

# **Napa County**

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559



## **Agenda**

**Wednesday, August 27, 2025**

**3:00 PM**

**Board of Supervisors Chambers  
1195 Third Street, Third Floor**

### **Housing Commission**

*Judith Myers*  
*Jennifer Putnam*  
*Manuel Rios*  
*Michael Silacci*  
*Arnulfo Solorio*  
*Mike Swanton*  
*Vacant*  
*Vacant*  
*Vacant*

**GENERAL INFORMATION**

All materials relating to an agenda item for an open session of a regular meeting of the Housing Commission which are provided to a majority or all of the members of the Commission by Commission members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Clerk of the Housing Commission, 1195 Third Street, Suite 305, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Commission at the meeting will be available for public inspection at the public meeting if prepared by the members of the Commission or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

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The Commission realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Please watch or listen to the Housing Commission meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa, Suite 305; or
2. Watch on Zoom via [www.zoom.us/join](http://www.zoom.us/join) (Meeting ID: 898 7304 0300) or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 898 7304 0300).

**If you are unable to attend the meeting in person and wish to submit a comment, please do one of the following:**

- A. Join meeting via Zoom: [www.zoom.us/join](http://www.zoom.us/join). Meeting ID 898 7304 0300, or listen on Zoom by calling 1-669-900-6833. Meeting ID 898 7304 0300. AND use the raise hand feature; or
- B. Email your comment to [ncha@countyofnapa.org](mailto:ncha@countyofnapa.org). Your comment will be shared with the members of the Housing Commission.

**1. CALL TO ORDER; ROLL CALL****2. PUBLIC COMMENT****3. APPROVAL OF MINUTES**

- A. Approval of minutes for the meeting of July 25, 2025.

[25-1526](#)

**Attachments:** [Minutes](#)

**4. SET MATTERS OR PUBLIC HEARING ITEMS****5. CONSENT ITEMS**

- A. Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority for the quarter ended June 30, 2025. (Fiscal Impact: Increased Revenues, Mandatory)

[25-1466](#)

**Attachments:** [Report](#)

**6. MONTHLY REPORTS**

- A. Monthly Report from California Human Development Corporation (CHDC). [25-1456](#)

**Attachments:** [July Occupancy Report](#)  
[Occupancy Analysis](#)

- B. Report from Capital Improvement Project (CIP) Ad Hoc Subcommittee and recommendations for high priority projects. [25-1457](#)

**Attachments:** [CIP List](#)  
[CIP Rubric \(Draft\)](#)  
[COAR Backup Power Estimates](#)  
[COAR Backup Power Report](#)

**7. ADMINISTRATIVE ITEMS**

- A. Nomination of Vice-Chair. [25-1519](#)

- B. Discussion on meal service coordination with Abode Services. No action needed. [25-1458](#)

- C. Update to Joe Serna, Jr. Farmworker Housing Grant Program renewal process. No action needed. [25-1489](#)

- D. Recommendation to the Housing Authority for approval of modifications to the Acceptance and Disposal of Donation Policy. [25-1490](#)

**Attachments:** [ACO Donation Procedure](#)  
[NCHA Donation Policy \(clean\)](#)  
[NCHA Donation Policy \(redline\)](#)

- E. 2025 Kaiser Permanente Community Health Grants Program. For discussion only, no action needed. [25-1517](#)

**8. EXECUTIVE DIRECTOR REPORT**

**9. COMMISSIONER COMMENTS AND DIRECTION TO STAFF**

During this item, the Commission may, upon affirmative vote, direct Staff to investigate or research matters and report back on those matters deemed appropriate by the Commission.

**10. FUTURE AGENDA ITEMS**

**11. ADJOURN**

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON AUGUST 22, 2025 BY 5:00 P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE COMMISSION AND AVAILABLE FOR PUBLIC INSPECTION.

Jennifer Palmer (By e-signature)

JENNIFER PALMER, Secretary of the Commission



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
[www.countyofnapa.org](http://www.countyofnapa.org)  
Main: (707) 253-4580

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Housing Commission

**Agenda Date:** 8/27/2025

**File ID #:** 25-1526

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director of Housing Authority  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Approval of Minutes

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### **RECOMMENDATION**

Approval of minutes for the meeting of July 25, 2025.

### **EXECUTIVE SUMMARY**

Executive Director of Housing Authority requests approval of minutes for the meeting of July 25, 2025.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**MINUTES OF THE  
NAPA COUNTY HOUSING COMMISSION**

**July 25, 2025**

**Draft Summary of the Proceedings**

**1. Call to Order/Roll Call**

Present: Commissioners Keri Akemi-Hernandez, Judith Myers, Manuel Rios, Michael Silacci, Arnulfo Solorio, and Mike Swanton

Absent: Jennifer Putnam,

Meeting was called to order by: Chair Akemi-Hernandez

**2. Public Comment**

None.

**3. Approval of Minutes**

Executive Director requests approval of minutes for the meeting of June 25, 2025.

Motion Text: Approve the minutes

Voting Yes: Commissioners Myers, Solorio, Swanton

Voting No: None

Abstain: Commissioners Akemi-Hernandez, Rios, Silacci

Result: Passed

**4. Set Matters or Public Hearing Items**

None.

**5. Consent**

None.

**6. Monthly Reports**

**A. Monthly from California Human Development Corporation (CHDC)**

Gaby Valencia, CHDC Housing Director, reported 60 lodgers at Calistoga, 58 lodgers at River Ranch, and 60 lodgers at Mondavi. Health and Human Services will be hosting a workshop regarding changes to Medi-Cal.

No public comment. Discussion held.

**B. Monthly Report on Capital Improvement Projects (CIP).**

Report by Alex Carrasco, Project Manager. No updates to CIP list. CIP ad-hoc subcommittee is set to meet and will return with additional recommendations.

One public comment. Discussion held.

## **7. Administrative Items**

### **A. Napa Valley Farmworker Foundation presentation on updates to programming.**

Presentation by Jill Durfee, Program Director with the Napa Valley Farmworker Foundation. Programs pillars include viticulture and safety, adult literacy, leadership and management, mentorship, and community. Two adult literacy courses held at the county farmworker centers. Recommendation for dedicated space for adult literacy courses.

One public comment. Discussion held.

### **B. Discussion on meal service coordination with Abode Services. No action needed.**

Presentation by Emma Moyer, Staff Service Manager. Staff is exploring possibility of CHDC preparing meals for the shelter. Mondavi Center completed a test run. Next steps include reviewing proposals for kitchen upgrades and CHDC staffing requirements.

No public comment. Discussion held.

### **C. Presentation on the Low-Income Weatherization Program (LIWP). For discussion only, no action needed.**

Presentation by Alex Carrasco, Project Manager. Staff are interested in applying for LIWP to explore energy efficient upgrades and assessing solar options. Next steps include receiving Board (Housing Authority) approved covenants and scheduling technical assistance.

One public comment. Discussion held.

## **8. Executive Director Report**

Presentation by Jennifer Palmer, Executive Director. Initial meeting with county legislative and policy analyst held regarding Joe Serna funding.

## **9. Commissioner Comments and Direction to Staff**

Commissioner Akemi-Hernandez resigned as chair and commissioner.

## **10. Future Agenda Items**

None.

## **11. Adjourn**

Meeting adjourned to the next regular meeting on Wednesday, August 27, 2025, at 3:00 pm.

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Keri Akemi-Hernandez, Chair

ATTEST: Jennifer Palmer, Secretary of the Commission





# Napa County

## Board Agenda Letter

1195 THIRD STREET  
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Main: (707) 253-4580

Housing Commission

**Agenda Date:** 8/27/2025

**File ID #:** 25-1466

**TO:** Napa County Housing Commission  
**FROM:** Tracy Schulze, Auditor-Controller  
**REPORT BY:** Christine Hernandez, Deputy Auditor-Controller  
**SUBJECT:** Internal Audit Quarterly Monitoring Report for Napa County Housing Authority for the Quarter Ended June 30, 2025

### **RECOMMENDATION**

Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority for the quarter ended June 30, 2025. (Fiscal Impact: Increased Revenues, Mandatory)

### **EXECUTIVE SUMMARY**

The Authority, a public housing authority established pursuant to California Health and Safety Code section 342000 et seq., is the owner of three farm worker housing centers (Centers) located in Napa County:

- 1) River Ranch, located at 1109 Silverado Trail, St. Helena
- 2) The Calistoga Center, located at 3996 N. St Helena Highway, Calistoga
- 3) The Mondavi Center, located at 5585 Silverado Trail, Napa

The Authority is focused primarily on addressing the need for safe and affordable housing for farm workers, particularly those in the migrant/seasonal category who, in turn, support the agricultural industry of Napa County.

The Napa County Housing Commission (NCHC), an advisory body to the Authority and Napa County's Board of Supervisors, was reconstituted in late 2015 to expand its focus from overseeing the three Centers to including reviews of any project requesting funding from the County's Affordable Housing Fund.

The Authority has an Agreement with CHDC, a nonprofit corporation, to manage the day-to-day activities at the Centers. CHDC has designated employees, who are the Centers' Managers and a Fiscal Analyst, to be responsible for collection of lodger fees in accordance with the rates and policies established by the Authority's Board of Directors. The current rate for lodgers is \$17 per day through June 30, 2025. The Contractor is required to maintain lodger files, which contain a rental agreement, lodger photo ID, and verification of

employment in agriculture. The Centers' Managers can maintain petty cash funds not to exceed \$250. The Centers' Managers are responsible for making timely deposits for any cash collected the lodgers. The Fiscal Analyst maintains occupancy reports and rent reports. The Contractor is also responsible for the upkeep and maintenance of the facilities.

The Authority has engaged Napa County Auditor-Controller's Office to perform quarterly monitoring over CHDC's compliance with the Authority's policies and procedures during fiscal year 2024-25.

Action Requested: Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable

Napa County

Auditor-Controller

Internal Audit Report

Napa County Housing Authority  
Quarterly Monitoring  
Internal Controls Review

For the Quarter Ended June 30, 2025

Report Date: July 31, 2025



A Tradition of Stewardship  
A Commitment to Service

Tracy A. Schulze, CPA  
Auditor-Controller

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## Internal Audit

Christine Hernandez – Deputy Auditor-Controller

Susan MacDonald - Staff Auditor



A Tradition of Stewardship  
A Commitment to Service

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**Tracy A. Schulze**  
Auditor-Controller

July 31, 2025

Napa County Housing Authority  
Napa, CA

### Executive Summary

The Internal Audit section of the Napa County Auditor-Controller's Office (Internal Audit) has completed its quarterly monitoring of the Napa County Housing Authority (the Authority) for the quarter ended June 30, 2025.

We conducted our review in conformance with the *Global Internal Audit Standards (Standards)* established by the Institute of Internal Auditors. These *Standards* require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our objectives; and that the internal audit activity be independent, objective, and perform engagements with proficiency and due professional care.

Based on our review, we conclude that, overall, California Human Development Corporation (CHDC) was in compliance with the policies and procedures established by the Authority's Board of Directors for the quarter ended June 30, 2025, subject to the observations noted in this report.

This report is a matter of public record and is intended solely for the information and use of the Napa County Housing Commission's Commissioners, the Authority's Board of Directors, Napa County's Board of Supervisors, Chief Executive Officer, and CHDC's management.

I want to thank the internal audit team, CHDC and the Authority's staff for their expertise and professionalism in conducting this engagement.

Sincerely,

A handwritten signature in blue ink that reads "Tracy Schulze".

Tracy Schulze  
Auditor-Controller

**Napa County Housing Authority**  
**Quarterly Monitoring**  
**For the Quarter Ended June 30, 2025**

**Background and Authority**

The Authority, a public housing authority established pursuant to California Health and Safety Code section 342000 et seq., is the owner of three farm worker housing centers (Centers) located in Napa County:

- 1) River Ranch, located at 1109 Silverado Trail, St. Helena
- 2) The Calistoga Center, located at 3996 N. St Helena Highway, Calistoga
- 3) The Mondavi Center, located at 5585 Silverado Trail, Napa

The Authority is focused primarily on addressing the need for safe and affordable housing for farm workers, particularly those in the migrant/seasonal category who, in turn, support the agricultural industry of Napa County.

Reconstituted in late 2015, the Napa County Housing Commission (NCHC) serves as an advisory body to both the Napa County Housing Authority and the County Board of Supervisors. Its role was expanded beyond oversight of the three Centers to include the review of all projects seeking funding from the County's Affordable Housing Fund.

The Authority has an agreement with CHDC, a nonprofit organization, to manage the daily operations of the Centers. CHDC assigns staff—including Center Managers and a Fiscal Analyst—who are responsible for collecting lodger fees in accordance with the rates and policies set by the Authority's Board of Directors. Currently, the lodger fee is \$17 per day.

CHDC is also responsible for maintaining complete lodger files, which must include a signed rental agreement, a copy of the lodger's photo identification, and documentation verifying employment in agriculture. Center Managers are permitted to manage petty cash funds not to exceed \$250 and must ensure that any cash received from lodgers is deposited promptly. The Fiscal Analyst is tasked with preparing occupancy and rent reports. Additionally, CHDC oversees the general upkeep and maintenance of the facilities.

The Authority has engaged the Napa County Auditor-Controller's Office to conduct quarterly monitoring of CHDC's compliance with the Authority's policies and procedures throughout fiscal year 2024–25.



**Napa County Housing Authority**  
**Quarterly Monitoring**  
**For the Quarter Ended June 30, 2025**

**Objective and Scope**

The primary objective of this engagement was to assess CHDC's compliance with the policies and procedures established by the Authority's Board of Directors. The scope of the review includes an examination of both CHDC's and the Authority's records for the quarter ending June 30, 2025.

**Procedures**

To achieve our audit objective, our procedures included, but were not limited to, the following:

**1. Revenues**

- a. Reconciled lodger and staff rent revenues in the general ledger to CHDC's records

**2. Accounts Receivable**

- a. Reported accounts receivable for lodgers who had departed the farmworker center with rents due
- b. Reported accounts receivable for current lodgers with a rents due balance of \$510 (\$17 daily rate x 30 days) or more
- c. Reported recommended accounts receivable write-offs schedule by center, including lodger count (**Exhibit A**)

**3. Prepaids**

- a. Reported prepaid rents for lodgers who had departed the farmworker centers
- b. Reported prepaids for current lodgers with prepaid balances
- c. Reported recommended prepaid write-offs schedule by center, including lodger count (**Exhibit B**)

**4. Collections and Deposits**

- a. Selected a sample of all deposits for the quarter and traced back to Occupancy reports for accuracy and completeness
- b. Verified collection receipts are in numerical sequence
- c. Verified physical rent receipt numbers on sampled deposits are entered correctly on the Occupancy reports
- d. Verified bank deposits are processed timely when revenue exceeds \$3,200

**Napa County Housing Authority**  
**Quarterly Monitoring**  
**For the Quarter Ended June 30, 2025**

**Procedures (continued)**

- e. Verified lodger rent agrees with number of room nights on receipt
- f. Verified receipts are accurate (i.e., signature, method of payment, lodger number or voided properly)
- g. Verified lodger rent was not paid in arrears (i.e., rents paid for prior periods of occupancy over two weeks)

**5. Donations**

- a. Verified reporting for all cash and non-cash donations

**Observations**

**Prepaid Rents**

The prepaid rent balances with departure dates occurring prior to the 18-month threshold of December 31, 2023, have increased to six accounts at the River Ranch location, totaling \$442, compared to five accounts totaling \$330 as of March 31, 2025. The accounts recommended for write-off, as detailed in **Exhibit B**, are identified by Lodger # as listed in the CHDC Rent Reports.

<b>Lodger #</b>	<b>1st Night of Occupancy</b>	<b>Last Night of Occupancy</b>	<b>PrePaid Rent (\$)</b>
22-91	08/04/22	10/26/22	75
23-7	02/05/23	04/27/23	105
23-51	03/24/23	03/25/23	90
23-53	03/29/23	05/07/23	30
23-54	03/29/23	05/07/23	30
23-96	11/08/23	12/23/23	112
			<u>442</u>

**Accounts Receivable**

The following table reflects the quarter-over-quarter increase in lodgers who have departed the Center with outstanding rent balances. The total Accounts Receivable increased from \$4,234 at the end of March to \$4,744 at the end of June. Using the 18-month threshold for departures prior to December 30, 2023, the rents due that are recommended for write-off are highlighted in **Exhibit A** below.



**Napa County Housing Authority**  
**Quarterly Monitoring**  
**For the Quarter Ended June 30, 2025**

<b>Center</b>	<b>Lodger #</b>	<b>1st Night of Occupancy</b>	<b>Last Night of Occupancy</b>	<b>Rents Due (\$)</b>	
<b>Calistoga</b>	24-61	01/12/24	02/29/24	224	
	24-37	12/31/23	01/10/24	176	
				<u>\$400</u>	
<b>Mondavi</b>	<b>22-111</b>	<b>09/04/22</b>	<b>10/05/22</b>	<b>480</b>	<b>Exhibit A</b>
	<b>22-56</b>	<b>01/26/22</b>	<b>10/10/22</b>	<b>390</b>	<b>Exhibit A</b>
	24-55	01/06/24	01/22/24	160	
	24-35	12/24/23	02/29/24	464	
	24-67	01/17/24	03/02/24	80	
	24-106	08/02/24	08/13/24	68	
	24-80	02/23/24	09/06/24	408	
	24-81	02/23/24	09/06/24	408	
	24-46	12/29/23	10/25/24	119	
	24-33	12/24/23	10/26/24	136	
	24-92	04/03/24	11/07/24	17	
	24-116	10/02/24	11/08/24	17	
	57	01/29/25	02/01/25	68	
	27	01/04/25	03/24/25	170	
				<u>\$2,985</u>	
<b>River Ranch</b>	<b>23-21</b>	<b>02/05/23</b>	<b>11/22/23</b>	<b>16</b>	<b>Exhibit A</b>
	24-6	02/04/24	10/31/24	170	
	24-81	06/04/24	10/07/24	17	
	24-85	07/17/24	09/25/24	408	
	24-127	11/22/24	12/20/24	238	
	65	04/14/25	05/05/25	255	
	66	04/14/25	05/05/25	255	
				<u>\$1,359</u>	
<b>Total Receivables</b>				<u><b>\$4,744</b></u>	

# Napa County Housing Authority

## Quarterly Monitoring

### For the Quarter Ended June 30, 2025

#### Conclusion and Recommendations

The table below provides a quarterly snapshot of total rent receivables for fiscal year 2024-25. The reduction in the total as of 12/31/2024 is due to a revised rent report issued by CHDC.

