\$486,108	\$20,787,857	\$0	\$1,673,541	\$0	\$17,978
200 Deferred Outflow of Resources	\$1,513,473							
290 Total Assets and Deferred Outflow of Resources	\$22,089,931	\$280,277	\$486,108	\$27,587,239	\$34,026	\$5,684,414	\$592,954	\$315,240

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2025

	Project Total	14.EFA FSS Escrow Forfeiture Account	14.218 Community Development Block Grants/Entitlement Grants	6.2 Component Unit - Blended	14.896 PIH Family Self-Sufficiency Program	2 State/Local	14.267 Continuum of Care Program	9 Other Federal Program 2
311 Bank Overdraft								
312 Accounts Payable <= 90 Days	\$340,497			\$227,474		\$6,741	\$89,036	
313 Accounts Payable >90 Days Past Due								
321 Accrued Wage/Payroll Taxes Payable						\$911,127		
322 Accrued Compensated Absences - Current Portion	\$188,385				\$34,026	\$4,730	\$6,041	
324 Accrued Contingency Liability								
325 Accrued Interest Payable				\$78,787				
331 Accounts Payable - HUD PHA Programs								
332 Account Payable - PHA Projects								
333 Accounts Payable - Other Government	\$73,662					\$1,304		
341 Tenant Security Deposits	\$383,836			\$226,335				
342 Unearned Revenue	\$51,269			\$55,769				\$297,261
344 Current Portion of Long-term Debt - Operating Borrowings				\$576,220				
344 Current Portion of Long-term Debt - Operating Borrowings								
345 Other Current Liabilities				\$973,081				
346 Accrued Liabilities - Other	\$1,327,086							
347 Inter Program - Due To	\$1,008,418						\$480,312	
348 Loan Liability - Current								
310 Total Current Liabilities	\$3,373,153	\$0	\$0	\$2,137,666	\$34,026	\$923,902	\$575,389	\$297,261
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue				\$16,960,861				
352 Long-term Debt, Net of Current - Operating Borrowings						\$185,000		
353 Non-current Liabilities - Other				\$1,707,488				
354 Accrued Compensated Absences - Non Current	\$281,621					\$8,813	\$17,565	
355 Loan Liability - Non Current			\$486,108					\$17,979
356 FASB 5 Liabilities								
357 Accrued Pension and OPEB Liabilities	\$4,367,973					\$0		
350 Total Non-Current Liabilities	\$4,649,594	\$0	\$486,108	\$18,668,349	\$0	\$193,813	\$17,565	\$17,979
300 Total Liabilities	\$8,022,747	\$0	\$486,108	\$20,806,015	\$34,026	\$1,117,715	\$592,954	\$315,240
400 Deferred Inflow of Resources	\$2,918,508							
508.4 Net Investment in Capital Assets	\$11,436,379			\$3,038,376				
511.4 Restricted Net Position	\$0	\$280,277		\$2,938,304				
512.4 Unrestricted Net Position	\$-287,703	\$0	\$0	\$804,544	\$0	\$4,566,699	\$0	\$0
513 Total Equity - Net Assets / Position	\$11,148,676	\$280,277	\$0	\$6,781,224	\$0	\$4,566,699	\$0	\$0
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$22,089,931	\$280,277	\$486,108	\$27,587,239	\$34,026	\$5,684,414	\$592,954	\$315,240