<b>Departures with Rent Due</b>	Quarter-Ended 9/30/2024	Quarter-Ended 12/31/2024 *	Quarter-Ended 3/31/2025	Quarter-Ended 6/30/2025
<b>Calistoga</b>	1,399	400	400	400
<b>Mondavi</b>	2,685	2,747	2,985	2,985
<b>River Ranch</b>	1,164	833	849	1,359
	<u>\$ 5,248</u>	<u>\$ 3,980</u>	<u>\$ 4,234</u>	<u>\$ 4,744</u>

\* CHDC Revised Rent Report for December

*Data Source: CHDC Monthly Rent Reports (Departures Only)*

During Internal Audit's site visits to each of the Farmworker Centers in July 2025, we reviewed the methods used to locate lodgers who were either owed refunds for prepaid rents or who owed rents after departing—some without notice. We were unable to confirm that managers follow an established procedure for these efforts. Contact information for lodgers is limited, and inquiries to current or former employers were determined not to be a viable option due to employer restrictions on releasing confidential information.

The Napa County Housing Authority issued a Policy and Procedure for Collection Monitoring in 2018, which provides guidance for Center Managers and the Administrative Assistant/Fiscal Analyst. Internal Audit recommends that this policy be reviewed to strengthen collection efforts and reduce uncollected rents.

**Napa County Housing Authority  
Quarterly Monitoring  
For the Quarter Ended June 30, 2025**

**Exhibit A**

**Accounts Receivable Schedule**

<u>Category</u>	<u>Amounts</u>
Lodgers, departed for at least 18 months	
<b>Total Recommended A/R Write-Offs</b>	\$ 886
Lodgers, departed less than 18 months	3,858
Lodgers, current delinquent tenants with at least \$510 balance due	
Lodgers, current tenants with less than \$510 balance due	34
<b>Total Accounts Receivable</b>	<u><u>\$ 4,778</u></u>

**Recommended Accounts Receivable Write-offs**

*(Lodgers, departed for at least 18 months)*

<u>Center</u>	<u>Lodger Count</u>	<u>Amounts</u>
River Ranch	1	\$ 16
Mondavi	2	870
Calistoga	0	-
<b>Total Recommended A/R Write-offs</b>	<u><u>3</u></u>	<u><u>\$ 886</u></u>

**Napa County Housing Authority**  
**Quarterly Monitoring**  
**For the Quarter Ended June 30, 2025**

**Exhibit B**

<b>Prepaid Schedule</b>	
<b>Category</b>	<b>Amounts</b>
Lodgers, departed for at least 18 months	
<b>Total Recommended Prepaid Write-Offs</b>	<b>\$ 442</b>
Lodgers, departed less than 18 months	213
Lodgers, current tenants with prepaid balances	17
<b>Total Prepaids</b>	<b>\$ 672</b>

<b>Recommended Prepaid Write-offs</b>		
<i>(Lodgers, departed for at least 18 months)</i>		
<b>Center</b>	<b>Lodger Count</b>	<b>Amounts</b>
River Ranch	6	\$ 442
Mondavi	0	-
Calistoga	0	-
<b>Total Recommended Prepaid Write-Offs</b>	<b>6</b>	<b>\$ 442</b>

**Napa County Housing Authority**  
**Quarterly Monitoring**  
**For the Quarter Ended June 30, 2025**

**Exhibit C**

Internal Audit completed the year-end review of CHDC's compliance with the policies and procedures established by the Authority's Board of Directors (Authority) for each of the Farmworker Centers in the following areas:

1. Cash
  - a. Performed a cash count of each center's petty cash, reconciled the amounts against receipts/logs, and verified compliance with policy limits.
  - b. Conducted a cash count of the change fund at each center.
  - c. Confirmed that all cash, including rent receipts, is stored in a secure, locked safe.
2. Lodger Eligibility
  - a. Verified that the lodger file list was complete and included key information such as date in, date out, lodger number, room number, and a signed current lodging agreement.
  - b. Reviewed proof of each lodger's eligibility, including a pay stub or a letter from the agricultural employer.
  - c. Cross-checked arrival and departure dates against the CHDC Rent Reports for prepaid rents and rents due.
3. Capital Assets
  - a. Performed a physical inventory of the capital assets assigned to NCHA in accordance with the ACO Capital Asset Certification.

**Observations**

1. Imprest cash counts were conducted and reconciled to the authorized petty cash and change fund amounts at each center. All imprest cash and rent receipts were securely stored in a locked safe within each manager's office.
2. Lodger files were complete. Three tenants, who had not provided proof of employment, had already departed the centers.
3. All Capital Assets were matched to the County's records.

**Conclusion**

Based on the scope of this review, we conclude that CHDC was in compliance with policies and procedures established by the Authority's Board of Directors.



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
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Main: (707) 253-4580

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Housing Commission

**Agenda Date:** 8/27/2025

**File ID #:** 25-1456

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director of Housing Authority  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Monthly Report from California Human Development Corporation (CHDC)

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### **RECOMMENDATION**

Monthly Report from California Human Development Corporation (CHDC).

### **EXECUTIVE SUMMARY**

A monthly report from CHDC on the status of the Farmworker Centers including occupancy report, maintenance updates, and to review accounts receivable balances at each center.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Discussion

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Napa County Housing Authority contracts with CHDC, a non-profit organization, with more than 50 years of experience with farmworkers. CHDC staff at each of the three publicly owned farmworker centers provide day to day services including enrolling applicants into or out of the housing program, collecting rent,

maintenance, cleaning, and cooking three meals a day, six days a week for up to 60 lodgers per location or 180 total.

CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2025/2026

For the period of: 7/1/2025 through 6/30/2026

PLAN	TOTALS	ALL SITES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights		5,580	5,580	5,400	5,580	3,900	2,340	3,720	4,980	5,580	5,400	5,580	5,400	59,040
	Scheduled Capacity - Nights		5,580	5,580	5,400	5,580	3,900	2,340	3,720	4,980	5,580	5,400	5,580	5,400	59,040
	Scheduled Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights		5,301	5,301	5,130	5,301	3,705	2,223	3,534	4,731	5,301	5,130	5,301	5,130	56,088
	YTD Projected Nights		5,301	10,602	15,732	21,033	24,738	26,961	30,495	35,226	40,527	45,657	50,958	56,088	56,088
	Monthly Actual Nights		5,473	-	-	-	-	-	-	-	-	-	-	-	5,473
	YTD Actual Nights		5,473	-	-	-	-	-	-	-	-	-	-	-	5,473
(1)	YTD Actual Occupancy %		98%	49%	33%	25%	21%	19%	17%	15%	13%	11%	10%	9%	9%
(2)	YTD Projected - Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
(3)	YTD Occupancy % to Projected		103%	52%	35%	26%	22%	20%	18%	16%	14%	12%	11%	10%	10%
(4)	Monthly Actual Occupancy %		98%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	9%
(5)	Monthly Projected Occupancy %		95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
(6)	Monthly Occupancy % to Projected		103%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	10%
	Rent Earned		98,514.00	-	-	-	-	-	-	-	-	-	-	-	98,514.00
	Rent Collected		106,434.00	-	-	-	-	-	-	-	-	-	-	-	106,434.00
	Deposits		100,276.00	-	-	-	-	-	-	-	-	-	-	-	100,276.00
	Deposits in Transit		6,146.00	-	-	-	-	-	-	-	-	-	-	-	6,146.00
	YTD NCHA Approved Write Offs														
	Beginning Balance:	N/A	-	-	-	-	-	-	-	-	-	-	-	-	-
	YTD Deposits in Transit														
	Beginning Balance:	(10.00)	6,146.00	-	-	-	-	-	-	-	-	-	-	-	6,146.00
	YTD Accounts Receivable														
	Beginning Balance:	3,945.00	7,638.00	-	-	-	-	-	-	-	-	-	-	-	7,638.00
	YTD Prepaid Rents														
	Beginning Balance:	672.00	12,285.00	-	-	-	-	-	-	-	-	-	-	-	12,285.00
	Monthly Vacancy Loss - \$\$		-	-	-	-	-	-	-	-	-	-	-	-	-
	YTD Vacancy Loss - \$\$		-	-	-	-	-	-	-	-	-	-	-	-	-
	Monthly Vacancy Loss - Nights		-	-	-	-	-	-	-	-	-	-	-	-	-
	YTD Vacancy Loss - Nights		-	-	-	-	-	-	-	-	-	-	-	-	-
	Vacancy Loss based on Projected Occupancy by Site														

I certify that this report is a true and accurate presentation of actual occupancy and earned rent revenue during the reporting period and that these occupancy and earned rent figures were collected in accordance with the purpose and conditions of the contract referenced above.

*Daniel Walker*

08/16/2025

Daniel Walker, Chief Operating Officer  
California Human Development Corporation

Date

*Michael S Whitt*

08/16/2025

Prepared by: Michael S Whitt, Senior Accountant  
California Human Development Corporation

Date

- (1) YTD actual nights divided by YTD scheduled capacity nights  
(2) YTD projected nights divided by YTD scheduled capacity nights  
(3) YTD actual nights divided by YTD projected capacity nights

- (4) Monthly actual nights divided by scheduled capacity nights  
(5) Monthly projected nights divided by monthly scheduled capacity nights  
(3) Monthly actual nights divided by YTD projected capacity nights



CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2025/2026

For the period of: 7/1/2025 through 6/30/2026

CALISTOGA	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26 Available Capacity - Nights	1,860	1,860	1,800	1,860	1,260	180	1,860	1,680	1,860	1,800	1,860	1,800	19,680
Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,260	180	1,860	1,680	1,860	1,800	1,860	1,800	19,680
Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
Monthly Projected Nights	1,767	1,767	1,710	1,767	1,197	171	1,767	1,596	1,767	1,710	1,767	1,710	18,696
YTD Projected Nights	1,767	3,534	5,244	7,011	8,208	8,379	10,146	11,742	13,509	15,219	16,986	18,696	18,696
Monthly Actual Nights	1,810	-	-	-	-	-	-	-	-	-	-	-	1,810
YTD Actual Nights	1,810												1,810
YTD Actual Occupancy %	97%												97%
YTD Projected - Occupancy %	95%												95%
YTD Occupancy % to Projected	102%												102%
Monthly Actual Occupancy %	97%												97%
Monthly Projected Occupancy %	95%												95%
Monthly Occupancy % to Projected	102%												102%
Rent Earned	32,580.00												32,580.00
Rent Collected	33,894.00												33,894.00
Deposits	31,446.00												31,446.00
Deposits in Transit	2,438.00												2,438.00
YTD NCHA Approved Write Offs													-
Beginning Balance:	N/A	-											-
YTD Deposits in Transit													2,438.00
Beginning Balance:	(10.00)	2,438.00											2,438.00
YTD Accounts Receivable													2,938.00
Beginning Balance:	400.00	2,938.00											2,938.00
YTD Prepaid Rents													3,920.00
Beginning Balance:	68.00	3,920.00											3,920.00
Monthly Vacancy Loss - \$\$	-												-
YTD Vacancy Loss - \$\$	-												-
Monthly Vacancy Loss - Nights	-												-
YTD Vacancy Loss - Nights	-												-
Vacancy Loss based on Projected Occupancy													

CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2025/2026

For the period of: 7/1/2025 through 6/30/2026

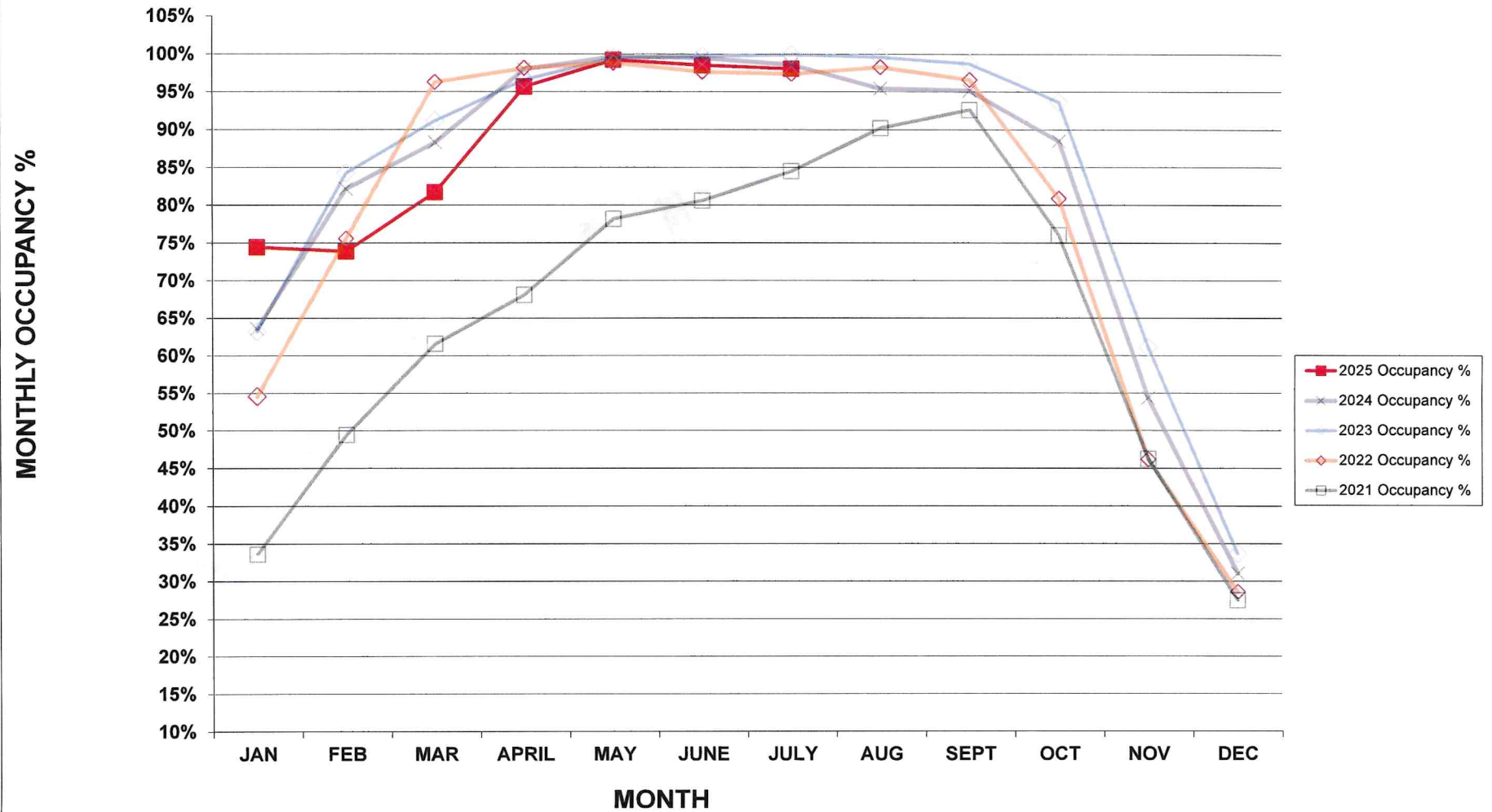
	MONDAVI	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights	1,860	1,860	1,800	1,860	840	600	1,860	1,680	1,860	1,800	1,860	1,800	19,680
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	840	600	1,860	1,680	1,860	1,800	1,860	1,800	19,680
	Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights	1,767	1,767	1,710	1,767	798	570	1,767	1,596	1,767	1,710	1,767	1,710	18,696
	YTD Projected Nights	1,767	3,534	5,244	7,011	7,809	8,379	10,146	11,742	13,509	15,219	16,986	18,696	18,696
	Monthly Actual Nights	1,846	-	-	-	-	-	-	-	-	-	-	-	1,846
	YTD Actual Nights	1,846												1,846
	YTD Actual Occupancy %	99%												99%
	YTD Projected - Occupancy %	95%												95%
	YTD Occupancy % to Projected	104%												104%
	Monthly Actual Occupancy %	99%												99%
	Monthly Projected Occupancy %	95%												95%
	Monthly Occupancy % to Projected	104%												104%
	Rent Earned	33,228.00												33,228.00
	Rent Collected	34,722.00												34,722.00
	Deposits	33,894.00												33,894.00
	Deposits in Transit	828.00												828.00
	YTD NCHA Approved Write Offs													
	Beginning Balance:	N/A	-											-
	YTD Deposits in Transit													
	Beginning Balance:	-	828.00											828.00
	YTD Accounts Receivable													
	Beginning Balance:	2,186.00	2,819.00											2,819.00
	YTD Prepaid Rents													
	Beginning Balance:	98.00	2,225.00											2,225.00
	Monthly Vacancy Loss - \$\$	-												-
	YTD Vacancy Loss - \$\$	-												-
	Monthly Vacancy Loss - Nights	-												-
	YTD Vacancy Loss - Nights	-												-
	Vacancy Loss based on Projected Occupancy													

CALIFORNIA HUMAN DEVELOPMENT CORPORATION  
NAPA COUNTY FARMWORKER HOUSING CENTERS  
OCCUPANCY REPORT  
FY 2025/2026

For the period of: 7/1/2025 through 6/30/2026

	RIVER RANCH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	TOTAL
2025-26	Available Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,560	-	1,620	1,860	1,800	1,860	1,800	19,680
	Scheduled Capacity - Nights	1,860	1,860	1,800	1,860	1,800	1,560	-	1,620	1,860	1,800	1,860	1,800	19,680
	Scheduled Occupancy %	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	Monthly Projected Nights	1,767	1,767	1,710	1,767	1,710	1,482	-	1,539	1,767	1,710	1,767	1,710	18,696
	YTD Projected Nights	1,767	3,534	5,244	7,011	8,721	10,203	10,203	11,742	13,509	15,219	16,986	18,696	18,696
	Monthly Actual Nights	1,817	-	-	-	-	-	-	-	-	-	-	-	1,817
	YTD Actual Nights	1,817												1,817
	YTD Actual Occupancy %	98%												98%
	YTD Projected - Occupancy %	95%												95%
	YTD Occupancy % to Projected	103%												103%
	Monthly Actual Occupancy %	98%												98%
	Monthly Projected Occupancy %	95%												95%
	Monthly Occupancy % to Projected	103%												103%
	Rent Earned	32,706.00												32,706.00
	Rent Collected	37,818.00												37,818.00
	Deposits	34,938.00												34,938.00
	Deposits in Transit	2,880.00												2,880.00
	YTD NCHA Approved Write Offs													-
	Beginning Balance:	N/A	-											-
	YTD Deposits in Transit													2,880.00
	Beginning Balance:	-	2,880.00											2,880.00
	YTD Accounts Receivable													1,881.00
	Beginning Balance:	1,359.00	1,881.00											1,881.00
	YTD Prepaid Rents													6,140.00
	Beginning Balance:	506.00	6,140.00											6,140.00
	Monthly Vacancy Loss - \$\$	-												-
	YTD Vacancy Loss - \$\$	-												-
	Monthly Vacancy Loss - Nights	-												-
	YTD Vacancy Loss - Nights	-												-
	Vacancy Loss based on Projected Occupancy													

## NC FW HSNH CENTERS - OCCUPANCY ANALYSIS

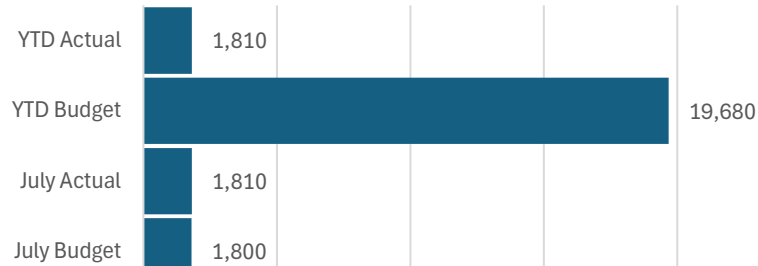


## CALISTOGA CENTER

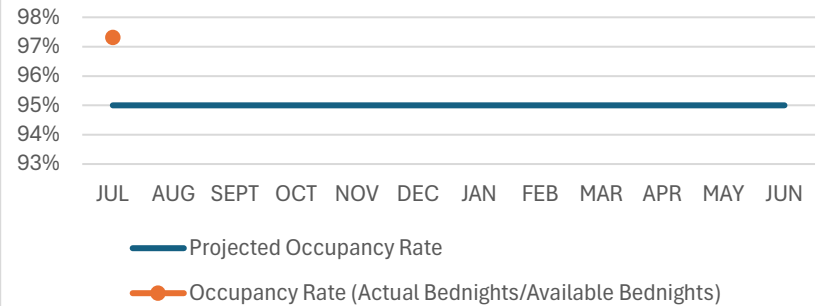
FY 2025-2026

OCCUPANCY-to-BUDGET		JUL'25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,800			19,680		
2	Actual Bednights	1,767	1,810	43	18,705	1,810	(16,895)
3	Occupancy Rate	95%	97%	2%	95%	9%	-86%
4	Rent Earned	\$ 31,806	\$ 33,894	\$ 2,088	\$ 336,690	\$ 32,580	(304,110)
5	Rent Collected	\$ 33,894	\$ 33,894	\$ -	\$ 32,580	\$ 33,894	1,314
<b>Net Budget Impact</b>				<b>\$ 2,088</b>		<b>\$ (302,796)</b>	

### Bednights



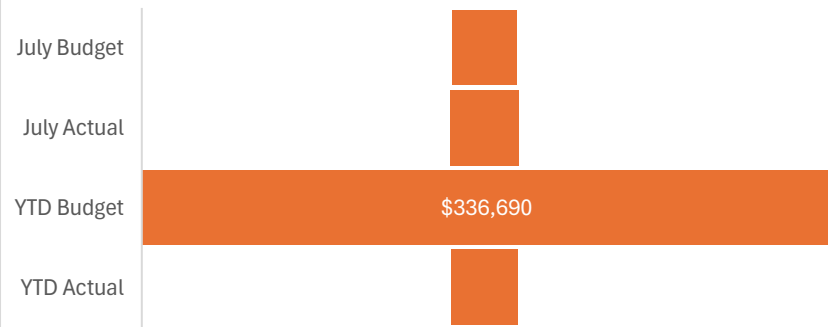
### Occupancy



### Rent Collected



### Rent Earned

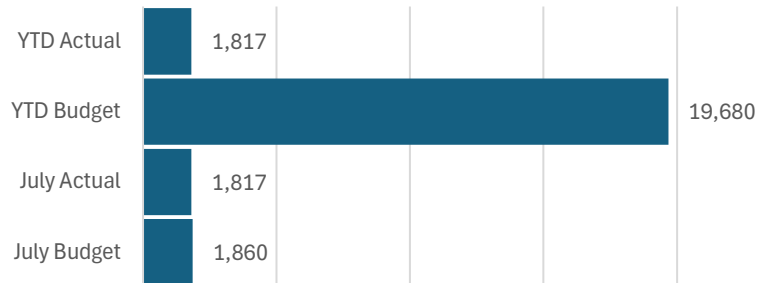


## RIVER RANCH CENTER

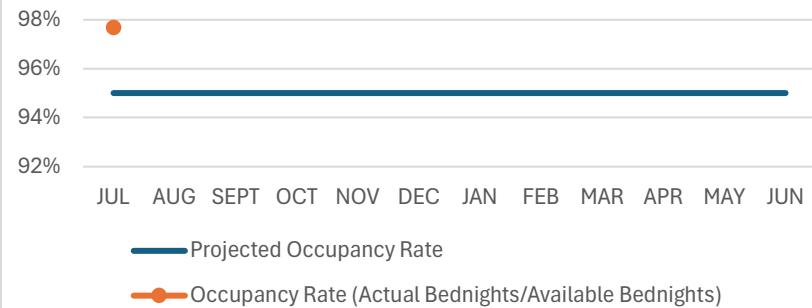
FY 2025-2026

OCCUPANCY-to-BUDGET		JUL '25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,860			19,680		
2	Actual Bednights	1,767	1,817	50	18,696	1,817	(16,879)
3	Occupancy Rate	95%	98%	3%	95%	9%	-86%
4	Rent Earned	\$ 31,806	\$ 37,818	\$ 6,012	\$ 354,240	\$ 32,706	(321,534)
5	Rent Collected	\$ 37,818	\$ 37,818	\$ -	\$ 32,706	\$ 37,818	5,112
<b>Net Budget Impact</b>				<b>\$ 6,012</b>	<b>\$ (316,422)</b>		

### Bednights



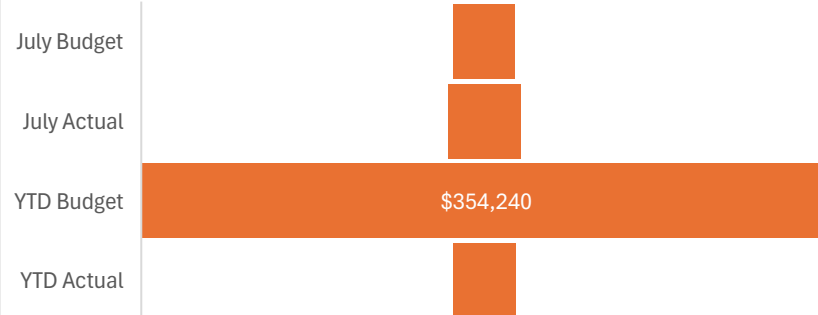
### Occupancy



### Rent Collected



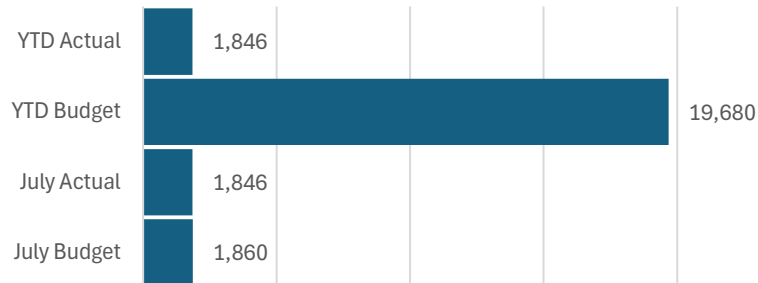
### Rent Earned



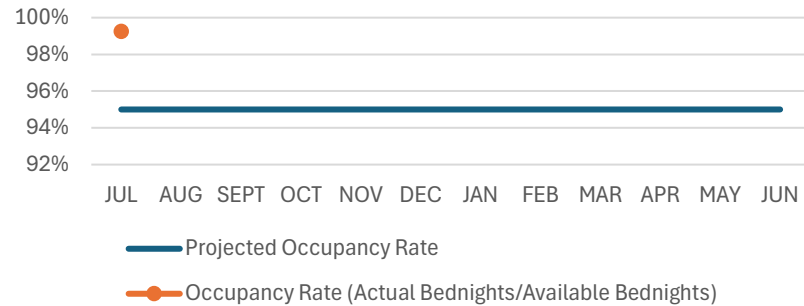
**MONDAVI CENTER**  
FY 2025-2026

OCCUPANCY-to-BUDGET		JUL'25			FISCAL YEAR TO DATE		
		Budget	Actual	Difference	Budget	Actual	Difference
1	Available Capacity-Nights	1,800			19,680		
2	Actual Bednights	1,710	1,846	136	18,696	1,846	(16,850)
3	Occupancy Rate	95%	99%	4%	95%	9%	-86%
4	Rent Earned	\$ 31,806	\$ 33,228	\$ 1,422	\$ 336,528	\$ 33,228	(303,300)
5	Rent Collected	\$ 33,228	\$ 34,722	\$ 1,494	\$ 33,228	\$ 34,722	1,494
<b>Net Budget Impact</b>				<b>\$ 2,916</b>	<b>\$ (301,806)</b>		

Bednights



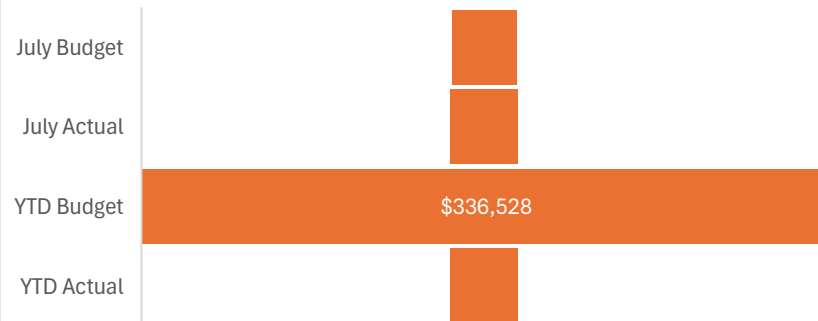
Occupancy



Rent Collected



Rent Earned







# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

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Housing Commission

**Agenda Date:** 8/27/2025

**File ID #:** 25-1457

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director of Housing Authority  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Capital Improvement Project Ad Hoc Subcommittee

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### **RECOMMENDATION**

Report from Capital Improvement Project (CIP) Ad Hoc Subcommittee and recommendations for high priority projects.

### **EXECUTIVE SUMMARY**

The Housing Commission established the CIP ad hoc subcommittee in June with the purpose of re-evaluating the list of “High” priority capital improvement projects for each of the three farmworker centers, and developing a tool to effectively score competing “High” priority items. Today, ad hoc committee members will report on the revised list and recommended next steps including replacement of (a) walk-in refrigerator condensing units, (b) radiant heat boiler, (c) roof and gutter, and consultation from engineer for installation of central air conditioning.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report.
2. Public Comment.
3. Discussion.

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



**BACKGROUND AND DISCUSSION**

In December 2023, Housing Authority staff presented the Housing Commissioners with the list of capital improvements needs identified by County and CHDC staff. This list included summary of project scope and budgets based on informal solicitation of project estimates by related service providers. The list was sorted by health and safety impact needs and projects were ranked “High”, “Medium”, and “Low” priority. Additionally, available funding sources - including donor-advised funds from the Farmworker Committee - were noted for each potential project. Housing Commissioners discussed the scope of needs and available funds and recommended staff proceed with securing estimates and submitting budget adjustments to proceed immediately with all items identified as “High” priority items.

## Capital Improvement Projects, Capital Asset Replacements

Date: August 2025

Projects - High Priority			
Description	Center	Area	Estimate
Walk-in Refrigerator Condensing Unit Replacement	RR/CAL	Kitchen	\$20,000
Central Air Conditioning Installation	RR	All Buildings	Unknown - TBD
Radiant Heat Boiler Replacement	RR	Cafeteria/Office	\$25,000
Roof and Gutter Replacement	CAL	Staff Unit/Office	Unknown - TBD

Step 1: Review Criteria	
(A) Health & Safety Risk: Does it endanger occupants (e.g., fire, sanitation, structural)?	
(B) Code Compliance: Is it required by law or regulation?	
(C) Occupant Impact: How many residents are affected and how severely?	
(D) Cost Efficiency: Will fixing it reduce future costs or liabilities?	
(E) Longevity & Sustainability: Does it improve long-term building performance?	
(F) Funding: Is funding available for project?	
(G) Resident Interest: High, Low, or No interest?	

Step 2: Scoring Criteria (A -E)	
5	Perfectly Applicable/ Critical Need
3 to 4	Highly Applicable/High Need
1 to 2	Low Applicability/ Low Need
0	Does not apply/ No Need
Scoring Criteria (F - G)	
2	Yes and/or High Interest
1	Yes and/or Low Interest
0	No and/or No Interest

Step 3: Scoring Matrix	
Total Score	Priority Level
22 to 28	Urgent
15 to 21	High
8 to 14	Medium
0 to 7	Low

Projects			Reviewer:							Total Score	Priority Level
Description	Center	Area	Health & Safety Risk	Code Compl	Occupant Impct	Cost Eff.	Long. & Sustain.	Funding	Resident Interest		
1 Walk-in Refrig Repairs	RR/CAL	Kitchen	5	4	5	4	4	-	-	22	Urgent/High
2 Water Treatment Backup Generator	ALL	Treatment Plant	5	5	5	2	5	-	-	22	Urgent/High
3 Central Air Conditioning	RR	All Buildings	4	-	5	1	4	-	2	16	Urgent/High
4 Radiant Heat Boiler	RR	Cafeteria/Office	4	3	3	1	4	-	-	15	Urgent/High
5 Solar	ALL	All Buildings	-	-	4	5	5	-	-	14	Medium/Low
6 Parking Lot Lighting	RR/MON	Staff Unit/Office	4	3	5	-	2	-	-	14	Medium/Low
7 Roof and Gutter Replacement	CAL	Staff Unit/Office	2	2	3	3	3	-	-	13	Medium/Low
8 Gazebo Install or Repair	RR/MON	Outdoors	-	-	3	-	2	-	2	7	Medium/Low

# ESTIMATE SUMMARY

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ESTIMATE DATE: AUGUST 6, 2025

BID DATE: FEBRUARY 2026 (ASSUMED)

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

PREPARED BY: J.R. CONKEY & ASSOCIATES

FOR: COAR DESIGN GROUP

1 of 18

8/6/2025

3:45 PM

### ESTIMATE OF PROBABLE COST

### S U M M A R Y

BUILDING AREA		FIGURE NUMBER			TOTAL COST
<b>A</b>	<b>CALISTOGA FACILITY</b>				
1	WATER LOADS ONLY - GENERATOR BACK-UP	1			\$66,131
2	WATER LOADS ONLY - PV & BESS BACK-UP	2			\$125,098
3	WATER / KITCHEN LOADS - GENERATOR BACK-UP	3			\$95,155
4	WATER / KITCHEN LOADS - PV & BESS BACK-UP	4			\$139,794
5	FULL FACILITY	5			\$72,193
<b>B</b>	<b>MONDAVI FACILITY</b>				
1	WATER LOADS ONLY - GENERATOR BACK-UP	6			\$64,845
2	WATER LOADS ONLY - PV & BESS BACK-UP	7			\$225,213
3	WATER / KITCHEN LOADS - GENERATOR BACK-UP	8			\$95,155
4	WATER / KITCHEN LOADS - PV & BESS BACK-UP	9			\$425,259
5	FULL FACILITY - GENERATOR BACK-UP	10			\$224,111
6	FULL FACILITY - PV & BESS BACK-UP	11			\$892,126
<b>C</b>	<b>RIVER RANCH FACILITY</b>				
1	WATER LOADS ONLY - GENERATOR BACK-UP	12			\$65,764
2	WATER LOADS ONLY - PV & BESS BACK-UP	13			\$223,394
3	WATER / KITCHEN LOADS - GENERATOR BACK-UP	14			\$78,071
4	WATER / KITCHEN LOADS - PV & BESS BACK-UP	15			\$460,162
5	FULL FACILITY - GENERATOR BACK-UP	16			\$206,659
6	FULL FACILITY - PV & BESS BACK-UP	17			\$906,821

#### QUALIFICATIONS:

1.) ESTIMATE ASSUMES DESIGN/BID/BUILD DELIVERY METHOD

2.) PRICING WITHIN THE ESTIMATE EXPECTS A MINIMUM OF 5 RESPONSIVE GENERAL CONTRACTOR BIDS  
ASSUMES FULL AND OPEN COMPETITION. IN OTHER WORDS, NO REQUIREMENTS FOR SMALL BUSINESS, ETC.