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2025

	5 Fiduciary	14.879 Mainstream Vouchers	14.871 Housing Choice Vouchers	14.EHV Emergency Housing Voucher	COCC	Subtotal	ELIM	Total
111 Cash - Unrestricted			\$11,210,814	\$200,301	\$61,880	\$20,406,668		\$20,406,668
112 Cash - Restricted - Modernization and Development								
113 Cash - Other Restricted	\$4,190,803		\$438,483	\$134,601		\$7,982,467		\$7,982,467
114 Cash - Tenant Security Deposits						\$87,489		\$87,489
115 Cash - Restricted for Payment of Current Liabilities			\$576,920			\$576,920		\$576,920
100 Total Cash	\$4,190,803	\$0	\$12,226,217	\$334,902	\$61,880	\$29,053,544	\$0	\$29,053,544
121 Accounts Receivable - PHA Projects			\$904,320			\$904,320		\$904,320
122 Accounts Receivable - HUD Other Projects		\$281,433	\$1,986,870			\$2,846,694		\$2,846,694
124 Accounts Receivable - Other Government								
125 Accounts Receivable - Miscellaneous			\$0			\$1,080,642	-\$792,857	\$287,785
126 Accounts Receivable - Tenants						\$764,833		\$764,833
126.1 Allowance for Doubtful Accounts - Tenants					\$0	-\$365,396		-\$365,396
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0	\$0	\$0	\$0	\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current						\$19,418	-\$18,000	\$1,418
128 Fraud Recovery						\$44,773		\$44,773
128.1 Allowance for Doubtful Accounts - Fraud						\$0		\$0
129 Accrued Interest Receivable					\$12,071	\$31,332		\$31,332
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$0	\$281,433	\$2,891,190	\$0	\$12,071	\$5,326,616	-\$810,857	\$4,515,759
131 Investments - Unrestricted					\$1,781,024	\$3,521,475		\$3,521,475
132 Investments - Restricted								
135 Investments - Restricted for Payment of Current Liability								
142 Prepaid Expenses and Other Assets			\$165,964		\$67,866	\$776,695		\$776,695
143 Inventories								
143.1 Allowance for Obsolete Inventories								
144 Inter Program Due From					\$2,610,521	\$4,827,883	-\$4,827,883	\$0
145 Assets Held for Sale								
150 Total Current Assets	\$4,190,803	\$281,433	\$15,283,371	\$334,902	\$4,533,362	\$43,506,213	-\$5,638,740	\$37,867,473
161 Land			\$850,791			\$5,021,975		\$5,021,975
162 Buildings			\$4,858,159			\$128,906,892		\$128,906,892
163 Furniture, Equipment & Machinery - Dwellings								
164 Furniture, Equipment & Machinery - Administration			\$1,473,415		\$430,683	\$5,148,589		\$5,148,589
165 Leasehold Improvements						\$2,272,891	-\$2,272,891	\$0
166 Accumulated Depreciation			-\$4,042,614		-\$291,338	-\$111,755,434		-\$111,755,434
167 Construction in Progress						\$1,667,310		\$1,667,310
168 Infrastructure						\$4,028,709		\$4,028,709
160 Total Capital Assets, Net of Accumulated Depreciation	\$0	\$0	\$3,139,751	\$0	\$139,345	\$35,290,932	-\$2,272,891	\$33,018,041
171 Notes, Loans and Mortgages Receivable - Non-Current						\$2,791,865	-\$2,457,511	\$334,374
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due								
173 Grants Receivable - Non Current								
174 Other Assets					\$111,978	\$1,982,631	-\$1,686,016	\$296,615
176 Investments in Joint Ventures								
180 Total Non-Current Assets	\$0	\$0	\$3,139,751	\$0	\$251,323	\$40,065,448	-\$6,416,418	\$33,649,030
200 Deferred Outflow of Resources			\$2,627,842		\$998,620	\$5,139,935		\$5,139,935
290 Total Assets and Deferred Outflow of Resources	\$4,190,803	\$281,433	\$21,050,964	\$334,902	\$5,783,305	\$88,711,596	-\$12,055,158	\$76,656,438