3.) THE VARIANCE OF BIDS RECEIVED CAN AFFECT THE BID RESULTS, EXPECTATIONS ARE AS FOLLOWS:

1 bid +15% to +60%  
2-3 bids +8% to +12%  
4-5 bids -4% to +4%  
6-7 bids -7% to -5%  
8 or more b -12% to -8%

4.) ESTIMATE EXCLUDES:

NON-CONSTRUCTION COSTS  
FF&E (FURNITURE, FIXTURES & EQUIPMENT)  
MODULAR FURNITURE OR FURNITURE OF ANY TYPE  
CONSTRUCTION CONTINGENCY (CHANGE ORDER COST)  
HAZARDOUS MATERIAL ABATEMENT  
DESIGN COSTS, CONSTRUCTION / PROGRAM MANAGER COSTS

5.) THIS IS AN ESTIMATE OF PROBABLE COST, NOT A GUARANTEE.

6.) PRICES ON MATERIALS AND LABOR HAVE FLUCTUATED AND INCREASED TREMENDOUSLY SINCE COVID.  
WE HAVE INCLUDED A HIGHER THAN NORMAL ESCALATION PERCENTAGE BASED ON THE CURRENT ECONOMIC  
CONDITIONS. WE HAVE ALSO ADDED A MARK-UP FOR MARKET CONDITIONS, SUPPLY CHAIN, ETC.

7.) ESTIMATE BASED ON 29 PAGE ASSESSMENT REPORT DATED JULY 25, 2025 BY O'MAHONY & MYER

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: CALISTOGA 1

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER LOADS ONLY GENERATOR BACK-UP</b>					
	ADD NEW 200A / 2P ATS	1	EA	\$2,000	\$2,000	
	ADD NEW 22 KW GENERATOR 120/240. 1PH	1	EA	\$23,000	\$23,000	
	INTERCEPT (E) FEEDER ALLOWANCE	1	EA	\$1,000	\$1,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	<b>TOTAL</b>					\$36,000
<b>SUBTOTAL HARD COSTS</b>						<b>\$36,000</b>
<b>CONTINGENCY</b>						
	ESTIMATING CONTINGENCY	15.00%				<b>\$5,400</b>
	PHASING	10.00%				<b>\$3,600</b>
<b>SUBTOTAL CONSTRUCTION COSTS</b>						<b>\$45,000</b>
<b>MARK-UPS</b>						
	GENERAL CONDITIONS	18.00%				\$8,100
	OVERHEAD & PROFIT	16.00%				\$8,496
	INSURANCE & BONDS	2.25%				\$1,386
<b>SUBTOTAL MARK-UPS</b>						<b>\$17,982</b>
<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>						<b>\$62,982</b>
<b>ESCALATION</b>						
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$3,149</b>
<b>TOTAL ESTIMATE:</b>						<b>\$66,131</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: CALISTOGA 2

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER LOADS ONLY PV &amp; BESS BACK-UP</b>					
	PV & BESS BACK-UP 15 KW	1	LS	\$57,100	\$57,100	
	INTERCEPT (E) FEEDER ALLOWANCE	1	EA	\$1,000	\$1,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	<b>TOTAL</b>					\$68,100
<b>SUBTOTAL HARD COSTS</b>						<b>\$68,100</b>
<b>CONTINGENCY</b>						
	ESTIMATING CONTINGENCY	15.00%				<b>\$10,215</b>
	PHASING	10.00%				<b>\$6,810</b>
<b>SUBTOTAL CONSTRUCTION COSTS</b>						<b>\$85,125</b>
<b>MARK-UPS</b>						
	GENERAL CONDITIONS	18.00%				\$15,323
	OVERHEAD & PROFIT	16.00%				\$16,072
	INSURANCE & BONDS	2.25%				\$2,622
<b>SUBTOTAL MARK-UPS</b>						<b>\$34,016</b>
<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>						<b>\$119,141</b>
<b>ESCALATION</b>						
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$5,957</b>
<b>TOTAL ESTIMATE:</b>						<b>\$125,098</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: CALISTOGA 3

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER / KITCHEN LOADS GENERATOR BACK-UP</b>					
	ADD NEW 400A / 2P ATS	1	EA	\$4,300	\$4,300	
	ADD NEW 48 KW GENERATOR 120/240. 1PH	1	EA	\$23,000	\$23,000	
	INTERCEPT (E) FEEDER ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	NEW 400A/2 POLE BREAKER IN (E) PANEL	1	EA	\$2,500	\$2,500	
	NEW 400A PANEL	1	EA	\$10,000	\$10,000	
	<b>TOTAL</b>					\$51,800
	<b>SUBTOTAL HARD COSTS</b>					<b>\$51,800</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$7,770</b>
	PHASING	10.00%				<b>\$5,180</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$64,750</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$11,655
	OVERHEAD & PROFIT	16.00%				\$12,225
	INSURANCE & BONDS	2.25%				\$1,994
	<b>SUBTOTAL MARK-UPS</b>					<b>\$25,874</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$90,624</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$4,531</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$95,155</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: CALISTOGA 4

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER / KITCHEN LOADS GENERATOR BACK-UP</b>					
	INTERCEPT (E) FEEDER ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	NEW 200A/2 POLE BREAKER IN (E) PANEL	1	EA	\$1,500	\$1,500	
	NEW 200A PANEL	1	EA	\$5,500	\$5,500	
	PV & BESS BACK-UP 15 KW	1	LS	\$57,100	\$57,100	
	<b>TOTAL</b>					\$76,100
	<b>SUBTOTAL HARD COSTS</b>					<b>\$76,100</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$11,415</b>
	PHASING	10.00%				<b>\$7,610</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$95,125</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$17,123
	OVERHEAD & PROFIT	16.00%				\$17,960
	INSURANCE & BONDS	2.25%				\$2,930
	<b>SUBTOTAL MARK-UPS</b>					<b>\$38,012</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$133,137</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$6,657</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$139,794</b>



# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: MONDAVI 1

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER / KITCHEN LOADS GENERATOR BACK-UP</b>					
	ADD NEW 400A / 2P ATS	1	EA	\$4,300	\$4,300	
	ADD NEW 48 KW GENERATOR 120/240. 1PH	1	EA	\$23,000	\$23,000	
	INTERCEPT (E) BUS SECTION ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	NEW 400A/2 POLE BREAKER IN (E) PANEL	0	EA	\$2,500	\$0	
	NEW 400A PANEL	0	EA	\$10,000	\$0	
	<b>TOTAL</b>					\$39,300
	<b>SUBTOTAL HARD COSTS</b>					<b>\$39,300</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$5,895</b>
	PHASING	10.00%				<b>\$3,930</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$49,125</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$8,843
	OVERHEAD & PROFIT	16.00%				\$9,275
	INSURANCE & BONDS	2.25%				\$1,513
	<b>SUBTOTAL MARK-UPS</b>					<b>\$19,630</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$68,755</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$3,438</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$72,193</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: MONDAVI 1

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER LOADS ONLY GENERATOR BACK-UP</b>					
	ADD NEW 100A / 3P ATS	1	EA	\$1,300	\$1,300	
	ADD NEW 22 KW GENERATOR 120/240. 3PH	1	EA	\$23,000	\$23,000	
	INTERCEPT (E) FEEDER ALLOWANCE	1	EA	\$1,000	\$1,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	<b>TOTAL</b>					\$35,300
	<b>SUBTOTAL HARD COSTS</b>					<b>\$35,300</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$5,295</b>
	PHASING	10.00%				<b>\$3,530</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$44,125</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$7,943
	OVERHEAD & PROFIT	16.00%				\$8,331
	INSURANCE & BONDS	2.25%				\$1,359
	<b>SUBTOTAL MARK-UPS</b>					<b>\$17,632</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$61,757</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$3,088</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$64,845</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: MONDAVI 2

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER LOADS ONLY PV &amp; BESS BACK-UP</b>					
	PV & BESS BACK-UP 30 KW	1	LS	\$110,600	\$110,600	
	INTERCEPT (E) FEEDER ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	<b>TOTAL</b>					\$122,600
	<b>SUBTOTAL HARD COSTS</b>					<b>\$122,600</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$18,390</b>
	PHASING	10.00%				<b>\$12,260</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$153,250</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$27,585
	OVERHEAD & PROFIT	16.00%				\$28,934
	INSURANCE & BONDS	2.25%				\$4,720
	<b>SUBTOTAL MARK-UPS</b>					<b>\$61,238</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$214,488</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$10,724</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$225,213</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: MONDAVI 3

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER / KITCHEN LOADS GENERATOR BACK-UP</b>					
	ADD NEW 400A / 3P ATS	1	EA	\$4,300	\$4,300	
	ADD NEW 48 KW GENERATOR 120/240. 3PH	1	EA	\$23,000	\$23,000	
	INTERCEPT (E) FEEDER ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	NEW 400A/3 POLE BREAKER IN (E) PANEL	1	EA	\$2,500	\$2,500	
	NEW 400A PANEL	1	EA	\$10,000	\$10,000	
	<b>TOTAL</b>					\$51,800
	<b>SUBTOTAL HARD COSTS</b>					<b>\$51,800</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$7,770</b>
	PHASING	10.00%				<b>\$5,180</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$64,750</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$11,655
	OVERHEAD & PROFIT	16.00%				\$12,225
	INSURANCE & BONDS	2.25%				\$1,994
	<b>SUBTOTAL MARK-UPS</b>					<b>\$25,874</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$90,624</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$4,531</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$95,155</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: MONDAVI 4

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER / KITCHEN LOADS GENERATOR BACK-UP</b>					
	INTERCEPT (E) FEEDER ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	NEW 400A/3 POLE BREAKER IN (E) PANEL	1	EA	\$1,500	\$1,500	
	NEW 400A PANEL	1	EA	\$10,000	\$10,000	
	PV & BESS BACK-UP 60 KW	1	LS	\$208,000	\$208,000	
	<b>TOTAL</b>					\$231,500
	<b>SUBTOTAL HARD COSTS</b>					<b>\$231,500</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$34,725</b>
	PHASING	10.00%				<b>\$23,150</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$289,375</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$52,088
	OVERHEAD & PROFIT	16.00%				\$54,634
	INSURANCE & BONDS	2.25%				\$8,912
	<b>SUBTOTAL MARK-UPS</b>					<b>\$115,634</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$405,009</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$20,250</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$425,259</b>

**COUNTY OF NAPA, CALIFORNIA**

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PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	GENERATOR BACK-UP					
	ADD NEW 600A / 3P ATS	1	EA	\$10,000	\$10,000	
	ADD NEW 100 KW GENERATOR 120/240. 1PH	1	EA	\$100,000	\$100,000	
	INTERCEPT (E) BUS SECTION ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	TOTAL					\$122,000
<b>SUBTOTAL HARD COSTS</b>						<b>\$122,000</b>
<b>CONTINGENCY</b>						
	ESTIMATING CONTINGENCY	15.00%				<b>\$18,300</b>
	PHASING	10.00%				<b>\$12,200</b>
<b>SUBTOTAL CONSTRUCTION COSTS</b>						<b>\$152,500</b>
<b>MARK-UPS</b>						
	GENERAL CONDITIONS	18.00%				\$27,450
	OVERHEAD & PROFIT	16.00%				\$28,792
	INSURANCE & BONDS	2.25%				\$4,697
<b>SUBTOTAL MARK-UPS</b>						<b>\$60,939</b>
<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>						<b>\$213,439</b>
<b>ESCALATION</b>						
	ESCALATION    6 MONTHS AT 10% ANNUAL	5.00%				<b>\$10,672</b>
<b>TOTAL ESTIMATE:</b>						<b>\$224,111</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: MONDAVI 6

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL PV &amp; BESS BACK-UP - FULL FACILITY</b>					
	BREAKERS					
	450A	2	EA	\$5,500	\$11,000	
	100A	1	EA	\$750	\$750	
	ADD NEW 22 KW GENERATOR 120/240. 3PH	1	EA	\$23,000	\$23,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	300	LF	\$100	\$30,000	
	PV & BESS - 125 KW	1	LS	\$420,900	\$420,900	
	<b>TOTAL</b>					\$485,650
	<b>SUBTOTAL HARD COSTS</b>					<b>\$485,650</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$72,848</b>
	PHASING	10.00%				<b>\$48,565</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$607,063</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$109,271
	OVERHEAD & PROFIT	16.00%				\$114,613
	INSURANCE & BONDS	2.25%				\$18,696
	<b>SUBTOTAL MARK-UPS</b>					<b>\$242,581</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$849,643</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$42,482</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$892,126</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: RIVER RANCH 1

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ESTIMATE DATE: AUGUST 6, 2025

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BID DATE: FEBRUARY 2026 (ASSUMED)

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER LOADS ONLY GENERATOR BACK-UP</b>					
	ADD NEW 100A / 3P ATS	1	EA	\$1,800	\$1,800	
	ADD NEW 22 KW GENERATOR 120/240. 1PH	1	EA	\$23,000	\$23,000	
	INTERCEPT (E) FEEDER ALLOWANCE	1	EA	\$1,000	\$1,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	<b>TOTAL</b>					\$35,800
	<b>SUBTOTAL HARD COSTS</b>					<b>\$35,800</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$5,370</b>
	PHASING	10.00%				<b>\$3,580</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$44,750</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$8,055
	OVERHEAD & PROFIT	16.00%				\$8,449
	INSURANCE & BONDS	2.25%				\$1,378
	<b>SUBTOTAL MARK-UPS</b>					<b>\$17,882</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$62,632</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$3,132</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$65,764</b>



# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: RIVER RANCH 2

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ESTIMATE DATE: AUGUST 6, 2025

8/6/2025

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BID DATE: FEBRUARY 2026 (ASSUMED)

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER LOADS ONLY PV &amp; BESS BACK-UP</b>					
	PV & BESS BACK-UP 30 KW	1	LS	\$110,610	\$110,610	
	INTERCEPT (E) FEEDER ALLOWANCE	1	EA	\$1,000	\$1,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	<b>TOTAL</b>					\$121,610
	<b>SUBTOTAL HARD COSTS</b>					<b>\$121,610</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$18,242</b>
	PHASING	10.00%				<b>\$12,161</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$152,013</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$27,362
	OVERHEAD & PROFIT	16.00%				\$28,700
	INSURANCE & BONDS	2.25%				\$4,682
	<b>SUBTOTAL MARK-UPS</b>					<b>\$60,744</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$212,756</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$10,638</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$223,394</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: RIVER RANCH 3

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ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER / KITCHEN LOADS GENERATOR BACK-UP</b>					
	ADD NEW 225A / 3P ATS	1	EA	\$2,500	\$2,500	
	ADD NEW 48 KW GENERATOR 120/240. 3PH	1	EA	\$23,000	\$23,000	
	INTERCEPT (E) FEEDER ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	NEW 60A/3 POLE BREAKER IN (E) PANEL	0	EA	\$800	\$0	
	NEW 225A PANEL	1	EA	\$5,000	\$5,000	
	<b>TOTAL</b>					\$42,500
	<b>SUBTOTAL HARD COSTS</b>					<b>\$42,500</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$6,375</b>
	PHASING	10.00%				<b>\$4,250</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$53,125</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$9,563
	OVERHEAD & PROFIT	16.00%				\$10,030
	INSURANCE & BONDS	2.25%				\$1,636
	<b>SUBTOTAL MARK-UPS</b>					<b>\$21,229</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$74,354</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$3,718</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$78,071</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: RIVER RANCH 4

ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

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BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - WATER / KITCHEN LOADS PV &amp; BESS BACKUP</b>					
	ADD NEW 225A / 3P ATS	1	EA	\$2,500	\$2,500	
	ADD NEW 48 KW GENERATOR 120/240. 3PH	1	EA	\$23,000	\$23,000	
	INTERCEPT (E) FEEDER ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	NEW 225A PANEL	1	EA	\$5,000	\$5,000	
	PV & BESS 60 KW	1	EA	\$208,000	\$208,000	
	<b>TOTAL</b>					\$250,500
	<b>SUBTOTAL HARD COSTS</b>					<b>\$250,500</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$37,575</b>
	PHASING	10.00%				<b>\$25,050</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$313,125</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$56,363
	OVERHEAD & PROFIT	16.00%				\$59,118
	INSURANCE & BONDS	2.25%				\$9,644
	<b>SUBTOTAL MARK-UPS</b>					<b>\$125,124</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$438,249</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$21,912</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$460,162</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

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ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	<b>ELECTRICAL - FULL FACILITY GENERATOR BACKUP</b>					
	ADD NEW 600A / 3P ATS	1	EA	\$2,500	\$2,500	
	ADD NEW 100 KW GENERATOR 120/240. 3PH	1	EA	\$98,000	\$98,000	
	INTERCEPT (E) FEEDER ALLOWANCE	2	EA	\$1,000	\$2,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	100	LF	\$100	\$10,000	
	<b>TOTAL</b>					\$112,500
	<b>SUBTOTAL HARD COSTS</b>					<b>\$112,500</b>
	<b>CONTINGENCY</b>					
	ESTIMATING CONTINGENCY	15.00%				<b>\$16,875</b>
	PHASING	10.00%				<b>\$11,250</b>
	<b>SUBTOTAL CONSTRUCTION COSTS</b>					<b>\$140,625</b>
	<b>MARK-UPS</b>					
	GENERAL CONDITIONS	18.00%				\$25,313
	OVERHEAD & PROFIT	16.00%				\$26,550
	INSURANCE & BONDS	2.25%				\$4,331
	<b>SUBTOTAL MARK-UPS</b>					<b>\$56,193</b>
	<b>SUBTOTAL CONSTRUCTION COSTS &amp; MARK-UPS</b>					<b>\$196,818</b>
	<b>ESCALATION</b>					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				<b>\$9,841</b>
	<b>TOTAL ESTIMATE:</b>					<b>\$206,659</b>

# ESTIMATE WORKSHEET

## COUNTY OF NAPA, CALIFORNIA

PROJECT: NAPA COUNTY FARMWORKER HOUSING CENTER STUDIES - POWER BACK-UP SYSTEMS

PHASE: CONCEPTUAL ESTIMATE FROM ASSESSMENT REPORT

ITEM: RIVER RANCH 6

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ESTIMATE DATE: AUGUST 6, 2025

25-08-06 COAR - Napa Co Farmworker Housing Center Studies Power Backup System Assessment Estimate

BID DATE: FEBRUARY 2026 (ASSUMED)

PREPARED BY: J.R. CONKEY & ASSOCIATES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	ITEM TOTAL
	ELECTRICAL PV & BESS BACK-UP - FULL FACILITY					
	BREAKERS					
	450A	2	EA	\$5,500	\$11,000	
	100A	1	EA	\$750	\$750	
	ADD NEW 22 KW GENERATOR 120/240. 3PH	1	EA	\$23,000	\$23,000	
	ADD FEEDER ALLOWANCE (TRENCH, CONDUIT, BACKFILL)	300	LF	\$100	\$30,000	
	PV & BESS - 125 KW	1	LS	\$420,900	\$420,900	
	MOTORIZED BREAKER 600A	1	EA	\$8,000	\$8,000	
	TOTAL					\$493,650
	SUBTOTAL HARD COSTS					\$493,650
	CONTINGENCY					
	River R	15.00%				\$74,048
	PHASING	10.00%				\$49,365
	SUBTOTAL CONSTRUCTION COSTS					\$617,063
	MARK-UPS					
	GENERAL CONDITIONS	18.00%				\$111,071
	OVERHEAD & PROFIT	16.00%				\$116,501
	INSURANCE & BONDS	2.25%				\$19,004
	SUBTOTAL MARK-UPS					\$246,577
	SUBTOTAL CONSTRUCTION COSTS & MARK-UPS					\$863,639
	ESCALATION					
	ESCALATION 6 MONTHS AT 10% ANNUAL	5.00%				\$43,182
	TOTAL ESTIMATE:					\$906,821



**O'MAHONY & MYER**  
ELECTRICAL ENGINEERING & LIGHTING DESIGN

San Rafael, California  
Pacific Harbour, Fiji

Brian O'Mahony  
Jan P. Myer  
Paul Carey  
Pieter Colenbrander  
Galway O'Mahony  
David Orgish



July 25, 2025

**COAR Design Group**  
200 E Street  
Santa Rosa, CA 95404

Attn: Jeff Katz

Re: Napa County Farmworker Housing Center Studies  
Power Back-Up System Report

Dear Jeff,

As requested by the County of Napa, O'Mahony & Myer visited three Napa County Farmworker Housing Center sites in March and June of 2025, to review the existing power systems. The purpose of our visits were to study the requirements for various power back-up scenarios, in the event of PG&E grid outages.

The three sites studied include:

1. Calistoga Farm Labor Camp (3996 St. Helena Hwy. North, Calistoga)
2. River Ranch Farmworker Housing (1109 Silverado Trail, St. Helena)
3. Mondavi Center Farm Labor Camp (5589 Silverado Trail, Napa)

Each of the three facilities currently use a small portable 7kW generator to back-up power to the water treatment systems at each site, to maintain a clean water supply during utility power failures. This system requires manual operation and has limited back-up time, due to the small portable generator gas tank sizes. The systems at each of the three sites could be better served with an automatic and more robust solution to provide power back-up.

Additionally, the County is interested in understanding what would be involved in expanding the back-up power at each site to include options for kitchen back-up and full facility back-up, with either a generator solution or Photovoltaic (PV) and a Battery Energy Storage System (BESS).

We have studied the existing conditions at each site and have evaluated each for what it would take to provide an automatic generator, solar PV, and BESS back-up options for the following conditions:

1. Water treatment system power back-up only.
2. Water treatment and kitchen power back-up.
3. Entire facility power back-up.

Note that when solar PV is used as power back-up, it must be paired with a suitable Battery Energy Storage System (BESS). Solar alone cannot provide power back-up when the utility grid power fails, as code requires solar alone to be shut-off when the grid is off, to prevent back-feeding the local utility system.

When used with a battery, the solar power can be stored in the batteries, as well as feed loads during daylight hours when the sun is out. When utility power fails, the PV / BESS system is automatically isolated from the utility grid and can then operate the loads on its own, until utility grid power is restored. Battery systems do have limited run-time, depending on load, so having a good PV system to recharge the batteries is important. A small generator can also be paired with the PV / BESS system to provide additional battery charging, in the event of low sunlight, but that scenarios is not explored here, as it can take on various forms of design and operation, which is beyond the preliminary scope of this study.

Following is a breakdown of the three sites and what it would take to upgrade the electrical infrastructure at each site to achieve the goals described below.

*Refer to the numbered schematic power single line  
diagram figures at the end of the report, as  
referenced below for each option.*

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## CALISTOGA FACILITY

The Calistoga site is currently fed with a single free-standing electrical main panel, with (4) utility meter services. The service meters include:

1. Residential Lower (Panel A – PG&E Meter #1006745725)  
 100 Amps, 120/240V, 1-Phase, 3-Wire
2. Residential Upper (Panel B – PG&E Meter #1006745722)  
 100 Amps, 120/240V, 1-Phase, 3-Wire
3. Reminder of Site (Panel C – PG&E Meter #1008848681)  
 400 Amps, 120/240V, 1-Phase, 3-Wire
4. Fire Pump (PG&E Meter #1006726037)  
 225 Amps, 120/240V, 3-Phase, 4-Wire, Delta \*

\* The Delta service voltage configuration for the Fire Pump branch requires some special consideration with regards to the back-up power system components. A Delta service is inherently un-balanced, but can be fed with a generator with appropriate ratings without any issues. Using a battery system on a Delta connected service requires the battery system to only support the 1-Phase 120/240V portion of the system. The battery system cannot support an un-balanced 3-Phase Delta system without possibly compromising the longevity of the batteries and the inverter. This means there are some limits to the PV/BESS solution, as discussed below, since the battery can only back-up 1-phase loads:

### **Option 1 (Water Treatment Back-Up Only):**

The water treatment system is fed from the Panel ‘C’ service branch, via a 1-Phase, 120/240V branch Panel ‘A1’ at the newest Dorm building. Panel ‘A1’ then feeds the (2) water filter pumps (240V), the well pump (240V), and the filter power receptacles (120V).

There is currently a portable 7kW, 120/240V, 1-Phase generator that is wired through a 30 Amp manual transfer switch to provide partial back-up power to a 30 Amp circuit for the water system. It is not clear which water system load is on the 30 Amp back-up, but it does not appear that all water system loads are on back-up, since Panel ‘A1’ includes a 50A breaker for the well pump, (2) 30A breakers for the water filter pumps, and (1) 20A breaker for 120V receptacles.

### **Permanent Generator Option (See Figure 1):**

In order to provide full Panel ‘A1’ automatic generator power back-up to serve the water system loads, the Panel ‘A1’ feeder should be intercepted and provided with an automatic transfer switch, as shown in Figure 1.



PV / BESS Option (See Figure 2):

In order to provide full Panel ‘A1’ automatic PV/BESS power back-up, Panel ‘A1’ can be provided with a small PV/BESS system, as shown in Figure 2.

The battery system will act as the required automatic isolation device and will automatically feed the load as needed, when normal utility power fails.

A small generator is optional in this configuration and could be tied-in with a manual transfer switch at the location shown on the diagram, similar to the existing back-up situation with the 7kW portable generator. The generator would charge the battery when grid utility power is out and PV is not operational.

**Option 2 (Water Treatment and Kitchen Load Back-Up):**

Both the Water Treatment loads (Panel ‘A1’) and the Kitchen loads (Dining Hall Panel) are on the Panel ‘C’ service branch. The kitchen panel feeds various laundry, bathroom, garden, and sewage alarm loads, in addition to kitchen loads. However, some of these loads, such as Laundry, can be manually left off during an outage to keep the total load and generator size down. It would not make feasible sense to try and separate only specific kitchen loads from these panels and redirect them to the generator.

Permanent Generator Option (See Figure 3):

In order to provide back-up to both branches with an automatic generator, the Panel ‘A1’ and Panel ‘D’ feeders should be redirected to a new Panel ‘E’ for back-up power, and connected with a new automatic transfer switch as shown in Figure 3.

PV / BESS Option (See Figure 4):

In order to provide Panel ‘A1’ and Dining Hall Panel ‘D’ automatic PV/BESS system power back-up, the panels can be provided with a PV/BESS system similar to the water only load back-up, as shown on Figure 4.

This configuration is not recommended, since it is power limited to 200A, due to the 120/240V, 1-Phase nature of the system. A required 400A, 1-Phase BESS system is not readily available at 1-phase configuration, so the 200A, 15kW size will limit the power back-up for both the water loads and the kitchen..

If used at this smaller size, the battery system will act as the required automatic isolation device and will automatically feed the load as needed, when normal utility power fails.

A small generator is optional in this configuration and could be tied-in with a manual transfer switch at the location shown on the diagram, similar to the existing back-up

situation with the 7kW portable generator. The generator would charge the battery when grid utility power is out and PV is not operational.

### **Option 3 (Full Facility Load Back-Up):**

Full facility power back-up is very similar to the above option 2, in terms of equipment, but would include larger equipment and a larger interconnection, to serve the total facility load.

### **Permanent Generator Option (See Figure 5):**

The Calistoga site is complicated by the fact that there are (4) separate meters, (3) of which are 1-Phase and (1) is 3-Phase (the fire pump).

Complete facility back-up would require (4) separate transfer switches, with (2) central generators. The 1-Phase generator would have (3) output breakers and the 3-Phase generator would have (1) output breaker.

If a portion of the loads, such as the Upper and Lower Residence panels were not required, this solution could be scaled down accordingly, with less transfer switches and less generator output circuit breakers.

See Figure 5 for the Panel 'C' main facility branch, which would probably be the most important branch to start with. The other (3) branches would include similar connections, but of varying sizes.

### **PV / BESS Option:**

In order to provide full facility PV/BESS back-up on any of the 1-Phase metered service branches, separate PV/BESS back-up systems can be provided, similar to the water only load back-up, as shown on Figure 5, but with a 15kW PV/BESS instead.

This is not recommended for the Panel 'C' branch, since the PV/BESS is power limited to 200A / 15kW, due to the 120/240V, 1-Phase nature of the system. A required 400A, 1-Phase BESS system for the Panel 'C' branch is not readily available at 1-phase configuration. The 200A / 15kW size will limit the power back-up to the branch being served.

A 15kW PV/BESS system could be provided for the Panel 'A' and Panel 'B' branches separately, similar to Figure 5, but with a PV/BESS instead.

The PV/BESS option cannot be designed into the 3-Phase Delta style service for the fire pump (not a commercially available configuration).

No diagrams are therefore provided for the full back-up option.

## MONDAVI FACILITY

The Mondavi site is currently fed with a single free-standing, indoor rated electrical main panel with (1) dedicated utility meter service (PG&E Meter #1008820483, 600 Amps, 120/208V, 3-Phase, 4-Wire).

There is also a caretaker residence on this site that has its own residential style electric meter and panel. The residential service is 200 Amps, 120/240V, 1-Phase, 3-Wire.

The residential service is not detailed in this study, but could be provided with a separate generator and/or PV/BESS system as needed, similar to the solutions for the remainder of the site.

For the remainder of the site, the following options are possible:

### **Option 1 (Water Treatment Back-Up Only):**

The water treatment system is fed from the main service panel, via a 1-Phase, 120/240V branch Panel ‘P’ for the “Pump House”. Panel ‘P’ feeds the well pump (240V), the booster pump (240V), the fire pump and jockey pump, as well as some misc. lights and power receptacles (120V).

There is currently a portable 7kW, 120/240V, 1-Phase generator that is wired through a 30 Amp manual transfer switch to provide partial back-up power to a 30 Amp circuit for the water system. It is not clear which water system load is on the 30 Amp back-up, but it does not appear that all water system loads are on back-up, since Panel ‘P’ includes a 50A breaker, (2) 30A breakers, and numerous 20A breakers for 120V loads.

### **Permanent Generator Option (See Figure 6):**

In order to provide full Panel ‘P’ automatic generator power back-up to serve the water system loads, the Panel ‘P’ feeder should be intercepted and provided with an automatic transfer switch, as shown in Figure 6.

### **PV / BESS Option (See Figure 7):**

In order to provide full Panel ‘P’ automatic PV/BESS power back-up, Panel ‘P’ can be provided with a small PV/BESS system, as shown in Figure 7.

The battery system will act as the required automatic isolation device and will automatically feed the load as needed, when normal utility power fails.

A small generator is optional in this configuration and could be tied-in with a manual transfer switch at the location shown on the diagram, similar to the existing back-up

situation with the 7kW portable generator. The generator would charge the battery when grid utility power is out and PV is not operational.

### **Option 2 (Water Treatment and Kitchen Load Back-Up):**

Both the Water Treatment loads (Panel P) and the Kitchen loads (Panel C) are fed from the main service. The kitchen panel feeds various loads in and around the kitchen. Some of these loads, such as Laundry, can be manually left off during an outage to keep the total load and generator size down. It would not make feasible sense to try and separate only specific kitchen loads from these panels and redirect them to the generator.

#### **Permanent Generator Option (See Figure 8):**

In order to provide back-up to both branches with an automatic generator, the Panel ‘P’ and Panel ‘C’ feeders should be redirected to a new Panel ‘E’ for back-up power, and connected with a new automatic transfer switch as shown in Figure 8.

#### **PV / BESS Option (See Figure 9):**

In order to provide Panel ‘P’ and Panel ‘C’ automatic PV/BESS system power back-up, the panels can be provided with a moderately sized PV/BESS system, as shown on Figure 9.

The battery system will act as the required automatic isolation device and will automatically feed the load as needed, when normal utility power fails.

A small generator is optional in this configuration and could be tied-in with a manual transfer switch at the location shown on the diagram, similar to the existing back-up situation with the 7kW portable generator. The generator would charge the battery when grid utility power is out and PV is not operational.

### **Option 3 (Full Facility Load Back-Up):**

Full facility power back-up is very similar to the above option 2, in terms of equipment, but would include larger equipment and a larger interconnection, to serve the total facility load.

#### **Permanent Generator Option (See Figure 10):**

The Mondavi site can be fully backed-up with a single power generator by intercepting the output of the main circuit breaker and redirecting it to a new automatic transfer switch and generator. The transfer switch output would then be landed back on the main service distribution bus. This will require a field modification to the main switchboard, the exact details of which would need to be determined by opening the electrical gear for internal inspection, if this option is chosen. See Figure 10.

PV / BESS Option (See Figure 11):

Due to the 600A size of the electric service, a relatively larger PV and BESS system would be required, than for just the kitchen and water system. The size of BESS requires the use of a system that does not support a 600A back-up panel 'E' output, similar to the earlier options.

The 600A back-up system is required to be landed on the main service bussing, along with the larger PV system, and an optional generator, as shown in Figure 11.

The solution would require the entire main service panel to be replaced in place, since to meet code, the bussing would need to be upgraded to a much higher amperage (to have both loads and supply sources on the same bus). The new service gear main breaker would also have to be provided as a motor operated breaker.

The motorized main breaker will act as the required automatic isolation device and will allow the BESS to automatically feed the load as needed, when normal utility power fails. The PV system would also feed loads and charge the battery. The generator is technically optional in this configuration, but recommended, since if the weather is poor for extended periods of time, the battery system may become depleted.

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## **RIVER RANCH FACILITY**

The River Ranch site is currently fed with a single free-standing, outdoor rated electrical main panel with (1) dedicated utility meter service (PG&E Meter #1010084772, 600 Amps, 120/208V, 3-Phase, 4-Wire).

The following options are possible at River Ranch:

### **Option 1 (Water Treatment Back-Up Only):**

The water treatment system is fed from the main service panel, via a 1-Phase, 120/240V branch Panel ‘P’ for the “Pump House”. Panel ‘P’ feeds the well pump (240V), the domestic pump (240V), the jockey pump, as well as some misc. lights and power receptacles (120V).

There is currently a portable 7kW, 120/240V, 1-Phase generator that is wired through a 30 Amp manual transfer switch to provide partial back-up power to a 30 Amp circuit for the water system. It is not clear which water system load is on the 30 Amp back-up, but it does not appear that all water system loads are on back-up, since Panel ‘P’ includes a 30A/2P breaker, (2) 20A/3P breakers, and numerous 20A/1P breakers for 120V loads.

### **Permanent Generator Option (See Figure 12):**

In order to provide full Panel ‘P’ automatic generator power back-up to serve the water system loads, the Panel ‘P’ feeder should be intercepted and provided with an automatic transfer switch, as shown in Figure 12.

### **PV / BESS Option (See Figure 13):**

In order to provide full Panel ‘P’ automatic PV/BESS power back-up, Panel ‘P’ can be provided with a small PV/BESS system, as shown in Figure 13.

The battery system will act as the required automatic isolation device and will automatically feed the load as needed, when normal utility power fails.

A small generator is optional in this configuration and could be tied-in with a manual transfer switch at the location shown on the diagram, similar to the existing back-up situation with the 7kW portable generator. The generator would charge the battery when grid utility power is out and PV is not operational.

### **Option 2 (Water Treatment and Kitchen Load Back-Up):**

Both the Water Treatment loads (Panel P) and the Kitchen loads (Panel K) are fed from the main service.

Permanent Generator Option (See Figure 14):

In order to provide back-up to both branches with an automatic generator, the Panel ‘P’ and Panel ‘K’ feeders should be redirected to a new Panel ‘E’ for back-up power, and connected with a new automatic transfer switch as shown in Figure 14.

PV / BESS Option (See Figure 15):

In order to provide Panel ‘P’ and Panel ‘K’ automatic PV/BESS system power back-up, the panels can be provided with a moderately sized PV/BESS system, as shown on Figure 15.