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2025

	5 Fiduciary	14.879 Mainstream Vouchers	14.871 Housing Choice Vouchers	14.EHV Emergency Housing Voucher	COCC	Subtotal	ELIM	Total
311 Bank Overdraft								
312 Accounts Payable <= 90 Days			\$202,869		\$8,221	\$874,838		\$874,838
313 Accounts Payable >90 Days Past Due								
321 Accrued Wage/Payroll Taxes Payable						\$911,127		\$911,127
322 Accrued Compensated Absences - Current Portion			\$234,363		\$234,900	\$702,445		\$702,445
324 Accrued Contingency Liability								
325 Accrued Interest Payable						\$78,787		\$78,787
331 Accounts Payable - HUD PHA Programs			\$806			\$806		\$806
332 Account Payable - PHA Projects			\$51,909			\$51,909		\$51,909
333 Accounts Payable - Other Government						\$74,966		\$74,966
341 Tenant Security Deposits						\$610,171		\$610,171
342 Unearned Revenue			\$367,654	\$98,668		\$870,621		\$870,621
344 Current Portion of Long-term Debt - Operating Borrowings			\$193,865			\$770,085	-\$18,000	\$752,085
344 Current Portion of Long-term Debt - Operating Borrowings								
345 Other Current Liabilities		\$16,462	\$1,244,821	\$8,700		\$2,243,064	-\$792,857	\$1,450,207
346 Accrued Liabilities - Other						\$1,327,086		\$1,327,086
347 Inter Program - Due To		\$57,337	\$3,281,816			\$4,827,883	-\$4,827,883	\$0
348 Loan Liability - Current								
310 Total Current Liabilities	\$0	\$73,799	\$5,578,103	\$107,368	\$243,121	\$13,343,788	-\$5,638,740	\$7,705,048
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue						\$16,960,861	-\$2,272,511	\$14,688,350
352 Long-term Debt, Net of Current - Operating Borrowings						\$185,000	-\$185,000	\$0
353 Non-current Liabilities - Other			\$438,483			\$2,145,971	-\$1,686,016	\$459,955
354 Accrued Compensated Absences - Non Current			\$323,483		\$596,455	\$1,227,937		\$1,227,937
355 Loan Liability - Non Current						\$504,087		\$504,087
356 FASB 5 Liabilities								
357 Accrued Pension and OPEB Liabilities			\$7,584,104		\$2,882,073	\$14,834,150		\$14,834,150
350 Total Non-Current Liabilities	\$0	\$0	\$8,346,070	\$0	\$3,478,528	\$35,858,006	-\$4,143,527	\$31,714,479
300 Total Liabilities	\$0	\$73,799	\$13,924,173	\$107,368	\$3,721,649	\$49,201,794	-\$9,782,267	\$39,419,527
400 Deferred Inflow of Resources			\$1,120,983		\$425,990	\$4,465,481	-\$2,272,891	\$2,192,590
508.4 Net Investment in Capital Assets			\$2,945,886		\$139,345	\$17,559,986	\$17,620	\$17,577,606
511.4 Restricted Net Position	\$4,190,803			\$35,933		\$7,445,317		\$7,445,317
512.4 Unrestricted Net Position	\$0	\$207,634	\$3,059,922	\$191,601	\$1,496,321	\$10,039,018	-\$17,620	\$10,021,398
513 Total Equity - Net Assets / Position	\$4,190,803	\$207,634	\$6,005,808	\$227,534	\$1,635,666	\$35,044,321	\$0	\$35,044,321
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$4,190,803	\$281,433	\$21,050,964	\$334,902	\$5,783,305	\$88,711,596	-\$12,055,158	\$76,656,438

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Submission Type: Audited/Single Audit