The battery system will act as the required automatic isolation device and will automatically feed the load as needed, when normal utility power fails.

A small generator is optional in this configuration and could be tied-in with a manual transfer switch at the location shown on the diagram, similar to the existing back-up situation with the 7kW portable generator. The generator would charge the battery when grid utility power is out and PV is not operational.

**Option 3 (Full Facility Load Back-Up):**

Full facility power back-up is very similar to the above option 2, in terms of equipment, but would include larger equipment and a larger interconnection, to serve the total facility load.

Permanent Generator Option (See Figure 16):

The River Ranch site, similar to Mondavi, can be fully backed-up with a single power generator by intercepting the output of the main circuit breaker and redirecting it to a new automatic transfer switch and generator. The transfer switch output would then be landed back on the main service distribution bus. This will require a field modification to the main switchboard, the exact details of which would need to be determined by opening the electrical gear for internal inspection, if this option is chosen. See Figure 16.

PV / BESS Option (See Figure 17):

Due to the 600A size of the electric service, a relatively larger PV and BESS system would be required, than for just the kitchen and water system. The size of BESS requires the use of a system that does not support a 600A back-up panel ‘E’ output, similar to the earlier options.

The 600A back-up system is required to be landed on the main service bussing, along with the larger PV system, and an optional generator, as shown in Figure 17.

The solution would require the entire main service panel to be replaced in place, since to meet code, the bussing would need to be upgraded to a much higher amperage (to have both loads and supply sources on the same bus). The new service gear main breaker would also have to be provided as a motor operated breaker.

The motorized main breaker will act as the required automatic isolation device and will allow the BESS to automatically feed the load as needed, when normal utility power fails. The PV system would also feed loads and charge the battery. The generator is technically optional in this configuration, but recommended, since if the weather is poor for extended periods of time, the battery system may become depleted.

---

## **General Conclusion and Overall Recommendation:**

### Electric Generator Systems:

The addition of permanent electric generators with automatic transfer switches to the sites, in either the small or larger sizes, is the most cost-effective solution, with known maintenance cycles and parts / labor availability. For this reason, and based on the different conditions at the various sites, we recommend this solution, in any of the options outlined above.

### BESS Systems:

Site area does appear to exist for the addition of a BESS at each site. However, based on the current cost and complexity of battery energy storage systems, as well as life cycle costs of the batteries that do need to be replaced every 10 years or so, the addition BESS systems may not be cost effective.

If chosen the best BESS solution would be for full facility back-up, using a commercially available 3-phase system to back-up the Mondavi and River sites. The Calistoga site has various issues that make adding a BESS not as desirable.

### Solar PV Systems:

After review of each site, due to leach field locations and property lines, the addition of ground mounted solar PV may not be a viable option at any of the sites. Roof mounted PV may also not be feasible, due to the age and structural integrity of the various roofs. This would mean that solar PV modules might best be put on parking lot canopy structures. This may or may not be feasible, depending on site orientation, and the steel structures are normally more expensive than ground or roof mounted systems. Solar



July 25, 2025  
Jeff Katz  
Page 12 of 12

Napa County Farmworker Housing Center Studies – Power Back-Up

would only be warranted if the BESS option was chosen, so the PV and BESS decisions should go hand in hand.

If you have any questions or comments, please do not hesitate to call.

Sincerely,



Pieter Colenbrander, P.E.  
**O'MAHONY & MYER**

*See Following Sheets for Schematic Power Single Line Diagrams of Each Option.*



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

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Housing Commission

**Agenda Date:** 8/27/2025

**File ID #:** 25-1519

---

**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director of Housing Authority  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Nomination of Vice-Chair

---

### **RECOMMENDATION**

Nomination of Vice-Chair.

### **EXECUTIVE SUMMARY**

On July 16, 2025, Keri Akemi-Hernandez resigned as Chair of the Napa County Housing Commission. According to the Commission bylaws, the Vice-Chair assumes the Chair's office when the Chair's office is vacated prior to the end of his or her one year term, and a replacement Vice-Chair is nominated at the next regularly scheduled meeting. The election vote for the new Vice-Chair shall be held at the next scheduled meeting, whether regular or special, following the nomination.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, second, discussion and nomination(s)

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.





# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

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Housing Commission

**Agenda Date:** 8/27/2025

**File ID #:** 25-1458

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Overview of Meal Service Coordination with Abode

---

### **RECOMMENDATION**

Discussion on meal service coordination with Abode Services. No action needed.

### **EXECUTIVE SUMMARY**

The South Napa Shelter serves up to 102 clients on an overnight basis and approximately 20-30 Day Center guests per day. The County contracts with Abode Services Inc. for day to day operations of the shelter and until June 30, 2025 were also contracted with the Salvation Army for provision of meals (\$8/meal). For Fiscal Year 2026, the Salvation Army proposed a price per meal increase of 50% (\$12/meal). As a result, Department of Housing & Community Services staff reached out to California Human Development Corporation to explore meal service coordination utilizing the county-owned farmworker center commercial kitchens. Today's discussion provides an update on the proposed meal service coordination with Abode Services, and potential infrastructure upgrades at the centers. No action needed.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Discussion

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

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Housing Commission

**Agenda Date:** 8/27/2025

**File ID #:** 25-1489

---

**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Update to Joe Serna, Jr. Farmworker Housing Grant Program Renewal Process

---

### **RECOMMENDATION**

Update to Joe Serna, Jr. Farmworker Housing Grant Program renewal process. No action needed.

### **EXECUTIVE SUMMARY**

In 2019, the Napa County Housing Authority was awarded Joe Serna, Jr. Farmworker Housing Grant Program funding (Serna Grant) in the amount of \$250,000 annually for a term not to extend beyond ten (10) years to assist with maintenance and operations of the three-county owned farmworker centers (Centers). In exchange, the Authority agreed to continue to serve the needs of migrant farm workers in Napa County for twenty-five years from the first year of disbursement (2020). Earlier this year, the Housing Commission established the Serna ad hoc committee whose purpose is to participate in a series of meetings with staff to develop a strategic plan to secure and renew additional Serna Grant funding. Today's presentation is an update on the renewal process and next steps.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Discussion

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California

Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The purpose of the Joe Serna, Jr. Farmworker Housing Grant Program (Serna Grant) is to fund new construction, rehabilitation, and acquisition of owner-occupied and rental units for agricultural workers, with a priority for lower income households, and is administered by the Housing and Community Development, a department of the state of California.



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

---

Housing Commission

**Agenda Date:** 8/27/2025

**File ID #:** 25-1490

---

**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** Modification to the Acceptance and Disposal of Donation Policy

---

### **RECOMMENDATION**

Recommendation to the Housing Authority for approval of modifications to the Acceptance and Disposal of Donation Policy.

### **EXECUTIVE SUMMARY**

On July 29, 2025, the Board of Supervisors adopted resolution 2025-08, which consolidates prior resolutions into a single updated delegation of authority for donations including: Department managers may accept donations up to \$1,000, and Department heads may accept donations up to \$10,000. Acceptance of donations by any individual or organization in excess of \$10,000 requires approval by the Board of Supervisors. Staff recommend modifying the Housing Authority's Acceptance and Disposal of Donation Policy to reflect the Auditor-Controller's Office Procedure for Acceptance and Disbursement of Donations.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, Vote, and Discussion

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.





**EXHIBIT A: PROPOSED REVISION TO PROCEDURE FOR THE ACCEPTANCE AND  
DISBURSEMENT OF DONATIONS**

**NAPA COUNTY**  
**AUDITOR-CONTROLLER'S OFFICE**

**PROCEDURE FOR THE ACCEPTANCE AND DISBURSEMENT OF DONATIONS**

**SUBJECT**                   Acceptance and Disbursement of Donations  
Resolution No. 25-xx, issued xx/xx/xxxx

**REVISION DATE**       xx/xx/xxxx

**EFFECTIVE DATE**   xx/xx/xxxx

**DISTRIBUTION**       Department Heads  
                              Department Managers  
                              Financial Users

**AUTHORIZED BY**   Tracy A. Schulze, Auditor-Controller

**OVERVIEW**

Donations to Napa County are considered contributions and may be tax deductible in accordance with the *Internal Revenue Code Section 170(c)(1)* and *California Revenue and Taxation Code Section 24359* if they are to be used for a public purpose.

Pursuant to *California Government Code Section 25355*, the Board of Supervisors has delegated the responsibility to accept Donations (gifts, bequests or devises) made by an individual or an organization in the amount of \$10,000 or less per quarter, to Department Heads, and the responsibility to accept Donations made by an individual or organization in the amount of \$1,000 or less per quarter to Department managers.

For donations made by an individual or organization in excess of \$10,000 per quarter, a request for acceptance is required to be filed with the Board of Supervisors describing the source and value of each gift, bequest or devise to be received.

**Board Resolution No. 25-xxx consolidates and supersedes the following:**

1. Board of Supervisors Resolution No. 99-56, adopted May 24, 1995, authorizing the Napa County Library Director to accept donations up to \$2,000 in general and up to \$5,000 from Friends of the Library;
2. Board of Supervisors Resolution No. 05-40, adopted March 8, 2005, authorizing the Auditor-Controller to accept donations in the amount of \$1,000 or less per occurrence;
3. Board of Supervisors Resolution No. 06-120, adopted on June 20, 2006 for the Health and Human Services Agency (HHSA) to accept donations on behalf of the Homeless Shelter;
4. Board of Supervisors Resolution No. 08-171, adopted December 9, 2008, for the Health and Human Services Agency (HHSA) to accept donations on behalf of the Children's Recovery Center (CRC) and Child Welfare Services Division (CWS) ; and

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## **PROCEDURES**

All county departments are subject to the following procedural requirements.

### **A. PRELIMINARY ASSESSMENT**

#### **1) Type of Donation**

- a) Cash – Cash, Checks and Money Orders
- b) Non-Cash – Merchant Gift Cards, Capital Assets, perishable and non- perishable goods, and equipment.

#### **2) Appropriateness of Donation**

Determine if the donation to be received can be utilized in accordance with statutes and County policy. The Department's representative in County Counsel should be consulted if there are any questions regarding the utilization of the donation(s). If the donation has been received as a bequest, then the donation shall be used in accordance with the will of the decedent. Donations are to be used to enhance the well-being of the citizens of Napa County and operations of the County departments serving the citizens of Napa County.

### **B. ACCEPTANCE OF CASH DONATIONS**

#### **1) Departments should send a thank-you letter for donations of \$100 or more within three (3) business days of acceptance.**

The letter should include the following:

- a. Name and address of donor
- b. Date of donation (received date)
- c. Amount of cash donation
- d. Purpose of the donation (if declared by donor or if known how it will be used)
- e. Acknowledgement that the donor did not receive any goods or services in return for the donation (i.e., book, dinner, etc.)
- f. County Federal Tax ID Number

**Refer to Exhibit B for an example of a thank-you letter.** Copies of thank-you letters should be forwarded promptly to the Auditor-Controller's Office at [donations@countyofnapa.org](mailto:donations@countyofnapa.org). Letters should be sent to any donor who requests one, regardless of the amount of the donation.

#### **2) Department managers may accept cash donations by any individual or organization totaling \$1,000 or less.**

- a) No pre-approval is required from the Auditor-Controller's Office for this category of donations.
- b) Record and deposit each donation within three (3) business days of receipt – **Refer to Section C** for instructions on recording cash donations.
- c) If applicable, complete the thank-you letter as outlined in Section (B)(1) and email a copy to [donations@countyofnapa.org](mailto:donations@countyofnapa.org).

#### **3) Department heads may accept cash donations by any individual or organization of up to \$10,000.**

- a) Complete the thank-you letter as outlined in Section (B)(1) and email a copy to

[donations@countyofnapa.org](mailto:donations@countyofnapa.org).

- b) Upon acceptance by the Department Head, record and deposit the donation within three (3) business days. **Refer to Section C** for instructions on recording cash donations.
- 4) Acceptance of cash donations by any individual or organization in excess of \$10,000 requires approval by the Board of Supervisors.**

- a) Prepare a Board agenda letter in Legistar for the next available Board of Supervisors (BOS) meeting.

The Board agenda letter should include the following:

1. Name of donor
2. Date of donation (received date)
3. Amount of cash donation
4. Purpose of the donation (if declared by donor or if known how it will be used)
5. Acknowledgement that the donor did not receive any goods or services in return for the donation (i.e., book, tape, dinner, etc.)
6. A copy of the thank-you letter

Wait for instructions from the Board of Supervisors on whether to accept or decline the donation – **Refer to Section F** for instruction on declined donations.

Upon acceptance by the Board of Supervisors, forward a copy of the approved board agenda letter to the Auditor-Controller's Office via [donations@countyofnapa.org](mailto:donations@countyofnapa.org).

- b) Record and deposit the donation within three (3) business days of receiving Board of Supervisor approval – **Refer to Section C** for instructions on recording cash donations.

#### **C. RECORDING CASH DONATION(S)**

Cash donation(s) shall be recorded in revenue account 47500 Donations/Contributions within three (3) business days depending on receipt or approval requirements. Include the donation receipt number and/or donor's name, and, if applicable, any particular purpose outlined in the donation, in the deposit description.

#### **D. ACCEPTANCE OF NON-CASH DONATIONS**

When accepting non-cash donations such as gift cards, bus passes, dog food, blankets, etc., the same limits for acceptance and acknowledgment as outlined in **Section B (ACCEPTING CASH DONATIONS)** shall apply. Refer to Section E for guidance on how and when to record non-cash donations.

**Stock Donations** shall be promptly sent to the Treasurer who will arrange for the sale of the stocks and deposit the net proceeds into the appropriate account.

The only exception to the procedures in Section B is in how Non-Cash Donations are recorded (**Section E**), and no cash value is stated in the Thank You Letter. (*Refer to Section (B)(1)(d) and Exhibit B*)

## **E. RECORDING NON-CASH DONATION(S)**

- 1) If non-cash donations are received, the department may consult with the Auditor-Controller's Office (ACO) to determine how the non-cash item should be recorded.
- 2) **Products donated that would normally be purchased with County funds**, shall be recorded in revenue account 47500 donations/contributions within three (3) business days depending on receipt or approval requirements and offset by the appropriate expense account.
  - a) Examples of non-cash donations which would normally be purchased with County funds include pet food for the animal shelter and mattresses for NCHA Farmworker Centers.
  - b) Donations of office furniture or equipment that would be purchased with County funds require an estimated value to be supported by a quoted fair market value, professional appraisal, etc., when recorded in the revenue and expense accounts.
  - c) When the estimated value of donated product(s) exceeds budget allocation, it may be necessary to complete a budget adjustment to offset the expense.
- 3) **Products donated that would not normally be purchased with County funds** are not recorded in revenue account 47500 donations/contributions but rather recorded and tracked outside of the general ledger.

Examples of non-cash donations that would not normally be purchased with County funds include gift cards for food, beverage, clothing, movies, etc.

- 4) Consult the ACO to determine the proper manner of recording donations of tangible assets with a fair market value over the County's capital asset threshold (e.g., artwork, vehicles, or trailers).
- 5) Gift cards/certificates/bus passes shall be recorded and tracked on a log (**refer to Exhibit B**) and the log is to be made available to the Internal Audit section of the Auditor-Controller's Office annually by July 10 reflecting the balances as of fiscal year-end June 30.

## **F. DECLINED DONATIONS**

Upon notification from the Auditor-Controller's Office or based on the actions of the Board of Supervisors that the donation has been declined, the Department must:

- 1) Draft a letter within three (3) business days of receiving notification that the donation has been declined. The letter should express the County's appreciation and include an explanation that the donation was not accepted by the Auditor-Controller or the County's Board of Supervisors and if available, the reasons for declining the donation.
- 2) Return the donated item to the donor through certified-return receipt mail if it can be easily mailed (checks, money orders, or merchant gift cards, etc.) If the donation is cash or not easily mailed, then the decline letter should explain that the donor must retrieve the donation within two (2) weeks from the date of the decline letter. Contact the Auditor-Controller's office if donors do not retrieve declined donations.

## G. REPORTING TO THE BOARD OF SUPERVISORS

Departments are required to report all cash and non-cash donations to the Internal Audit section of the Auditor-Controller no later than five (5) business days after quarter-end. Internal Audit will issue a report to the Board of Supervisors of the aggregated donations known to have been received by all Napa County departments. Department quarterly donation report should include the following:

- The total value of the cash donations received;
- The Department receiving and utilizing the donation; and
- Description of any non-cash donations received and estimated value.

## H. SAFEGUARDING AND ACCOUNTABILITY

- 1) Cash donations awaiting acceptance approval from the Department Manager, Department Head, or the Board of Supervisors shall be kept in a locked box in a locked drawer or in a locked safe with limited access until deposited.
- 2) Non-cash, cash equivalent, donations such as merchant gift cards and bus passes shall be kept in a locked box in a locked drawer or safe with limited access and accounted for and tracked using a gift card/bus pass log – **Refer to Exhibit B for an example.**

- a) The initial entry should list the certificates, card numbers, or other specific identification of the non-cash items.
- b) Disbursement approval of the non-cash, cash equivalent items (i.e., merchant gift cards) will be provided in writing by a member of the Department staff that has been authorized by the Department Head or their designee.

After the distribution of the donation is approved, the merchant gift card number or identification of the non-cash item shall be logged out.

The written documentation shall be filed with the log indicating issuance.

- c) The dollar value balance on the log as of June 30th shall be reported to the Internal Audit section of the Auditor-Controller's Office within five (5) business days after year-end.
- d) The Internal Audit section of the Auditor-Controller's Office shall have the ability to examine the log, the merchant gift cards, and other non-cash items for safeguarding and accountability purposes.

## I. DISPOSITION OF DONATION

- 1) In accordance with California Government Code Section 25355, the Board of Supervisors must approve the disposal of the property and any income derived from the donations for those lawful uses and purposes as are prescribed in the terms of the donation, bequest, or devise.

Board approval of the disposition of donations can occur through resolution or consent item.