Entity Wide Revenue and Expense Summary

Fiscal Year End: 03/31/2025

	Project Total	14.EFA FSS Escrow Forfeiture Account	14.218 Community Development Block Grants/Entitlement Grants	6.2 Component Unit - Blended	14.896 PIH Family Self-Sufficiency Program	2 State/Local	14.267 Continuum of Care Program	9 Other Federal Program 2
70300 Net Tenant Rental Revenue	\$5,404,344			\$5,143,247				
70400 Tenant Revenue - Other	\$60,675			\$9,017				
70500 Total Tenant Revenue	\$5,465,019	\$0	\$0	\$5,152,264	\$0	\$0	\$0	\$0
70600 HUD PHA Operating Grants	\$10,039,396				\$320,812		\$7,204,058	
70610 Capital Grants	\$2,519,450							
70710 Management Fee								
70720 Asset Management Fee								
70730 Book Keeping Fee								
70740 Front Line Service Fee								
70750 Other Fees								
70700 Total Fee Revenue								
70800 Other Government Grants								
71100 Investment Income - Unrestricted	\$8,443			\$14,010		\$36,844	\$52	\$5,301
71200 Mortgage Interest Income								\$1,309
71300 Proceeds from Disposition of Assets Held for Sale								
71310 Cost of Sale of Assets								
71400 Fraud Recovery								
71500 Other Revenue	\$191,592	\$124,487		\$130,459			\$465	
71600 Gain or Loss on Sale of Capital Assets	-\$151,631			-\$184,909				
72000 Investment Income - Restricted				\$77,712				
70000 Total Revenue	\$18,072,269	\$124,487	\$0	\$5,189,536	\$320,812	\$36,844	\$7,204,575	\$6,610
91100 Administrative Salaries	\$1,022,315			\$399,055			\$86,073	\$514
91200 Auditing Fees	\$19,138			\$50,600			\$1,507	
91300 Management Fee	\$1,338,373						\$126,525	
91310 Book-keeping Fee	\$80,942							
91400 Advertising and Marketing				\$405				
91500 Employee Benefit contributions - Administrative	\$744,228			\$59,649		-\$149,722	\$42,640	\$306
91600 Office Expenses	\$679,799			\$453,537		\$203	\$13,482	
91700 Legal Expense	\$184,522			\$11,042				
91800 Travel	\$9,905							
91810 Allocated Overhead								
91900 Other	\$46,595			\$268,956				
91000 Total Operating - Administrative	\$4,125,817	\$0	\$0	\$1,243,244	\$0	-\$149,519	\$270,227	\$820
92000 Asset Management Fee	\$82,140							
92100 Tenant Services - Salaries					\$166,976			
92200 Relocation Costs	\$48,894							
92300 Employee Benefit Contributions - Tenant Services					\$104,724			
92400 Tenant Services - Other	\$50,353	\$10,363					\$412,844	
92500 Total Tenant Services	\$99,247	\$10,363	\$0	\$0	\$271,700	\$0	\$412,844	\$0

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Submission Type: Audited/Single Audit

Entity Wide Revenue and Expense Summary

Fiscal Year End: 03/31/2025

	Project Total	14.EFA FSS Escrow Forfeiture Account	14.218 Community Development Block Grants/Entitlement Grants	6.2 Component Unit - Blended	14.896 PIH Family Self-Sufficiency Program	2 State/Local	14.267 Continuum of Care Program	9 Other Federal Program 2
93100 Water	\$856,273			\$220,748				
93200 Electricity	\$1,193,300			\$99,856				
93300 Gas	\$192,233			\$8,826				
93400 Fuel								
93500 Labor								
93600 Sewer	\$718,772			\$170,488				
93700 Employee Benefit Contributions - Utilities								
93800 Other Utilities Expense								
93000 Total Utilities	\$2,960,578	\$0	\$0	\$499,918	\$0	\$0	\$0	\$0
94100 Ordinary Maintenance and Operations - Labor	\$1,250,124			\$283,606				
94200 Ordinary Maintenance and Operations - Materials and Other	\$734,519			\$276,169				
94300 Ordinary Maintenance and Operations Contracts	\$2,799,497			\$921,508				
94500 Employee Benefit Contributions - Ordinary Maintenance	\$409,052			\$21,277				
94000 Total Maintenance	\$5,193,192	\$0	\$0	\$1,502,560	\$0	\$0	\$0	\$0
95100 Protective Services - Labor								
95200 Protective Services - Other Contract Costs	\$607,422			\$77,646				
95300 Protective Services - Other	\$50,913			\$54,370				
95500 Employee Benefit Contributions - Protective Services								
95000 Total Protective Services	\$658,335	\$0	\$0	\$132,016	\$0	\$0	\$0	\$0
96110 Property Insurance	\$645,001			\$195,645			\$1,970	
96120 Liability Insurance	\$66,250						\$5,218	
96130 Workmen's Compensation	\$46,401			\$25,900	\$3,986		\$1,729	\$11
96140 All Other Insurance								
96100 Total insurance Premiums	\$757,652	\$0	\$0	\$221,545	\$3,986	\$0	\$8,917	\$11
96200 Other General Expenses	\$1,871			\$85,912		\$1,290		
96210 Compensated Absences	\$339,164				\$32,049		\$12,822	\$50
96300 Payments in Lieu of Taxes	\$100,288			\$15,696		\$1,343		
96400 Bad debt - Tenant Rents	\$249,859							
96500 Bad debt - Mortgages								
96600 Bad debt - Other								\$5,729
96800 Severance Expense								
96000 Total Other General Expenses	\$691,182	\$0	\$0	\$101,608	\$32,049	\$2,633	\$12,822	\$5,779
96710 Interest of Mortgage (or Bonds) Payable				\$960,423				
96720 Interest on Notes Payable (Short and Long Term)								
96730 Amortization of Bond Issue Costs								
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$960,423	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$14,568,143	\$10,363	\$0	\$4,661,314	\$307,735	-\$146,886	\$704,810	\$6,610

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Submission Type: Audited/Single Audit

Entity Wide Revenue and Expense Summary

Fiscal Year End: 03/31/2025

	Project Total	14.EFA FSS Escrow Forfeiture Account	14.218 Community Development Block Grants/Entitlement Grants	6.2 Component Unit - Blended	14.896 PIH Family Self-Sufficiency Program	2 State/Local	14.267 Continuum of Care Program	9 Other Federal Program 2
97000 Excess of Operating Revenue over Operating Expenses	\$3,504,126	\$114,124	\$0	\$528,222	\$13,077	\$183,730	\$6,499,765	\$0
97100 Extraordinary Maintenance								
97200 Casualty Losses - Non-capitalized								
97300 Housing Assistance Payments							\$6,512,969	
97350 HAP Portability-In								
97400 Depreciation Expense	\$1,362,299			\$936,619				
97500 Fraud Losses								
97600 Capital Outlays - Governmental Funds								
97700 Debt Principal Payment - Governmental Funds								
97800 Dwelling Units Rent Expense								
90000 Total Expenses	\$15,930,442	\$10,363	\$0	\$5,597,933	\$307,735	-\$146,886	\$7,217,779	\$6,610
10010 Operating Transfer In	\$1,396,656						\$23,154	
10020 Operating transfer Out	-\$1,396,656							
10030 Operating Transfers from/to Primary Government								
10040 Operating Transfers from/to Component Unit								
10050 Proceeds from Notes, Loans and Bonds								
10060 Proceeds from Property Sales								
10070 Extraordinary Items, Net Gain/Loss								
10080 Special Items (Net Gain/Loss)								
10091 Inter Project Excess Cash Transfer In	\$1,526,874							
10092 Inter Project Excess Cash Transfer Out	-\$1,526,874							
10093 Transfers between Program and Project - In								
10094 Transfers between Project and Program - Out								
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0	\$23,154	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$2,141,827	\$114,124	\$0	-\$408,397	\$13,077	\$183,730	\$9,950	\$0
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$576,220	\$0	\$0	\$0	\$0
11030 Beginning Equity	\$9,181,879	\$166,153	\$0	\$7,189,621	\$0	\$4,382,969	\$0	\$0
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	-\$175,030			\$0	-\$13,077	\$0	-\$9,950	
11050 Changes in Compensated Absence Balance								
11060 Changes in Contingent Liability Balance								
11070 Changes in Unrecognized Pension Transition Liability								
11080 Changes in Special Term/Severance Benefits Liability								
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents								
11100 Changes in Allowance for Doubtful Accounts - Other								
11170 Administrative Fee Equity								
11180 Housing Assistance Payments Equity								
11190 Unit Months Available	11466			3120			3276	
11210 Number of Unit Months Leased	10645			2792			3149	

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Submission Type: Audited/Single Audit