- 2) Refer to the County's Capital Asset policy for the disposal of non-cash capital asset items.

## **J. DECLARED EMERGENCIES**

- 1) Donations received during Declared Emergencies shall be coordinated with the Logistics Section Chief. The Auditor-Controller, as the Finance Section Chief, shall receive all cash donations directly and shall be provided all documentation for non-cash donations, including volunteer hours.
  - a) Cash Donations: All checks and back up documentation shall be routed directly to the Auditor-Controller for receipt, tracking and acknowledgement. Back up documentation shall include a donor contact name, business name if applicable, and address if not on the check itself.
  - b) Non-Cash Donations: Donations of goods should include back up documentation: this may include packing slips, zero-based invoices, written communication (including emails) providing any level of information regarding the donation, a donor contact name, business name if applicable, and address.
    1. General emergency donations of goods for countywide use (e.g., water, food, personal protective equipment) should be routed through the Logistics chief.
    2. Donations during declared emergencies of goods for a specific county function (e.g., pet food for the animal shelter) should be coordinated with the Logistics Section Chief to mitigate the potential for duplicative expenditures (e.g., animal shelter personnel should inform the Logistics Section Chief as donations of pet food come in to avoid the Logistics Section ordering unnecessary pet food).
- 2) During a declared emergency, the Auditor-Controller is responsible for depositing all cash received, sending all acknowledgment letters and tracking all donations. The donations will be reported during a public meeting when financial updates of the event are presented, or as part of the quarterly donation report to the Board.



**Exhibit A: Non-Cash, Cash Equivalent  
Donations Log**

**Gift Card/Bus Pass Log  
(Example)**

USE ONE FORM PER MERCHANT												
MERCHANT'S NAME GIFT CERTIFICATES / GIFT CARDS												
											SIGN OR INITIAL	
DATE IN	CERTIFICATE NUMBERS	QUANTITY RECEIVED	VALUE OF EACH CERTIFICATE	TOTAL VALUE	NUMBER OF CERTS ISSUED	ISSUED CERTIFICATE #S	REMAINING VALUE OF CERTIFICATES	DATE ISSUED	ISSUED TO	REQUESTOR AGENCY	APPROVED BY (SIGNATURE)	ISSUED BY (SIGNATURE)
7/3/2022	201 - 226	25	\$ 25.00	\$ 625.00	3	201-203	\$ 550.00	7/20/2022	T. SMITH	HHSA-MH		
					4	204-207	\$ 450.00	8/3/2022	C. JONES	HHSA-PH		
					5	208-213	\$ 325.00	8/6/2022	C. JONES	HHSA-PH		
					10	213-223	\$ 75.00	8/8/2022	P. CANN	HHSA-IHSS		
					3	224-226	\$ -	8/10/2022	P. CANN	HHSA-IHSS		
8/3/2022	530-560	30	\$ 25.00	\$ 750.00	1	530	\$ 725.00	8/12/2022	C. JONES	HHSA-PH		
					4	531-534	\$ 625.00	8/15/2022	T. SMITH	HHSA-MH		
(YOU MAY ALSO ASSIGN ONE CERTIFICATE # PER LINE)												
9/3/2022	735	4	\$ 250.00	\$ 1,000.00	1	735	\$ 750.00	9/5/2022	C. JONES	HHSA-PH		
	736				1	736	\$ 500.00	9/6/2022	P. CANN	HHSA-IHSS		
	737				1	737	\$ 250.00	9/10/2022	T. SMITH	HHSA-MH		
	738				1	738	\$ -	9/11/2022	C. JONES	HHSA-PH		

## Exhibit B: Thank-you Letter Example

(Use Department letterhead)

Date

Name

Address

Dear Name,

Thank you very much for your generous gift of (cash amount or list of goods)\* donated to the Department and/or Program on Date. We deeply appreciate your support and are very grateful for your active involvement in our success.

(Optional: Insert program/event information about where donations are/will be used)

Your donation may be tax deductible to the extent allowed by law per Internal Revenue Code Section 170(c)(1) and California Revenue and Taxation Code Section 24359. Napa County's Federal Tax Identification Number is 94-6000525. No goods or services were provided to you in exchange for your donation.

Sincerely,

Name of Department Head, Title

cc: Tracy A. Schulze  
Napa County Auditor-Controller

*\*Do not include estimate value for non-cash donations! This is the responsibility of the donor for IRS purposes*

# NAPA COUNTY HOUSING AUTHORITY

<b><u>POLICY &amp; PROCEDURE:</u></b>  Acceptance and Disposal of Donations	<b><u>DATE OF ORIGINAL ISSUANCE:</u></b>  October 9, 2007
<b><u>REFERENCE:</u></b> Health and Safety Code Section 34315.3 and 36059	<b><u>APPROVED:</u></b>  Chairperson Napa County Housing Authority
<b><u>EFFECTIVE DATE:</u></b> September 09, 2025	<b><u>DISTRIBUTION:</u></b> - Contract Operator - Authority Staff
<b><u>REVISION DATE:</u></b> (Date Approved)	
<b><u>NUMBER:</u></b> 3	

**SUBJECT** Acceptance and Disbursements of Donations

**OVERVIEW** Pursuant to Health and Safety Code section 34315.3 and 36059, the Board of the Napa County Housing Authority (Authority) has the responsibility to accept donations. The source and value of each donation to be received must be filed with the Board of Supervisors for acceptance.

**POLICY & PROCEDURE (Procedure):** With exception of donations received by the Contract Operator for lodging fees, the following procedure is to be followed by the staff of the Authority and the Contract Operator of the Farm Worker Centers for accepting donations.

## I) OVERVIEW

### A) Types of Donation

- 1) Cash – Cash, Checks and Money Orders – must be payable to the Napa County Housing Authority.
- 2) Non-Cash – Merchant Gift Cards or Certificates, Capital Assets, other non-perishable goods, and equipment.

- 3) Perishable goods from sources that are approved in accordance with California Retail Food Code section 113735 – fruit, vegetables, meat, dairy products, etc.
- B) Determine if the donation to be received can be utilized in accordance with statutes and the Auditor-Controller's Office Procedure for Acceptance and Disbursement of Donations. If there are any questions on the utilization of the donation(s) then the Authority's Counsel must be consulted.

## II) ACCEPTANCE

- A) Authority staff (Housing & Community Services Department) may accept cash and non-cash donations in accordance with Section (B) of the Department of Auditor-Controller's Office Procedure for Acceptance and Disbursement of Donations.
- B) The Authority's Staff Service Manager may accept cash and non-cash donations by any individual or organization totaling \$1,000 or less.
- C) The Authority's Executive Director may accept cash and non-cash donations by any individual or organization of up to \$10,000.
- D) Acceptance of cash donations and non-cash by any individual or organization in excess of \$10,000 requires approval by the Board of Supervisors. If approved, the Housing & Community Services Department Program Manager shall forward a copy of the approved Board agenda letter to the Auditor-Controller's Office at [donations@countyofnapa.org](mailto:donations@countyofnapa.org).
- E) The Authority's Designee shall send a thank-you letter for donations of \$100 or more within three (3) business days of acceptance. Copies of the thank-you letters shall be promptly forwarded to the Auditor-Controller's Office at [donations@countyofnapa.org](mailto:donations@countyofnapa.org). The letter should include the following:
  - (i) Name and address of donor
  - (ii) Date of the donation (received date), -
  - (iii) Amount of the donation
  - (iv) Purpose of the donation (if declared by donor or if known how it will be used)
  - (v) Acknowledgement that the donor did not receive any goods or services in return for the donation (i.e. book, dinner, etc.)

(vi) Authority's Federal Tax ID Number

See Exhibit B for an example of a thank-you letter. Non-cash donation cannot be valued on the letter or receipt provided to the donor.

Per the Internal Revenue Service this valuation must be performed by the donor.

### **III) ACCEPTANCE – Other than Perishable Goods**

- A) Notify the Authority's Designee in writing on the day of receipt that a donation was received and if cash, not yet deposited. This must include information listed in Section II (E).
- B) The Authority's Designee will provide written feedback within two (2) business day(s) as to whether the donation may be accepted on behalf of the Authority.
- C) If cash, donations must be deposited by Contractor staff within one (1) business day after approval for acceptance has been obtained. Consult with Auditor-Controller's Office for all other types of donations.

### **IV) ACCEPTANCE – Perishable Goods**

- A) If a notification is received from a donor at least 72 hours prior to delivery, the applicable steps in Section II or Section III above shall be followed.
- B) If there is no prior notification or notification is received less than 72 hours prior to delivery from the donor, the following steps shall be followed:
  - 1) Donations of Perishable Goods that do not meet the laws and regulations governing the operation of the centers cannot be accepted.
  - 2) Acceptance of donations meeting the laws and regulations governing the operation of the centers.
    - (i) Accept the donation and safeguard the item(s) received by providing the required storage necessary to preserve the item.
    - (ii) Notify the Authority's Designee in writing on the day of receipt that a donation was received. This must include information listed in Section I (E).

- (iii) The Authority's Designee will provide written ratification of the donation acceptance within three (3) business days on behalf of the Authority.
- (iv) Donations must be recorded by Authority staff within one (1) business day after ratification of acceptance has been provided..

## **V) DONATION – DECLINED**

Upon notification from the Authority's Designee that the Donation has been declined, the following must occur:

- A) Authority staff will draft a letter within three (3) business days of declining the donation. The letter must:
  - Express the Authority's appreciation and include an explanation that the donation was not accepted by the Authority and if available the reasons for declining the donation.
  - If the donation is cash or not easily mailed indicate donor must retrieve the item within two (2) weeks from the date of the notification letter.
- B) Contract Operator will mark checks received "Void" and return the donated item to the donor
  - 1) Through certified-return receipt mail, if it can be easily mailed (checks, money orders or merchant gift certificates/cards);
  - 2) Or, if the donation is cash or not easily mailed then, safeguard the item and notify donor how to retrieve donation within two (2) weeks from the date of the notification letter; and
  - 3) If item is not retrieved by donor within the two (2) week period, then the Contractor Operator will notify the Authority Designee immediately. Contact the Auditor-Controller's office if donors do not retrieve declined donations.

## **VI) RECORDING THE DONATION**

- A) Authority staff shall record donations in accordance with the Auditor-Controller's Procedure for the Acceptance and Disbursement of Donations Sections (C), (D), & (E).

## **VII) REPORTING TO THE BOARD OF SUPERVISORS**

- A) Authority staff will report all cash and non-cash donations to the Internal Audit section of the Auditor Controller no later than five (5) business days after quarter-end.
- B) The report must include:
  - The total value of the cash donations received;
  - The Farm Worker Center receiving and utilizing the donation;and
  - Description of any non-cash donations received and estimated value.

#### **VIII) SAFEGUARDING AND ACCOUNTABILITY**

- A) Safeguarding and accountability shall be adhered to in accordance with the Auditor-Controller's Procedure for the Acceptance and Disbursement of Donations.
- B) Cash donations and merchant gift certificates awaiting the acceptance of the Authority's Designee or the Board of Supervisors must be kept in a locked box within a locked drawer or in a locked safe until deposited or disbursed, respectively.
- C) Non-cash items must be tracked on a log (See Exhibit A) and safeguarded against damage and use to the extent possible until the item(s) are accepted by the Authority's Designee or the Board of Supervisors.
- D) Non-cash perishable items such as fruit and vegetables must be weighed, tracked, and reported to the Authority's Designee within one (1) business day and safeguarded against damage and use to the extent possible until acceptance is granted by the Authority's Designee.

## **IX) UTILIZATION OF DONATION**

- A) Donations must be used in accordance with the by-laws of the Authority, the California Code Sections governing the Authority and as bequeathed by the donor.
- B) Donations must be used to enhance the well-being of the farm workers residing at the Farmworker Centers and/or the operations at the Farmworker Centers.

## **X) DISPOSITION OF DONATION**

- A) The Board must approve the disposal of the property and any income derived from the donations for those lawful uses and purposes as are prescribed in the terms of the donation, bequest, or devise.
- B) Board approval of the disposition and disbursement of donations can occur by:
  - 1) The Contract Operator could obtain, or may have, approval in the minutes or a resolution from the Board that allows them to dispose and disburse the donation(s) in accordance with the terms of the donation.
  - 2) The Authority staff will prepare a consent item on behalf of the Contract Operator when necessary for disbursements to specific individuals or for disposal.
- C) Non-cash capital asset items shall be disposed of in accordance with the County's Capital Asset policy.

## **EXCEPTIONS**

- C) Non-Declared Emergency Situations - In the case of emergencies that affect the health and welfare of the Lodgers, fixed asset donations may be accepted by the Authority's Designee and must be submitted to the Board of Supervisors for ratification at the next scheduled Board of Supervisors meeting.
- D) Declared Emergencies – Refer to the Auditor-Controller's Procedure for Acceptance and Disbursement of Donations.
- E) Pre-Authorized Donors - Donations may be accepted by the Contract Operator without Authority's preapproval unless the donation is to be utilized for the purchase of a capital asset from the following entities:
  - St. Helena Farm Worker Committee



The Authority must be notified by the Contract Operator of the donation within one (1) working day of the receipt of the donation.

Exhibit A  
Non-Cash, Cash Equivalent Donation Log

USE ONE FORM PER MERCHANT												
<b>MERCHANT'S NAME</b> <b>GIFT CERTIFICATES / GIFT CARDS</b>												
											SIGN OR INITIAL	
DATE IN	CERTIFICATE NUMBERS	QUANTITY RECEIVED	VALUE OF EACH CERTIFICATE	TOTAL VALUE	NUMBER OF CERTS ISSUED	ISSUED CERTIFICATE #S	REMAINING VALUE OF CERTIFICATES	DATE ISSUED	ISSUED TO	REQUESTOR AGENCY	APPROVED BY (SIGNATURE)	ISSUED BY (SIGNATURE)
7/3/2022	201 - 226	25	\$ 25.00	\$ 625.00	3	201-203	\$ 550.00	7/20/2022	T. SMITH	HHSA-MH		
					4	204-207	\$ 450.00	8/3/2022	C. JONES	HHSA-PH		
					5	208-213	\$ 325.00	8/6/2022	C. JONES	HHSA-PH		
					10	213-223	\$ 75.00	8/8/2022	P. CANN	HHSA-IHSS		
					3	224-226	\$ -	8/10/2022	P. CANN	HHSA-IHSS		
8/3/2022	530-560	30	\$ 25.00	\$ 750.00	1	530	\$ 725.00	8/12/2022	C. JONES	HHSA-PH		
					4	531-534	\$ 625.00	8/15/2022	T. SMITH	HHSA-MH		
<b>(YOU MAY ALSO ASSIGN ONE CERTIFICATE # PER LINE)</b>												
9/3/2022	735	4	\$ 250.00	\$ 1,000.00	1	735	\$ 750.00	9/5/2022	C. JONES	HHSA-PH		
	736				1	736	\$ 500.00	9/6/2022	P. CANN	HHSA-IHSS		
	737				1	737	\$ 250.00	9/10/2022	T. SMITH	HHSA-MH		
	738				1	738	\$ -	9/11/2022	C. JONES	HHSA-PH		

## Exhibit B

### Example of Acceptance Letter to be issued by the Authority or by Authority Designee

Date

Donor  
Address  
Address

Dear *Donor Contact*:

Thank you very much for your generous gift of (cash amount or list of goods)\* to the Napa County Farmworker Centers (Centers) on DATE. We appreciate your support and are very grateful for your active involvement in our success. Your donation and support will assist us in meeting the needs of the residents and ongoing operations of the Centers.

Donations to the farm worker centers may be tax deductible to the extent allowed by law per California Health and Safety Code section 36063, California Revenue and Taxation Code Section 24359, and Internal Revenue Code 170(c)(1). Napa County Housing Authority's Federal Tax Identification Number is 37-1548136. No goods or services were provided to you in exchange for your donation.

Sincerely,

Name of Department Head, Title

cc: Tracy A. Schulze  
Napa County Auditor-Controller

*\*Do not include estimate value for non-cash donations! This is the responsibility of the donor for IRS purposes.*

# NAPA COUNTY HOUSING AUTHORITY

<b><u>POLICY &amp; PROCEDURE:</u></b> Acceptance and Disposal of Donations	<b><u>DATE OF ORIGINAL ISSUANCE:</u></b> October 9, 2007
<b><u>REFERENCE:</u></b> Health and Safety Code Section 34315.3 and 36059	<b><u>APPROVED:</u></b>  Chairperson Napa County Housing Authority
<b><u>EFFECTIVE DATE:</u></b> ( <del>Date Approved</del> ) <u>September 09, 2025</u>	<b><u>DISTRIBUTION:</u></b> - Contract Operator - Authority Staff
<b><u>REVISION DATE:</u></b> (Date Approved)	
<b><u>NUMBER:</u></b> <u>32</u>	

**SUBJECT** Acceptance and ~~Disposal~~ Disbursements of Donations

**OVERVIEW** Pursuant to Health and Safety Code section 34315.3 and 36059, the Board of the Napa County Housing Authority (Authority) has the responsibility to accept donations. The source and value of each donation to be received must be filed with the Board of Supervisors for acceptance.

**POLICY & PROCEDURE (Procedure):** With exception of donations received by the Contract Operator for lodging fees, the following procedure is to be followed by the staff of the Authority and the Contract Operator of the Farm Worker Centers for accepting donations.

## I) OVERVIEW

### A) Types of Donation

- 1) Cash – Cash, Checks and Money Orders – must be payable to the Napa County Housing Authority.
- 2) Non-Cash – Merchant Gift Cards or Certificates, Capital Assets, ~~and~~ other non-perishable goods, and equipment.

- 3) Perishable goods from sources that are approved in accordance with California Retail Food Code section 113735 – fruit, vegetables, meat, dairy products, etc.
- B) Determine if the donation to be received can be utilized in accordance with statutes and the Auditor-Controller's Office Procedure for Acceptance and Disbursement of Donations~~this procedure~~. If there are any questions on the utilization of the donation(s) then the Authority's Counsel must be consulted.