Entity Wide Revenue and Expense Summary

Fiscal Year End: 03/31/2025

	5 Fiduciary	14.879 Mainstream Vouchers	14.871 Housing Choice Vouchers	14.EHV Emergency Housing Voucher	COCC	ELIM	Total
70300 Net Tenant Rental Revenue						-\$3,052,233	\$7,495,358
70400 Tenant Revenue - Other							\$69,692
70500 Total Tenant Revenue	\$0	\$0	\$0	\$0	\$0	-\$3,052,233	\$7,565,050
70600 HUD PHA Operating Grants		\$4,811,786	\$213,621,431	\$4,204,367			\$240,201,850
70610 Capital Grants							\$2,519,450
70710 Management Fee					\$4,499,660	-\$4,499,660	\$0
70720 Asset Management Fee					\$82,140	-\$82,140	\$0
70730 Book Keeping Fee					\$913,446	-\$913,446	\$0
70740 Front Line Service Fee							
70750 Other Fees							
70700 Total Fee Revenue					\$5,495,246	-\$5,495,246	\$0
70800 Other Government Grants					\$44,000		\$44,000
71100 Investment Income - Unrestricted			\$3,273		\$148,530	-\$11,454	\$204,999
71200 Mortgage Interest Income							\$1,309
71300 Proceeds from Disposition of Assets Held for Sale							
71310 Cost of Sale of Assets							
71400 Fraud Recovery			\$3,240				\$3,240
71500 Other Revenue	\$922,671		\$3,506,773		\$288,424	-\$494,622	\$4,670,249
71600 Gain or Loss on Sale of Capital Assets							-\$336,540
72000 Investment Income - Restricted	\$263,522						\$341,234
70000 Total Revenue	\$1,186,193	\$4,811,786	\$217,134,717	\$4,204,367	\$5,976,200	-\$9,053,555	\$255,214,841
91100 Administrative Salaries		\$92,474	\$4,077,685	\$84,251	\$2,200,738		\$7,963,105
91200 Auditing Fees		\$654	\$28,820	\$595	\$13,701		\$115,015
91300 Management Fee		\$64,759	\$2,898,595	\$71,408		-\$4,499,660	\$0
91310 Book-keeping Fee		\$17,802	\$798,445	\$16,257		-\$913,446	\$0
91400 Advertising and Marketing							\$405
91500 Employee Benefit contributions - Administrative		\$53,967	\$2,852,570	\$49,175	\$1,218,285		\$4,871,098
91600 Office Expenses		\$68,641	\$3,026,759	\$62,537	\$624,004	-\$149,916	\$4,779,046
91700 Legal Expense		\$3,591	\$158,328	\$3,271	\$57,472		\$418,226
91800 Travel		\$91	\$3,992	\$82	\$7,092		\$21,162
91810 Allocated Overhead							
91900 Other	\$22,497	\$604	\$59,111	\$550		-\$284,160	\$114,153
91000 Total Operating - Administrative	\$22,497	\$302,583	\$13,904,305	\$288,126	\$4,121,292	-\$5,847,182	\$18,282,210
92000 Asset Management Fee						-\$82,140	\$0
92100 Tenant Services - Salaries			\$15,636				\$182,612
92200 Relocation Costs							\$48,894
92300 Employee Benefit Contributions - Tenant Services			\$34,216				\$138,940
92400 Tenant Services - Other							\$473,560
92500 Total Tenant Services	\$0	\$0	\$49,852	\$0	\$0	\$0	\$844,006

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Submission Type: Audited/Single Audit