~~–) Letters and Receipts~~

~~0) Beginning in 2007, Internal Revenue Code Title 26, Subtitle A, Chapter 1, Subchapter B, Part VI, Section 170 (f) (8) provides that an individual cannot deduct a cash contribution, regardless of the amount, unless they keep a bank record such as a canceled check or a written communication (letter or receipt) from the charity as a record of the contribution. The written communication must include the name of the charity, date of the contribution, and amount of the contribution. See Exhibit B for example.~~

~~0) Non-cash donation cannot be valued on the letter or receipt provided to the donor. Per the Internal Revenue Service this valuation must be performed by the donor.~~

## **II) ACCEPTANCE**

- A) Authority staff (Housing & Community Services Department) may accept cash and non-cash donations in accordance with Section (B) of the Department of Auditor-Controller's Office Procedure for Acceptance and Disbursement of Donations.
- B) The Authority's Staff Service Manager may accept cash and non-cash donations by any individual or organization totaling \$1,000 or less.
- C) The Authority's Executive Director may accept cash and non-cash donations by any individual or organization of up to \$10,000.
- D) Acceptance of cash donations and non-cash by any individual or organization in excess of \$10,000 requires approval by the Board of Supervisors. If approved, the Housing & Community Services Department Program Manager shall forward a copy of the approved Board agenda letter to the Auditor-Controller's Office at [donations@countyofnapa.org](mailto:donations@countyofnapa.org).
- E) The Authority's Designee shall send a thank-you letter for donations of \$100 or more within three (3) business days of acceptance. Copies of the thank-you letters shall be promptly forwarded to the Auditor-

Controller's Office at [donations@countyofnapa.org](mailto:donations@countyofnapa.org). The letter should include the following:

- (i) Name and address of donor
- (ii) Date of the donation (received date), -
- (iii) Amount of the donation
- (iv) Purpose of the donation (if declared by donor or if known how it will be used)
- (v) Acknowledgement that the donor did not receive any goods or services in return for the donation (i.e. book, dinner, etc.)
- (vi) Authority's Federal Tax ID Number

See Exhibit B for an example of a thank-you letter. Non-cash donation cannot be valued on the letter or receipt provided to the donor.

Per the Internal Revenue Service this valuation must be performed by the donor.

#### **V)III ACCEPTANCE – Other than Perishable Goods**

- A) Notify the Authority's Designee in writing on the day of receipt that a donation was received and if cash, not yet deposited. This ~~may be accomplished via e-mail to the Housing & Community Development Program Manager and~~ must include information listed in Section II (E) the following:
- ~~• The donor's name (if anonymous, need not be provided)~~
  - ~~• Description of the donation. (Cash, property, merchant gift certificates and other non-cash items)~~
  - ~~• The value of the donation if cash and the estimated value of the donation if non-cash.~~
  - ~~• The purpose of the donation (what it will be spent on)~~
  - ~~• Date donation received~~
    - ~~• Whether the donor wishes to be acknowledged or remain anonymous.~~
- B) The Authority's Designee will provide written feedback within two (2) business day(s) as to whether the donation may be accepted on behalf of the Authority.

- C) If cash, donations must be deposited by Contractor staff within one (1) business day after approval for acceptance has been obtained—~~See Section V for account codes of cash donations.~~ Consult with Auditor-Controller's Office for all other types of donations.

~~—) Authority will issue written communication to the donor to acknowledge the donation. See Exhibit B for an example of an acknowledgement letter.~~

#### **VII)IV) ACCEPTANCE – Perishable Goods**

- A) If a notification is received from a donor at least 72 hours prior to delivery, the applicable steps in Section II or Section III above shall be followed. Notification Received from Donor at least 72 hours prior to delivery. Follow the applicable steps in Section II or Section III above.

- B) If there is no prior notification or notification is received less than 72 hours prior to delivery from the donor, the following steps shall be followed: No Prior Notification or Notification is received less than 72 hours prior to delivery from Donor

- 1) Donations of Perishable Goods that do not meet the laws and regulations governing the operation of the centers cannot be accepted.
- 2) Acceptance of donations meeting the laws and regulations governing the operation of the centers.

- (i) Accept the donation and safeguard the item(s) received by providing the required storage necessary to preserve the item.

~~(i) — Notify the Authority's designee in Designee in writing on the day of receipt that a donation was received. This ~~may be accomplished via e-mail to the Housing & Community Development Program Manager~~ must include information listed in Section I (E). ~~Include in the notification the following:~~~~

- ~~• — The donor's name (if anonymous, need not be provided)~~
- ~~• — Description of the donation.~~
- ~~• — The estimated value of the donation.~~
- ~~• — The purpose of the donation (how it will be used)~~
- ~~• — Date donation received~~

- ~~(ii)~~ ~~Whether the donor wishes to be acknowledged or remain anonymous.~~
- ~~(ii)~~(iii) The Authority's ~~D~~esignee will provide written ratification of the donation acceptance within ~~one-three~~ (34) business days on behalf of the Authority.
- ~~(iii)~~(iv) Donations must be recorded by Authority staff within one (1) business day after ratification of acceptance has been provided.—  
~~See Section V.~~

#### ~~VIII~~V) DONATION – DECLINED

Upon notification from the Authority's ~~D~~esignee that the Donation has been declined, the following must occur:

- A) Authority staff will draft a letter within ~~one-three~~ (34) business days of declining the donation. The letter must:
  - Express the Authority's appreciation and include an explanation that the donation was not accepted by the Auditor-Controller or the Authority and if available the reasons for declining the donation.
  - If the donation is cash or not easily mailed indicate donor must retrieve the item within two (2) weeks from the date of the notification letter.
- B) Contract Operator will mark checks received "Void" and return the donated item to the donor
  - 1) Through certified-return receipt mail, if it can be easily mailed (checks, money orders or merchant gift certificates/cards);
  - 2) Or, if the donation is cash or not easily mailed then, safeguard the item until the and notify donor how to retrieve donation s-it within two (2) weeks from the date of the notification letter; and
  - 3) If item is not retrieved by donor within the two (2) week period, then the Contractor Operator will notify the Authority ~~D~~esignee immediately. Contact the Auditor-Controller's office if donors do not retrieve declined donations.

#### ~~IX~~VI) RECORDING THE DONATION

- A) ~~Authority staff shall record donations in accordance with the Auditor-Controller's Procedure for the Acceptance and Disbursement of Donations Sections (C), (D), & (E). If a cash donation is received, the amount received must be recorded under the farm worker center~~



~~receiving the donation (5060501 – Calistoga, 5060502 – River Ranch and 5060503 – Mondavi) as well as under revenue account #47500 – Donations and Contributions and recorded in the cash account.~~

~~–) If a non-cash donation is received,~~

~~0) The value of the item received must be recorded under the farm worker center receiving the donation (5060501 – Calistoga, 5060502 – River Ranch and 5060503 – Mondavi) as well as under revenue account #47500 –~~

~~0) The entry will be offset by the expenditure account that best describes the use of the donation (i.e. account #53505 – Client Meals for donated food).~~

~~–) If the donation is a capital asset, the Auditor-Controller's office Accounting Section must be consulted in the recording of the donation.~~

#### ~~XIV)~~**VII) REPORTING TO THE BOARD OF SUPERVISORS**

A) ~~At the end of each quarter,~~ Authority staff will ~~prepare a report~~ all cash and non-cash donations to the Internal Audit section of the Auditor Controller no later than five (5) business days after quarter-end. to the Board for any donations received and declined in the aggregate amount per occurrence.

B) The report must include:

- ~~• The name of the donor.~~
- The total value of the cash donations received; ~~or declined.~~
- The Farm Worker Center receiving and utilizing the donation;~~and.~~
- Description of any non-cash donations received and estimated value.~~The Farm Worker Center utilizing the donation.~~

#### ~~VIII) RECORDS MAINTENANCE – Non-Cash Donations~~

~~–) Non-Cash – Excluding Merchant Gift Certificates – A log must be maintained by the contractor for each center and submitted to the Auditor-Controller's Office monthly. The log must include the following:~~

- ~~• Name(s) of donors.~~
- ~~• Quantity and Item(s) Donated.~~
- ~~• Estimated value of donated item.~~
- ~~• Recipient of Item (If item is transferred to another center, then this should be noted as the Recipient and the other center should enter the item onto their log.~~

- ~~Title of the person responsible for large non-cash items, such as furniture and vehicles.~~
- ) ~~Non-Cash Merchant Gift Certificates~~
  - 0) ~~The Contractor must keep a detailed log of the Merchant Gift certificates and/or cards. A separate log should be maintained for each allotment of Merchant Gift certificates and/or cards from each donor.~~
  - 0) ~~The initial entry should list the certificates, card numbers or other specific identification of the non-cash items. (See Exhibit A for an example of the log.)~~
  - 0) ~~Disbursement Approval of Merchant Gift Certificates — Approval will be provided in writing (e-mail is acceptable) by Authority staff based on the information provided by the Contract Operator.~~
  - 0) ~~After the distribution of the Merchant Gift Certificate/Card is approved, the certificate and/or card number or identification of the non-cash item must be logged out (See attached example of the log.)~~
  - 0) ~~The written documentation must be filed with the log indicating issuance. (See attached example of the log.)~~
  - 0) ~~A copy of the log at June 30th must be reported to the Auditor-Controller's Accounting Section by July 1<sup>st</sup> every year for financial statement purposes.~~
- ) ~~The Auditor-Controller's Department at its discretion will examine the donation certificate, donation card and other non-cash item log.~~

## ~~XXIII~~VIII) **SAFEGUARDING AND ACCOUNTABILITY**

- A) Safeguarding and accountability shall be adhered to in accordance with the Auditor-Controller's Procedure for the Acceptance and Disbursement of Donations.
- A)B) Cash donations and merchant gift certificates awaiting the acceptance of the Authority's Designee or the ~~Authority's~~ Board of Supervisors must be kept in a locked box within a locked drawer or in a locked safe until deposited or disbursed, respectively.
- B)C) Large (over \$1,000) n~~Non-cash items such as furniture or vehicles~~ must be tracked on a log (See Exhibit A)~~on the log noted in IX.A~~ and safeguarded against damage and use to the extent possible until the item(s) are accepted by the Authority's Designee or the Board of Supervisors.

G/D) ~~Small (\$1,000 or less) Non-cash~~ perishable items such as fruit and vegetables must be weighed, tracked, and reported to ~~noted in an email~~ to the Authority's Designee Housing & Community Development Program Manager within one (1) business day and safeguarded against damage and use to the extent possible until acceptance is granted by the Authority's Designee.

#### ~~XXIV~~IX) UTILIZATION OF DONATION

- A) Donations must be used in accordance with the by-laws of the Authority, the California Code Sections governing the Authority and as bequeathed by the donor.
- B) Donations must be used to enhance the well-being of the farm workers residing at the Farmworker Centers and/or the operations at the Farmworker Centers.

#### ~~XXV~~X) DISPOSITION OF DONATION

- A) The Board must approve the disposal of the property and any income derived from the donations for those lawful uses and purposes as are prescribed in the terms of the donation, bequest, or devise.
- B) Board approval of the disposition and disbursement of donations can occur by:
  - 1) The Contract Operator could obtain, or may have, approval in the minutes or a resolution from the Board that allows them to dispose and disburse the donation(s) in accordance with the terms of the donation.
  - 2) The Authority staff will prepare a consent item on behalf of the Contract Operator when necessary for disbursements to specific individuals or for disposal.

C) Non-cash capital asset items shall be disposed of in accordance with the County's Capital Asset policy. Refer to the County's Capital Asset policy for the disposal of non-cash capital asset items.

#### ~~XXVI~~) EXCEPTIONS

- C) Non-Declared Emergency Situations - In the case of emergencies that affect the health and welfare of the Lodgers, fixed asset donations may be accepted by the Authority's Designee and must be submitted to the Authority-Board of Supervisors for ratification at the next scheduled Board of Supervisors meeting.
- A)D) Declared Emergencies – Refer to the Auditor-Controller's Procedure for Acceptance and Disbursement of Donations.
- B)E) Pre-Authorized Donors - Donations may be accepted by the Contract Operator without Authority's preapproval unless the donation is to be utilized for the purchase of a capital asset from the following entities:

- St. Helena Farm Worker Committee

The Authority must be notified by the Contract Operator of the donation within one (1) working day of the receipt of the donation.

# Exhibit A

## Non-Cash, Cash Equivalent Donation Log

USE ONE FORM PER MERCHANT												
MERCHANT'S NAME GIFT CERTIFICATES / GIFT CARDS												
											SIGN OR INITIAL	
DATE IN	CERTIFICATE NUMBERS	QUANTITY RECEIVED	VALUE OF EACH CERTIFICATE	TOTAL VALUE	NUMBER OF CERTS ISSUED	ISSUED CERTIFICATE #S	REMAINING VALUE OF CERTIFICATES	DATE ISSUED	ISSUED TO	REQUESTOR AGENCY	APPROVED BY (SIGNATURE)	ISSUED BY (SIGNATURE)
7/3/2022	201 - 226	25	\$ 25.00	\$ 625.00	3	201-203	\$ 550.00	7/20/2022	T. SMITH	HHSA-MH		
					4	204-207	\$ 450.00	8/3/2022	C. JONES	HHSA-PH		
					5	208-213	\$ 325.00	8/6/2022	C. JONES	HHSA-PH		
					10	213-223	\$ 75.00	8/8/2022	P. CANN	HHSA-IHSS		
					3	224-226	\$ -	8/10/2022	P. CANN	HHSA-IHSS		
8/3/2022	530-560	30	\$ 25.00	\$ 750.00	1	530	\$ 725.00	8/12/2022	C. JONES	HHSA-PH		
					4	531-534	\$ 625.00	8/15/2022	T. SMITH	HHSA-MH		
(YOU MAY ALSO ASSIGN ONE CERTIFICATE # PER LINE)												
9/3/2022	735	4	\$ 250.00	\$ 1,000.00	1	735	\$ 750.00	9/5/2022	C. JONES	HHSA-PH		
	736				1	736	\$ 500.00	9/6/2022	P. CANN	HHSA-IHSS		
	737				1	737	\$ 250.00	9/10/2022	T. SMITH	HHSA-MH		
	738				1	738	\$ -	9/11/2022	C. JONES	HHSA-PH		

**(MERCHANTS NAME)**  
**GIFT CERTIFICATES / CARDS**

DATE IN / OUT	CERTIFICATE # (s)	# OF CERTIFICATES IN / (OUT)	VALUE OF CERTIFICATE	DOLLAR AMOUNT	DOLLAR VALUE BALANCE	ISSUED TO	REQUESTOR/ AGENCY	APPROVED BY	ISSUED BY
1/15/2003	1 - 10	10.00	25.00	250.00	250.00	n/a	n/a	AB	CD
1/15/2003	1	(1.00)	25.00	(25.00)	225.00	J. Jones	S. Smith	EF	GH
					225.00				
					225.00				
					225.00				
					225.00				
					225.00				
					225.00				
					225.00				
					225.00				
					225.00				
					225.00				
					225.00				
					225.00				
					225.00				

## Exhibit B

### Example of Acceptance Letter to be issued by the Authority or by Authority Designee

Date

Donor  
Address  
Address

Dear *Donor Contact*:

Thank you very much for your generous gift of (cash amount or list of goods)\* donation to the Napa County Farmworker Centers (Centers) ~~m-worker centers~~ on DATE. We appreciate your support and are very grateful for your active involvement in our success. Your donation and support will assist us in meeting the needs of the residents and ongoing operations of the Centers.

Donations to the farm worker centers ~~are~~ may be tax deductible to the extent allowed by law per California Health and Safety Code section 36063, California Revenue and Taxation Code Section 24359, and Internal Revenue Code 170(c)(1). Napa County Housing Authority's Federal Tax Identification Number is 37-1548136. No goods or services were provided to you in exchange for your donation.

~~We appreciate your ongoing support of the Napa County Farm Worker Centers and are very grateful for your active involvement in the ongoing operations of the centers. Please see that attached list of your donation.~~

Sincerely,

*NAME OF CONTRACTOR CONTACT*  
Name of Department Head, Title

cc: Tracy A. Schulze  
Napa County Auditor-Controller

\*Do not include estimate value for non-cash donations! This is the responsibility of the donor for IRS purposes.





# Napa County

## Board Agenda Letter

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Housing Commission

**Agenda Date:** 8/27/2025

**File ID #:** 25-1517

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**TO:** Napa County Housing Commission  
**FROM:** Jennifer Palmer, Executive Director  
**REPORT BY:** Alex Carrasco, Project Manager  
**SUBJECT:** 2025 Kaiser Permanente Napa Solano Sponsorship and Grants Program

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### **RECOMMENDATION**

2025 Kaiser Permanente Community Health Grants Program. For discussion only, no action needed.

### **EXECUTIVE SUMMARY**

Kaiser Permanente (KP) supports a range of activities to enrich the health of our communities through the local sponsorships and grants program including the Community Health Grants Program. The funding is used to strengthen and enhance programs and organizations that address the health needs of our most vulnerable residents. Staff applied for funding in March with the goal of establishing onsite housing navigation workshops to assist lodgers with rental housing navigation, landlord incentives (\$500 cash incentive to landlords who agree to lease to a lodger for 12 months, housing application and deposit assistance, and system coordination (pilot program). Although the grant application did not receive the \$25,000 award, Kaiser Permanente determined that the proposed initiative would receive a \$10,000 donation. Today's discussion provides an overview of how funds will be utilized to support lodgers at the county-owned farmworker centers.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Discussion and direction to staff

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project defined by 14 California Code

of Regulations 1538 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Kaiser Permanente's Community Health Grant Program focuses on sponsorship of local events and initiatives that enrich the health of our communities. Sponsorship requests range from \$1,000 to \$25,000. Eligibility criteria focused on an event or initiative that aligns with Community Health Needs Assessment (access to care, housing and homelessness, income & employment, mental/behavioral health).