Entity Wide Revenue and Expense Summary

Fiscal Year End: 03/31/2025

	5 Fiduciary	14.879 Mainstream Vouchers	14.871 Housing Choice Vouchers	14.EHV Emergency Housing Voucher	COCC	ELIM	Total
93100 Water		\$238	\$10,511	\$217			\$1,087,987
93200 Electricity		\$1,381	\$60,896	\$1,258	\$45,175		\$1,401,866
93300 Gas		\$158	\$6,954	\$144	\$5,301		\$213,616
93400 Fuel							
93500 Labor							
93600 Sewer		\$499	\$35,525	\$455			\$925,739
93700 Employee Benefit Contributions - Utilities							
93800 Other Utilities Expense							
93000 Total Utilities	\$0	\$2,276	\$113,886	\$2,074	\$50,476	\$0	\$3,629,208
94100 Ordinary Maintenance and Operations - Labor		\$10	\$421	\$9			\$1,534,170
94200 Ordinary Maintenance and Operations - Materials and Other		\$11	\$478	\$10	\$2,258		\$1,013,445
94300 Ordinary Maintenance and Operations Contracts		\$3,343	\$147,390	\$3,045	\$47,911		\$3,922,694
94500 Employee Benefit Contributions - Ordinary Maintenance		\$1	\$30	\$1	-\$86		\$430,275
94000 Total Maintenance	\$0	\$3,365	\$148,319	\$3,065	\$50,083	\$0	\$6,900,584
95100 Protective Services - Labor							
95200 Protective Services - Other Contract Costs					\$100		\$685,168
95300 Protective Services - Other		\$4,480	\$197,534	\$4,081	\$69,336		\$380,714
95500 Employee Benefit Contributions - Protective Services							
95000 Total Protective Services	\$0	\$4,480	\$197,534	\$4,081	\$69,436	\$0	\$1,065,882
96110 Property Insurance		\$1,422	\$62,688	\$1,295	\$32,492		\$940,513
96120 Liability Insurance		\$2,271	\$100,120	\$2,069	\$47,429		\$223,357
96130 Workmen's Compensation		\$1,533	\$67,887	\$1,397	\$45,374		\$194,218
96140 All Other Insurance							
96100 Total Insurance Premiums	\$0	\$5,226	\$230,695	\$4,761	\$125,295	\$0	\$1,358,088
96200 Other General Expenses		\$2,694	\$113,831	\$7,284	\$5,000	-\$72,000	\$145,882
96210 Compensated Absences		\$10,531	\$464,381	\$9,595	\$399,367		\$1,267,959
96300 Payments in Lieu of Taxes							\$117,327
96400 Bad debt - Tenant Rents							\$249,859
96500 Bad debt - Mortgages							
96600 Bad debt - Other							\$5,729
96800 Severance Expense							
96000 Total Other General Expenses	\$0	\$13,225	\$578,212	\$16,879	\$404,367	-\$72,000	\$1,786,756
96710 Interest of Mortgage (or Bonds) Payable		\$371	\$16,357	\$338			\$977,489
96720 Interest on Notes Payable (Short and Long Term)							
96730 Amortization of Bond Issue Costs							
96700 Total Interest Expense and Amortization Cost	\$0	\$371	\$16,357	\$338	\$0	\$0	\$977,489
96900 Total Operating Expenses	\$22,497	\$331,526	\$15,239,160	\$319,324	\$4,820,949	-\$6,001,322	\$34,844,223

Housing Authority of the County of Contra Costa (CA011)

MARTINEZ, CA

Submission Type: Audited/Single Audit

Entity Wide Revenue and Expense Summary

Fiscal Year End: 03/31/2025

	5 Fiduciary	14.879 Mainstream Vouchers	14.871 Housing Choice Vouchers	14.EHV Emergency Housing Voucher	COCC	ELIM	Total
97000 Excess of Operating Revenue over Operating Expenses	\$1,163,696	\$4,480,260	\$201,895,557	\$3,885,043	\$1,155,251	-\$3,052,233	\$220,370,618
97100 Extraordinary Maintenance							
97200 Casualty Losses - Non-capitalized							
97300 Housing Assistance Payments		\$4,584,551	\$199,130,026	\$4,044,808		-\$3,052,233	\$211,220,121
97350 HAP Portability-In			\$3,342,827				\$3,342,827
97400 Depreciation Expense			\$306,123		\$32,160		\$2,637,201
97500 Fraud Losses							
97600 Capital Outlays - Governmental Funds							
97700 Debt Principal Payment - Governmental Funds							
97800 Dwelling Units Rent Expense							
90000 Total Expenses	\$22,497	\$4,916,077	\$218,018,136	\$4,364,132	\$4,853,109	-\$9,053,555	\$252,044,372
10010 Operating Transfer In						\$1,419,810	\$0
10020 Operating transfer Out					-\$23,154	\$1,419,810	\$0
10030 Operating Transfers from/to Primary Government							
10040 Operating Transfers from/to Component Unit							
10050 Proceeds from Notes, Loans and Bonds							
10060 Proceeds from Property Sales							
10070 Extraordinary Items, Net Gain/Loss							
10080 Special Items (Net Gain/Loss)							
10091 Inter Project Excess Cash Transfer In						-\$1,526,874	\$0
10092 Inter Project Excess Cash Transfer Out						\$1,526,874	\$0
10093 Transfers between Program and Project - In							
10094 Transfers between Project and Program - Out							
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	-\$23,154	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$1,163,696	-\$104,291	-\$883,419	-\$159,765	\$1,099,937	\$0	\$3,170,469
11020 Required Annual Debt Principal Payments	\$0	\$0	\$193,865	\$0	\$0		\$770,085
11030 Beginning Equity	\$3,027,107	\$318,195	\$7,165,691	\$393,011	\$877,410		\$32,702,036
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors		-\$6,270	-\$276,464	-\$5,712	-\$341,681		-\$828,184
11050 Changes in Compensated Absence Balance							
11060 Changes in Contingent Liability Balance							
11070 Changes in Unrecognized Pension Transition Liability							
11080 Changes in Special Term/Severance Benefits Liability							
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents							
11100 Changes in Allowance for Doubtful Accounts - Other							
11170 Administrative Fee Equity			\$6,005,808				\$6,005,808
11180 Housing Assistance Payments Equity			\$0				\$0
11190 Unit Months Available		2375	106465	2169	0		128871
11210 Number of Unit Months Leased		2375	106465	2169	0		127595

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA



March 26, 2026

Rudy Rodriguez
Division Director, Office of Public Housing
San Francisco Regional Office - Region IX
One Sansome Street, Suite 1200 San Francisco, California 94104-4430

RE: Management Decision Letter of Audit Findings for FYE March 31, 2025

Dear Mr. Rodriguez:

I am writing in response to your December 15, 2025, letter requesting that we provide evidence of compliance with several HUD-required actions to close our FYE 2025 audit finding numbered 2025-01 detailed in the Audit Report prepared by Novogradac & Company LLP for the Fiscal Year End March 31, 2025. The HUD-required actions and our responses are as follows:

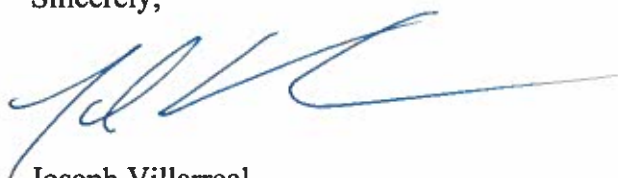
1. Confirm that a Declaration of Section 214 Status form was completed for the audited tenant file.
 - a. The missing Declaration of Section 214 Status form was completed.
2. Confirm that a HUD-9886 Authorization for Release of Information form was completed for the six (6) audited tenant files.
 - a. A HUD-9886 Authorization for Release of Information form was completed for each of the six referenced tenant files.
3. Confirm that a Lead-based paint form was completed for the audited tenant file.
 - a. A Lead-based paint form was completed for the referenced tenant file.
4. Confirm that a HUD-50058 form was completed for the seven (7) audited tenant file.
 - a. A HUD-50058 form was completed for the seven referenced tenant files.
5. Provide a statement on the auditor noted Questioned Costs of \$168,325 and if they have been resolved.
 - a. The total Questioned Costs in the amount of \$168,325 have been resolved. However, the tenant portion went up for several files. Because these files were processed late, Contra Costa HA (HACCC) made the effective change date of these increases later than it should have been to avoid billing tenants retroactively for HACCC's delay. HACCC used HAP to "absorb" \$16,690 that should have been paid by HCV clients. HACCC will use its non-federal funds to repay HAP.

6. Provide a copy of implemented policies and procedures and a list of changes made to the internal controls policy to address the cause of the auditor identified deficiencies.
 - a. Attached are HACCC's Electronic File Protocol Quality Control (EFP QC) Checklist Instructions. This addresses the deficiency noted by the Auditor.
 - b. We have also attached our Late Recertification Recovery Plan Procedure since this was a related issue in some of the files.

7. Confirm that the actions stated in the Corrective Action Plan that was submitted as part of the audited submission have been implemented.
 - a. The actions put forth in the Corrective Action Plan submitted as part of the audited submission have been implemented.

Please reach out if you have any questions. I can be reached at jvillarreal@contracostahousing.org or by telephone at (925) 957-8011.

Sincerely,



Joseph Villarreal
Executive Director
Housing Authority of the County Contra Costa
P.O. Box 2759
Martinez, CA 94553